



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: October 2, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Joan Lubamersky, GSA
Amy Nuque, MTA
Bill Irwin / Daniel Kwon, PUC
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) 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
\$40,223,722	\$43,181,616	\$644,581,040

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Public Utilities Commission
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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)

POSTING FOR

October 19, 2020

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date**APPLY**

2020-10-19

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43475 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,000,000.00	Contractor will support development of and training for an electronic plan review using the new City Bluebeam system. Contractor will provide workflow design to enable remote reviewing and approval of construction plans. Contractor will allow 15 different City departments to review and communicate about proposed construction plans.	November 1, 2020	October 31, 2024	REGULAR
43707 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$750,000.00	Contractor will perform as-needed autopsies and related forensic pathology tasks at the Medical Examiner's office; consult with the district attorney, public defender, police, and	October 15, 2020	October 14, 2025	REGULAR

others on medico-legal matters; examine victims or suspects for medico-legal purposes; testify in court and judicial hearings on medico-legal issues.

Selected contractors will provide specialized, as-needed services for the Sustainable Streets Division (SSD) in the areas of:

- 1.) Environmental analysis and documentation services (CEQA and NEPA);
- 2.) Transportation analysis and engineering services;
- 3.) Transportation data collection and analytics; and
- 4.) Sustainability data analysis for

44772 - 20/21	MUNICIPAL TRANSPORTATION AGENCY	\$6,900,000.00	transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership	June 1, 2021	June 1, 2026	REGULAR
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patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects.

This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging

47099 - 20/21 MUNICIPAL
TRANSPORTATION \$4,900,000.00
AGENCY

public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

May 15,
2021

May 15,
2026

REGULAR

Consultants will perform highly specialized engineering tasks that include the planning and detail design of high voltage (230 to 115 kV) and medium voltage (≥ 12 kV) electrical

49868 - 20/21	PUBLIC UTILITIES COMMISSION	\$6,000,000.00	power systems and protective relays; conducting geotechnical field explorations, investigations, and laboratory testing; corrosion assessment; and electrical, mechanical, structural, and architectural design for new equipment installation or upgrades/rehabilitation to existing equipment and facilities. Approximately 75% of the work is in high and medium voltage electrical power systems and protective relays. The SFPUC intends to award one (1) contract not to exceed \$6,000,000. Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for San Francisco Municipal Transportation Agency (SFMTA's) rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.	February 1, 2021	January 30, 2029	REGULAR
47215 - 20/21	MUNICIPAL TRANSPORTATION AGENCY	\$1,200,000.00	The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber- tire revenue vehicles. The SFMTA's rubber tire	July 1, 2021	June 30, 2025	REGULAR

			revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor , the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.			
49631 - 20/21	MUNICIPAL TRANSPORTATION AGENCY	\$9,800,000.00	providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.	October 1, 2021	September 30, 2024	REGULAR
43187 - 20/21	PUBLIC UTILITIES COMMISSION	\$163,721.50	RedCarpet onboarding annual subscription, test-sit and 240 hours of	August 1, 2020	July 31, 2023	REGULAR

managed services.

The purpose of this contract is to provide labor, services, transportation, tools, equipment and materials to test, remove, furnish and replace, and legally dispose of:

1. Carbon, Potassium Permanganate and/or sea shell odor control unit (OCU) media throughout the Wastewater Enterprise (WWE), and
2. Southeast Plant Cogeneration (SEP Cogen) Gas Conditioning System media for the City and County of San Francisco, Public Utilities Commission (SFPUC).
3. Oceanside Plant (OSP) Digester Gas Conditioning/Purification System (Iron Sponge).
4. OSP Digester Gas Conditioning/Siloxane Remediation System

41319 - 19/20	PUBLIC UTILITIES COMMISSION	\$6,000,000.00	July 1, 2020	June 30, 2025	REGULAR
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Contractor shall provide support and maintenance services for the Airport's Variable Message Signs (VMS) system that is used to provide airport and flight information to drivers on Airport ramps, roadways, and garages. Services include maintenance of the VMS system software including diagnostic

41130 - 20/21	AIRPORT COMMISSION	\$110,000.00	November 1, 2020	November 30, 2025	REGULAR
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testing and software
updates, on-call tech
support via phone and
online assistance,
troubleshooting services,
and integration services
to incorporate existing
Airport displays that are
not currently a part of
the VMS system.

TOTAL AMOUNT \$36,823,722

CSV

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Posting For October 19, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

APPLY

2020-10-19

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental			

										permitting process. The consultant will prepare and perform the following tasks: 1. Geotechnical field investigation and geotechnical analysis 2. Topography and bathymetric surveys on active airfield 3. Schematic engineering, constructability review, and design concept review 4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses. 5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for
42654 - 18/19 - MODIFICATIONS	October 19, 2020	AIRPORT COMMISSION -- AIR	\$3,400,000	\$6,000,000		06/30/2022	12/31/2024	REGULAR		

<p>43148 - 18/19 - October 19, 2020</p> <p>MODIFICATIONS</p>	<p>MUNICIPAL TRANSPORTATION \$0 AGENCY -- MTA</p>	<p>\$7,550,000</p>	<p>Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.</p> <p>The scope of the "Twin Peaks Tunnel W1 Crossover ATCS Activation Project" is activation of the train control system in one cross-over in the Twin Peaks tunnel adjacent to West Portal Station. As part of this project, this crossover will be electronically integrated with the adjacent surface interlock at West Portal and Ulloa to ensure coordinated train movements throughout the West Portal area. Detailed design, software implementation, and testing will be performed by Thales Transport and Security, Inc.</p>	<p>06/02/2020 12/31/2020 REGULAR</p>
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TOTAL AMOUNT \$3,400,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Remote building plan review training

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

Contractor will support development of and training for an electronic plan review using the new City Bluebeam system. Contractor will provide workflow design to enable remote reviewing and approval of construction plans. Contractor will allow 15 different City departments to review and communicate about proposed construction plans.

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

The consequences of denial of this contract would be the lost opportunity for remote and collaborative review of construction plans by 15 City departments. Workplace safety would not be improved because employees would continue to carry and work on heavy and unwieldy construction plans.

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 not been provided in the past.

D. Will the contract(s) be renewed?

Not likely

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:

Specific expertise in the Bluebeam system is required. Contractor will train City employees who will train successors in their jobs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Technical experience with the Bluebeam system to build digital plan approval stamps, configure workflow and design folder structure. Technical expertise to integrate existing City systems Bluebeam and SharePoint. Ability to train City employees on this system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1232, Training Officer;

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?

Bluebeam is a new product for the City of San Francisco. City employees do not have the required expertise with configuring the Studio environment that enables concurrent review of construction plans. Other departments do not have this expertise.

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

A. Explain why civil service classes are not applicable.

Civil service classes do not have the technical expertise necessary.

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. After employees who participate in the plan review and approval process are trained in use of Bluebeam and Bluebeam Studio, City employees will be able to manage and support the system in the future.

6. Additional Information

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

No.

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

No. Please see training memorandum attached.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/19/2020, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43475 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan@ADM); 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; [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan@ADM); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PCS # 43475 - 20/21
Date: Wednesday, August 19, 2020 5:58:26 PM

RECEIPT for Union Notification for PSC 43475 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43475 - 20/21 for \$1,000,000 for Initial Request services for the period 11/01/2020 – 10/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15409> 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: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As Needed Forensic Pathology Services

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$750,000

1. Description of Work

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

Contractor will perform as-needed autopsies and related forensic pathology tasks at the Medical Examiner's office; consult with the district attorney, public defender, police, and others on medico-legal matters; examine victims or suspects for medico-legal purposes; testify in court and judicial hearings on medico-legal issues.

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

Despite extensive recruitment efforts to hire additional forensic pathologists, the Office of the Chief Medical Examiner has not yet been able to fill vacancies. The consequences of denial would be that the office would be unable to provide timely medico-legal advice and evidence to the district attorney, public defender and police and to inform families of the cause of death of their family member.

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

These services have been provided by forensic pathologists on the staff of the Medical Examiner. Most cases will continue to be handled by civil service employees.

D. Will the contract(s) be renewed?

Unknown.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The department has had difficulty filling vacant positions. The contract services will be done on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to perform autopsies and make expert interpretations and recommendations on a consultative basis; effectively communicate verbally and in writing; interact effectively with the medical and administrative staff and government officials. Possession of appropriate licenses necessary to perform this work.

B. Which, if any, civil service class(es) normally perform(s) this work? 2598, Asst Med Examiner;

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?

Forensic pathologist services are not available from other City departments.

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

A. Explain why civil service classes are not applicable.

City employees in Class 2598 will continue to perform these services for the City. Contracted services will be on an as-needed basis until staffing shortages are addressed. Contractor will perform autopsies at the Office of the Chief Medical Examiner and will receive support services from City employees on staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The existing classification, Assistant Medical Examiner, Classification 2598, performs this work. Contract services will be on an as-needed basis.

6. Additional Information

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

No.

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

No. No training will be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/10/2020, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43707 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](#); tjenkins@uapd.com; jduritz@uapd.com; [Lubamersky, Joan \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43707 - 20/21
Date: Monday, August 10, 2020 11:15:48 AM

RECEIPT for Union Notification for PSC 43707 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43707 - 20/21 for \$750,000 for Initial Request services for the period 10/15/2020 – 10/14/2025. 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/15378> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Environmental and Transportation Analysis Services

Funding Source: Federal and Local Funds

PSC Duration: 5 years 1 day

PSC Amount: \$6,900,000

1. Description of Work

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

Selected contractors will provide specialized, as-needed services for the Sustainable Streets Division (SSD) in the areas of:

1.) Environmental analysis and documentation services (CEQA and NEPA);

2.) Transportation analysis and engineering services;

3.) Transportation data collection and analytics; and

4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

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

This work is crucial from the conceptual phase through project delivery, and it will ensure all Sustainable Streets business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy, San Francisco Charter, Article VIII A, Sec. 8A.115. City staff do not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors

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.

Typically, environmental review of complex projects requires outside consultants with expertise in CEQA, NEPA, and transportation impact analysis, and it is not performed by City staff. A similar service was provided via PSC #42016 15/16. Other work has been performed through purchase orders to firms on an as-needed basis, or through other agencies' Master As-Needed Agreements.

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.

Previous set of as-need contracts for these services was 5 years. Five years will ensure continuity of work and lessen potential of delays.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The short-term projects covered by this contract require diverse skills, expertise, and knowledge. This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. Services require resources not common or lacking in the City, including sufficient number of staff with the experience and specialization required and equipment such as for performing specialized traffic counts.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expertise in environmental analysis and the preparation and publication of environmental studies and reports in accordance with CEQA and NEPA; expertise in transportation impact analysis to multiple travel modes; experience in collecting, evaluating, and reporting on multi-modal transportation data, including geospatial data sets; experience using design standards based on industry best practices to design complete streets projects and intermodal facilities to improve traffic circulation patterns for all transportation modes, including signalization, roadway design, and traffic calming.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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 do not have the experience and specialization required for the topics covered. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. Each task order requires a review of whether the work can be performed through available resources within the City.

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.
- 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 will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.
- C. Are there legal mandates requiring the use of contractual services?

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/24/2020, 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: 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# 44772 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, August 24, 2020 1:14 PM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44772 - 20/21

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

RECEIPT for Union Notification for PSC 44772 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44772 - 20/21 for \$7,500,000 for Initial Request services for the period 06/01/2021 – 06/01/2026. 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/15420> 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: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42016 - 15/16)

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

Type of Service: As-Needed Environmental and Transportation Analysis and Documentation

Funding Source: Federal, State and Local Funds

PSC Original Approved Amount: \$9,800,000

PSC Original Approved Duration: 11/17/15 - 12/31/21
(6 years 6 weeks)

PSC Mod#1 Amount: \$4,800,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$14,600,000

PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

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

This work is crucial from the conceptual phase through project delivery, and it will ensure that the San Francisco Municipal Transportation Agency (SFMTA) business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy. City staff does not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors, as well as other critical projects necessary to deliver better transit service.

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

Yes : PSC 4004 11/12

D. Will the contract(s) be renewed?

No.

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

N/A; modification does not affect contract term

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

B. Reason for the request for modification:

Increase in total contract amount to take PSC through last year of the contract term and allow time to begin RFP for replacement PSC. Increase better aligns funding division among contract parts with actual usage.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expertise in environmental analysis and the preparation and publication of environmental studies and reports in accordance with CEQA and NEPA; expertise in transportation impact analysis to multiple travel modes; experience in collecting, evaluating, and reporting on multi-modal transportation data, including geospatial data sets; experience using design standards based on industry best practices to design complete streets projects and intermodal facilities to improve traffic circulation patterns for all transportation modes, including signalization, roadway design, and traffic calming; and expertise in big data analytics. The consultant must possess expertise in sustainability data analysis, including but not limited to ability to test fuel.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5288, Transportation Planner II; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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 work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.
- 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 will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

6. Additional Information

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

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Typically work is performed by outside consultants on a task by task 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 01/08/20, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42016 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/06/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As-Needed Environmental and Transportation Analysis and DocumentationFunding Source: Federal, State and Local Funds PSC Duration: 6 years 6 weeks
PSC Amount: \$9,800,000 PSC Est. Start Date: 11/17/2015 PSC Est. End Date: 12/31/2021**1. Description of Work****A. Scope of Work:**

Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

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

This work is crucial from the conceptual phase through project delivery, and it will ensure that the San Francisco Municipal Transportation Agency (SFMTA) business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy. City staff does not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors, as well as

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

Typically, environmental review of complex projects requires outside consultants with expertise in CEQA, NEPA, and transportation impact analysis. A similar service was provided via PSC #41575-14/15 and PSC #4004-11/12.

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

2. Union Notification: On 09/18/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 42016 - 15/16

DHR Analysis/Recommendation:

11/16/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/16/2015

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The consultant must possess expertise in environmental analysis and the preparation and publication of environmental studies and reports in accordance with CEQA and NEPA; expertise in transportation impact analysis to multiple travel modes; experience in collecting, evaluating, and reporting on multi-modal transportation data, including geospatial data sets; experience using design standards based on industry best practices to design complete streets projects and intermodal facilities to improve traffic circulation patterns for all

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

5298,5299,5207,5241,5288,5290,

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

No.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.

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

No. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

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

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
Training is not included in this PSC. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/18/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Public Outreach and Engagement Services

Funding Source: Federal and Local Funds

PSC Duration: 5 years 1 day

PSC Amount: \$4,900,000

1. Description of Work

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

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

The SFMTA PSC #41409-15/16 previously provided these same services over the last five years.

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.

Five years provides stability for the services and lessens potential for delays across the life of the contract. Five years takes into account likely slow economic recovery related to Covid-19 mitigation and safety efforts. Previous division as-needed PSCs also used a 5-year span.

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams in both transportation planning and public participation.

This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Given that the nature of the work is specialized and performed on an as-needed basis, it is not possible to fully meet such project demands without outside consultant assistance. This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 08/24/2020, 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: 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# 47099 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, August 24, 2020 11:16 AM
To: Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47099 - 20/21

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

RECEIPT for Union Notification for PSC 47099 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47099 - 20/21 for \$5,500,000 for Initial Request services for the period 05/15/2021 – 05/15/2026. 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/15418> 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: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41409 - 15/16)

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

Type of Service: Develop and Implement Specialized Public Participation and Information Services

Funding Source: Federal Grants and Local Funds

PSC Original Approved Amount: \$9,500,000

PSC Original Approved Duration: 02/01/16 - 01/31/20 (4 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 02/01/20-04/19/21 (1 year 11 weeks)

PSC Cumulative Amount Proposed: \$9,500,000

PSC Cumulative Duration Proposed: 5 years 11 weeks

1. Description of Work

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

The San Francisco Municipal Transportation Agency (SFMTA) recently established new standards for conducting public outreach and engagement on its capital projects and programs. The contractor must develop plans that improve the level of engagement and quality of public participation on SFMTA projects with the goal of improving both project delivery and stakeholder satisfaction. The contractor will provide specialized services to engage the public on transportation projects on an as-needed basis. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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:

Contracts under this PSC run from April 2017 – April 2021

2. Reason(s) for the Request

A. Display all that apply

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

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

☒ 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:

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.

B. Reason for the request for modification:

Exercising option to renew to extend the agreements an additional year

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information

dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by an outside team of various specialized staff working in close coordination with City staff.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
N/A
- 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 03/25/20, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41409 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/08/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Develop and Implement Specialized Public Participation and Information ServicesFunding Source: Federal Grants and Local Funds

PSC Duration: 4 years

PSC Amount: \$9,500,000PSC Est. Start Date: 02/01/2016 PSC Est. End Date: 01/31/2020**1. Description of Work****A. Scope of Work:**

The San Francisco Municipal Transportation Agency (SFMTA) recently established new standards for conducting public outreach and engagement on its capital projects and programs. The contractor must develop plans that improve the level of engagement and quality of public participation on SFMTA projects with the goal of improving both project delivery and stakeholder satisfaction. The contractor will provide specialized services to engage the public on transportation projects on an as-needed basis. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

The SFMTA PSC #38945-14/15 reflects only a very small portion of this type of service. The SFMTA hasn't performed this exclusive and in-depth type of service in the past.

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

2. Union Notification: On 10/26/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 41409 - 15/16

DHR Analysis/Recommendation:

01/04/2016

Commission Approval Required

DHR Approved for 01/04/2016

Approved by Civil Service Commission

Page 28

July 2013

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.

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

5277,5288,5289,5290,1312,1314,

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

No.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.

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

No. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by an outside team of various specialized staff working in close coordination with City staff.

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

YES NO

- | | | |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
This service will not include a training component. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/26/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC 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: Electrical Engineering Services for the Hetch Hetchy Region (PRO-0182)

Funding Source: Hetch Hetchy Power & Hetch Hetchy Joint

PSC Duration: 8 years

PSC Amount: \$6,000,000

1. Description of Work

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

Consultants will perform highly specialized engineering tasks that include the planning and detail design of high voltage (230 to 115 kV) and medium voltage (≥ 12 kV) electrical power systems and protective relays; conducting geotechnical field explorations, investigations, and laboratory testing; corrosion assessment; and electrical, mechanical, structural, and architectural design for new equipment installation or upgrades/rehabilitation to existing equipment and facilities. Approximately 75% of the work is in high and medium voltage electrical power systems and protective relays.

The SFPUC intends to award one (1) contract not to exceed \$6,000,000.

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

The Projects listed are necessary to provide Regional Delivery Reliability for the Water Enterprise in order to meet Hetch Hetchy Water and Power's Operational Objectives for Power, including Power System Reliability and Sustainability. The Moccasin Powerhouse, Moccasin Switchyard, and Warnerville Substation are part of the water conveyance system for water supply to SFPUC customers and also transmit power produced at Moccasin Powerhouse to the grid. Also, this project requires special expertise in design and in particular, the high and medium voltage electrical power systems and protective relays which is not available from City employees. Therefore, disapproval of this contract may impact the ability of Hetch Hetchy Water and Power to meet the water delivery demands of SFPUC customers and may impact the ability to transmit power produced at Moccasin Powerhouse. City staff will be utilized to lead, manage, and provide engineering and construction management support from planning to project completion through the use of City staff for the project manager, project engineer, office engineer, and resident engineer roles.

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, this service has not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

This is highly specialized work that provides electrical engineering support services for the SFPUC's 10-year capital plan. The total duration of the Projects identified in this RFP exceed 5 years for planning, design, and construction.

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:

As stated above, this project requires special expertise in planning and design of high and medium voltage power systems and protective relays, which is not available from City employees.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized electrical engineering expertise is needed for the the planning and detail design of high voltage (230 to 115 kV) and medium voltage (≥ 12 kV) electrical power systems and protective relays. This work is associated with the transmission and distribution lines for Hetch Hetchy Power and is not work typically performed by City staff. Specialized equipment and expertise is needed to conduct geotechnical field explorations, investigations, and laboratory testing and to conduct corrosion assessment. The City does not have the specialized drilling and sampling equipment needed for geotechnical and corrosion testing and also does not have a laboratory to evaluate the specialized test samples.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The department has contacted the engineering bureaus within the SF Public Utilities Commission and SF Public Works for electrical engineering staff who can perform the work. The engineering bureau managers have not provided the names of any City staff who can performed the specialized electrical engineering work. City staff will be utilized to lead, manage, and provide engineering and construction management support from planning to project completion through the use of City staff for the project manager, project engineer, office engineer and resident engineer roles.

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not applicable because these skill sets are specialized and require continuous training. SFPUC only requires these services on a project by project basis to support the design development of the capital program for high and medium voltage electrical power systems. The geotechnical field services may include standard penetration tests and deep geotechnical borings.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class for this work due to the highly specialized nature of high voltage and medium voltage electrical power systems and protective relays. The expertise needed for the high and medium voltage work is only needed for the projects listed, is temporary and intermittent, and will not be required on a long-term, on-going basis once the projects are completed.

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. In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the award firm, the consultant will also provide brown bag lunch presentations (one hour each) throughout the term of the project. The target audience will be Hetch Hetchy Water and Power, EMB, and PMB staff. Planned topics will include in depth presentations on high and medium voltage electrical engineering, software programs used to perform protective relay studies, and facility operation and startup. These topics will benefit both the team directly assigned to the project, as well as additional staff across multiple departments.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 08/19/2020, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: 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# 49868 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](mailto:Irwin.William@ifpte21.org); amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Irwin, William](mailto:Irwin.William@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49868 - 20/21
Date: Wednesday, August 19, 2020 4:26:47 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 49868 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49868 - 20/21 for \$6,000,000 for Initial Request services for the period 02/01/2021 – 01/30/2029. 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/dhrrupal/node/15388> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Bus Towing and Roadside Assistance

Funding Source: Operating Funds

PSC Duration: 4 years

PSC Amount: \$1,200,000

1. Description of Work

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

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for San Francisco Municipal Transportation Agency (SFMTA's) rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break downs.

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 under previously PSC # 45762 - 16/17 and was approved 6/19/2017

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City lacks staffing, facility space and the required equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).

B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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

There are no resources within the City to facilitate managing a towing service program on the scale required.

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

A. Explain why civil service classes are not applicable.

While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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 SFMTA staff engaged in the servicing of this contract. Therefore, no training of city personnel is required.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 07/23/2020, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; 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: 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# 47215 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, July 23, 2020 3:30 PM
To: Nuque, Amy; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21

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

RECEIPT for Union Notification for PSC 47215 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47215 - 20/21 for \$1,200,000 for Initial Request services for the period 07/01/2021 – 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/15336> 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

Nuque, Amy

From: Nuque, Amy
Sent: Thursday, September 24, 2020 2:08 PM
To: rmitchell@twusf.org
Cc: mdennis@twusf.org
Subject: PCS 47215 20/21
Attachments: 08-21-20 and 09-01-20 Waiver.pdf

Hi Ronald: The 30 day Union Notice per MOU's is now over and PSC 47215 20/21 now scheduled for CSC review on 10/19/20. Please let us know on or before 09/28/20 if you have any question or concern. If we don't hear from you on COB 09/28/20, we will accept that you are agreeing to this PSC requisition.

Thank you,
Amy Nuque
415-646-2802

Nuque, Amy

From: Nuque, Amy
Sent: Tuesday, September 1, 2020 9:49 AM
To: ritchell@twusf.org
Cc: mdennis@twusf.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21

Good morning Ronald: I am following up on this so that. Please waive 60 day review period so that this can be included in the 10/05/20 CSC Meeting.

We apologize for any inconvenience this may have caused you.

Thank you,
Amy Nuque

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

From: Nuque, Amy
Sent: Friday, August 28, 2020 10:37 AM
To: ritchell@twusf.org
Cc: mdennis@twusf.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21

Good afternoon Ronald: Good afternoon Ronald: Please waive 60 day review period for PSC 47215-20/21. Below is the copy Receipt of Notice PCS 47215 20/21. Would you kindly let us know if you have any objection by August 28, 2020. We apologize for any inconvenience this may have caused you.

Thank you,
Amy Nuque.

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

From: Nuque, Amy
Sent: Wednesday, August 26, 2020 2:28 PM
To: ritchell@twusf.org
Cc: mdennis@twusf.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21
Importance: High

Hi Ronald : Following up on this. Please waive the 60 day review period and let us know before 5 pm today so that DHR could include this PCS to the 9/21/20 CSC Meeting.

Thank you,
Amy N.

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

From: Nuque, Amy
Sent: Friday, August 21, 2020 3:40 PM
To: rmitchell@twusf.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21

Good afternoon Ronald: Please waive 60 day review period for PSC 47215-20/21. Below is the copy Receipt of Notice PCS 47215 20/21. Would you kindly let us know if you have any objection by August 25, 2020.

Thank you,

Amy Nuque

Human Resources Division – Employee & Labor Relations Section (Reasonable Accommodation Coordinator /Personal Services Contract Coordinator) San Francisco Municipal Transportation Agency
1 S Van Ness Ave, 6th Fl
San Francisco, CA 94103
Phone: 415.646.2560
Fax: 415.701.5001
www.sfmta.com

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com
Sent: Thursday, July 23, 2020 3:30 PM
To: Nuque, Amy <Amy.Nuque@sfmta.com>; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 47215 - 20/21

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RECEIPT for Union Notification for PSC 47215 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 47215 - 20/21 for \$1,200,000 for Initial Request services for the period 07/01/2021 – 06/30/2025. Notification of
30

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45762 - 16/17)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: bus towing and roadside assistanceFunding Source: Operating FundsPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 07/01/17 - 06/30/21 (4 years)PSC Mod#1 Amount: \$200,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,200,000PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

Scope Change

No

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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

Yes

D. Will the contract(s) be renewed?

Yes.

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

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

Explain the qualifying circumstances:

Services required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

B. Reason for the request for modification:

\$600,000 of the original \$1,000,000 approved by PSC# 45762 – 16/17 was allocated to Micro Set-Aside Contract TC 68196 Not-To-Exceed (NTE) amount. The maximum NTE amount for a general services Micro-LBE Set-Aside is \$600,000, per 14B(K)(7); 14B Rules and Regulations IV(E)(1)(A). As of 8/22/18, remaining funds for TC 68196 are \$149,949.90. OCA plans on issuing a new Micro Set-Aside contract with a maximum NTE amount of \$600,000.00, in order to avoid towing and roadside assistance service interruptions. Currently, PSC# 45762 – 16/17 only has \$400,000.00 remaining of the needed \$600,000.00 NTE amount. Thus, we are asking for a modification to PSC# 45762 – 16/17, increasing the original \$1,000,000.00 NTE amount by \$200,000.00, totaling \$1,200,000.00.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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.
N/A
- 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.
N/A
- 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, CSC approved on 6/19/17 PSC# 45762
- 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 09/17/18, the Department notified the following employee organizations of this PSC/RFP request:
TWU - Automotive Service Worker; Automotive Machinists, Local 1414;

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/24/2018

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: bus towing and roadside assistanceFunding Source: Operating FundsPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide 24-hour, 7 days a week as-needed roadside assistance and/or towing services for SFMTA's rubber tire revenue vehicles, to include diesel, electric, and electric buses and trolleys.

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

The service is necessary because broken down buses and trolleys must be either promptly repaired or towed to SFMTA repair facilities. If this service is denied, the SFMTA will not be able to respond to disabled buses and trolleys that must be repaired or removed from the locations where they break down.

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, as approved by the Civil Service Commission on December 3, 2014, in PSC # 41791-14/15. On April 11, 2017, the DHS administratively approved an additional amount to fund continuation of services after contract amount was almost expended.

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.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

Services required on as-needed bases, requiring specialized equipment that the SFMTA does not have.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess the ability to tow a bus or trolley using a Lowboy trailer and be able to provide year-round, 24-hour emergency roadside service (such as tire inflation in order to move a bus or trolley).
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The awarded contractor must have a tow truck with Lowboy trailer for towing a bus or trolley. The SFMTA does not have this specialized equipment.

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

None. This work requires specialized equipment, to be used and operated when towing is needed.

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

- A. Explain why civil service classes are not applicable.
While civil service classes could perform the work, the work requires utilization of specialized equipment that the SFMTA does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work requires that the SFMTA have specialized equipment used for towing buses and trolleys.

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. Only employees of the awarded contractor will perform the work, using the contractor's specialized equipment.
- 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 04/14/2017, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45762 - 16/17

DHR Analysis/Recommendation:

action date: 06/19/2017

Commission Approval Required

Approved by Civil Service Commission

06/19/2017 DHR Approved for 06/19/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: TIRE LEASE AND ASSOCIATED SERVICES

Funding Source: Operating Funds

PSC Duration: 3 years

PSC Amount: \$9,800,000

1. Description of Work

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

The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Transit Agency (SFMTA) on all rubber-tire revenue vehicles. The SFMTA's rubber tire revenue fleet comprised of buses and trolleys that transport the public: diesel, hybrid buses and electric trolleys. The contractor, the will be responsible for; manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; mounting and dismounting tires on and from the rim, balancing tires, changing wheels/rims maintaining proper tire pressure; recapping rear tires, providing emergency road-side service 24 hour / 7 days-a-week; conducting monthly maintenance checks on all tires providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally mandated regulations and guidelines and maintaining all required licenses.

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

SFMTA's revenue fleet requires between six to ten tires per vehicle, not including spares. SFMTA is not able to provide a large-scale tire program with specialized equipment in-house. It is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This program also includes 24-hour/7 days-a-week emergency towing of large-scale vehicles. Denial of this contract would severely impact, if not ground SFMTA's rubber-tire revenue fleet.

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

This service has been provided is the pass under previously PSC # 42421 17/18 (approved 8/6/2018)

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The city lacks the scale of resources to facilitate the servicing of the tires on a revenue fleet the size that the SFMTA operates.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: To conduct a successful in-house tire program, skills and expertise are

required in the following are manufacturing, purchasing, installation, mounting and dismounting of tires. Department of Transportation (DOT) and Department of the Environment(DOE) regulations, tire tracking expertise, including original equipment manufacturer initiated product recalls and all related tracking and assistance providing emergency road-side service on a 24-hour/7 days-a-week basis, knowledge of hazardous materials acquisition and licensing requirements, etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7382, Automotive Mechanic Asst Sprv; 7410, Automotive Service Worker; 7412, Auto Svc Wrk Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide air tools and all tire components required to mount, dismount, support and maintain large scale rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response/tow trucks.

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

There are no resources within the city to facilitate managing a tire servicing program on the scale required.

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 perform some of these services, but not at the level of capacity for large-scale tires and provide services at that capacity.
- 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. Civil service classifications already exist. Due to the impracticality of bringing a large scale tire program in-house, it is standard practice in the industry to lease tires and to outsource all related activities to the tire supplier

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

7. Union Notification: On 07/21/2020, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; Prof & Tech Eng, Local 21; TWU - Automotive Service Worker; Transport Workers Union, L 200

☒ 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 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49631 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, July 21, 2020 3:15 PM
To: Nuque, Amy; local200twu; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49631 - 20/21

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

RECEIPT for Union Notification for PSC 49631 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49631 - 20/21 for \$9,800,000 for Initial Request services for the period 10/01/2021 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15326> 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

Nuque, Amy

From: Nuque, Amy
Sent: Thursday, September 24, 2020 2:13 PM
To: rmitchell@twusf.org
Cc: mdennis@twusf.org
Subject: PCS 49631 20/21
Attachments: 08-28-20 and 09-01-20 Waiver.pdf

Hi Ronald: The 30 day Union Notice per MOU's is now over and PSC 49631 20/21 now scheduled for CSC review on 10/19/20. Please let us know on or before 09/28/20 if you have any question or concern. If we don't hear from you on COB 09/28/20, we will accept that you are agreeing to this PSC requisition.

Thank you,
Amy Nuque
415-646-2802

Nuque, Amy

From: Nuque, Amy
Sent: Tuesday, September 1, 2020 9:49 AM
To: rmitchell@twusf.org
Cc: mdennis@twusf.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49631 - 20/21

Good morning Ronald: I am following up on this so that. Please waive 60 day review period so that this can be included in the 10/05/20 CSC Meeting.

We apologize for any inconvenience this may have caused you.

Thank you,
Amy Nuque

From: Nuque, Amy
Sent: Friday, August 28, 2020 10:35 AM
To: rmitchell@twusf.org
Cc: mdennis@twusf.org
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49631 - 20/21

Good afternoon: Please waive 60 day review period for PSC 49631-20/21. Below is the copy Receipt of Notice PCS 49631 20/21. Would you kindly let us know if you have any objection by August 28, 2020. We apologize for any inconvenience this may have caused you.

Thank you,

Amy Nuque

Human Resources Division – Employee & Labor Relations Section (Reasonable Accommodation Coordinator /Personal Services Contract Coordinator) San Francisco Municipal Transportation Agency
1 S Van Ness Ave, 6th Fl
San Francisco, CA 94103
Phone: 415.646.2560
Fax: 415.701.5001
www.sfmta.com

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com
Sent: Tuesday, July 21, 2020 3:15 PM
To: Nuque, Amy <Amy.Nuque@sfmta.com>; local200twu <local200twu@sbcglobal.net>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 49631 - 20/21

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

RECEIPT for Union Notification for PSC 49631 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 49631 - 20/21 for \$9,800,000 for Initial Request services for the period 10/01/2021 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15326> 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: 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: Tire Lease and Associated Service - Muni Rubber Tire Revenue FleetFunding Source: Operating FundsPSC Amount: \$9,800,000PSC Est. Start Date: 10/01/2018PSC Est. End Date 09/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will lease, service and dispose of all tires used by the San Francisco Municipal Railway (SFMTA) on all rubber-tire revenue vehicles. SFMTA's rubber-tire revenue fleet is comprised of buses and trolleys that transport the public: diesel, hybrid buses, and electric trolleys. The contractor will be responsible for: manufacturing, procuring and transporting a sufficient supply of tires as required to guarantee continuity of service; processing Department of Transportation (DOT) forms; shipping and receiving, accounting and inventory control; mounting and dismounting tires on and from the rims, balancing tires, changing wheels/rims, maintaining proper tire pressure; recapping rear tires; providing emergency road-side service 24-hour/7 days-a-week; conducting monthly maintenance checks on all tires; providing required tools and equipment not furnished by SFMTA; and performing in-depth tracking of the tires through all stages, including the federally-regulated disposal of thousands of tires. In addition, the contractor is responsible for following all federally-mandated regulations and guidelines and maintaining all required licenses.

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

SFMTA's revenue fleet requires between six to ten tires per vehicle, not including spares. SFMTA is not able to provide a large-scale tire program with specialized equipment in-house. It is common practice for transit agencies to lease tires rather than purchase them and to contract out all support services. This program also includes 24-hour/7 days-a-week emergency towing of large-scale vehicles. Denial of this contract would severely impact, if not ground, SFMT A's rubber-tire revenue fleet.

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

This service has been provided via the PSC #49377-13/14 (approved 04/17/17) and PSC #4122-08/09 (approved 03/09/09)

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

B. Explain the qualifying circumstances:

The City lacks the scale of resources to facilitate the servicing of the tires on a revenue fleet the size that the SFMTA operates.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: To conduct a successful in-house tire program, skills and expertise are required in the following areas: manufacturing, purchasing, installation, mounting and dismounting of tires, Department of Transportation (DOT) and Department of the Environment (DOE) regulations, tire tracking expertise, including Original Equipment Manufacturer initiated product recalls and all related tracking and assistance, providing emergency road-side service on a 24-hour/7-days-a-week basis, knowledge of hazardous material acquisition and licensing requirements, etc.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7382, Automotive Mechanic Asst Sprv; 7410, Automotive Service Worker; 7412, Auto Svc Wrk Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide air tools and all tire components required to mount, dismount, support and maintain large-scale rubber tires and all other necessary materials and equipment, including customized, lift-gate-equipped, emergency road-side service response/tow trucks.

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

There are no resources within the City to facilitate managing a tire servicing program on the scale required.

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 perform some of these services, but not at the level of capacity for large-scale multi-passenger vehicles. Civil service classifications do not manufacture large-scale tires and provide services in that capacity.
- 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. Civil Service classifications already exist. Due to the impracticality of bringing a large-scale tire program in-house, it is standard practice in the industry to lease tires and to outsource all related activities to the tire supplier.

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 SFMT A staff engaged in the servicing of this contract. Therefore, no training of City personnel is required.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 06/08/2018, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; Professional & Tech Engrs, Local 21; TWU - Automotive Service Worker; Transport Workers Union, L 200

☒ 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 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42421 - 17/18

DHR Analysis/Recommendation:

action date: 08/06/2018

Commission Approval Required

Approved by Civil Service Commission

08/06/2018 DHR Approved for 08/06/2018

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: Managed Services

Funding Source: PUC Operating

PSC Amount: \$163,722

PSC Est. Start Date: 08/01/2020

PSC Est. End Date 07/31/2023

1. Description of Work

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

RedCarpet onboarding annual subscription, test-sit and 240 hours of managed services.

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

This service is needed for on-boarding new employees and promoted employees. This allows for documents to be uploaded, which is especially important in the current environment with COVID-19. The managed service hours are needed because this is a proprietary software and cannot be done in house.

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.

Past years this service was purchased via the Technology Marketplace. This cannot continue as the type of data being stored in the cloud requires a direct relationship with the vendor.

D. Will the contract(s) be renewed?

It is likely, as this software has been utilized for the past few years.

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

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 hours provided by SilkRoad are to support a proprietary license/maintenance agreement for an on-boarding product RedCarpet. This software help expedite/organize the on-boarding process and allows for new employees to complete the majority of the process remotely.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise and an employee with SilkRoad.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;

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

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

It is proprietary and cannot be done by City and County staff.

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

- A. Explain why civil service classes are not applicable.
The managed services are for a proprietary software/
- 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 is short-term and proprietary.

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. Staff have been using this software for several years and training is not needed. There is a testing environment for staff to utilize.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/19/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Kristen McGuire Phone: 415-551-4377 Email: kmcguire@sfgwater.org

Address: 525 Golden Gate, 5th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43187 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of kmcquire@sfwater.org
To: [McGuire, Kristen](mailto:McGuire,Kristen); 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; [McGuire, Kristen](mailto:McGuire,Kristen); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43187 - 20/21
Date: Wednesday, August 19, 2020 3:55:21 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 43187 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43187 - 20/21 for \$163,722 for Initial Request services for the period 08/01/2020 – 07/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15414> 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 Public Utilities Commission

Date: 3.12.2020

Carolyn Molitor

Enterprise Sales Director

Carolyn.Molitor@silkroad.com

PH: 303.604.6085

3-Year Renewal Quote:

Onboarding

Qty	Product Name	Start Date	End Date	Description	Annual Fee	Amount to be Invoiced
1	Testing Environment (subscription)	8/3/2020	8/2/2021	subscription for Testing Environment	\$1,653.75	\$1,653.75
600	ONBOARDING User License (Per event) (12M)	8/3/2020	8/2/2021	license [recurring]	\$13,230.00	\$13,230.00
600	ONBOARDING Everify User Licenses (12M)	8/3/2020	8/2/2021	license [recurring]	\$0.00	\$0.00
1	Testing Environment (subscription)	8/3/2021	8/2/2022	subscription for Testing Environment	\$1,653.75	\$1,653.75
600	ONBOARDING User License (Per event) (12M)	8/3/2021	8/2/2022	license [recurring]	\$13,230.00	\$13,230.00
600	ONBOARDING Everify User Licenses (12M)	8/3/2021	8/2/2022	license [recurring]	\$0.00	\$0.00
1	Testing Environment (subscription)	8/3/2022	8/2/2023	subscription for Testing Environment	\$1,653.75	\$1,653.75
600	ONBOARDING User License (Per event) (12M)	8/3/2022	8/2/2023	license [recurring]	\$13,230.00	\$13,230.00
600	ONBOARDING Everify User Licenses (12M)	8/3/2022	8/2/2023	license [recurring]	\$0.00	\$0.00
3-YEAR TOTAL:						\$44,651.25

Managed Services

Product Name		3 Year
SDA (subscription; custom)	Service Subscription Start Date	7/1/2020
	Service Subscription End Date	6/30/2023
	Contracted Annual Person Hours	240
	Average Monthly Usage	[recurring]
	Annual Service Subscription Fee	\$39,690.00 Annually
		3-YEAR TOTAL: \$119,070.00

Summary of Investments

	Year 1	Year 2	Year 3	Total
Total Annual Subscription (Onboarding Annual Subscription, Dedicated Test Site, and 240 Hours of Managed Services)	\$54,573.75	\$54,573.75	\$54,573.75	\$163,721.250
Grand Total	\$54,573.75	\$54,573.75	\$54,573.75	\$163,721.50

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: SOUTHEAST AND OCEANSIDE PLANTS GAS CONDITIONING PRODUCTS AND SERVICES(68703)

Funding Source: Waste Water Enterprise Operating Budget

PSC Duration: 5 years

PSC Amount: \$6,000,000

1. Description of Work

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

The purpose of this contract is to provide labor, services, transportation, tools, equipment and materials to test, remove, furnish and replace, and legally dispose of:

1. Carbon, Potassium Permanganate and/or sea shell odor control unit (OCU) media throughout the Wastewater Enterprise (WWE), and
2. Southeast Plant Cogeneration (SEP Cogen) Gas Conditioning System media for the City and County of San Francisco, Public Utilities Commission (SFPUC).
3. Oceanside Plant (OSP) Digester Gas Conditioning/Purification System (Iron Sponge).
4. OSP Digester Gas Conditioning/Siloxane Remediation System

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

WWE Odor Control Units treat contaminated air from Treatment Facilities or Pump Stations process areas before it is discharged to the atmosphere. If media reaches its maximum capacity (media life), a higher than designed pressure drop is created across the OCU media and fans cannot move air at their designed capacity from process areas. These situations have the potential of increasing odors and sometimes unsafe environments in areas at which WWE staff needs to work. Additionally, SEP Cogeneration and OSP gas conditioning media needs to be changed to protect the internal combustion engine from hydrogen sulfide and siloxanes. Same conditions apply to OSP Iron Sponge system.

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.

OCU Media Contracts have been in place in the past (68700, 68701, 68702 and other smaller projects). SEP Cogeneration and OSP gas conditioning contract has also been in place in the past. There is no previous PSC for this contract.

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.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

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

B. Explain the qualifying circumstances:

The Wastewater Enterprise does not have these resources necessary for the execution of the services this contract provides. This is a very extensive and intermittent work that should be provided by a contractor. It does not make sense to have staff, time and equipment dedicated for this work. The contractor employs special equipment to perform the work that WWE does not possess. It is not practical for the City to acquire the specialized equipment and the staff needed to perform this work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor employs special equipment (vacuum truck, containers, trucks, forklifts, confined space equipment) to perform the work that WWE does not possess. Therefore, it is anticipated that none of the work of this maintenance contract will be performed internally by WWE.
- 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 contractor employs special equipment (vacuum truck, containers, etc.) to perform the work that WWE does not possess. Therefore, it is anticipated that none of the work of this maintenance contract will be performed internally by WWE.

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

Wastewater Enterprise has not made an effort to obtain these services through resources within the city.

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

- A. Explain why civil service classes are not applicable.
The city also does not own the equipment necessary for media removal and replacement, nor does the city have a facility to store this equipment. Additionally, the City doesn't have other resources necessary 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. This is a very extensive and intermittent work that should be provided by a contractor. It does not make sense to have staff, time and equipment dedicated for this work. The contractor employs special equipment to perform the work that WWE does not possess. It is not practical for the City to acquire the specialized equipment and the staff needed to perform this work.

6. Additional Information

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

7. **Union Notification:** On 08/14/2020, 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# 41319 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin.William@mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@SFMEA.com; [Meyers.Julie \(HSA\)](mailto:Meyers.Julie@HSA); 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.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@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; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; 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:DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 41319 - 19/20
Date: Friday, August 14, 2020 2:47:46 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 41319 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41319 - 19/20 for \$6,000,000 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/15234> 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: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Airport Variable Message Signs Maintenance, Support, and Integration ServicesFunding Source: Airport Operating FundsPSC Amount: \$110,000PSC Est. Start Date: 11/01/2020PSC Est. End Date: 11/30/2025**1. Description of Work**

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

Contractor shall provide support and maintenance services for the Airport's Variable Message Signs (VMS) system that is used to provide airport and flight information to drivers on Airport ramps, roadways, and garages. Services include maintenance of the VMS system software including diagnostic testing and software updates, on-call tech support via phone and online assistance, troubleshooting services, and integration services to incorporate existing Airport displays that are not currently a part of the VMS system.

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

The Airport's VMS system provides directions and alerts to drivers and the travelling public, and serves as an integral component of the Airport's emergency planning. Denial of this request will reduce the Airport's ability to effectively disseminate airport and roadway information. Without this service, staff would be unable to address ongoing issues that arise with the signs such as brightness adjustments, loss of power, messages displaying incorrectly, and most importantly communication failures, which would deem the signs unusable.

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 system was installed under a competitively bid construction contract. Support and maintenance services were provided through the construction contract's warranty, which is now set to expire.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for these 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 Airport seeks a contract duration of five years to provide support and maintenance for its newly installed Variable Message Sign system.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The requested services require access to the proprietary software that can only be provided by the software supplier (Contractor).

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Work requires access to proprietary software to perform software installations, maintenance and support, implement software upgrades, and perform troubleshooting, testing and implementations of software solutions. Contractor will also be required to provide end user training on operating the software.

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

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?

None. Since the work can only be performed by the contractor's engineers and technicians, there are no available resources within the City.

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

A. Explain why civil service classes are not applicable.

Civil service classes do not have access to the proprietary software needed 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. Not at this time, given the infrequent nature of this work.

6. Additional Information

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

No.

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

Yes. Contractor will provide approximately 16 hours of end user training to Airport Junior Engineers (5201), Associate Engineers (5207), and ITT IS Engineers (1041, 1042, 1043, 1044) to instruct them on operating the software for day-to-day use.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/24/2020, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41130 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Sung Kim \(AIR\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41130 - 20/21
Date: Monday, August 24, 2020 5:50:14 PM

RECEIPT for Union Notification for PSC 41130 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41130 - 20/21 for \$110,000 for Initial Request services for the period 11/01/2020 – 11/30/2025. 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/15428> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42654 - 18/19)

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

Type of Service: Engineering Support for Environmental Permitting Process

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$2,600,000

PSC Original Approved Duration: 07/01/19 - 06/30/22 (3 years)

PSC Mod#1 Amount: \$3,400,000

PSC Mod#1 Duration: 06/30/22-12/31/24 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks:

1. Geotechnical field investigation and geotechnical analysis
2. Topography and bathymetric surveys on active airfield
3. Schematic engineering, constructability review, and design concept review
4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses.
5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.

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

The most current (2015) FEMA Flood Insurance Rate Map (FIRM) map shows the airport property to be almost entirely within a Special Flood Hazard Area. The Airport needs to extend and replace existing seawall and embankments to address SFO's risk of flooding from storms and sea-level rise. The Airport has developed alternatives for modifying the shoreline protection system to meet FEMA's requirements and to address the risk associated with sea-level rise. These alternatives will be submitted for review as part of CEQA and NEPA environmental permitting process. The CEQA and NEPA review of the plans and approved permits are required before the seawall and embankments making up the shoreline protection system can be repaired and built. A plan to prevent flooding at SFO due to a storm or sea level rise is critical to the operation of the Airport. A shutdown of airport operations due to flooding would be costly, have severe impacts on the region, and disrupt the national and international air travel systems. Airport staff from the following sections: planning, engineering and project management, and surveying are leading the project and a consultant with airport shoreline environment expertise is needed to augment Airport staff to ensure proper and timely development and implementation of tasks to support the CEQA and NEPA permitting process. Denial will cause delays in the shoreline protection project, and not allow the Airport to address current flooding risks from storm and sea-level rise, which will affect airport operations and safety.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 42654-18/19

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service at SFO.

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

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 Airport Shoreline Protection Project is a short term capital project which requires expertise in coastal flood protection; and the CEQA and NEPA permitting process.

B. Reason for the request for modification:

Need to align the approval with the contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil and coastal engineering firms with specialized experience in coastal flood protection and FEMA and US Army Corps of Engineering standards; geotechnical engineering and seismic analysis; FAA design standards and NAVAIDS evaluation; drainage system evaluation; hydrologic and hydraulic evaluations; and environmental mitigation strategies.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5218, Structural Engineer; 5241, Engineer; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The existing civil service classifications do not have the required expertise and specialized skills related to the coastal and marine engineering specialty design and analysis; geotechnical engineering and seismic analysis; hydraulic modeling for overtopping, drainage, hydrology, and conveyance; and bathymetric surveys.
- 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 this is a short term capitally funded project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
None. While City staff will learn about the CEQA and NEPA permitting procession while working alongside and supervising the consultant, there will be no formal training as part of this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, COWI-TERRA Joint Venture

7. **Union Notification:** On 09/15/20, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42654 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2020

Receipt of Union Notification(s)

Additional Attachment(s)

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: Engineering Support for Environmental Permitting Process

Funding Source: Airport Capital Funds

PSC Amount: \$2,600,000

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 06/30/2022

1. Description of Work

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

The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks:

1. Geotechnical field investigation and geotechnical analysis
2. Topography and bathymetric surveys on active airfield
3. Schematic engineering, constructability review, and design concept review
4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses.
5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.

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

The most current (2015) FEMA Flood Insurance Rate Map (FIRM) map shows the airport property to be almost entirely within a Special Flood Hazard Area. The Airport needs to extend and replace existing seawall and embankments to address SFO's risk of flooding from storms and sea-level rise. The Airport has developed alternatives for modifying the shoreline protection system to meet FEMA's requirements and to address the risk associated with sea-level rise. These alternatives will be submitted for review as part of CEQA and NEPA

environmental permitting process. The CEQA and NEPA review of the plans and approved permits are required before the seawall and embankments making up the shoreline protection system can be repaired and built. A plan to prevent flooding at SFO due to a storm or sea level rise is critical to the operation of the Airport. A shutdown of airport operations due to flooding would be costly, have severe impacts on the region, and disrupt the national and international air travel systems. Airport staff from the following sections: planning, engineering and project management, and surveying are leading the project and a consultant with airport shoreline environment expertise is needed to augment Airport staff to ensure proper and timely development and implementation of tasks to support the CEQA and NEPA permitting process. Denial will cause delays in the shoreline protection project, and not allow the Airport to address current flooding risks from storm and sea-level rise, which will affect airport operations and safety.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service at SFO.

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

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 Airport Shoreline Protection Project is a short term capital project which requires expertise in coastal flood protection; and the CEQA and NEPA permitting process.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil and coastal engineering firms with specialized experience in coastal flood protection and FEMA and US Army Corps of Engineering standards; geotechnical engineering and seismic analysis; FAA design standards and NAVAIDS evaluation; drainage system evaluation; hydrologic and hydraulic evaluations; and environmental mitigation strategies.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5218, Structural Engineer; 5241, Engineer; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1;

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

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

The Airport sent a Notice of Intent on March 25, 2019 to City Departments to inquire if other City departments (PUC, DPW, Port and MTA) would be interested in providing these services. No responses were received.

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

- A. Explain why civil service classes are not applicable.

The existing civil service classifications do not have the required expertise and specialized skills related to the coastal and marine engineering specialty design and analysis; geotechnical engineering and seismic analysis; hydraulic modeling for overtopping, drainage, hydrology, and conveyance; and bathymetric surveys.

- 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 this is a short term capitally funded project.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. None. While City staff will learn about the CEQA and NEPA permitting procession while working alongside and supervising the consultant, there will be no formal training as part of this contract.

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

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

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

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

7. Union Notification: On 04/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS

FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42654 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43148 - 18/19)

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

Type of Service: Professional Services and Equipment Purchases

Funding Source: Funds: Federal and Local

PSC Original Approved Amount: \$7,550,000

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

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 12/31/19-06/01/20 (21 weeks 5 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 06/02/20-12/31/20 (30 weeks 3 days)

PSC Cumulative Amount Proposed: \$7,550,000

PSC Cumulative Duration Proposed: 2 years 4 weeks

1. Description of Work

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

The scope of the "Twin Peaks Tunnel W1 Crossover ATCS Activation Project" is activation of the train control system in one cross-over in the Twin Peaks tunnel adjacent to West Portal Station. As part of this project, this crossover will be electronically integrated with the adjacent surface interlock at West Portal and Ulloa to ensure coordinated train movements throughout the West Portal area. Detailed design, software implementation, and testing will be performed by Thales Transport and Security, Inc.

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

At this time, post-Twin Peaks Rail Replacement Project, track crossover infrastructure has been built in the Twin Peaks tunnel, but that portion of the track has not been integrated into the rest of the train control system. This project will upgrade the Advanced Train Control System (ATCS) so that Municipal Transportation Agency trains can move through that crossover to provide enhanced passenger rail service.

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

Yes PSC 4135 08/09

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

Explain the qualifying circumstances:

Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

B. Reason for the request for modification:

Modifying the Start Date to match the contract's Notice to Proceed date of September 16, 2019, and modifying the End Date to December 31, 2020, when the project will be completed. The duration is reduced from the cumulative duration after PSC Modification #1. The reason for this request for extension is due to delays caused by the COVID-19 pandemic. While we are proud to announce that the crossover successfully activated and received its safety certification on July 30, 2020, there are still negotiations underway to finalize a punch list. Additional time will be required to resolve these items before final completion.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of specific proprietary technology, software code and hardware circuits, which are exclusive to the supplier. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The Advanced Train Control System (ATCS) is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

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.

Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can 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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the Advanced Train Control System.

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.
N/A
- 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, PSC was approved by CSC
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Thales Transport & Security will complete the work

- 7. Union Notification:** On 09/10/20, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43148 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/19/2020

Civil Service Commission Action:

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, September 10, 2020 12:25 PM
To: Nuque, Amy; Osha Ashworth; khughes@ibew6.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; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43148 - 18/19 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 2, 2020 – December 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13051>

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 khughes@ibew6.org oashworth@ibew6.org

Additional Attachment(s)



Date: September 8, 2020

To: Civil Service Commission Board

From: David Rojas
Project Manager

Subject: **PSC No. 43148-18/19 Modification No. 2 – Project Delays & Request for Extension**

Dear CSC Board,

On December 1, 2018, the West Portal Optimization & Crossover Activation project obtained a PSC approval under PSC No. 43148-18/19. Notice to proceed was given to the contractor on September 15, 2019. The term of the contract was set for 12 months, thus Modification No. 1 to re-align the PSC's end date with the project's anticipated construction completion.

	Start	End	Duration
Original Request	12/1/2018	12/31/2019	1 Years, 0 Months, 30 Days
Modification 1	1/1/2020	6/1/2020	0 Years, 5 Months, 0 Days
Modification 2	6/2/2020	12/31/2020	0 Years, 6 Months, 29 Days

The reason for this request for extension is due to delays caused by the COVID-19 pandemic. While we are proud to announce that the crossover successfully activated and received its safety certification on July 30, 2020, there are still negotiations underway to finalize a punch list. Additional time will be required to resolve these items before final completion.

If you have any questions, please feel free to reach me at David.Rojas@sfmta.com.

Thank you,

David Rojas

David Rojas
Project Manager

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43148 - 18/19)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional Services and Equipment PurchasesFunding Source: Funds: Federal and LocalPSC Original Approved Amount: \$7,550,000PSC Original Approved Duration: 12/01/18 - 12/31/19 (1 year 4 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/31/19-06/01/20 (21 weeks 5 days)PSC Cumulative Amount Proposed: \$7,550,000PSC Cumulative Duration Proposed: 1 year 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of the "Twin Peaks Tunnel W1 Crossover ATCS Activation Project" is activation of the train control system in one cross-over in the Twin Peaks tunnel adjacent to West Portal Station. As part of this project, this crossover will be electronically integrated with the adjacent surface interlock at West Portal and Ulloa to ensure coordinated train movements throughout the West Portal area. Detailed design, software implementation, and testing will be performed by Thales Transport and Security, Inc.

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

At this time, post-Twin Peaks Rail Replacement Project, track crossover infrastructure has been built in the Twin Peaks tunnel, but that portion of the track has not been integrated into the rest of the train control system. This project will upgrade the Advanced Train Control System (ATCS) so that Municipal Transportation Agency trains can move through that crossover to provide enhanced passenger rail service.

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. Via PSC #4135 08/09

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

Explain the qualifying circumstances:

Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

B. Reason for the request for modification:

A time extension of 6 months due to delay in the anticipated start date.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of specific proprietary technology, software code and hardware circuits, which are exclusive to the supplier. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The Advanced Train Control System (ATCS) is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

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.

Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can 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, adopting new civil service

classes to perform this work would not be practical because of the proprietary nature of the Advanced Train Control System.

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.
N/A
- 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, this CSC approved it 01/07/2019
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Thales Transport & Security will complete the work

7. Union Notification: On 05/17/19, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43148 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/03/2019

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: Professional Services and Equipment PurchasesFunding Source: Funds: Federal and LocalPSC Amount: \$7,550,000PSC Est. Start Date: 12/01/2018PSC Est. End Date 12/31/2019**1. Description of Work**

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

The scope of the "Twin Peaks Tunnel W1 Crossover ATCS Activation Project" is activation of the train control system in one cross-over in the Twin Peaks tunnel adjacent to West Portal Station. As part of this project, this crossover will be electronically integrated with the adjacent surface interlock at West Portal and Ulloa to ensure coordinated train movements throughout the West Portal area. Detailed design, software implementation, and testing will be performed by Thales Transport and Security, Inc.

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

At this time, post-Twin Peaks Rail Replacement Project, track crossover infrastructure has been built in the Twin Peaks tunnel, but that portion of the track has not been integrated into the rest of the train control system. This project will upgrade the Advanced Train Control System (ATCS) so that Municipal Transportation Agency trains can move through that crossover to provide enhanced passenger rail service.

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 by Thales Transport & Security, Inc. and approved by the CSC on May 7, 2009, under PSC # 4135 08/09.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of specific proprietary technology, software code and hardware circuits, which are exclusive to the supplier. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment,

relevant regulatory requirements, complex performance simulation, test and commissioning experience.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The Advanced Train Control System (ATCS) is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

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

Due to the proprietary nature of the Advanced Train Control System (ATCS), City personnel The general not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

- A. Explain why civil service classes are not applicable.
Due to the proprietary nature of the Advanced Train Control System, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can 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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the Advanced Train Control System.

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 provided to operations and/or maintenance personnel pertaining to new or updated software functionality and hardware maintenance. We estimate operational training for Central Control Dispatchers. For Wayside or Vehicle software, or proprietary hardware we estimate training for maintenance personnel. The following City and County of San Francisco Job class to receive training are Electronic Maintenance Technician Assistant Supervisor (#7329), Supervising Electronic Maintenance Technician (#7287), Transportation Operations Specialist (#9160), Train Controller (#9150) and Electronic Maintenance Technician (#7318)
- 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. Thales Transport & Security, Inc. is the sole source provider of San Francisco Municipal Transportation Agency Advanced Train Control System. Thales is already in contract with the system to of initial implementation

7. Union Notification: On 11/01/2018, the Department notified the following employee organizations of this PSC/RFP

request:

Architect & Engineers, Local 21; Electrical Workers, Local 6

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43148 - 18/19

DHR Analysis/Recommendation:

action date: 01/07/2019

Commission Approval Required

Approved by Civil Service Commission with conditions

01/07/2019 DHR Approved for 01/07/2019