



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: June 19, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Kevin R. Quan, ART
William Lee, DEM
Sharon Lee, DBI
Amy Nuque, MTA
Bill Irwin / Daniel Kwon, PUC
Jacquie Hale, DPH
Alexander Burns, DPW
Marissa Bloom, ECN

Subject: **Personal Services Contracts Approval Request**

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

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 20/21 to date:

Total of this Report	YTD Expedited Approvals FY2020-2021	Total for FY2020-2021
\$125,816,000	\$7,813,696	\$133,629,696

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POSTING FOR**July 06, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-07-06

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45460 - 19/20	AIRPORT COMMISSION	\$600,000.00	Contractor will provide a new Fleet and Fuel Management System (FFMS) for the San Francisco International Airport (Airport). The FFMS will be a comprehensive solution for Airport's automotive and equipment fleet that will monitor fuel use and manage acquisitions, billings, commercial repair and preventive maintenance, inventory, disposition, reporting, warranties, and work orders for vehicles. The FFMS will be compatible with the City of San Francisco's Central Shops Fleet Management Software. The work includes hardware installation, software installation, maintenance, and support services for the new FFMS.	July 15, 2020	July 31, 2025	REGULAR
16342 - 19/20	ARTS COMMISSION	\$100,000,000.00	In accordance with the City Charter, the San Francisco Symphony will perform concerts.	July 1, 2021		CONTINUED
43225 - 19/20	DEPARTMENT OF EMERGENCY MANAGEMENT	\$5,000,000.00	Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.	May 1, 2020	April 30, 2024	REGULAR
44359 - 19/20	DEPARTMENT OF BUILDING INSPECTION	\$2,000,000.00	Department to re-issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review; and 2) Geotechnical and Geological Engineering Review. Based on the responses from this RFQ, Department will create a pre-qualified list of consultants/professionals and academic experts from which Department may choose prospective contractors, on an as-needed basis for up to five (5) years of the pre-qualification notification date, to advise the Department in structure design and plan review for privately-sponsored projects. Due to continued development of buildings that require structural and geotechnical review, these specialized services are still needed.	July 1, 2020	June 30, 2026	REGULAR
49251 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$2,640,000.00	Implement video safety systems in all rail vehicles to record video images and audio recordings of events involving the operation of the vehicles. Monitor and record events including accidents, signal adherence, hard braking, excessive speed, and operator distraction for safety and driving training purposes.	July 1, 2020	July 1, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40336 - 19/20	PUBLIC UTILITIES COMMISSION	\$900,000.00	<p>The purpose of this contract is to provide three years with Calgon Carbon Corp. (Calgon) for the maintenance of Calgon Carbon UV Technology's ("Calgon") proprietary ultraviolet light (UV) disinfection system at the San Francisco Public Utilities Commission's (SFPUC) Tesla Treatment Facility. The contract provides for field services by Calgon's trained field services technicians and purchase of proprietary parts that need to be replaced such as UV lamps, sleeves, ballasts, etc.</p> <p>Services performed by Calgon:</p> <ul style="list-style-type: none"> • Calibration of current transducers and ballast drive boards • UV sensor inspection and rescale power settings as required • UV sensor inspection and sensor well cleaning inspect for scratches on all quartz surfaces, leaks in sensor wells, etc. • Replace UV sensors and sensor wells as required • Inspect power supply cabinets and ensure proper terminations on all PLC I/O cards • Inspect lamps for deformation suspected to be from acoustic resonance at this time • Replace UV lamps, as requested • Replace quartz sleeves, as requested • PLC programming 	June 1, 2020	June 1, 2023	REGULAR
47089 - 19/20	PUBLIC UTILITIES COMMISSION	\$4,226,000.00	This purchase order is to procure two new Generator Step-up Transformers (GSU's) rated at 13.8-230y/132.9-115Y/66.5kV, three-phase 57.5 MVA. The services are; providing detailed shop drawings, manufacturing, delivery, assembly, testing/commissioning.	August 1, 2020	March 31, 2023	REGULAR
41530 - 19/20	PUBLIC HEALTH	\$8,000,000.00	Contractor will provide a software solution that will monitor all of the Internet of Things (IoT) medical devices connected to the Department of Public Health (DPH) clinical network, in order to strengthen security and its ability to inventory, track, monitor and administer devices efficiently. The software solution must be compatible and integrate with DPH's current CheckPoint endpoint security solution without third party or custom interface development. Contractor's medical device IoT software solution will provide for network discovery that identifies every device connected to the DPH clinical network, identifies and interprets medical device protocols, and identifies and documents device product and manufacturers' specifications, patching, firmware, operating systems, and patch revisions.	July 1, 2020	June 30, 2029	REGULAR
42573 - 19/20	PUBLIC HEALTH	\$300,000.00	Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,	July 1, 2020	June 30, 2022	REGULAR
42848 - 19/20	PUBLIC HEALTH	\$1,000,000.00	The contractor will provide parts and labor coverage, educational classes, product service bulletins, software, and telemetry support for Philips patient monitors, the PIIC IX telemetry system, Holter cardiac	July 1, 2020	June 30, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			monitor systems, stress cardiographs, ventilators and software applications.			

TOTAL AMOUNT \$124,666,000

CSV

Posting For July 06, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2020-07-06

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44755 - 18/19 - MODIFICATIONS	July 6, 2020	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$500,000	\$2,000,000	This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).	07/01/2021	12/31/2021	REGULAR
					Scope Change: This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.			
43116 - 16/17 - MODIFICATIONS	July 6, 2020	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$400,000	\$950,000	The Office of Economic and Workforce Development (OEWD) is seeking a contractor to support the expansion of workforce development services customized to meet the specific needs of jobseekers with criminal histories. The selected contractor will build upon existing programs, policies, tools, and services to include, but not limited to counseling services, workshops and employment assistance customized to and targeting the employment needs of jobseekers with criminal records, especially those newly re-entering the workforce from the criminal justice system. The contractor must deliver services at its own designated location, and should additionally provide services at OEWD's Comprehensive Access Point (CAP) and Neighborhood Access Points (NAPs), as appropriate in order to spread awareness of the specialized services. Services must also be connected to the CAP and NAPs as	07/01/2020	06/30/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					appropriate through built-in cross-referral mechanisms.			
4001-12/13 - MODIFICATIONS	July 6, 2020	PUBLIC HEALTH -- DPH	\$250,000	\$420,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.	07/01/2020	06/30/2025	REGULAR

TOTAL AMOUNT \$1,150,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Fleet and Fuel Management System Services

Funding Source: Airport Operating Funds

PSC Amount: \$600,000

PSC Est. Start Date: 07/15/2020

PSC Est. End Date: 07/31/2025

1. Description of Work

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

Contractor will provide a new Fleet and Fuel Management System (FFMS) for the San Francisco International Airport (Airport). The FFMS will be a comprehensive solution for Airport's automotive and equipment fleet that will monitor fuel use and manage acquisitions, billings, commercial repair and preventive maintenance, inventory, disposition, reporting, warranties, and work orders for vehicles. The FFMS will be compatible with the City of San Francisco's Central Shops Fleet Management Software. The work includes hardware installation, software installation, maintenance, and support services for the new FFMS.

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

This service is needed to support Airport's equipment and automotive fleet operations. Currently Airport is using outdated fleet management software which is not compatible with the City of San Francisco's Central Shops software, and is no longer supported by the original vendor, who went out of business. Denial of this request would cause the Airport to continue to rely on outdated and unsupported software, negatively impacting Airport's ability to manage and maintain its vehicles in a safe and cost-effective manner.

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.

Fleet management services were provided through a purchase order in the past. Airport currently does not have a fuel management system.

D. Will the contract(s) be renewed?

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

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

The total contract duration will be five years. The requested duration includes 4 years of support and maintenance from the software provider beyond the initial implementation and configuration period.

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:

No, software implementation is a one-time, short-term project requiring specialized skills and experience. Additionally, the City lacks access to proprietary software, and the authority to perform the required installation and support services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include: experience installing proprietary fuel measuring devices, experience deploying and configuring fleet management enterprise software, experience migrating legacy fleet data onto fleet management enterprise software, and knowledge of proprietary software to provide training and technical support.

B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1042, IS Engineer-Journey; 1052, IS Business Analyst; 1091, IT Operations Support Admin I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor will be supplying proprietary hardware as part of the fuel management system.

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

None. Performance of the installation or maintenance work by third parties is prohibited by the software provider.

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 lack experience with, and do not have access to, the proprietary hardware and software required to perform this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work cannot be performed by City workers.

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. Contractor will provide approximately four hours of user training per person to employees in the following classes: 7254, 7315, 7313, 7381, 7410, 7306, 0923.

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 05/11/2020, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; Municipal Executive Association; Professional & Tech Engrs, Local 21;
TWU - Automotive Service Worker

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45460 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Sung Kim (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Monday, May 11, 2020 6:11 PM
To: Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; agonzalez@iam1414.org; speedy4864@aol.com; Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45460 - 19/20

RECEIPT for Union Notification for PSC 45460 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45460 - 19/20 for \$600,000 for Initial Request services for the period 07/15/2020 – 07/31/2025. 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/14943> 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

Sung Kim (AIR)

From: Sung Kim (AIR)
Sent: Tuesday, May 12, 2020 11:54 AM
To: rmarenco@twusf.org; pwilson@twusf.org
Cc: DHR-PSCCoordinator, DHR (HRD); Cynthia Avakian (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45460 - 19/20

Good morning. The Airport selected TWU Local 250A in the DHR database to be noticed for this PSC request. However, the database does not appear to have your information in the system, so your emails were not auto-populated for distribution. Please note this email serves as your union notification.

Thank you,



Sung Kim

Manager, Contracts | Administration & Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2026 | Email sung.kim@flysf.com
Personal Cell 415-939-6783
(preferred pronouns: he/him/his)

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

From: dh-psscordinator@sfgov.org <dh-psscordinator@sfgov.org> On Behalf Of cynthia.avakian@flysf.com
Sent: Monday, May 11, 2020 6:11 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysf.com>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Criss@SFMEA.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@SFMEA.com; staff@SFMEA.com; agonzalez@iam1414.org; speedy4864@aol.com; Sung Kim (AIR) <sung.kim@flysf.com>; DHR-PSCCoordinator, DHR (HRD) <dh-psscordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 45460 - 19/20

RECEIPT for Union Notification for PSC 45460 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45460 - 19/20 for \$600,000 for Initial Request services for the period 07/15/2020 – 07/31/2025. 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/dhrrupal/node/14943> 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: ARTS COMMISSION -- ARTDept. Code: ARTType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☐ Regular ☐ Annual ☒ Continuing ☐ (Omit Posting)Type of Service: San Francisco Symphony Concert SeriesFunding Source: Tax RevenuePSC Amount: \$100,000,000PSC Est. Start Date: 07/01/2021PSC Est. End Date continued**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

In accordance with the City Charter, the San Francisco Symphony will perform concerts.

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

Denial of this request will result in the San Francisco Arts Commission not fulfilling a City Charter requirement to "Maintain a Symphony Orchestra" in the manner which it has deemed appropriate for over 60 years. Research with the City Attorney's office regarding the need to use the personal services contract revealed that we historically submitted this contract through the PSC process. The City Attorney has advised the Arts Commission to maintain consistency in the process and continuity in funding at this time. Because of the charter mandate, the Arts Commission would like to maintain continuous funding for the Symphony.

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 always been provided by the San Francisco Symphony. Last approval was obtained from the Civil Service Commission by PSC No. 13701-14/15.

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 service is charter mandated via San Francisco Charter Section 16.106 Cultural, Educational and Recreational Appropriations.

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

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

B. Explain the qualifying circumstances:

SAN FRANCISCO CHARTER SECTION 16.106. CULTURAL, EDUCATIONAL AND RECREATIONAL APPROPRIATIONS. The Board of Supervisors shall annually appropriate: 1. To the Arts Commission, the revenue from a tax of one-eighth of one cent (\$0.00125) per one hundred dollars (\$100) of taxable assessed valuation in the City and County for maintaining a symphony orchestra;

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professional musicians. The Charter states that 1/8 of 1% of the property tax will be used "to maintain a Symphony Orchestra." The City Attorney has stated that the intent of this legislation is to support the San Francisco Symphony.
- 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, the City and County of San Francisco does not possess a Symphony Orchestra of it's own.

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 has no classification that covers a municipal orchestra.
- 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 level of expertise is very specific and narrow. The San Francisco Symphony already exists, and it would be cost prohibitive for the City to develop and operate its own municipal symphony.

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. Not Applicable.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/02/2020, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 16342 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/06/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 16342 - 19/20

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

Kevin.r.quan@sfgov.org <kevin.r.quan@sfgov.org>

Mon 3/2/2020 5:39 PM

To: Quan, Kevin (ART) <kevin.r.quan@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; seichenberger@local39.org <seichenberger@local39.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Basconciello, Katherine (PUC) <kbascconciello@sfgov.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>

RECEIPT for Union Notification for PSC 16342 - 19/20 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 16342 - 19/20 for \$100,000,000 for Initial Request services for the period 07/01/2021 -- . 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/14535> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

San Francisco Charter

SEC. 16.106. CULTURAL, EDUCATIONAL AND RECREATIONAL APPROPRIATIONS.

The Board of Supervisors shall annually appropriate:

1. To the Arts Commission, the revenue from a tax of one-eighth of one cent (\$0.00125) per one hundred dollars (\$100) of taxable assessed valuation in the City and County for maintaining a symphony orchestra;
2. To the Asian Art Commission, an amount sufficient for the purpose of maintaining, displaying, and providing for the security of the City and County's collection of Asian art;
3. To the California Academy of Sciences, funds necessary for the maintenance, operation and continuance of the Steinhart Aquarium; the Board of Supervisors shall have the power to furnish to the California Academy of Sciences such funds as the Board shall deem proper for the maintenance, operation and continuance of any or all other of the buildings and improvements placed under the control of the California Academy of Sciences;
4. To the Fine Arts Museums Board of Trustees, an amount sufficient for the purpose of maintaining, operating, providing for the security of, expanding and superintending the fine arts museums and for the purchase of objects of art, literary productions and other personal property;
5. To the War Memorial and Performing Arts Center Board of Trustees, an amount sufficient to defray the cost of maintaining, operating and caring for the War Memorial and Performing Arts Center;
6. To the Library Commission, the revenue from a minimum tax of one cent (\$0.01) per hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving the library system of the City and County;
7. To the Recreation and Park Commission, the revenue from a minimum tax of two and one-half cents (\$0.025) per one hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving parks and squares, and the revenue from a minimum tax of one and three quarter cents (\$0.0175) per one hundred dollars (\$100) of taxable assessed valuation for constructing, maintaining and improving playgrounds; and
8. To the Arts Commission, for the City and County-owned Community Cultural Centers, an amount sufficient for the purpose of maintaining, operating, providing for the security and superintending of their facilities and grounds, and for the purchase of objects of art, literary productions, and other property, and for their expansion and continuance in the City and County of San Francisco.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSIONDept. Code: ARTType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 13701 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: San Francisco Symphony Concert SeriesFunding Source: Tax RevenuePSC Original Approved Amount: \$9,040,000PSC Original Approved Duration: 07/01/15 - 07/31/19 (4 years 4 weeks)PSC Mod#1 Amount: \$3,800,000PSC Mod#1 Duration: 08/01/19-08/13/21 (2 years 2 weeks)PSC Cumulative Amount Proposed: \$12,840,000PSC Cumulative Duration Proposed: 6 years 6 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

In accordance with the City Charter, the San Francisco Symphony will perform concerts. The San Francisco Symphony will produce four annual series of twelve concerts during each year beginning in 2015 for a total of 48 concerts.

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

Denial of this request will result in the San Francisco (SF) ART not fulfilling a City Charter requirement to

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
no**D. Will the contract(s) be renewed?**

Yes.

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:
charter mandated**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

CHARTER SECTION 16.106. CULTURAL, EDUCATIONAL AND RECREATIONAL APPROPRIATIONS. The Board of Supervisors shall annually appropriate: 1. To the Arts Commission, the revenue from a tax

of one-eighth of one cent (\$0.00125) per one hundred dollars (\$100) of taxable assessed valuation in the City and County for maintaining a symphony orchestra;

- B. Reason for the request for modification:
extending the end date

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Charter states that 1/8 of 1% of the property tax will be used "to maintain a Symphony Orchestra." The City Attorney has stated that the intent of this legislation is to support the San Francisco Symphony.
- 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, the City and County of San Francisco does not possess a Symphony Orchestra of its own.

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 has no classification that covers a municipal orchestra.
- 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, there are only 12 concerts annually.

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.
Not Applicable.
- 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 05/24/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 13701 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 06/04/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECDDept. Code: ECDType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Emergency Planning, Community Preparedness/Resilience, and Recovery PlanningFunding Source: Federal Urban Areas Security InitiativePSC Duration: 4 yearsPSC Amount: \$5,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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 in 49129-17/18

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

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):**

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

B. Explain the qualifying circumstances:

The contract will be funded by a federal grant from the Department of Homeland Security.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 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?

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds, can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

- A. Explain why civil service classes are not applicable.
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security.

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.
Yes. Contractor may train regional public safety personnel and Emergency Operations Center (EOC) staff throughout the entire UASI Region. Trainings may take place in classrooms or during large-scale exercise events. Estimate 100 hours of training under this 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.
Yes. Per the Uniform Guidance 2CFR200 Subpart D-Procurement Standards for federal grant funding.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/26/2020, 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43225 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

RECEIPT for Union Notification for PSC 43225 - 19/20 more than \$100k

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

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Additional Attachment(s)

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of March 24, 2020

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS**§200.317 Procurements by states.**

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of

each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes

energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

[Need assistance?](#)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code:

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49129 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Emergency Planning, Community Preparedness/Resilience, and Recovery PlanningFunding Source: Urban Areas Security InitiativePSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 05/01/18 - 04/30/22 (4 years)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 07/01/19-04/25/24 (1 year 51 weeks)PSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 5 years 51 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will identify standards and establish benchmarks for effective emergency planning, community preparedness, stakeholder resilience, and recovery planning (in the event of a man-made or natural disaster) for the Bay Area Region, which includes the twelve Bay Area counties and the core cities of San Francisco, Oakland, and San Jose. Contractor will build on regional capabilities such as Public Information and Warning, Mass Care Services, Cybersecurity, Operational Communications, etc. Contractor will review and analyze emergency catastrophic plans, perform gaps and needs analysis, and identify best practices to improve current planning, preparedness, and resiliency efforts. Contractor will develop plans, toolkits, templates, trainings, exercises and other evaluation activities needed to strengthen and improve the Bay Area Region's emergency planning, community preparedness, and recovery planning capabilities.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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

Services have been provided in the past through earlier PSC request. See 49129 - 17/18

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

- 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 anticipate future projects that will span through the modification end date.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The contract will be funded by a federal grant from the Department of Homeland Security.

- B. Reason for the request for modification:

To increase the amount and extend the duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in regional emergency planning, community preparedness, and recovery planning throughout the entire Bay Area Region. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The contractor must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area Region during a disaster.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8604, Emergency Services Coord IV; 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 regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap limit on this time limited grant from the Federal Department of Homeland Security.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as stated above: The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. Also, we have reached the personnel cap on this time limited grant from Homeland Security.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Contractor may train regional public safety personnel and Emergency Operations Center (EOC) staff throughout the entire UASI Region. Trainings may take place in classrooms or during large-scale exercise events. Estimate 100 hours of training under this project.
- 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? 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 06/18/19, the Department notified the following employee organizations of this PSC/RFP request:Professional & Tech Engrs, Local 21; 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49129 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION -- DBIDept. Code: DBIType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional ServicesFunding Source: Operating BudgetPSC Amount: \$2,000,000PSC Est. Start Date: 07/01/2020PSC Est. End Date 06/30/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Department to re-issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review; and 2) Geo-technical and Geological Engineering Review. Based on the responses from this RFQ, Department will create a pre-qualified list of consultants/professionals and academic experts from which Department may choose prospective contractors, on an as-needed basis for up to five (5) years of the pre-qualification notification date, to advise the Department in structure design and plan review for privately-sponsored projects. Due to continued development of buildings that require structural and geotechnical review, these specialized services are still needed.

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

It is the Department's policy, procedures and safety regulations to monitor the construction of new buildings in San Francisco. The Department continues to review and constantly take steps to strengthen requirements to ensure that buildings are as safely built as contemporary engineering permits. Staff of engineers, inspectors and permitting technician's works closely with the project sponsor and chosen design and engineering team to ensure that submitted plans and subsequent construction meet or exceed the minimum standards of the San Francisco Building Code. Expert Consultants supplement the plan review process. Denial would limit the Department's ability to work directly with experts.

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 49526 16/17. Pre-qualified list expired and a new list is needed.

D. Will the contract(s) be renewed?

No. As needed services.

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

there are forthcoming private sponsored projects that require as needed professional services for structural and geotechnical peer review. Some projects require several years to complete review.

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:

Consultants will be individual structural and geotechnical engineers and academia experts with minimum 15 years experience in Structural Design Reviewer/Practicing Structural Engineer. Services will be on an as-needed basis. Structural expert shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. Structural Design Reviewer/Academia shall have with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. Geotechnical Reviewer expert shall have with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants will be individual consultants (structural engineers and researchers) with minimum 15 years experience in the following areas: A Structural Design Reviewer/Practicing Structural Engineer shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Structural Design Reviewer/Academia with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A geotechnical Reviewer with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

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?

There are no civil service classifications that is able to perform this type of specialized work.

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

A. Explain why civil service classes are not applicable.

There are no civil service classifications that is able to perform this type of specialized 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, the contractor will be on an as-needed basis. Also, these skills needed are very 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 contract? If so, please explain what that will entail; if not, explain why not.
No. No training provided to city employees. This type of review work is highly specialized and requires extensive work experience. Knowledge includes both academic knowledge and extensive hands-on work experience with review of the proposed structural design criteria, assumptions and acceptance criteria; review of structural analysis results and the design details; and engineering calculations and permit structural drawings. Minimum work requirements for a structural or geotechnical engineer is 15 years work experience.
- C. Are there legal mandates requiring the use of contractual services?
Yes. see attached Board of Supervisors Ordinance 36-18
- 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.
Yes. Board of Supervisors Ordinance 36-18
- 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 04/16/2020, 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: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 1660 Mission Street, 6th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44359 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Lee, Sharon (DBI)

From: dhr-psccordinator@sfgov.org on behalf of sharon.lee@sfgov.org
Sent: Thursday, April 16, 2020 11:04 AM
To: Lee, Sharon (DBI); Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); 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; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Lee, Sharon (DBI); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44359 - 19/20

RECEIPT for Union Notification for PSC 44359 - 19/20 more than \$100k

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a request for a Personal Services Contract (PSC) 44359 - 19/20 for \$2,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14754> 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)

[Building Code -Third Party Expert Fees]

Ordinance amending Building Code, Section 107A, and Table 1A-B of Section 110A, to allow recovery of costs of third party experts and other permit related expenses; and affirming the Planning Department's determination under the California Environmental Quality Act.

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in *strikethrough italics Times New Roman font*.
Board amendment additions are in double-underlined Arial font.
Board amendment deletions are in ~~strikethrough Arial font~~.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings.

(a) The Planning Department has determined that the actions contemplated in this ordinance comply with the California Environmental Quality Act (California Public Resources Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. 170942 and is incorporated herein by reference. The Board affirms this determination.

(b) On August 16, 2017, the Building Inspection Commission conducted a duly noticed public hearing on the legislative amendments proposed in this Ordinance pursuant to Charter Section D3.750-5.

Section 2. The Building Code is hereby amended by amending Section 107A, to read as follows:

107A.14 Third-Party Experts and Other Permit Related Actions Fee. *Actions requiring third-party experts or other actions not specified above, shall be charged a fee based on actual costs that the Department incurs in administering and processing the action or procedure and shall be charged on a time and materials basis. The Department shall provide the applicant with a written estimate of said costs at the time of application, and the applicant shall pay such fees prior to the time that the application is deemed complete. To the extent that the estimated fees do not cover actual costs, any outstanding amount due shall be a condition of the Department's final decision on the action or procedure. To the extent that the estimated fees exceeded the actual costs, the Department shall refund the excess amount to the applicant within a reasonable period after the Department's final decision on the action or procedure.*

Section 3. The Building Code is hereby amended by amending Table 1A-B of Section 110A, to read as follows:

TABLE 1A-B – OTHER BUILDING PERMIT AND PLAN REVIEW FEES

1. Plan Review Fees Not Covered in Table 1A-A:	Plan Review Hourly Rate - Minimum One Hour
2. Back Check Fee:	Plan Review Hourly Rate - Minimum One Hour
3. Commencement of work not started:	See SFBC Section 106A.4.4.1 Note: Compliance with additional codes is required.
a. Building, Plumbing, Mechanical, or Electric Permit Fee:	75% of current fee

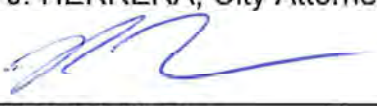
b. Plan Review Fee:	100% of current fee
4. Permit Facilitator Fee:	Plan Review Hourly Rate Hourly - Minimum Three Hours See SFBC Section 106A.3.6
5. Pre-application Plan Review Fee:	Plan Review Hourly Rate - Minimum Two Hours Per Employee
6. Reduced Plan Review Fee:	50% of the Plan Review Fee
7. Sign Plan Review Fee:	See Table 1A-A– Building Permit Fees
8. Site Permit Fee:	25% of Plan Review Fee based on Table 1A-A. Minimum fee \$500.00
9. Premium Plan Review Fee– Submitted application:	50% of Plan Review Fee plus \$1,000.00
10. Premium Plan Review Fee– Over the counter building plan review by appointment:	50% of Plan Review Fee plus \$400.00
<u>11. Third-Party Experts and Other Permit Related Actions Fee:</u>	<u>Actual costs that the Department incurs in administering and processing the action or procedure on a time and materials basis.</u>
12. Other Services:	Hourly Rates per Table 1A-D

Section 4. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

1 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
2 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
3 additions, and Board amendment deletions in accordance with the "Note" that appears under
4 the official title of the ordinance.

5
6
7 APPROVED AS TO FORM:
8 DENNIS J. HERRERA, City Attorney

9 By:


10 ROBB W. KAPLA
11 Deputy City Attorney

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City and County of San Francisco

Tails
Ordinance

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

File Number: 170942

Date Passed: February 27, 2018

Ordinance amending Building Code, Section 107A, and Table 1A-B of Section 110A, to allow recovery of costs of third party experts and other permit related expenses; and affirming the Planning Department's determination under the California Environmental Quality Act.

February 05, 2018 Land Use and Transportation Committee - RECOMMENDED

February 13, 2018 Board of Supervisors - PASSED ON FIRST READING

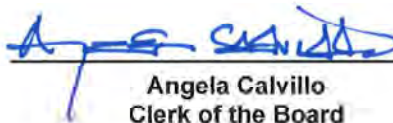
Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

February 27, 2018 Board of Supervisors - FINALLY PASSED

Ayes: 10 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani and Yee
Excused: 1 - Tang

File No. 170942

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
2/27/2018 by the Board of Supervisors of
the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mark E. Farrell
Mayor


Date Approved



City and County of San Francisco

Department of Building Inspection



REQUEST FOR QUALIFICATIONS FOR As-Needed Consultant Services for Structural Design and Geotechnical Review

DBIRFQ2020-06

CONTACT: dbi.rfp@sfgov.org

Background

The San Francisco Department of Building Inspection ("City" or "Department") seeks proposals from interested consultants that demonstrate successful experience and expertise in one or more of the following areas: (1) Structural Design Review/Practicing Structural Engineer; (2) Structural Design Review/Academia; or (3) Geotechnical and Geological Engineering Review. The Department will select a pool of consultants with which the Department may enter into contracts to provide advice to the Department on geotechnical and structural design and plan review for privately sponsored projects. The Department does not guarantee that any Consultant prequalified under this RFQ will receive a contract to perform services.

Intent of this Request for Qualifications (RFQ)

The City may use the prequalified list, at its sole and absolute discretion, to select consultants/professionals and academic experts and negotiate contracts on an as-needed basis for two (2) years, which the Department may extend in its sole discretion up to four (4) years from the prequalification date, if the Department has met the requirements of San Francisco Administrative Code Section 21.4 (c) (2).

Schedule*

RFQ Issued	05-04-2020
Deadline for RFQ Questions	05-18-2020 (1 pm PST)
Deadline for RFQ Answers	06-01-2020 (5 pm PST)
Deadline for RFQ Responses	06-22-2020 (1 pm PST)
Notice of intent to Establish a Prequalified List	06-29-2020

* Each date subject to change. All hours are Pacific Standard Time. Check <http://sfdbi.org/rfp> for the latest schedule.

Anticipated Contract Term

The anticipated contract term for contracts resulting from this RFQ is up to two (2) years; the Department in its sole discretion may exercise the option to extend the contract for up to two (2) additional years. Actual contract term may vary, at the City's sole, absolute discretion, depending upon service and project needs. Respondents selected must be available to commence work on or before June, 2020.

Anticipated Contract Budget

For each contract resulting from this RFQ, the anticipated not-to-exceed contract budget is \$100,000. Actual contract budget may vary, depending upon service and project needs at the City's sole and absolute discretion.

Important City's Supplier and Bidder Resources

City Supplier and Bidder Portal:

<https://sfcitypartner.sfgov.org/>

Bid Opportunities:

<https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

Frequently Asked Questions:

<https://sfcitypartner.sfgov.org/pages/faq.aspx>

User Support:

<https://sfcitypartner.sfgov.org/pages/contact.aspx>

User Support tel. (415) 944-2442

Subcontracting Requirement Waived

The San Francisco Contract Monitoring Division (CMD) has waived the S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) sub-consulting requirement for this RFQ. Notwithstanding, CMD requires submission of specified documentation with responses to this RFQ. If respondent fails to submit the correct CMD documentation by the Deadline for RFQ Responses, the Department may deem respondent ineligible to be on the Prequalified Consultants List selected based on this RFQ. If you have any questions regarding the CMD Forms (Attachment II), please contact Maria-Zeniada Camua, the CMD Contract Compliance Officer for the Department of Building Inspection at Maria-Zeniada.Camua@sfgov.org.

RFQ Questions and Communications

Applicants must submit any questions in writing in time for receipt by the Department by the Deadline for RFQ Questions. To ensure fair and equal access to information about this RFQ, e-mail your questions to dbi.rfp@sfgov.org. The Department will not accept any questions after the Deadline, except the Department will continue to accept questions about City vendor requirements after the Deadline.

Submission of Proposal Requirements

The Department will reject Proposals that the Department receives after the **Deadline for RFQ Proposals**. (The Department will not consider postmarks.) Timely proposals must include all required documents, including all CMD forms. Proposers must be registered to be eligible to submit a Proposal in response to this RFQ so it is important to follow the instructions at the links set forth above.

1. Introduction

1.1 General terms and acronyms used in this Request for Qualifications (RFQ)

Terms and abbreviations used throughout this RFQ include:

- **CCSF or City** – The City and County of San Francisco.
- **Consultant or Contractor** - The Proposer(s) awarded a contract for services subsequent to prequalification under this RFQ.
- **Contract Monitoring Division (CMD)** – San Francisco Contract Monitoring Division, a department of the City and County of San Francisco.
- **Department** – The San Francisco Department of Building Inspection.
- **Local Business Enterprise (LBE)** - A business that is certified as an LBE under S.F. Administrative Code §14B.3. Only certified Small and Micro-LBEs can be used to satisfy the LBE subcontracting participation goal.
- **Proposal** - A Proposer's written proposal submitted for this Request for Qualifications.
- **Respondent** - refers to any entity submitting a response to this Request for Qualifications ("RFQ") to be considered for inclusion on a pre-qualified consultant list

1.2 Statement of Need and Intent

The Department seeks responses from Respondents demonstrating expertise in one or more of the following Areas: (1) Structural Design Review/Practicing Structural Engineer; (2) Structural Design Review/Academia; or (3) Geotechnical and Geological Engineering Review.

Consultants will work with the private entity project sponsor, DBI staff as well as other City Departments.

The City may use the prequalified list, at its sole and absolute discretion, to select consultants/professionals and academic experts and negotiate contracts on an as-needed basis for two (2) years, which term the Department in its sole discretion may increase up to four (4) years from the prequalification date if the Department meets the requirements of San Francisco Administrative Code Section 21.4 (c) (2). The Department does not guarantee that it will enter into a contract with firms prequalified under this RFQ.

The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. The City may award multiple contracts to prequalified firms at the City's sole and absolute discretion in accordance to San Francisco Administrative Code, Section 21.8.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects receiving services from Consultants prequalified under this RFQ, as well as for previous and future projects, the City may share selected Consultants' findings and data with other City Consultants as deemed appropriate by the City.

Any Respondent interested in being considered for more than one service should indicate the areas of expertise for which they would like to be considered in RFQ Attachment V, Response Template. Please note that the Department will evaluate qualifications separately for each area of expertise.

DBI will create a pool of Consultants to draw from for potential projects as discussed in Section 2, Scope of Work. Each Respondent should demonstrate its capabilities by providing Prior Project Descriptions as part of Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the pre-qualified Consultants. The City may select Consultants from the pre-qualified pool in its sole and absolute discretion.

1.3 Background of The Department of Building inspection (DBI)

San Francisco voters created the Department of Building inspection (DBI) by a referendum amending the City Charter under Proposition G in 1994. The Charter amendment established the Building Inspection Commission (BIC) to provide representation for the various communities that interact with the Building Department. Under the direction and management of the seven-member citizen Building Inspection Commission, DBI's mission is to oversee the effective, efficient, fair and safe enforcement of the City and County of San Francisco's Building, Housing, Plumbing, Electrical, and Mechanical Codes, along with the Disability Access Regulations. DBI's purpose is to serve the City and County of San Francisco and the general public by ensuring that life and property within the City and County are safeguarded and to provide a public forum for community involvement in that process.

1.4 Companies Headquartered in Certain States

This RFQ and any Contract entered into pursuant to this RFQ is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBTQ populations and states with restrictive abortion laws or where any or all of the work on the contract will be performed in any of those states. The Department advises Proposers that have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List, may not enter into contracts with the City. A list of states on the Covered State List is available at this link: <http://sfgov.org/oca/qualify-do-business>.

1.5 Tentative Schedule

The anticipated schedule for establishing the Pool is:

RFQ Issued	05-04-2020
Deadline for RFQ Questions	05-18-2020 (1 pm PST)
Deadline for RFQ Answers	06-01-2020 (5 pm PST)
Deadline for RFQ Responses	06-22-2020 (1 pm PST)

*Each date subject to change. All hours are Pacific Time. Check <http://sfdbi.org/rfp> for the latest schedule

2. **Scope of Work**

The scope of services listed below is representative of the work the City expects Consultants to perform, but is not a complete listing of all services the City may require. Consultants will work under the direction of the DBI Director (“Director”) or DBI staff designee.

2.2 **Scope of Service**

The Director or designee will determine the scope of services, and expertise required to perform such services, that the Department will task the Structural and Geotechnical Engineer Reviewer Consultants to perform in order to supplement the Department’s project plan reviews. The scope of services may include, but shall not be limited to, review of the following documents prepared by the project sponsor through its project architect and engineers of record:

1. Geotechnical report
2. Site soil classification
3. Foundation recommendations
4. Deep foundation evaluation
5. Earth pressure recommendations
6. Soil-Structure interaction review
7. Building settlement analysis
8. Excavation and ground water monitoring
9. Earthquake hazard determination.
10. Site-specific ground motion characterization.
11. Seismic performance goals.
12. Basis of design, design methodology and acceptance criteria.
13. Mathematical modeling and simulation.
14. Interpretation of results of analysis.
15. Member selection and design.
16. Detail concepts and design.
17. Construction Documents, including drawings and specifications.
18. Isolator or damper testing requirements and quality control procedures.
19. At the discretion of the Director, the scope of services for the Structural Design and Geotechnical Reviewer Consultants may include the review of other building aspects, including design for wind resistance, design of special foundation or earth retaining systems, or the design of critical non-structural elements.

The services listed above may not be comprehensive of all work that the Department will need. The Department may reach out to the pre-qualified respondent pool as a result of this RFQ to solicit additional consulting work not included on this list.

The Department will prequalify Respondents that the Department deems qualified only for the expertise(s) for which they have provided qualifications and experience.

The Department will establish pools of pre-qualified as-needed Consultants for services described in 2.1 Scope of Services that DBI will utilize to review proposed private development projects requiring review by: (1) a Structural Design Review/Practicing Structural Engineer; (2) a Structural Design Review/Academia; and/or (3) a Geotechnical and Geological Engineer.

3. City-Respondent Communications

The Department directs Respondents NOT to contact any employees or officials of the City other than those specifically designated in this RFQ and its Attachments. Unauthorized contact may be cause for rejection of a Responses at the City's sole and absolute discretion.

3.1 Deadline for RFQ Questions

Please e-mail any questions to **dbi.rfp@sfgov.org**. Questions must be in writing and received before the Deadline for RFQ Questions on the RFQ schedule. The Department will not accept oral questions. All inquiries should include the number and title of the RFQ. The Department will provide substantive replies through written addenda. The Department will not accept questions after the Deadline for RFQ Questions date on the RFQ schedule with the exception of questions about City vendor requirements.

3.2 Summary of Information Requested and Presented

The Department will post a summary of all addenda, and questions and answers pertaining to this RFQ, on the City's website at the following link listed under Sourcing Events, "DBI|2020-06 Structural Design and Geotechnical Review": <https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx>

It is the Proposers' responsibility to check this Website for any updates.

3.3 City Communication Following Receipt of Qualifications

The Department may contact a Respondent for clarification or correction of minor errors or deficiencies in a Response prior to rejecting a Response. Clarifications are "limited exchanges" between the City and a Respondent for the purpose of the Department seeking clarification on a portion of a Response and does not give a Respondent the opportunity to revise or modify its Response. This RFQ defines minor errors or deficiencies as those that do not materially impact the City's evaluation of the Response; for example, failing to label the "original" Response as an "original". For information regarding the City's Evaluation Process, See RFQ Section 5 - Evaluation Criteria.

4. Response Requirements

4.1 Time and Submission Requirements of Responses

The Department must receive responses and all related materials, including all CMD forms, by the Deadline for RFQ Responses listed in the RFQ schedule. Proposers must deliver responses in person or by mail to:

Department of Building Inspection
Attn: DBIRFQ2020-06 As-Needed Consultant Services for Structural Design and Geotechnical Review
1660 Mission Street, 6th Floor
San Francisco, CA 94103

The Department will not consider postmarks. A proposal will be late if not received by the Department by the deadline.

Respondents must submit four (4) hard copies of the response package. Respondents must label submissions clearly the following title:

DBIRFQ2020-06 As-Needed Consultant Services for Structural Design and Geotechnical Review.

If a Respondent is applying for more than one expertise area, the respondent must submit a separate set of materials to the above location for each area of expertise.

Respondents must also submit one (1) USB flash drive containing entire contents of Response, including all RFQ Attachments. All electronic files on the flash drive must be in unprotected PDF or Word format. Electronic files for each Attachment must include all documents submitted for that Attachment in one, separate, complete, electronic file. Each of these separate electronic files must be titled with Respondent's name and Attachment number (e.g. ABC Company Attachment I). Electronic files should include signatures, where applicable.

The Department will not consider late submissions.

4.2 Response Package

A. Statement of Minimum Qualifications, a completed RFQ Attachment V: Response Template, specifying the Respondent's name, affiliation, and contact information for all communications pertaining to the Respondents' SOQ, including telephone number, email address and mailing address; and identifying the Area(s) of Expertise for which the Respondent is seeking pre-qualification. The Respondent may state interest for multiple Areas of Expertise.

B. Letter of Interest, to include the following information:

- 1) Statement of the Respondent's overall skills, expertise and qualifications to perform the work.
- 2) Statement that the Respondent agrees to comply fully with all applicable RFQ Terms and Conditions, attached hereto as RFQ Attachment I: Acknowledgement of RFQ Terms and Conditions.

- 3) Statement that the Respondent agrees to comply fully with all applicable City's Local Business Enterprise Requirements, attached hereto as RFQ Attachment II: CMD Local Business Enterprise Forms (this requirement has been waived; however, each Respondent still must submit the required CMD forms).
- 4) Statement that the Respondent agrees to comply fully with all applicable City's Administrative Terms, attached hereto as RFQ Attachment III: Administrative Requirements.
- 5) Statement that the Respondent agrees to comply fully with the terms and conditions of the Standard Agreement for Professional Services (P-600), attached hereto as RFQ Attachment IV: City's Agreement Terms and Conditions.
- 6) Statement listing Respondent's hourly rate(s).

Proposal Item Checklist, to complete and submit:

RFQ Attachment I – Acknowledgement of RFQ Terms and Conditions

RFQ Attachment II – Contract Monitoring Division's (CMD) Local Business Enterprise Forms

1. Form 2A – CMD Contract Participation Form (if requesting a rating bonus)
2. Form 3 – CMD Compliance Affidavit
3. Form 4 – CMD Joint Venture Form (if applicable)
4. Form 5 – CMD Employment Form

RFQ Attachment III – City's Administrative Requirements

RFQ Attachment IV – City's Agreement Terms and Conditions

RFQ Attachment V – Proposal Template

Each Attachment must include all documents submitted for that Attachment in one separate, complete file. Each of these separate files must be titled with Proposer's name and Attachment number (**e.g. ABC Company Attachment I, ABC Company Attachment II**), in that **specific order**. Each file should include signatures, where applicable.

The Department advises Proposers to review RFQ Attachments I through IV before beginning work on Proposal Template in RFQ Attachment V to ensure that Proposer can meet the City's requirements.

C. Curriculum vitae (CV) and/or resume for the selection panel to evaluate the Respondent's ability to complete the tasks outlined in the scope of services successfully. The CV and/or resume should clearly demonstrate that the Respondent meets the minimum qualifications in the selected Area of Expertise. It should also include any previous Technical Assistance Panel experience, including project name and description, performance duration, and scope attached hereto as RFQ Attachment V: Response Template.

4.3 Minimum Requirements

A. Structural Design Review/Practicing Structural Engineer - Respondent shall have a minimum of fifteen (15) years recent experience in the following areas:

- 1) Practicing in structural engineering with expertise in:
 - a. Structural engineering;
 - b. Earthquake engineering;
 - c. Performance-based seismic engineering;
 - d. Nonlinear seismic response history analysis of building; and
 - e. Tall building design.
- 2) Structural peer review.
- 3) Development of structural building codes, and guidelines for buildings.
- 4) Respondent shall have project experience of buildings with at least one of following types of design in the past fifteen (15) years:
 - a. Buildings using non-prescriptive design;
 - b. Buildings using performance-based design;
 - c. Buildings heights exceeding 240 feet;
 - d. Buildings using seismic response history analyses;
 - e. Buildings using seismic isolation design;
 - f. Buildings using seismic damping;
 - g. Buildings with irregular and unusual configurations or systems; or
 - h. Buildings in Class F soils.
- 5) Respondent shall be a licensed Structural Engineer in California.
- 6) Prior Project Descriptions - Respondent shall submit **all** prior project descriptions Respondent would like the City to consider in evaluating Proposer's qualifications and experience as part of the RFQ Attachment V response. Respondent must provide projects that **have been successfully completed within the last fifteen (15) years** from the date of this RFQ.

B. Structural Design Review/Academia - Respondent shall have a minimum of fifteen (15) years' experience in the following areas:

- 1) Researching in structural engineering with expertise in:
 - a. Structural engineering;
 - b. Earthquake engineering;
 - c. Performance-based seismic engineering;
 - d. Nonlinear seismic response history analysis of building; and
 - e. Tall building design.
- 2) Structural peer review.
- 3) Development of structural building codes and guidelines for buildings.
- 4) Respondent shall have project experience (e.g. proprietary/commercial experience, or consultation services for a government entity/jurisdiction or research) on buildings with at least one of the following types of design in the past fifteen (15) years:
 - a. Buildings using non-prescriptive design;
 - b. Buildings using performance-based design;
 - c. Buildings heights exceeding 240 feet;

- d. Buildings using seismic response history analysis;
 - e. Buildings using seismic isolation design;
 - f. Buildings using seismic damping;
 - g. Buildings with irregular and unusual configurations or systems; or
 - h. Buildings in Class F soils.
- 5) Prior Project Descriptions - Respondent shall submit **all** prior project descriptions that Respondent would like the City to consider in evaluating Proposer's qualifications and expertise as part of the RFQ Attachment V response. Respondent must provide projects that they **have successfully participated in within the last fifteen (15) years** from the date of this RFQ.

C. Geotechnical and Geological Engineering Review - Respondent must have a minimum of fifteen (15) years' experience in the following areas:

- 1) Geotechnical and geological engineering with expertise in:
 - a. Geotechnical and geological engineering;
 - b. Generation of site-specific ground motions of use in linear and nonlinear analyses;
 - c. Performance-based seismic design for tall buildings;
 - d. Site soil classification;
 - e. Foundation recommendation;
 - f. Deep foundation evaluation;
 - g. Earth pressure recommendation;
 - h. Soil-structure interaction;
 - i. Building settlements analysis; and
 - j. Excavation and ground water monitoring.
- 2) Geotechnical peer review.
- 3) Development geotechnical requirements for building codes, and design guidelines of buildings.
- 4) The respondent must have project experience on buildings with any of following types of design in the past fifteen (15) years:
 - a. Buildings using non-prescriptive design;
 - b. Buildings using performance-based design;
 - c. Buildings heights exceeding 240 feet;
 - d. Buildings using seismic response history analyses;
 - e. Buildings using seismic isolation design;
 - f. Buildings using seismic damping;
 - g. Buildings with irregular and unusual configurations or systems; or
 - h. Buildings in Class F soils.
- 5) Respondent must be a licensed Geotechnical Engineer in California.
- 6) Prior Project Descriptions - Respondent must submit **all** prior project descriptions that Respondent would like the City to consider in evaluating Proposer's qualifications and experience as part of the RFQ Attachment V response. Respondent must provide projects that **have been successfully completed within the last fifteen (15) years** from the date of this RFQ.

3. Client References

Respondents must provide client reference information (client, project name, and reference name, email, and phone number) for a minimum of the three (3) most recent projects similar to the services requested in this RFQ.

Responses should be complete, but concise, to aid the Evaluation Team's review. Specifically, responses should provide a straightforward, concise description of the Respondent's qualifications and experience relevant to those sought by this RFQ.

- A. **Please save Attachments as individual files.** All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable. RFQ attachments include:

RFQ Attachment I	Acknowledgement of RFQ Terms and Conditions
RFQ Attachment II	CMD Local Business Enterprise Forms
RFQ Attachment III	City's Administrative Requirements
RFQ Attachment IV	City's Agreement Terms and Conditions
RFQ Attachment V	Response Template

4.4 LBE Subcontracting Goal for Respondents

CMD has waived S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) sub-consulting requirements for this RFQ and resulting contract(s). However, Respondents are still required to submit the correct CMD documentation by the Deadline for RFQ Responses.

The Department may reject without review any submission that does not include all required CMD documents. If you have any questions regarding the CMD LBE requirements and CMD Forms (Attachment II), please contact Ryan Young, the CMD Contract Compliance Officer for the Department of Building Inspection at 415-581-2305 or Maria-Zeniada.Camua@sfgov.org.

5. Evaluation Criteria

This section describes the guidelines the Department will follow in analyzing and evaluating the Respondents' submissions. The Department plans to pre-qualify Respondent(s) that offer the best qualifications including fee considerations. The Department does not guarantee contract awards to Consultant firms selected for pre-qualification. This RFQ does not in any way limit the Department's right to solicit contracts for similar or identical services if, in the Department's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy the Department's needs. There will be two phases to the evaluation process. 1) Initial Screening process; and (2) Evaluation Process.

5.1 Initial Screening Minimum Requirements

The Department will review each response for an initial determination in an Initial Screening process. Elements the Department will review include, without limitation: Response completeness, compliance with format requirements, compliance with Minimum Qualification requirements, and verifiable references.

The Department will not score responses during the Initial Screening process. Initial Screening will be a pass/fail determination as to whether a response meets the threshold requirements described above. A response that fails to meet these requirements will not be eligible for consideration in the Evaluation Process described below.

The City will review the CMD Forms (Attachment II) during the initial screening process which is prior to the evaluation process. If your firm fails to submit the correct CMD documentation by Deadline for RFQ Responses date, the City may reject the response and Respondents will not be eligible to be selected to be on the Prequalified Consultant List for this RFQ. If you have any questions regarding the CMD LBE requirements and CMD Forms (Attachment II), please contact Maria-Zeniada.Camua, the CMD Contract Compliance Officer for the Department of Building Inspection at 415-581- 2301 or Maria-Zeniada.Camua@sfgov.org.

The Department reserves the right to request clarification from the Respondent prior to rejecting a response for failure to meet the Initial Screening requirements. Clarifications are “limited exchanges” between the City and a Respondent for the purpose of the Department seeking clarification on a portion of a Response that do not give a Respondent the opportunity to revise or modify its Response. Responses that meet the Initial Screening requirements will proceed to the Evaluation Process.

5.2 Statement of Minimum Qualifications

The Department will not give further consideration to any response that does not demonstrate that the Respondent meets the Minimum Qualifications threshold.

Each Respondent must certify that it meets the following Minimum Qualifications:

5.3 Scoring Of Responses

The Department will evaluate qualifications in accordance with the criteria below and the information provided by the Respondent. Evaluation criteria for scoring of responses will be collectively worth 100 points.

5.3.1 Consultant/Firm Qualifications – 40 points

- a) Respondent’s history and structure, including total staff size and composition.
- b) Respondent’s experience providing As-Needed Consultant Services for Structural Design or Geotechnical Review to similar government agency clients, or clients whose size and structure are similar to the Department. Respondents should include representative list of the relevant clients to whom the firm has provided these services.
- c) Respondent’s experience with the scope of service described in Section 2.1 of this RFQ.

5.3.2 Staff Qualifications – 40 points

- a) Qualifications and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the Department.
- b) The combined experience of staffing plan expertise to provide services listed in Section 2.1 of this RFQ.

5.3.3 Approach and Cost – 10 points

5.3.4 Completeness of Response Submission – 10 points

5.3.5 Consultant Pre-Qualification Process

The Department will add Respondents scoring a minimum of 70 out of 100 points for each expertise area applied for to the pre-qualified list for as-needed services for those areas of expertise. The Department reserves the right to contract with any or all pre-qualified Respondents. The Department does not guarantee that it will award a contract to a respondent that achieves pre-qualified status.

Reference Checks

The Department may use reference checks, including, but not limited to, prior clients as indicated in RFQ Attachment V, Response Template, to determine the applicability of Respondent experience to the services the Department is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives. If reference checks reveal that information included in a Prior Project Description, staffing qualifications, or elsewhere in the response is untruthful, then the Department may reject the response.

Release and Waiver Agreement

To effectuate the candid completion of the reference check above, the Department requires each Respondent to sign RFQ Attachment I, Section 14, Release of Liability.

5.4 Selection from Pre-qualified Lists

The Department may select Contractors from the pre-qualified list in its sole and absolute discretion. After establishing the pre-qualified list, the Department may issue Request(s) for Quotes, Request(s) for Responses, or Oral Selection Interviews/Demonstrations, and conduct Reference Checks of firms on the pre-qualified consultant list to better assess qualifications for a specific scope of service, which may include staffing, scheduling, deliverable, and cost considerations. The Department reserves the right to request proposals, quotes, oral interviews/demonstrations, and conduct reference checks from vendors simultaneously. The Department will award contracts in a manner consistent with San Francisco Administrative Code Chapter 21 Section 21.4(c).

5.5 Other Terms and Conditions

Sunshine Ordinance: In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications

between Department 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 or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided that is covered by this paragraph will be made available to the public upon request. Respondent understands that any writing presented under this RFQ may be subject to public disclosure.

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

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

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

6. Protest Procedures

6.1 General

The protest procedures set forth in this section are mandatory. The Department will reject any protest that fails to comply with these mandatory procedures.

6.2 Protest of RFQ Terms

- a) Should a prospective Respondent object on any ground to any provision or legal requirement set forth in the RFQ (including all Appendices and all Addenda), including but not limited to Protests based on allegations that: (i) the RFQ is unlawful in whole or in part, (ii) one or more of the requirements of the RFQ is onerous, unfair, or unclear; (iii) the structure of the RFQ does not provide a correct or optimal process for the solicitation of the Services; (iv) the RFQ contains one or more ambiguity, conflict, discrepancy or other error; or (v) the RFQ unnecessarily precludes alternative solutions to the Services or project at issue, the prospective Respondent must provide timely written notice of Protest as set forth below.
- b) By 5:00 p.m. P.S.T on the third (3rd.) working day of the issuance of the RFQ, any Respondent may submit a written notice of Protest via e-mail to dbi.rfp@sfgov.org as directed by Section 6.1. The Department will not consider and will reject protests or notices of protests delivered orally (e.g., by telephone), by mail, or by fax. The Department will only accept protests submitted by email message.

- c) The Protest must state the basis for the Protest, refer to the specific requirement or portion of the RFQ at issue, and shall describe the modification to the RFQ sought by the prospective Respondent. The Protest shall also include the name, address, telephone number, and email address of the person representing the prospective Respondent.
- d) If required, the Department may extend the proposal submittal deadline to allow sufficient time to review and investigate the Protest, and issue Addenda to incorporate any changes to the RFQ.

6.3 Protest of Non-Responsiveness Determination

By 5:00 p.m. PST on the fifth (5th) working day after the Department's issuance of a notice rejecting a Response, any Respondent that has submitted a Response and who believes that the Department has incorrectly rejected its Response may submit a written notice of protest by e-mail (fax is not acceptable) as directed in Section 6.4. Such notice of protest must be received by the Department on or before 5 p.m. PST of the fifth (5th) working day following the Department's issuance of the notice of rejection. The notice of protest must include a written statement specifying in detail each and every reason asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the Department to determine the validity of the protest.

6.4 Protest of Establishment of Prequalified Consultant List

- a) By 5:00 p.m. PST on the fifth (5th) working day of the Department's issuance of a Notice of Intent to Establish a Prequalified Consultant List, any consultant firm that has submitted a responsive response and believes that the Department has incorrectly selected another Respondent for pre-qualification may submit a written notice of protest as directed in Section 6.4. Such notice of protest must be received by the Department on or before 5 p.m. PST of the fifth (5th) working day after the Department's issuance of the Notice of Intent to Establish a Prequalified Consultant List.
- b) The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the Department to determine the validity of the protest.

6.5 Delivery of Protests

All protests must be received by the specified date and time deadline. Protests should be transmitted via e-mail that objectively will establish the date and time that the Department received the protest. The Department will not consider and will reject any protests or notice of protests made orally (e.g., by telephone), delivered by mail, or submitted by fax.

Protests must be delivered by email to: dbi.rfp@sfgov.org

6.6 Protest Review

- a) DBI will confirm receipt of any notice of protest, which must be submitted in accordance with Sections 6.1, 6.2 or 6.3.
- b) If a Respondent submits a complete and timely protest, the Department will review notice of protest soon after receipt of the protest to determine validity of notice, including, but not limited to: (1) receipt by due date; (2) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (3) signed by an individual authorized to represent the Respondent; (4) citation of the law, rule, local ordinance, procedure or RFQ provision on which the protest is based; and (5) specification of facts and evidence sufficient for the Department to determine the validity of the protest.
- c) A Respondent may not rely on a Protest submitted by another Respondent, but must timely pursue its own Protest.
- d) The Department, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Respondent who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Respondent at the time the protest is submitted. If the Respondent later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the Department may not consider such new grounds or new evidence.
- e) If the notice of protest is determined to be valid, the Department will review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The review will be an informal process conducted by the Department or its designee and will be based upon the information submitted by the Respondent in its protest letter. The Department may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate. The Department will notify the Respondent in writing of its decision at the conclusion of the review. The Department Head or his/her designee will make the final determination regarding the outcome of the protest. The decision of the Department of Building Inspection is final.

7. Vendor Compliance

Respondent Team must fulfill the City's administrative requirements for doing business with the City and become a compliant Supplier prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements referenced in RFQ Attachment III.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTIONDept. Code: DBI

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49526 - 16/17)

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

Type of Service: professional serviceFunding Source: Department operating fundPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 11/01/17 - 10/31/21 (4 years)PSC Mod#1 Amount: \$1,500,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,500,000PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors, on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.

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

It is the Department's policy, procedures and safety regulations to monitor the construction of new buildings in San Francisco. The Department continues to review and constantly take steps to strengthen requirements to ensure that buildings are as safely built as contemporary engineering permits. Staff of engineers, inspectors and permitting technician's works closely with the project sponsor and chosen design and engineering team to ensure that submitted plans and subsequent construction meet or exceed the minimum standards of the San Francisco Building Code. Expert Consultants supplement the plan review process. Denial would limit the Department's ability to work directly with experts.

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

Services have been provided in the past through earlier PSC request. See 49526 - 16/17

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Structure Design Services utilized are limited and project specific based.

B. Reason for the request for modification:

increase amount due to the Department anticipates more complex tall buildings projects that will require peer review services for structural and/or geotechnical design review.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants will be individual consultants (structural engineers and researchers) with minimum 15 years experience in the following areas: A Structural Design Reviewer/Practicing Structural Engineer shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Structural Design Reviewer/Academia with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Geotechnical and Geological Engineering Reviewer with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil-structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

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.

This is very specialized sets of skills and expertise not currently available through Civil Service positions.

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 contractor will on an as-needed basis. This skill set is not needed on a long term bases as a Civil Service position.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training as professional services are specialized and on a as-needed basis.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/15/19, 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: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 1660 Mission Street, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49526 - 16/17

DHR Analysis/Recommendation:

05/20/2019

Commission Approval Required

Approved by Civil Service Commission

05/20/2019 DHR Approved for 05/20/2019

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: Rail Video Safety ProgramFunding Source: Local FundsPSC Duration: 2 yearsPSC Amount: \$2,640,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Implement video safety systems in all rail vehicles to record video images and audio recordings of events involving the operation of the vehicles. Monitor and record events including accidents, signal adherence, hard braking, excessive speed, and operator distraction for safety and driving training purposes.

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

Needed to improve safety in rail vehicles and to monitor operator behavior and responses during accident events. Operator distraction tracking now required as per California Public Utilities Commission (CPUC) Order 172.

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.

Service has not been previously provided. Currently, Municipal Transit Agency (MTA) buses use the DriveCam application for this purpose, but there is no equivalent system for Light Rail Vehicles (LRVs).

D. Will the contract(s) be renewed?

Yes, the Software licenses would be renewed on an annual basis.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

The contractor requires specialized software integrated with cameras, digital recorders, and wiring. The vendor provides all the required equipment and software out of the box and will install and train MTA users.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor would provide digital cameras, recorders, antenna, and wiring for all vehicles plus spare parts. The contractor would install and implement the new cameras, then set up their monitoring and review software for Systems Safety.

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, the Vendor will provide their camera and digital recorder equipment, wiring, and installation parts for their implementation, as well as spare parts. All work would be done onsite in MTA facilities.

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

Software Application package would need to be written from scratch for this implementation as well as integrating it with cameras and digital recorders. Better to purchase the integrated package from a vendor with prior expertise in this.

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

A. Explain why civil service classes are not applicable.

This requires the design and development of new hardware and software to be implemented on Rail Vehicles. The technology requested is currently offered by two or three private companies.

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 not an on-going need.

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.

Yes. Yes, the contractor is required to train MTA employees on installation, repair and software usage as part of their contract. MTA mechanics, engineers and IT personnel would be trained on hardware installation, repair and maintenance. System Safety, driver supervisors would be training on software administration and usage.

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 04/27/2020, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 S Van Ness Ave HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49251 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Nuque, Amy

From: Nuque, Amy
Sent: Monday, April 27, 2020 12:04 PM
To: Jasmin Charles; Sharon Ravarra
Cc: Shen, Myron
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49251 - 19/20
Attachments: PSC 49251 19-20 summary.pdf

Hi Jasmin: Please see attached copy of PCS Request # 49251 19/20.

For any questions about the personal service contract request, contact Myron Shen, Project Manager, 415-646-2480, Myron.shen@sfmta.com

Thank you,
Amy Nuque
415-646-2802

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com
Sent: Monday, April 27, 2020 11:46 AM
To: Nuque, Amy <Amy.Nuque@sfmta.com>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <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; Osha Ashworth <oashworth@ibew6.org>; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu <local200twu@sbcglobal.net>; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 49251 - 19/20

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 49251 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49251 - 19/20 for \$2,640,000 for Initial Request services for the period 07/01/2020 – 07/01/2022. Notification of
30

days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14889> 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)



Select Language ▼



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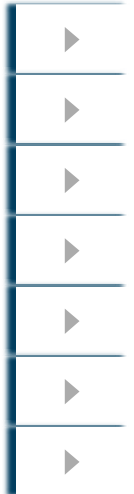
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Rail Transit Rules and Regulations

CPUC General Orders

Rules established by the Commission are called General Orders or GOs. The following lists some of the more relevant General Orders to rail transit safety and security. Other General Orders are available in the [index of all General Orders](#).

GENERAL SAFETY RULES

- [GO 127](#): Regulations Governing the Construction, Reconstruction, Maintenance and Operation of Automatic Train Control Systems with Respect to Train Detection and Separation, Route Interlocking, Speed Enforcement and Right-of-Way Hazard Protection on Rapid Transit Systems
- [GO 143-B](#): Safety Rules and Regulations Governing Light-Rail Transit
- [GO 164-E](#): Rules and Regulations Governing State Safety Oversight of Rail Fixed Guideway Systems
- [GO 172](#): Rules and Regulations Governing the Use of Personal Electronic Devices By Employees of Rail Transit Agencies And Rail Fixed Guideway Systems
- [GO 175-A](#): Rules And Regulations Governing Roadway Worker Protection Provided By Rail Transit Agencies And Rail Fixed Guideway Systems

CONSTRUCTION AND MAINTENANCE RULES

- [GO 26-D](#): Clearances on railroads and street railroads as to side and overhead structures, parallel tracks and crossings
- [GO 95](#): Overhead electric line construction
- [GO 118-A](#): Construction, reconstruction and maintenance of walkways and control, of vegetation adjacent to railroad tracks



[Word Document](#) [PDF Document](#)

PUBLIC UTILITIES COMMISSION

OF THE

STATE OF CALIFORNIA

General Order 172

RULES AND REGULATIONS GOVERNING THE USE OF PERSONAL ELECTRONIC DEVICES BY EMPLOYEES OF RAIL TRANSIT AGENCIES AND RAIL FIXED GUIDEWAY SYSTEMS

Adopted October 6, 2011

Decision 11-10-018

Rulemaking 08-10-007

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3 Prohibited Use of a Personal Electronic Device 5

4 In-Cab Cameras and Other Technology 6

**5 Requirements to Implement a PED Use Prohibition Policy
and Program 8**

6 Requirements for Monitoring and Enforcement 9

7 Requirements for Emergency Contact Procedures 9

Rail Transit Agencies (RTA) and Rail Fixed Guideway Systems (RFGS) operating in California must comply with the following rules governing the use of personal electronic devices by employees.

1 GENERAL PROVISIONS

1.1 Authority. These rules and regulations are authorized by and implement the provisions of 49 U.S.C. § 5330; 49 C.F.R. § 659; and the California Public Utilities Code, including Sections 778, 29047, 30646, 100168, and 99152.

1.2 Purpose. The purpose of these rules and regulations is to eliminate distractions from the use of personal electronic devices by certain RTA employees operating, controlling, or working around rail transit vehicles or tracks, as defined herein. The safety of patrons, employees, and the public is of primary importance in the application of these regulations.

1.3 Applicability. These rules and regulations are applicable to all RTAs in California. This rule does not prohibit RTAs from implementing more stringent rules.

1.4 Additional Rules. The Commission may make such additional rules and regulations or changes to these rules and regulations as necessary for the purpose of safety.

1.5 Exemptions or Modifications. Requests for exemptions or modifications from these rules and regulations shall contain a full statement of the reasons justifying the request. A request must demonstrate that safety would not be reduced by the proposed exemption or modification. Any exemption or modification so granted shall be limited to the particular case covered by the request. All exemptions and modifications shall require Commission approval.

2 DEFINITIONS

2.1 Employee means a person employed by an RTA in California, or a contractor working on behalf of such RTA.

2.2 Fouling a track means placing oneself, or any equipment or appurtenance in an area where it could be struck by the widest equipment that could occupy the track.

2.3 In-Cab Camera means a closed-circuit audio and video recording device that is mounted in the cab of a rail transit vehicle and continuously records activities of the operator.

2.4 Personal Electronic Device or PED means any wireless or portable electronic device. This includes, but is not limited to, wireless phones, personal digital assistants, smart phones, two way pagers, portable internet devices, laptop computers, DVD players, audio players, iPods, MP3 players, games, Bluetooth devices, or any headphones or earbuds. The following devices are excluded from this definition:

- a. RTA-owned licensed radio communications equipment such as cab-mounted or portable two-way radios with channels dedicated solely for RTA operations.
- b. Electronic or electrical devices prescribed by a licensed medical practitioner to permit an employee to meet minimum levels of hearing ability as required by the RTA or contractor.
- c. Roadway worker protection devices.

2.5 On Their Person means being located on the person or attached to the person. For instance, if the personal electronic device is attached to the belt in a case, or kept in a pocket, or placed on a strap attached to the person, it is on their person.

2.6 Rail Fixed Guideway System (RFGS) means any light, heavy, or rapid rail system, monorail, inclined plane, funicular, trolley, cable car, automatic people mover, or automated guideway transit system used for public transit and not regulated by the Federal Railroad Administration or not specifically exempted by statute from Commission oversight.

2.7 Rail Transit Agency (RTA) means the entity that plans, designs, constructs, and/or operates an RFGS.

2.8 Rail Transit Vehicle means an RTA's rolling stock, including but not limited to passenger and maintenance vehicles.

2.9 Stowed means put away, out of sight, off the person, not attached to the person, and not in anything on the person. For example, the personal electronic device may be placed in a duffle bag, cabinet, compartment, or locker, in a manner that does not interfere with the safe operation of the rail transit vehicle. All earpieces shall be removed from the ear, stowed, and turned off, except those hearing aid devices described in section 2.5 herein.

2.10 System Safety Program Plan (SSPP) shall be as defined in the General Order 164 series.

2.11 Zero-Tolerance Policy means a policy where the consequences to a person who does not comply with the PED use prohibitions of this General Order are written, automatic, specific, and non-discretionary. The policy may provide different consequences for different levels of risk that a particular non-compliant act could pose, as long as these levels and consequences are explicitly described in the policy.

3 PROHIBITED USE OF A PERSONAL ELECTRONIC DEVICE

3.1 Persons shall be strictly prohibited from using electronic devices, while:

- a. Operating rail transit and other on-track vehicles. Devices must be turned off and stowed.
- b. Dispatching, flagging, or otherwise controlling the movement of rail transit vehicles.
- c. Performing any task while fouling the tracks.

3.2 Any person may use a cell phone to report a fire or other life-threatening emergency when the RTA-issued communication equipment is not functioning, provided the rail transit or on-track vehicle is stopped and the person is not in the controlling compartment of the rail transit vehicle. Emergency use to push a powerless unoccupied train where cell phone communication is necessary to safely direct the move and no other communication means are available is also allowed if performed with supervisory approval.

4 IN-CAB CAMERAS AND OTHER TECHNOLOGY.

4.1 RTAs shall install inward-facing in-cab cameras in the controlling compartment of rail transit vehicles. Cameras shall be focused on the rail transit vehicle operator during rail transit vehicle operations and shall have a continuous recording loop covering at least eight (8) days of operations. Exclusions include:

- a. On-track maintenance vehicles.
- b. Vehicles without on-board operators.
- c. Historic street cars upon an exemption request by an RTA, and with approval from the Consumer Protection and Safety Division Director or Deputy Director. Requests shall be by type and model of vehicle, and shall include the justification for not installing cameras and the mitigation measures taken in lieu of cameras to ensure compliance with the use prohibitions in Section 3.

4.2 Inward-facing in-cab cameras must be installed and in service no later than 36 months after the effective date of this order.

4.3 Recording review. At a minimum, video loop recordings shall be reviewed for violations of this General Order under the following conditions:

- a. After any derailment.
- b. After any impact between a rail transit vehicle and any other vehicle, object, or person.
- c. After any activity or event on the right-of-way that results in death to any person, injury to any person that requires medical treatment, or injury to any RTA employee.
- d. After any reported complaint or observation of 1) an alleged violation of this General Order, or 2) a rules violation that may suggest distraction due to PED use as a possible cause.
- e. For the purposes of conducting a video-based rules-compliance testing program to ensure compliance with the provisions of this General Order.
- f. Nothing in this General Order shall preclude any RTA from using the video equipment as a tool in reviewing operator performance and ensuring compliance with any operating rule.

4.4 Recording retention - Video recordings shall be saved and retained on separate storage media if a rail transit vehicle operator is observed violating this General Order. Recordings shall be retained at least until the last appeal of any litigation or disciplinary action is complete.

4.5 An RTA may submit for Commission approval a plan to use a new and/or different technology that provides at least as effective means to ensure compliance with this General Order. If approved by the Commission, the technology may be used in lieu of the inward-facing in-cab camera and/or its recording device, and/or certain other provisions of this General Order.

4.6 In the interim period before inward-facing cameras are installed and in-use, RTAs shall conduct random evaluations regarding PED use at a minimum of ten (10) percent of the rail transit vehicle operator population per quarter.

5 REQUIREMENTS TO IMPLEMENT A ZERO-TOLERANCE POLICY AND PROGRAM

5.1 Each RTA shall develop, implement, and comply with a zero tolerance policy and program regarding prohibited PED usage. The policy shall include discipline up to and including discharge.

5.2 RTAs shall include or reference their zero-tolerance policy and program in their SSPP and rail operations rules.

- a. The RTA's zero-tolerance policy and program shall include actions sufficiently serious to be reasonably expected to prevent violations of this General Order.
- b. Within 90 days of the effective date of this General Order, each RTA must file its zero-tolerance policy and program with the Commission.
- c. The policies must describe the actions the RTA will take to address violations, as well as the process afforded the employee to appeal the violation and discipline.
- d. RTAs shall keep records of violations of PED use prohibitions and make them available to Commission staff upon request.

5.3 RTAs shall notify and instruct their employees on the provisions of the RTA's PED zero-tolerance policy and program regarding electronic device use. Each RTA shall provide a refresher course on its zero-tolerance policy and program at least every two (2) years. Records showing compliance with this requirement shall be maintained for a minimum of three (3) years.

5.4 Each RTA shall post a PED use prohibition reminder decal inside each rail transit vehicle cab and on the passenger-facing side of the cab door on rail transit passenger vehicles. This notice shall also be placed at all locations where RTA employees report for duty.

6 REQUIREMENTS FOR MONITORING AND ENFORCEMENT

6.1 Prior to video camera installation and operation, RTAs shall develop, and include or reference in their SSPP, a video-based enforcement and random monitoring program designed to ensure compliance with this General Order, as part of their existing program of operational evaluations.

a. Each RTA, as a part of their SSPP, shall submit their program to the Consumer Protection and Safety Division (CPSD) Director or Deputy Director for review and approval at least 90 days prior to video camera operation.

b. Program revisions must be submitted to the CPSD Director or Deputy Director for approval, and will be included in the annual revision of the SSPP.

6.2 RTAs shall periodically conduct operational evaluations and inspections to determine the extent of compliance with this General Order.

6.3 Records of operational evaluations and/or inspections shall be maintained for a minimum of three (3) years.

7 REQUIREMENTS FOR EMERGENCY CONTACT PROCEDURES

RTAs shall implement procedures by which employees addressed in this General Order can be contacted in the event of a personal or family emergency. These procedures shall include, at minimum, the routing of that contact through a designated person or division within the RTA. These procedures shall be communicated to all affected employees in writing, and copies shall be available to Commission staff and be included or referenced in an RTA's SSPP when it is revised.

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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: Equipment Maintenance for Calgon Carbon Corp's UV System(17751)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 3 years

PSC Amount: \$900,000

1. Description of Work

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

The purpose of this contract is to provide three years with Calgon Carbon Corp. (Calgon) for the maintenance of Calgon Carbon UV Technology's ("Calgon") proprietary ultraviolet light (UV) disinfection system at the San Francisco Public Utilities Commission's (SFPUC) Tesla Treatment Facility. The contract provides for field services by Calgon's trained field services technicians and purchase of proprietary parts that need to be replaced such as UV lamps, sleeves, ballasts, etc.

Services performed by Calgon:

- Calibration of current transducers and ballast drive boards
- UV sensor inspection and rescale
power settings as required
- UV sensor inspection and sensor well cleaning inspect
for scratches on all quartz surfaces, leaks in
sensor wells, etc.
- Replace UV sensors and sensor wells as required
- Inspect power supply cabinets and ensure proper terminations on all PLC I/O cards
- Inspect lamps for deformation suspected to be from acoustic resonance at this time
- Replace UV lamps, as requested
- Replace quartz sleeves, as requested
- PLC programming

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

The contract provides for maintenance and related parts that are necessary to assure safe, reliable operation of the Tesla UV reactors and comply with regulatory requirements for the disinfection of Hetch Hetchy water. Additional funding of the contract has become necessary because a higher level of maintenance support than originally anticipated has proven necessary to keep the UV reactors in good working order. The consequence of denial of the contract include decreased reliability of disinfection of Hetch Hetchy water and increased possibility of regulatory violation and interruption of Hetch Hetchy water delivery.

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, from 6/1/2017 through 5/31/2020, under Contract ID 1000017359. See PSC# 41960 18/19 Equipment Maintenance for Calgon Carbon Corp's UV System.

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):

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

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

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

B. Explain the qualifying circumstances:

The services cannot feasibly be provided by available resources within the City because the related specialty knowledge and proprietary information would be unreasonably expensive to procure, administer and maintain up-to-date in a fashion that would assure reliable, continuous operation of the UV disinfection system at the SFPUC's Tesla Treatment Facility. The UV disinfection system is an integration of components that can be and are serviced by civil service staff, but the proper functioning of the system requires maintenance service by technicians who have expert knowledge and experience servicing the system's unique components. It would be unreasonably expensive to train Civil Service staff on the integration of this single, remote water treatment system. The relatively limited amount of work that requires services by the manufacturer's trained technicians does not merit the investment that would be needed for continual training to assure competence and retention and address attrition. It would not be practical or feasible to adopt a new civil service class to perform this work because the amount of work is not enough to justify the cost of developing and administering a new class in addition to the cost of staffing, overhead, and training required to assure competence, retention and address attrition. There is a plan to transition most of this work back to the City. Senior Stationary Engineers and Stationary Engineers are qualified to perform this work; however, the UV reactors have suffered multiple lamp breaks over the course of the last 2 years which Calgon has been investigating. There has since not been an identifying root cause. This has resulted in unwanted regulatory fines and related costs to intercept water discharges related to the lamp breaks. While there have been positive results since Calgon has reduced the power levels in the reactors and provided alternative lamps to test and performed consistent maintenance, the SFPUC asserts that, until there is a definitive root cause, Calgon should be responsible for all of the defined work detailed in the scope of work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: UV Reactor Service Technicians must be highly skilled and trained to maintain and diagnose the needs of this highly specialized water treatment equipment. The UV system consists of a proprietary integration of electronic and mechanical equipment controlled by elaborate instrumentation and the manufacturer's programming, the complexity of which requires skilled technicians years to competently master. The technicians must be proficient in working on electronics, mechanical and lighting equipment, instrumentation and controls and pressure vessels and pipelines. The SFPUC trains its highly skilled water treatment operations staff in the operation and some of the more routine service required to maintain some of the system components, but they in turn must be proficient in the operation and maintenance of water treatment plants, a trade that is distinct from expertise in proprietary UV reactor components.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7341, Statnry Eng Water Treat Plant; 7343, Sr Statnry Eng, Wtr Treat Plnt;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Proprietary tools and equipment may be provided for use temporarily during service, but only replacement parts needed to maintain the system will be installed and left as City property.

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

The services cannot feasibly be provided by available resources within the City because the related specialty knowledge and proprietary information would be unreasonably expensive to procure, administer and maintain up-to-date in a fashion that would assure reliable, continuous operation of the UV disinfection system at the SFPUC's Tesla Treatment Facility.

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

A. Explain why civil service classes are not applicable.

The Tesla Treatment Facility UV disinfection system is an integration of components that can be and are serviced by civil service staff, but the proper functioning of the system requires maintenance service by technicians who have expert knowledge and experience servicing the system's unique components. It would be unreasonably expensive to train Civil Service staff on the integration of this single, remote water treatment system. The relatively limited amount of work that requires services by the manufacturer's trained technicians does not merit the investment that would be needed for continual training to assure competence and retention and address attrition.

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 or feasible to adopt a new civil service class to perform this work because the amount of work is not enough to justify the cost of developing and administering a new class in addition to the cost of staffing overhead and training required to assure competence, retention and address attrition.

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.

Yes. Yes. The Contractor will train the City's staff who are responsible for maintaining the Tesla Treatment Facility in the less complicated, more routine maintenance activities needed to operate and maintain the UV disinfection system. The training is intended for a team of 8 Water Treatment Stationary Engineers (classes 7341 & 7343) for 2 or 3 days and may include additional single day training of Electronics Maintenance Technicians (classes 7318 & 7329), Electricians (classes 7345 & 7238) and/or an Information Services Engineer (class 1043) depending upon the evolving maintenance requirements of the system.

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. Yes, PSC #41960 - 18/19 Equipment Maintenance for Calgon Carbon Corp's UV System is currently active.

7. Union Notification: On 04/27/2020, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40336 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

From: [Kyger, Todd](#)
To: [Irwin, William](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40336 - 19/20
Date: Friday, May 1, 2020 4:32:09 PM
Attachments: [FW Receipt of Notice for new PCS over \\$100K PSC # 40336 - 1920.msg](#)

Please see confirmation below from Local 39 to proceed with PSC # 40336 - 19/20.

Thank you,
t

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

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Friday, May 01, 2020 3:49 PM
To: Kyger, Todd <TKyger@sflower.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40336 - 19/20

Good afternoon Todd,

After further discussions with you and Justin Sibbring, the Chief Stationary Engineer at the Tesla Facility, I have a much better understanding of SFPUC's intent to outsource this work. Therefore, SFPUC should proceed to the Civil Service Commission with PSC # 40336 - 19/20.

Thank you,

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

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

From: Kyger, Todd <TKyger@sflower.org>
Sent: Friday, May 1, 2020 10:13 AM
To: Stan Eichenberger <seichenberger@local39.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40336 - 19/20

Hi Stan,

Thank you for your communication this morning and providing confirmation that the SFPUC has addressed Local 39's questions and request for clarification. Kindly reply back to this email indicating the SFPUC should proceed to the Civil Service Commission with PSC # 40336 - 19/20.

Thank you and have a great weekend!
t

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

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Tuesday, April 28, 2020 9:36 AM
To: Irwin, William <WIrwin@sflower.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Sibbring, Justin <JSibbring@sflower.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40336 - 19/20

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Bill,

Local 39 would like to discuss this PSC prior to it moving forward. We have concern that the proposed work may impede on work that Local 39 represented classifications would typically perform. Can you please coordinate a video/teleconference with all of your team members, then provide me a few proposed dates/times to select from?

I can host a Zoom Meeting as an option.

Thank you,

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39
337 Valencia Street.
San Francisco, CA. 94103
Office: (415)861-1135
Fax: (415) 861-5264
<http://www.local39.org>

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of wirwin@sfgwater.org
Sent: Monday, April 27, 2020 4:39 PM
To: wirwin@sfgwater.org; Stan Eichenberger <seichenberger@local39.org>; Michael Rainsford <mrainsford@local39.org>; grojo@local39.org; wirwin@sfgwater.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 40336 - 19/20

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 40336 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40336 - 19/20 for \$900,000 for Initial Request services for the period 06/01/2020 – 06/01/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14810> 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 -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Equipment Maintenance for Calgon Carbon Corp's UV SystemFunding Source: WST Operating FundsPSC Duration: 3 yearsPSC Amount: \$670,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The purpose of this contract is to provide additional funding to the contract established on June 1, 2017 for three years with Calgon Carbon Corp. (Calgon) for the maintenance of Calgon's proprietary ultraviolet light (UV) disinfection system at the San Francisco Public Utilities Commission's (SFPUC) Tesla Treatment Facility. The contract provides for field services by Calgon's trained field services technicians and purchase of proprietary parts that need to be replaced such as UV lamps, sleeves, ballasts, etc.

Services performed by Calgon:

- Calibration of current transducers and ballast drive boards
- UV sensor inspection and re-scale power settings as required
- UV sensor inspection and sensor well cleaning - inspect for scratches on all quartz surfaces, leaks in sensor wells, etc.
- Replace UV sensors and sensor wells as required
- Inspect power supply cabinets and ensure proper terminations on all PLC I/O cards
- Inspect lamps for deformation suspected to be from acoustic resonance at this time
- Replace UV lamps, as requested
- Replace quartz sleeves, as requested
- PLC programming

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

The contract provides for maintenance and related parts that are necessary to assure safe, reliable operation of the Tesla UV reactors and comply with regulatory requirements for the disinfection of Hetch

Hetchy water. Additional funding of the contract has become necessary because a higher level of maintenance support than originally anticipated has proven necessary to keep the UV reactors in good working order. The consequence of denial of the contract include decreased reliability of disinfection of Hetch Hetchy water and increased possibility of regulatory violation and interruption of Hetch hetchy water delivery.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service has been provided in the past via purchase order (BPUW17000028).

- 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):

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

- B. Explain the qualifying circumstances:

The amendment to the existing contract is needed to address an increase in immediately needed services that have been proven to be required in addition to previously anticipated maintenance activities required to assure reliable operation of the Tesla Treatment facility UV disinfection system.

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

- A. Specify required skills and/or expertise: UV Reactor Service Technicians must be highly skilled and trained to maintain and diagnose the needs of this highly specialized water treatment equipment. The UV system consists of a proprietary integration of electronic and mechanical equipment controlled by elaborate instrumentation and the manufacturer's programming, the complexity of which requires skilled technicians years to competently master. The technicians must be proficient in working on electronics, mechanical and lighting equipment, instrumentation and controls and pressure vessels and pipelines. The SFPUC trains its highly skilled water treatment operations staff in the operation and some of the more routine service required to maintain some of the system components, but they in turn must be proficient in the operation and maintenance of water treatment plants, a trade that is distinct from expertise in proprietary UV reactor components.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7341, Statnry Eng Water Treat Plant; 7343, Sr Statnry Eng, Wtr Treat Plnt;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Proprietary tools and equipment may be provided for use temporarily during service, but only replacement parts needed to maintain the system will be installed and left as City property.

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

The services cannot feasibly be provided by available resources within the City because the related specialty knowledge and proprietary information would be unreasonably expensive to procure, administer and maintain up-to-date in a fashion that would assure reliable, continuous operation of the UV disinfection system at the SFPUC's Tesla Treatment Facility.

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

A. Explain why civil service classes are not applicable.

The Tesla Treatment Facility UV disinfection system is an integration of components that can be and are serviced by civil service staff, but the proper functioning of the system requires service by technicians who have expert knowledge and experience servicing the system's unique components. It would be unreasonably expensive to train Civil Service staff on the integration of this single, remote water treatment system. The relatively limited amount of work that requires services by the manufacturer's trained technicians does not merit the investment that would be needed for continual training to assure competence and retention and address attrition.

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 or feasible to adopt a new civil service class to perform this work because the amount of work is not enough to justify the cost of developing and administering a new class in addition to the cost of staffing overhead and training required to assure competence, retention and address attrition.

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.

Yes. The Contractor will train the City's staff who are responsible for maintaining the Tesla Treatment Facility in the less complicated, more routine maintenance activities needed to operate and maintain the UV disinfection system. The training is intended for a team of 8 Water Treatment Stationary Engineers (classes 7341 & 7343) for 2 or 3 days and may include additional single-day training of Electronics Maintenance Technicians (classes 7318 & 7329), Electricians (classes 7345 & 7238) and/or an Information Services Engineer (class 1043) depending upon the evolving maintenance requirements of the system.

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

Yes. Continued reliable operation of the Tesla Treatment Facility UV disinfection system is necessary for SFPUC compliance with USEPA and State of California regulatory requirements for advanced disinfection of the Hetchy Hetchy drinking water, and contractual services are the only feasible approach to providing these services.

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 amendment to the current contract with Calgon Carbon Corp. The original contract is \$400,000. The amendment is \$270,000. The previous contract was done via purchase order and there was no PSC obtained. We are asking CSC approval for the entire amount of \$670,000.

7. Union Notification: On 01/30/2019, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41960 - 18/19

DHR Analysis/Recommendation:

action date: 04/01/2019

Commission Approval Required

Approved by Civil Service Commission

04/01/2019 DHR Approved for 04/01/2019

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: Generator Step-up Transformers(1003)

Funding Source:

PSC Amount: \$4,226,000

PSC Est. Start Date: 08/01/2020

PSC Est. End Date 03/31/2023

1. Description of Work

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

This purchase order is to procure two new Generator Step-up Transformers (GSU's) rated at 13.8-230y/132.9-115Y/66.5kV, three-phase 57.5 MVA. The services are; providing detailed shop drawings, manufacturing, delivery, assembly, testing/commissioning.

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

The Moccasin Powerhouse (MPH) has three generator step-up (GSU) transformers on site. In normal operation, two are in service with one spare. All three transformers have reached their service life. The powerhouse is operating without a usable spare transformer. Hetch Hetchy Water delivery to 2.6 million bay area water users is dependent on reliable GSU's by passing water through the two hydro generators.

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.

1. Purchase 3 Shihlin Unit 1 single phase transformers were purchased for Kirkwood Powerhouse in 2010
2. Purchase four (4) single phase Hyundai transformers for Holm Pwerhouse in 2005 This is the first purchase of a large transformer for which the SFPUC has requested a PSC.

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.

B. Explain the qualifying circumstances:

This is a Purchase Order for the manufacturing, delivery, and testing of two GSU's. The service life of these transformer is 30 years. This work is highly specialized based on the individual manufacturers' equipment. This work occurs at the equipment installation and commissioning prior to City acceptance.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: These large three-phase transformers will not be delivered to the powerhouse in one piece due to the vulnerability of some components during transport. The manufacturer has pre-approved installers that will assemble and test the transformers. Under the direction of the

manufacturing representative, the installers will assemble the conservator, bushings, radiators, make internal connections to the windings, commission/testing. Installing the conservator, radiators, and bushings require a special skill with proper rigging techniques, torque limits, and careful handling. Expert knowledge of transformer testing is required following the National Electrical Testing Association (NETA). In preserving the warranty, the manufacturer will not accept installation from non-approved installers in assembling new equipment.

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?

N/A The need for this is so limited, City resources would be impractical.

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

A. Explain why civil service classes are not applicable.

Factory trained and certified representative typically perform the assembly and testing before City acceptance of the new equipment. Manufacturer's will not warranty these GSU's is assembled by others.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. This would not be practical for two reasons. 1. Assembling new transformers would not follow the industry standard and protect the warranty. 2. There are not many large transformers within the PUC system. The life expectancy is 30 years.

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.
Yes. Training will be on the operation and maintenance of the transformers. Expect 6 City representatives for one day of training at the job location.

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 05/14/2020, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47089 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/06/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William; Criss@SFMEA.com](mailto:Irwin.William@Criss@SFMEA.com); [Meyers, Julie \(HSA\)](mailto:Meyers.Julie@HSA.com); seichenberger@local39.org; Camaguey@SFMEA.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; [wendywong26@yahoo.com](mailto>wendywong26@yahoo.com); sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; [Basconcillo, Kathy; Sandeep.lal@seiu1021.me](mailto:Basconcillo.Kathy@Sandeep.lal@seiu1021.me); pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon.Sin.Yee@HSA.com); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdenvoter@aol.com; thomas.vitale@seiu1021.org; [Irwin, William; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Irwin.William@DHR-PSCCoordinator,DHR(HRD)@seiu1021.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47089 - 19/20
Date: Thursday, May 14, 2020 3:13:29 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 47089 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47089 - 19/20 for \$4,226,000 for Initial Request services for the period 08/01/2020 – 03/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14920> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Software License, Maintenance, and related support

Funding Source: General Fund

PSC Duration: 9 years 1 day

PSC Amount: \$8,000,000

1. Description of Work

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

Contractor will provide a software solution that will monitor all of the Internet of Things (IoT) medical devices connected to the Department of Public Health (DPH) clinical network, in order to strengthen security and its ability to inventory, track, monitor and administer devices efficiently. The software solution must be compatible and integrate with DPH's current CheckPoint endpoint security solution without third party or custom interface development. Contractor's medical device IoT software solution will provide for network discovery that identifies every device connected to the DPH clinical network, identifies and interprets medical device protocols, and identifies and documents device product and manufacturers' specifications, patching, firmware, operating systems, and patch revisions.

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

This service is necessary to monitor medical device operations and communications, to track device location and operational status, administration, and to inventory all medical devices on the DPH network. The consequence of denial is a significant increase in the current risk associated with the inability to inventory, monitor, and generate alerts when irregular or suspicious network activity occurs. As an example, if a breach were to occur at a Contractor's site which enabled a hacker to access the DPH network through a medical device because the device was not monitored, patient information might be compromised, reimbursements might be jeopardized, and the Department might fail to comply with federal and State regulations, leading to additional expenses and potential service reductions.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, this is anticipated to be an ongoing need.

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

The Department expects the need for these services to continue, as it they are essential to the delivery of core health care services.

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:

This is an advanced software and technology that City does not have the capacity/bandwidth to build from scratch, or to support.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert knowledge of internet/network medical device administrative, operational, and maintenance communications protocol(s); ability to monitor and track real-time communications of thousands of medical devices; ability to analyze network communications, identify communication irregularities and send alerts, as well as automatically shutting down suspicious devices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1024, IS Administrator-Supervisor; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide advanced software and technology which the City does not currently possess.

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

DPH has consulted with IT staff and determined that the City does not have the capability of providing these services.

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

- A. Explain why civil service classes are not applicable.
This is advanced software and technology that the City does not have capacity/bandwidth to build and support.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical or feasible to adopt a new civil service class to perform the work because the City does not have the capacity/bandwidth to build and support the advanced software and technology that is needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no formal training of civil service staff under this contract. The Contractor will supply support to City employees in order to ensure effective operation of the software, as needed.

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

7. Union Notification: On 05/11/2020, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41530 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, May 11, 2020 4:13 PM
To: Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41530 - 19/20

RECEIPT for Union Notification for PSC 41530 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41530 - 19/20 for \$8,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2029. 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/14938> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Software for Policy and Procedure Management

Funding Source: General Fund

PSC Duration: 1 year 52 weeks

PSC Amount: \$300,000

1. Description of Work

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

Contractor will provide cloud-based software for management of Department policies and procedures, including licensing and maintenance. The Department of Public Health (DPH) currently manages the multiplicity of its policies and procedures with a rudimentary system using MS Office applications (Word, Excel) which can be unwieldy and difficult to coordinate and manage. Reviewing and keeping policies and procedures current is required by federal regulators, the Centers for Medicare and Medicaid Services (CMS). DPH intends to purchase proprietary software (licensing and maintenance) to modernize and enable its policies and procedures tracking system to be more responsive to operational and regularly needs, and to ensure review of and alignment with evolving laws, guidelines, regulations, standards, and best practices. ,

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

Denial will result in less efficiency in policy and procedure management and failure to comply fully with CMS regulations, while also negatively affecting the ability of DPH staff to stay up to date and comply with current policies and procedures, and ultimately lessening the effectiveness of health care services delivery.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

B. Explain the qualifying circumstances:

City lacks the resources to design and implement a software solution for policy and procedure management.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Thorough knowledge of CMS regulations pertaining to policies and procedures, and the ability to apply it effectively to the needed systems; ability to analyze procedures appropriately in order to optimize development of administrative, management, program and organizational policies and procedures; ability to analyze existing policies, procedures and work practices; ability to analyze the effect of proposed and existing legislation, regulations and law on organizational policies and procedures; ability to compile information and documentation in preparation for producing reports and/or drafts reports for management/administration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide proprietary software specifically designed for this purpose, including the expertise necessary to employ the software effectively and to advise the Department on the best ways to transition from current systems to the new software.

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

These services are currently being provided by City employees, who are expected to continue these duties with more ease, effectiveness and efficiency once this software is in place.

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

- A. Explain why civil service classes are not applicable.
This is advanced software and technology that Department does not have capability or bandwidth to build and support.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would be impractical to utilize Department staff to develop cloud software with the capability to of running audit-ready reports.

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. There will be no formal training of DPH staff, however, there will be set-up assistance and support from the Contractor that is appropriate to the software.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 05/11/2020, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42573 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, May 11, 2020 3:21 PM
To: Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42573 - 19/20

RECEIPT for Union Notification for PSC 42573 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42573 - 19/20 for \$300,000 for Initial Request services for the period 07/01/2020 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14926> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Specialized Support Services for Hardware, and and Software

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,000,000

1. Description of Work

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

The contractor will provide parts and labor coverage, educational classes, product service bulletins, software, and telemetry support for Philips patient monitors, the PIIC IX telemetry system, Holter cardiac monitor systems, stress cardiographs, ventilators and software applications.

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

The Department of Public Health (DPH) utilizes Philips healthcare equipment and expertise to provide end-to-end patient monitoring at Zuckerberg San Francisco General Hospital. Much of the equipment required to maintain a viable and robust patient monitoring network is proprietary to Philips and cannot be maintained independently by the City. The patient monitoring system is essential for the Department to provide quality patient care, and maintenance and upkeep of the system is critical in that effort. Denial of this request would likely lead to an erosion of reliability of the existing patient monitoring system, increased costs to maintain or replace the system, and loss of financial advantages which the Department has been able to negotiate.

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.

In the past, services were performed through a Purchase Order process on a time-and-materials basis, when the need arose.

D. Will the contract(s) be renewed?

As there is a continued need and corresponding funding.

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.

As part of the San Francisco General Hospital Rebuild Project, the Department was able to improve and modernize its patient care operations by investing an integrated patient monitoring system. This system includes equipment, supporting software applications and radio telemetry functions in order to fully realize an efficient wireless network for these devices (electrocardiogram and other similar monitoring equipment for patient vital signs and key indicators). Ongoing tuning and maintenance of the system is required for the life of these proprietary products, which must be performed by the manufacturer in order to maintain system continuity, equipment warranties, and overall system performance within manufacturers specifications.

2. Reason(s) for the Request

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The services are to support proprietary equipment, systems and software applications that can be best performed by the manufacturers of such equipment, systems, and software. The City does not have access to that specialized and proprietary knowledge. Further the services are required for as long as the City possesses such equipment by the manufacturer.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proprietary knowledge of the Philips equipment, network, and applications to support patient care monitoring; completion of courses in PIICIX, MX40 telemetry, and MX400-800.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will perform equipment maintenance using their own tools, and in the case of telemetry support, the contractor must have the appropriate tools and equipment to analyze and tune radio frequency-emitting devices to ensure adequate coverage within the various buildings and overall campus where signals are needed, so that patient monitoring devices can operate in an efficient manner.

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

No. The contractor will provide access to educational classes, product service bulletins, and other resources to City employees and contract biomedical staff (UCSF) in the proper use and care of hardware and systems.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the products and applications are proprietary to the manufacturer, are highly specialized, and must be maintained by the manufacturer of the equipment in order to maintain all warranties and operating tolerances specified by the manufacturer.
- 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 a very specialized component of the overall hospital operating environment. A new civil service classes would not be applicable because the products and applications are proprietary to the manufacturer, highly specialized, and must be maintained by the manufacturer of the equipment in order to maintain all warranties and operating tolerances specified by the manufacturer.

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. No. The contractor will provide access to educational classes, product service bulletins, and other resources to City employees and contract biomedical staff (UCSF) in the proper use and care of hardware and systems.
- 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 05/11/2020, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42848 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, May 11, 2020 5:52 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42848 - 19/20

RECEIPT for Union Notification for PSC 42848 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42848 - 19/20 for \$1,000,000 for Initial Request services for the period 07/01/2020 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14944> 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

Modification

Personal Services Contracts

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 # 44755 - 18/19)

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

Type of Service: Design-Build Services for Navigation Centers and Homeless Shelters

Funding Source: Educational Revenue Augmentation

Fund

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 05/01/19 - 06/30/21 (2 years 8 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$500,000

PSC Mod#3 Duration: 07/01/21-12/31/21 (26 weeks 2 days)

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 2 years 35 weeks

1. Description of Work

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

This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).

Scope Change

This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.

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

This service is necessary for expediently delivering homeless shelter sites. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night. According to preliminary numbers released May 2019, homelessness increased by 17% over two years, with 8,011 people counted living on the street in January 2019.

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

Services have been provided in the past through earlier PSC request. See 44755 - 18/19

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

To increase the contract capacity for the upcoming Upper Market SAFE Navigation Center contract, as well as any potential future contracts for homeless shelters that may arise. This service is necessary to help Public Works meet increasing demands and aggressive schedule of projects described in Ordinance 61-19 related to Homeless Services and Siting for Homeless Shelters. There are also special projects that require expertise that are not provided by City staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in coordinating design and construction services as one entity. Being able to provide parallel design and construction services while avoiding conflict and rework.

B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Architecture and engineering classes exist, but their expertise is not applicable to Design-Build projects. San Francisco Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not practical to adopt a new civil service class to perform this work, because it is beyond professional services. It will require licensing and registration as either a Class A or B General Contractor.

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. Few City projects require architects and engineers working on behalf of a licensed General Contractor (Design-Build contractual arrangement). This is a specialized and infrequent task necessitated by this particular 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, please see PSC 44755-1819 history.

7. Union Notification: On 05/21/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44755 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Macaranas, Belle (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Thursday, May 21, 2020 12:10 PM
To: Burns, Alexander (DPW); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44755 - 18/19 - 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 \$500,000 for services for the period July 1, 2021 – 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/13898>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com amakayan@ifpte21.org

Additional Attachment(s)

[Administrative, Planning Codes - Streamlined Contracting for Homeless Services and Siting for Homeless Shelters]

Ordinance amending the Administrative Code and Planning Code to streamline contracting for homeless shelters, and siting of homeless shelters by, among other things, authorizing the Department of Homelessness and Supportive Housing (HSH) to enter into and amend contracts without requiring competitive bidding for professional and other services relating to sites and programs for people experiencing homelessness (Projects Addressing Homelessness); authorizing the Department of Public Works to enter into and amend contracts without adhering to the Environment Code or to provisions relating to competitive bidding, equal benefits, local business enterprise utilization, and other requirements, for construction work and professional and other services relating to Projects Addressing Homelessness; permitting Homeless Shelters in PDR (Production Distribution Repair) and SALI (Service/Arts/Light Industrial) districts; authorizing HSH to operate Navigation Centers for more than two years; and affirming the Planning Department's determination under the California Environmental Quality Act, and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
Additions to Codes are in *single-underline italics Times New Roman font*.
Deletions to Codes are in *strikethrough italics Times New Roman font*.
Board amendment additions are in double-underlined Arial font.
Board amendment deletions are in ~~strikethrough Arial font~~.
Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

1 Be it ordained by the People of the City and County of San Francisco:

2
3 Section 1. Findings.

4 (a) California Government Code Sections 8698 through 8698.2 authorize the
5 governing body of a political subdivision, including the Board of Supervisors, to declare the
6 existence of a shelter crisis upon a finding by the governing body that a significant number of
7 persons within the jurisdiction are without the ability to obtain shelter, and that the situation
8 has resulted in a threat to the health and safety of those persons. In 2016, through the
9 enactment of Ordinance No. 57-16, the Board of Supervisors declared the existence of a
10 shelter crisis in San Francisco, based on findings that in January 2015, there were 6,686
11 individuals in San Francisco who were homeless. Since that time, the shelter crisis has
12 grown. According to the January 2017 Point in Time Homeless Count administered by the
13 Department of Homelessness and Supportive Housing (HSH), there were approximately
14 7,499 people experiencing homelessness in San Francisco on a single night. Of those
15 persons, 58% were unsheltered, 21% were under the age of 25 years, and 32% were over the
16 age of 51 years with attendant deteriorating physical and mental health.

17 (b) On October 2, 2018, Mayor London Breed declared her intent that the City add
18 1,000 new shelter beds for people experiencing homelessness, with half of the new beds
19 becoming available by the summer of 2019, and the remainder becoming available by 2020.
20 The beds will become available as a result of establishing new Navigation Centers, expanding
21 existing Navigation Centers, and opening a new type of shelter called a SAFE Center, a name
22 that stands for Shelter Access for Everyone.

23 (c) In early 2018, the Board of Supervisors enacted Ordinance No. 29-18, which
24 waived competitive bidding requirements for contracts and leases relating to a number of
25 identified Shelter Crisis Sites, as well as the City's existing Navigation Centers and homeless

1 shelters. That ordinance allowed HSH to expedite the award of contracts and grants for
2 construction and services relating to homeless individuals, and to open three Navigation
3 Centers with 340 beds and a permanent supportive housing site with 51 units. However, the
4 expedited contracting and leasing authority that was granted by Ordinance No. 29-18 will
5 expire on March 1, 2019. It is in the public interest to extend this authority so long as the City
6 is experiencing a shelter crisis.

7 (d) In 2016, the Board of Supervisors enacted Ordinance No. 117-16, requiring the
8 City to open and operate six Navigation Centers to address street homelessness and connect
9 homeless people to health and mental health services, housing, and other benefits. The City
10 has complied with that mandate, and plans to expand upon this successful model of shelter
11 and service delivery. Ordinance No. 117-16 provided that once a Navigation Center opened,
12 it could operate for no more than two years without approval of extension of the time limit by
13 resolution of the Board of Supervisors. In light of the success of Navigation Centers, the
14 capital investments that are required to open a center, and the fact that Navigation Centers
15 have not been found to have had adverse impacts on the neighborhoods in which they have
16 been located, the Board of Supervisors has, in Resolution No. 180522, approved the
17 extension of two Navigation Centers beyond the two-year limit. For the same reasons, it is in
18 the public interest to permit Navigation Centers generally to operate longer than two years
19 without re-authorization. The City plans to expand upon the successful model of shelter and
20 service delivery with greater geographic diversity across a majority of supervisorial districts.

21 (e) For all HSH-funded projects that involve new construction, a change in use, or an
22 expansion of an existing use at a specific location, HSH complies with the requirements of
23 Administrative Code Chapter 79 (Citizens' Right-to-Know Act of 1998) and Chapter 79A by
24 providing community notice that it is considering approval of such a project, and by
25 establishing a process by which members of the public may obtain additional information

1 about the project, and submit comments. Before opening a new facility, HSH staff collaborate
2 with the member of the Board of Supervisors who represents the district in which the facility
3 will be located, to conduct a thorough community outreach process that includes, at a
4 minimum, written notice to neighbors located within 300 feet of the facility, information about
5 how neighbors may provide input into the proposed programming at the facility, and the
6 hosting of a community meeting. After opening a facility, HSH takes steps to ensure that its
7 immediate surroundings are kept clean and secure.

8 (f) The Planning Department has determined that the actions contemplated in this
9 ordinance comply with the California Environmental Quality Act (California Public Resources
10 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of
11 Supervisors in File No. 190047 and is incorporated herein by reference. The Board affirms
12 this determination.

13 (g) The Planning Department has determined that the actions contemplated in this
14 ordinance are consistent, on balance, with the City's General Plan and eight priority policies of
15 Planning Code Section 101.1. The Board adopts these findings as its own. A copy of this
16 determination is on file with the Clerk of the Board of Supervisors in File No. 190047, and is
17 incorporated herein by reference.

18
19 Section 2. The Administrative Code is hereby amended by adding Chapter 21B,
20 consisting of Sections 21B.1, 21B.2, 21B.3, and 21B.4, to read as follows:
21

22 **CHAPTER 21B: COMMODITIES AND SERVICES RELATING TO PROJECTS**

23 **ADDRESSING HOMELESSNESS.**

24
25 **SECTION 21B.1. PURPOSE AND GOALS.**

1 In recognition of the fact that a significant number of persons within San Francisco lack the
2 ability to obtain shelter, resulting in a threat to the health and safety of those persons, and that such
3 threat constitutes a shelter crisis, the intent of this Chapter 21B is to expedite the procurement of
4 professional and other services relating to Projects Addressing Homelessness. For purposes of this
5 Chapter 21B, "Projects Addressing Homelessness" means projects designed to prevent homelessness
6 through the provision of housing subsidies or other services, and projects designed to provide shelter,
7 housing, food, and/or social services to people experiencing homelessness.

8 9 **SECTION 21B.2. WAIVER OF COMPETITIVE BIDDING REQUIREMENTS.**

10 Notwithstanding Section 21.1 of the Administrative Code or any other provision of the
11 Municipal Code, the Department of Public Works and the Department of Homelessness and Supportive
12 Housing may enter into and/or amend contracts, including grants, for professional and other services
13 or commodities relating to Projects Addressing Homelessness without adhering to the requirements of
14 Section 21.1 or any other competitive procurement requirements. The power to amend such contracts
15 and grants extends to contracts and grants entered into prior to the effective date of the ordinance in
16 Board File No. 190047 enacting this Chapter 21B.

17 18 **SECTION 21B.3. REPORTING.**

19 Within one year of the effective date of this Chapter 21B, and every year thereafter, the
20 Department of Homelessness and Supportive Housing and the Department of Public Works shall
21 submit to the Board of Supervisors a report that includes the following information for each contract or
22 grant that the department executed during the prior year without adhering to the requirements of
23 Section 21.1, pursuant to the authority in this Section 21B.3: the name of the contractor or grantee; the
24 services to be provided under the contract or grant; the amount of funds conveyed; the duration of the
25 contract or grant; and any measurable outcomes of the contract or grant.

1
2 **SECTION 21B.4. SUNSET PROVISION.**

3 *This Chapter 21B shall expire by operation of law five years from its effective date, or on the*
4 *effective date of an ordinance making the finding that according to the most recent Point in Time*
5 *Homeless Count, there are fewer than 5,250 homeless persons in San Francisco, whichever date is*
6 *earlier. Upon expiration of this Chapter 21B, the City Attorney shall cause this Chapter to be removed*
7 *from the Administrative Code.*

8
9 Section 3. Article IV of Chapter 6 of the Administrative Code is hereby amended by
10 adding Section 6.76, to read as follows.

11
12 **SECTION 6.76. PUBLIC WORKS ADDRESSING HOMELESSNESS.**

13 *(a) The Department of Public Works is authorized to enter into and/or amend any contract for*
14 *any Public Work or Improvement, as defined in Administrative Code Section 6.1, including any*
15 *professional services for a Public Work or Improvement, without adherence to the requirements of this*
16 *Chapter 6, Administrative Code Chapters 12B and 14B, and the Environment Code; provided,*
17 *however, that the Public Work or Improvement is for the construction, repair, or improvement of one or*
18 *more sites that will be used for the primary purpose of providing housing, shelter, or services to people*
19 *experiencing homelessness. The power to amend such contracts extends to contracts entered into prior*
20 *to the effective date of the ordinance in Board File No. 190047 enacting this Chapter 21B.*

21 *(b) This Section 6.76 shall expire by operation of law five years from its effective date, or on*
22 *the effective date of an ordinance making the finding that according to the most recent Point in Time*
23 *Homeless Count, there are fewer than 5,250 homeless persons in San Francisco, whichever date is*
24 *earlier. Upon expiration of this Section 6.76, the City Attorney shall cause this Section to be removed*
25 *from the Administrative Code.*

1
2 **SECTION 21B.4. SUNSET PROVISION.**

3 *This Chapter 21B shall expire by operation of law five years from its effective date, or on the*
4 *effective date of an ordinance making the finding that according to the most recent Point in Time*
5 *Homeless Count, there are fewer than 5,250 homeless persons in San Francisco, whichever date is*
6 *earlier. Upon expiration of this Chapter 21B, the City Attorney shall cause this Chapter to be removed*
7 *from the Administrative Code.*

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9 Section 3. Article IV of Chapter 6 of the Administrative Code is hereby amended by
10 adding Section 6.76, to read as follows.

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12 **SECTION 6.76. PUBLIC WORKS ADDRESSING HOMELESSNESS.**

13 *(a) The Department of Public Works is authorized to enter into and/or amend any contract for*
14 *any Public Work or Improvement, as defined in Administrative Code Section 6.1, including any*
15 *professional services for a Public Work or Improvement, without adherence to the requirements of this*
16 *Chapter 6, Administrative Code Chapters 12B and 14B, and the Environment Code; provided,*
17 *however, that the Public Work or Improvement is for the construction, repair, or improvement of one or*
18 *more sites that will be used for the primary purpose of providing housing, shelter, or services to people*
19 *experiencing homelessness. The power to amend such contracts extends to contracts entered into prior*
20 *to the effective date of the ordinance in Board File No. 190047 enacting this Chapter 21B.*

21 *(b) This Section 6.76 shall expire by operation of law five years from its effective date, or on*
22 *the effective date of an ordinance making the finding that according to the most recent Point in Time*
23 *Homeless Count, there are fewer than 5,250 homeless persons in San Francisco, whichever date is*
24 *earlier. Upon expiration of this Section 6.76, the City Attorney shall cause this Section to be removed*
25 *from the Administrative Code.*

1
2 Section 4. Chapter 106 of the Administrative Code is hereby amended by revising
3 Sections 106.1 and 106.3, to read as follows:
4

5 **SEC. 106.1. NAVIGATION CENTERS REQUIRED.**

6 As specified further in this Chapter 106, the City ~~may open and operate~~*shall open and*
7 ~~operate no fewer than six~~ Navigation Centers to address street homelessness and connect
8 homeless people to health and mental health services, housing, benefits, and other services.
9 For purposes of this Chapter, "Navigation Center" means a temporary, low-barrier-to-entry
10 shelter that, through case management and social service programs, aids in moving homeless
11 people off the streets and into permanent housing or transitional or stable supportive housing
12 that eventually leads to permanent housing.
13

14 **SEC. 106.3. PROGRAM IMPLEMENTATION.**

15 * * * *

16 ~~(b) Navigation Centers shall be temporary facilities, and once opened shall operate on a~~
17 ~~specific site for no fewer than six months and no more than two years without approval of adjustment~~
18 ~~or extension of the time limit by resolution of the Board of Supervisors.~~

19 (b) The City may enter into grant agreements with nonprofit organizations to provide services
20 relating to Navigation Centers.

21 * * * *

22
23 Section 5. Article 2 of the Planning Code is hereby amended by modifying Section
24 210.3 as follows:
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(19) During a declared shelter crisis, Homeless Shelters that satisfy the provisions of California Government Code Section 8698.4(a)(1) shall be P, principally permitted and may be permanent. Otherwise, ~~In this District,~~ Homeless Shelter uses are permitted only with Conditional Use authorization and only if each such use (a) would operate for no more than four years, and (b) would be owned or leased by, operated by, and/or under the management or day-to-day control of the City and County of San Francisco. If such a use is to be located within a building or structure, the building or structure must be either (a) preexisting, having been completed and previously occupied by a use other than a Homeless Shelter, or (b) temporary. Other than qualifying Homeless Shelters constructed during a declared shelter crisis, ~~In this District,~~ construction of a permanent structure or building to be used as a Homeless Shelter is not permitted.

SEC. 846. SALI – SERVICE/ARTS/LIGHT INDUSTRIAL DISTRICT.

SPECIFIC PROVISIONS FOR SALI DISTRICTS		
Article Code Section	Other Code Section	Zoning Controls
§ 846.23b § 890.88(d)	§ 102	<u>During a declared shelter crisis, Homeless Shelters that satisfy the provisions of California Government Code Section 8698.4(a)(1) shall be P, principally permitted and may be permanent.</u>

		<p>Otherwise In this District, Homeless Shelter uses are permitted only with Conditional Use authorization and only if each such use (a) would operate for no more than four years, and (b) would be owned or leased by, operated by, and/or under the management or day-to-day control of the City and County of San Francisco. If such a use is to be located within a building or structure, the building or structure must be either (a) preexisting, having been completed and previously occupied by a use other than a Homeless Shelter, or (b) temporary. <u>Other than qualifying Homeless Shelters constructed during a declared shelter crisis.</u> In this District, construction of a permanent structure or building to be used as a Homeless Shelter is not permitted.</p>
* * * *	* * * *	* * * *

Section 7. Effective Date; Retroactive Operation; Ratification of Prior Acts.

(a) This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

(b) Sections 2 and 3 of this ordinance (Chapter 21B and Section 6.76 of the Administrative Code, respectively) shall be retroactive to March 1, 2019.

(c) The Board of Supervisors hereby ratifies and confirms all actions taken by City officials or City agencies in accordance with the provisions of Chapter 21B and Section 6.76 of the Administrative Code, respectively, from March 1, 2019, to the effective date of this ordinance.


Section 8. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors intends to amend only those words, phrases, paragraphs, subsections, sections, articles, numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal

1 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
2 additions, and Board amendment deletions in accordance with the "Note" that appears under
3 the official title of the ordinance.

4
5 Section 9. Undertaking for the General Welfare. In enacting and implementing this
6 ordinance, the City is assuming an undertaking only to promote the general welfare. It is not
7 assuming, nor is it imposing on its officers and employees, an obligation for breach of which it
8 is liable in money damages to any person who claims that such breach proximately caused
9 injury.

10
11 APPROVED AS TO FORM:
12 DENNIS J. HERRERA, City Attorney

13 By:


14 ANNE PEARSON
Deputy City Attorney

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City and County of San Francisco

Tails Ordinance

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

File Number: 190047

Date Passed: April 02, 2019

Ordinance amending the Administrative Code and Planning Code to streamline contracting for homeless shelters, and siting of homeless shelters by, among other things, authorizing the Department of Homelessness and Supportive Housing (HSH) to enter into and amend contracts without requiring competitive bidding for professional and other services relating to sites and programs for people experiencing homelessness (Projects Addressing Homelessness); authorizing Public Works to enter into and amend contracts without adhering to the Environment Code or to provisions relating to competitive bidding, equal benefits, local business enterprise utilization, and other requirements, for construction work and professional and other services relating to Projects Addressing Homelessness; permitting Homeless Shelters in PDR (Production Distribution Repair) and SALI (Service/Arts/Light Industrial) Districts; authorizing HSH to operate Navigation Centers for more than two years; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

March 11, 2019 Land Use and Transportation Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

March 11, 2019 Land Use and Transportation Committee - RECOMMENDED AS AMENDED

March 19, 2019 Board of Supervisors - PASSED ON FIRST READING

Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee

April 02, 2019 Board of Supervisors - FINALLY PASSED

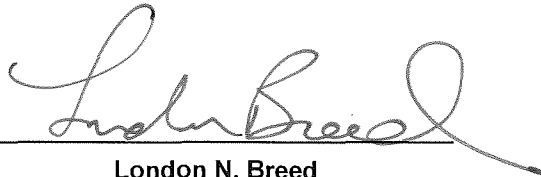
Ayes: 11 - Brown, Fewer, Haney, Mandelman, Mar, Peskin, Ronen, Safai, Stefani, Walton and Yee

File No. 190047

I hereby certify that the foregoing
Ordinance was FINALLY PASSED on
4/2/2019 by the Board of Supervisors of the
City and County of San Francisco.



Angela Calvillo
Clerk of the Board



London N. Breed
Mayor



Date Approved

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44755 - 18/19)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Design-Build Services for Navigation Centers and Homeless SheltersFunding Source: Educational Revenue Augmentation

Fund

PSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 05/01/19 - 06/30/21 (2 years 8 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$500,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,500,000PSC Cumulative Duration Proposed: 2 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).

Scope Change

This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.

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

This service is necessary for expediently delivering homeless shelter sites. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night. According to preliminary numbers released May 2019, homelessness increased by 17% over two years, with 8,011 people counted living on the street in January 2019.

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

No

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

This Mod Request is to increase the contract capacity of the existing Bayview Navigation Center contracts. This service is necessary to help Public Works meet increasing demands and aggressive schedule of projects described in Ordinance 61-19 related to Homeless Services and Siting for Homeless Shelters. There are also special projects that require expertise that are not provided by City staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in coordinating design and construction services as one entity. Being able to provide parallel design and construction services while avoiding conflict and rework.

B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Architecture and engineering classes exist, but their expertise is not applicable to Design-Build projects. San Francisco Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.

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

new civil service class to perform this work, because it is beyond professional services. It will require licensing and registration as either a Class A or B General Contractor.

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. Few City projects require architects and engineers working on behalf of a licensed General Contractor (Design-Build contractual arrangement). This is a specialized and infrequent task necessitated by this particular 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.
Yes, pursuant Ordinance 61-19
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
To contract capacity of the existing Bayview Navigation centers

7. Union Notification: On 10/28/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44755 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/06/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44755 - 18/19)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Design-Build Services for Navigation Centers and Homeless SheltersFunding Source: Educational Revenue AugmentationFundPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 05/01/19 - 06/30/21 (2 years 8 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,000,000PSC Cumulative Duration Proposed: 2 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).

Scope Change

This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.

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

This service is necessary for expediently delivering homeless shelter sites. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night. According to preliminary numbers released May 2019, homelessness increased by 17% over two years, with 8,011 people counted living on the street in January 2019.

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

Services have been provided in the past through earlier PSC request. See 44755 - 18/19

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

Minor changes to scope of work and type of Service. Adding design and pre-construction services fro the design and construction of Navigation Center and Homeless Shelter projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in coordinating design and construction services as one entity. Being able to provide parallel design and construction services while avoiding conflict and rework.

B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Architecture and engineering classes exist, but their expertise is not applicable to Design-Build projects. San Francisco Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not practical to adopt a new civil service class to perform this work, because it is beyond professional services. It will require licensing and registration as either a Class A or B General Contractor.

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. Few City projects require architects and engineers working on behalf of a licensed General Contractor (Design-Build contractual arrangement). This is a specialized and infrequent task necessitated by this particular project.

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

No.

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

No.

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

No.

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

No.

- 7. Union Notification:** On 09/11/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44755 - 18/19

DHR Analysis/Recommendation:

10/21/2019

Commission Approval Required

Approved by Civil Service Commission

10/21/2019 DHR Approved for 10/21/2019

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 # 43116 - 16/17)

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

Type of Service: Specialized Services for Reentry Job Seekers

Funding Source: Federal - CDBG & Gen Fund

PSC Original Approved Amount: \$550,000

PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$400,000

PSC Mod#1 Duration: 07/01/20-06/30/22 (2 years)

PSC Cumulative Amount Proposed: \$950,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) is seeking a contractor to support the expansion of workforce development services customized to meet the specific needs of jobseekers with criminal histories. The selected contractor will build upon existing programs, policies, tools, and services to include, but not limited to counseling services, workshops and employment assistance customized to and targeting the employment needs of jobseekers with criminal records, especially those newly re-entering the workforce from the criminal justice system. The contractor must deliver services at its own designated location, and should additionally provide services at OEWD's Comprehensive Access Point (CAP) and Neighborhood Access Points (NAPs), as appropriate in order to spread awareness of the specialized services. Services must also be connected to the CAP and NAPs as appropriate through built-in cross-referral mechanisms.

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

OEWD has determined an increased need for specialized services to address populations with significant barriers to sustainable employment. The reentry population is one of three target populations for which expanded, specially targeted services are necessary (the other two being jobseekers with disabilities and veterans). In prior years, OEWD has funded a nonprofit agency to provide a reduced scope of the services outlined in this request, and the need has far exceeded the available resources. Without this comprehensive approach, services are likely to continue happening in a piecemeal fashion and eligible candidates may not have their needs addressed efficiently and cost-effectively. With this population, it is especially important to get candidates well-positioned for employment opportunities quickly to mitigate potential recidivism and to maximize their ability to benefit from secure housing and other needed supports.

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

Services have been provided in the past through earlier PSC request. See 43116 - 16/17

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:

The Department plans to continue this contract for 2 additional years in order to maintain critically needed 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 need for data-proven, high quality interventions for the reentry population is especially important as the City struggles to respond to rising unemployment rates for individuals with significant barriers. If these services are not made available, this population stands to continue cycling through systems and services that do not meet their specific needs.

B. Reason for the request for modification:

Continuing services for 2 additional years, increasing contract authority by \$400k. Additional federal funding has been secured to serve highly vulnerable clients due to COVID-19 pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor will demonstrate the following special qualifications: 1. Demonstrated success in providing employment services and employment barrier remediation services to adults re-entering the workforce after one or more episodes of criminal justice system involvement. 2. Established relationships with citywide service providers and resources for ex-offender/ reentry services. 3. Strong collaboration, partnership, and referral relationships with City and County San Francisco's Adult Probation Department and other key stakeholders within the Criminal Justice system. 4. Strong collaboration and partnership with providers of educational assessment, tutoring, and high school diploma and equivalency services. 5. Ability to address multiple barriers to employment, including inadequate/outdated vocational skills, low literacy and numeracy skills, limited digital literacy, mental or behavioral health issues, and substance abuse issues.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 2593, Health Program Coordinator 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes -- the services are expected to take place primarily at the contractor's designated service site. The contractor may also co-locate additional services to utilize existing City-funded resources.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is anticipated to be a short-term program.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is anticipated to be a short-term program.

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.

The contractor will primarily conduct program planning activities with employees in the following classifications: 9775, 9774. The contractor will provide curriculum/service delivery reports and participate in regular meetings and events with other OEWD service providers, but no ongoing training will be necessary.

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.

America Works of California will continue to provide services

7. Union Notification: On 05/22/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43116 - 16/17

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 06/11/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 43116 - 16/17 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

marissa.bloom@sfgov.org <marissa.bloom@sfgov.org>

Fri 5/22/2020 10:17 AM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

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 \$400,000 for services for the

period July 1, 2020 – June 30, 2022. For all Modification requests, there is

a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the

initial PSC and the cumulative amount of the request is over \$100,000, there is

a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/14974>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECNDept. Code: ECNType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Specialized Services for Reentry Job SeekersFunding Source: Federal - CDBG & Gen FundPSC Duration: 3 yearsPSC Amount: \$550,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) is seeking a contractor to support the expansion of workforce development services customized to meet the specific needs of jobseekers with criminal histories. The selected contractor will build upon existing programs, policies, tools, and services to include, but not limited to counseling services, workshops and employment assistance customized to and targeting the employment needs of jobseekers with criminal records, especially those newly re-entering the workforce from the criminal justice system. The contractor must deliver services at its own designated location, and should additionally provide services at OEWD's Comprehensive Access Point (CAP) and Neighborhood Access Points (NAPs), as appropriate in order to spread awareness of the specialized services. Services must also be connected to the CAP and NAPs as appropriate through built-in cross-referral mechanisms.

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

OEWD has determined an increased need for specialized services to address populations with significant barriers to sustainable employment. The reentry population is one of three target populations for which expanded, specially targeted services are necessary (the other two being jobseekers with disabilities and veterans). In prior years, OEWD has funded a nonprofit agency to provide a reduced scope of the services outlined in this request, and the need has far exceeded the available resources. Without this comprehensive approach, services are likely to continue happening in a piecemeal fashion and eligible candidates may not have their needs addressed efficiently and cost-effectively. With this population, it is especially important to get candidates well-positioned for employment opportunities quickly to mitigate potential recidivism and to maximize their ability to benefit from secure housing and other needed supports.

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

This specific set of services has not been provided previously.

D. Will the contract(s) be renewed?

Unknown at this time.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The need for data-proven, high quality interventions for the reentry population is especially important as the City struggles to respond to rising unemployment rates for individuals with significant barriers. If these services are not made available, this population stands to continue cycling through systems and services that do not meet their specific needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor will demonstrate the following special qualifications: 1. Demonstrated success in providing employment services and employment barrier remediation services to adults re-entering the workforce after one or more episodes of criminal justice system involvement. 2. Established relationships with citywide service providers and resources for ex-offender/ reentry services. 3. Strong collaboration, partnership, and referral relationships with City and County San Francisco's Adult Probation Department and other key stakeholders within the Criminal Justice system. 4. Strong collaboration and partnership with providers of educational assessment, tutoring, and high school diploma and equivalency services. 5. Ability to address multiple barriers to employment, including inadequate/outdated vocational skills, low literacy and numeracy skills, limited digital literacy, mental or behavioral health issues, and substance abuse issues.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes -- the services are expected to take place primarily at the contractor's designated service site. The contractor may also co-locate additional services to utilize existing City-funded resources.

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

The Department has worked closely with other agencies that provide direct services to the reentry population through the Reentry Council and the local workforce alignment process. The services included in this request have been recognized as a needed complement to existing workforce programming, to include a focus on the attainment of industry-recognized credentials/certificates and access to long-term, sustainable employment.

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

- A. Explain why civil service classes are not applicable.
This is anticipated to be a short-term program.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is anticipated to be a short-term program.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The contractor will primarily conduct program planning activities with employees in the following classifications: 9775, 9774. The contractor will provide curriculum/service delivery reports and participate in regular meetings and events with other OEWD service providers, but no ongoing training will be necessary.
- 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 04/11/2017, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43116 - 16/17

DHR Analysis/Recommendation:

action date: 07/17/2017

Commission Approval Required

Approved by Civil Service Commission

07/17/2017 DHR Approved for 07/17/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4001-12/13)

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

Type of Service: Access to a MAA TCM web based application

Funding Source: General Fund

PSC Original Approved Amount: \$65,000

PSC Original Approved Duration: 07/09/12 - 06/30/15 (2 years 50 weeks)

PSC Mod#1 Amount: \$105,000

PSC Mod#1 Duration: 07/01/15-06/30/18 (3 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#3 Amount: \$250,000

PSC Mod#3 Duration: 07/01/20-06/30/25 (5 years 1 day)

PSC Cumulative Amount Proposed: \$420,000

PSC Cumulative Duration Proposed: 12 years 51 weeks

1. Description of Work

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

This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.

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

DPH receives approximately \$9 million in revenue from MAA/TCM administrative costs reimbursement each year. Current survey tools were designed for a limited survey period and are too difficult to use to meet new State requirements for daily surveying all year. As program reimbursement is dependent on maximum staff participation, this software, which creates a more user-friendly interface and allows for periodic data review to encourage participation, is needed in order to maintain this level of reimbursement (and possibly to increase revenues). If the service is denied, the MAA TCM program will have no record keeping method.

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

Services have been provided in the past through earlier PSC request. See 4001-12/13

D. Will the contract(s) be renewed?
yes, as needed.

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 software that is provided is specialized software to track time so that the Department can get reimbursed by the State for the Medi-Cal Administrative Activities (MAA) program. The MAA program is unique program, which requires special time tracking and it is not feasible for the Department to create a standalone application to achieve the same functionality.

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:

The proprietary software provided by the contractor assists civil service staff in administration of the MAA program. Due to the specialized nature and limited scope of the software, it is not feasible to develop the application in house. Departmental IT staff will work with the selected contractor and will have opportunities for knowledge transfer and enhanced learning opportunities in the area of modern web-based applications.

B. Reason for the request for modification:

The modification is to increase the term and provide for an additional five year contract period.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have a commercially available healthcare MAA/TCM time survey application, and sufficient resources to provide it over the internet with ongoing support, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1042, IS Engineer-Journey; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the contractor will provide for secured hosting and related hardware needed to host a 24/7 application.

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 staff will work with the contractor in order to obtain the necessary knowledge for the day to day upkeep of the application. In addition, Civil Service classes will also have the

opportunity to gain insight and knowledge of current best practices for web-based applications through their interactions with the vendor.

- 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 is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use.

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.
Civil service staff will receive training as needed to facilitate software maintenance.
- 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.
Fiscal Experts, Inc.

7. Union Notification: On 05/29/20, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 07/06/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, May 29, 2020 7:33 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; kelly.rojas@sfdph.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4001-12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period July 1, 2020 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4994>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4001-12/13)

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

Type of Service: Access to a MAA TCM web based application

Funding Source: General Fund

PSC Original Approved Amount: \$65,000

PSC Original Approved Duration: 07/09/12 - 06/30/15 (2 years 50 weeks)

PSC Mod#1 Amount: \$105,000

PSC Mod#1 Duration: 07/01/15-06/30/18 (3 years 1 day)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Cumulative Amount Proposed: \$170,000

PSC Cumulative Duration Proposed: 7 years 51 weeks

1. Description of Work

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

This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.

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

DPH receives approximately \$9 million in revenue from MAA/TCM administrative costs reimbursement each year. Current survey tools were designed for a limited survey period and are too difficult to use to meet new State requirements for daily surveying all year. As program reimbursement is dependent on maximum staff participation, this software, which creates a more user-friendly interface and allows for periodic data review to encourage participation, is needed in order to maintain this level of reimbursement (and possibly to increase revenues). If the service is denied, the MAA TCM program will have no record keeping method.

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

Services have been provided in the past through earlier PSC request. See 4001-12/13

D. Will the contract(s) be renewed?

yes, as needed.

- 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 MAA TCM program will run until 2020 and it is necessary to use this proprietary software to track the workers hours in the MAA TCM program until 2020.

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:
no response from department

B. Reason for the request for modification:
to extend contract

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have a commercially available healthcare MAA/TCM time survey application, and sufficient resources to provide it over the internet with ongoing support, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1042, IS Engineer-Journey; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the contractor will provide for secured hosting and related hardware needed to host a 24/7 application.

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 staff will work with the contractor in order to obtain the necessary knowledge for the day to day upkeep of the application. In addition, Civil Service classes will also have the opportunity to gain insight and knowledge of current best practices for web-based applications through their interactions with the vendor.

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 is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use.

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.
Civil service staff will receive training as needed to facilitate software maintenance.
- 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.
Fiscal Experts, Inc.

7. Union Notification: On 12/28/18, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/08/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4001-12/13)

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

Type of Service: Access to a MAA TCM web based applicationFunding Source: General FundPSC Original Approved Amount: \$65,000PSC Original Approved Duration: 07/09/12 - 06/30/15 (2 years 50 weeks)PSC Mod#1 Amount: \$105,000PSC Mod#1 Duration: 07/01/15-06/30/18 (3 years 1 day)PSC Cumulative Amount Proposed: \$170,000PSC Cumulative Duration Proposed: 5 years 51 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time survey required by the State from one sample month to all year. This software will save staff time and ensure more accurate submissions to the State, to ensure as much administrative time as possible is claimed for reimbursement.

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

DPH receives approximately \$9 million in revenue from MAA/TCM administrative costs reimbursement each year. Current survey tools were designed for a limited survey period and are too difficult to use to meet new State requirements for daily surveying all year. As program reimbursement is dependent on maximum staff participation, this software, which creates a more user-friendly interface and allows for periodic data review to encourage participation, is needed in order to maintain this level of reimbursement (and possibly to increase revenues). If the service is denied, the MAA TCM program will have no record keeping method.

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

Yes

D. Will the contract(s) be renewed?

yes, as needed.

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 MAA TCM program will run until 2020 and it is necessary to use this proprietary software to track the workers hours in the MAA TCM program until 2020.

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:

The proprietary software provided by the contractor assists civil service staff in administration of the MAA program. Due to the specialized nature and limited scope of the software, it is not feasible to develop the application in house. Departmental IT staff will work with the selected contractor and will have opportunities for knowledge transfer and enhanced learning opportunities in the area of modern web-based applications.

B. Reason for the request for modification:

Extending 3 years.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have a commercially available healthcare MAA/TCM time survey application, and sufficient resources to provide it over the internet with ongoing support, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1042, IS Engineer-Journey; 1054, IS Business Analyst-Principal; 1062, IS Programmer Analyst; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes the contractor will provide for secured hosting and related hardware needed to host a 24/7 application.

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 staff will work with the contractor in order to obtain the necessary knowledge for the day to day upkeep of the application. In addition, Civil Service classes will also have the opportunity to gain insight and knowledge of current best practices for web-based applications through their interactions with the vendor.

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 is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use.

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.
Civil service staff will receive training as needed to facilitate software maintenance.
- 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.
Fiscal Experts, Inc.

7. Union Notification: On 05/23/15, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association;
Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-12/13

DHR Analysis/Recommendation:

07/06/2015

Commission Approval Required

Approved by Civil Service Commission

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