

City and County of San Francisco

London Breed
Mayor



Department of Human Resources

Carol Isen
Human Resources Director (Acting)

Date: December 4, 2020

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director (Acting)

From: Bill Irwin / Daniel Kwon, PUC
Jacquie Hale, DPH
Joan Lubamersky, ADM
Marcus Lange, LIB
Amy Nuque, MTA
Sean McFadden, REC

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) 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 |
|----------------------|----------------------------------------|-----------------------|
| \$6,447,800 | \$85,676,248 | \$878,581,970 |

Bill Irwin / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
BI: (415) 934-3975
DK: (415) 934-5722

Jacquie Hale
Public Health
101 Grove St., Rm. 307
San Francisco, CA 94102
(415) 554-2609

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

Marcus Lange
Public Library
100 Larkin St.
San Francisco, CA 94102
(415) 557-4214

Amy Nuque
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2802

Sean McFadden
Recreation and Park Commission
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779

Table of Contents
PSC Submissions

| Regular PSCs | Department | Page |
|------------------------------|---------------------------------|-------------|
| 45125 – 20/21 | Public Utilities Commission | 1 |
| 47971 – 20/21 | Public Utilities Commission | 10 |
| 47662 – 20/21 | Public Health | 15 |
| Modification PSCs | | |
| 34329 – 19/20 | City Administration | 21 |
| 45648 – 14/15 | Public Library | 30 |
| 42643 – 17/18 | Municipal Transportation Agency | 43 |
| 41540 – 14/15 | Public Utilities Commission | 55 |
| 47233 – 13/14 | Recreation and Park Commission | 71 |

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

[Home](#) >

POSTING FOR

December 21, 2020

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

APPLY

2020-12-21

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|-----------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------|---------------------|
| 45125 - 20/21 | PUBLIC UTILITIES COMMISSION | \$331,000.00 | Inventory Count Services consisting of a full count for three enterprises including Hetch Hetchy Enterprise (Moccasin, In-City), Water Enterprise (Millbrae & Sunol, CDD Main & AWSS) and Wastewater Enterprise locations from 4/1/2021-12/31/2025 for approximate costs of \$331,000. Work includes observing, performing, and/or validating physical inventory counts of various inventory items and comparing them to the Maximo Inventory Tracking System. The analysis, findings and recommendations will be provided in a written report for each warehouse April 1, | | December | REGULAR |

location. Format for the 2021 31, 2025
 content of such reports
 shall be determined by
 the Financial Reporting
 and Analysis group
 (FR&A). The timely
 submission of all reports
 is a necessary and
 material term and
 condition of this
 Agreement. Full counts
 are required at each
 location. Inventories
 include but not limited to
 the following items: water
 pipes, valves, fittings,
 meters and meter boxes,
 safety gear, electrical
 supplies, switches, power
 poles, fittings, safety
 gear, and sewage
 treatment inventory
 supplies, chains, rotors,
 valves, switches, tubes,
 etc.

Employees that enter
 confined spaces where
 the atmosphere could
 potentially be hazardous
 must wear gas meters to
 monitor the air. Industrial
 Scientific is the sole
 manufacturer of iNet®
 Exchange and iNet®
 Control which are
 automated personal gas
 monitor (PGM)
 management systems that
 work seamlessly with
 Industrial Scientific gas
 meters.
 Mallory Safety sand
 Supply will provide the
 services and manage the

| | | | | | | |
|---------------|-----------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------|
| | | | leasing of Industrial Scientific personal gas meters. The contract is for \$550,000 of leased equipment and \$50,000 for technical maintenance services and training. Mallory Safety will manage the iNet® Exchange and iNet® Control systems that include replacement, maintenance, tracking and recordkeeping network to support SFPUC employees that routinely perform dangerous work that requires gas meters. This network also includes automated gas renewals, calibration and sensor data, datalogging captured by a cloud based program that provides both real-time and historical readings of all gas detectors, and a peer-to-peer monitoring network among the meters so everyone connected at a site will be instantly notified of a hazard. Mallory Safety are the only authorized technicians of the Industrial Scientific gas meters in California. | | | |
| 47971 - 20/21 | PUBLIC UTILITIES COMMISSION | \$600,000.00 | These services will enable implementation of telehealth services to augment, and, when clinically appropriate, replace patients' in-person, face-to-face visits | January 1, 2021 | December 31, 2024 | REGULAR |

| | | | | | | |
|---------------|------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------|
| 47662 - 20/21 | PUBLIC HEALTH | \$3,000,000.00 | with physicians/healthcare providers, an ability which has become increasingly vital during the COVID-19 pandemic response. Contractor(s) will provide a comprehensive, fully-hosted and integrated software solution, including software and system maintenance, software upgrades, system support, image and video hosting, and services to implement, integrate and support the solution. | December 1, 2020 | November 30, 2029 | REGULAR |
|---------------|------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|---------|

TOTAL AMOUNT \$3,931,000

CSV

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Posting For December 21, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

APPLY

2020-12-21

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|------------------------------------------------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------|------------------|
| 34329 - 19/20 - MODIFICATIONS | December 21, 2020 | GENERAL SERVICES AGENCY - CITY ADMIN -- ADM | \$60,000 | \$155,000 | The contractor will provide quarterly service and maintenance for the emergency backup generator and fuel delivery system at the newly constructed SF Permit Center at 49 So. Van Ness Street opening in June 2020. These services are required to prevent corrosion and equipment premature deterioration. The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Health Environmental Health Services, Board of Appeals, | 07/01/2020 | 06/30/2025 | |

Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco's new one-stop permit center improving operational efficiencies and making permitting processes easier.

Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The

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| 42643 - 17/18 - MODIFICATIONS | December 21, 2020 | MUNICIPAL TRANSPORTATION AGENCY -- MTA | \$175,000 | \$1,170,000 | 01/01/2021 06/01/2022 | REGULAR | identify priority transit corridors, make recommendations for mode and service characteristics, estimate the projects' benefits and costs, and prioritize investments. The study's findings will be incorporated into the San Francisco Transportation Plan and regional Plan Bay Area. |
| | | | | | | | The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam. TASK #2 - DRUM GATE REHABILITATION The Drum Gate |
| 41540 - 14/15 - MODIFICATIONS | December 21, 2020 | PUBLIC UTILITIES COMMISSION -- PUC | \$1,250,000 | \$3,750,000 | 02/01/2021 01/31/2025 | REGULAR | |

| | | | | | | | | | |
|-------------------------------|-------------------|---------------------------------------|-----------|-------------|--|------------|------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | | | | | | Rehabilitation task includes items that are related to the drum gates and spillway. TASK #3 |
| | | | | | | | | | - |
| | | | | | | | | | REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe. |
| | | | | | | | | | Provide full Landscape Architectural, Architectural, Engineering, Outreach, and Historic Resource Evaluation services for the Willie Woo Woo Wong Playground Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for |
| 47233 - 13/14 - MODIFICATIONS | December 21, 2020 | RECREATION AND PARK COMMISSION -- REC | \$625,000 | \$1,625,000 | | 11/10/2020 | 12/15/2021 | REGULAR | |

permitting, bid,
construction
administration,
and closeout.
Scope will also
include
preparation of
historic resource
evaluation report
and facilitation of
broad community
and stakeholder
outreach process
in multiple
languages. A/E
firm shall also
provide cost
estimating
services during the
course of the
project.

TOTAL AMOUNT \$2,516,800

Regular/Continuing/Annual Personal Services Contracts

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: Full Inventory Count Services (PRO.0185)

Funding Source: SFPUC Finance Bureau Operating Fund

PSC Duration: 4 years 39 weeks

PSC Amount: \$331,000

1. Description of Work

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

Inventory Count Services consisting of a full count for three enterprises including Hetch Hetchy Enterprise (Moccasin, In-City), Water Enterprise (Millbrae & Sunol, CDD Main & AWSS) and Wastewater Enterprise locations from 4/1/2021-12/31/2025 for approximate costs of \$331,000. Work includes observing, performing, and/or validating physical inventory counts of various inventory items and comparing them to the Maximo Inventory Tracking System. The analysis, findings and recommendations will be provided in a written report for each warehouse location. Format for the content of such reports shall be determined by the Financial Reporting and Analysis group (FR&A). The timely submission of all reports is a necessary and material term and condition of this Agreement. Full counts are required at each location. Inventories include but not limited to the following items: water pipes, valves, fittings, meters and meter boxes, safety gear, electrical supplies, switches, power poles, fittings, safety gear, and sewage treatment inventory supplies, chains, rotors, valves, switches, tubes, etc.

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

The Controller's Accounting Policies & Procedures requires City departments to perform annual full inventory count to ensure consistency and accuracy in the valuation and recording of inventories. San Francisco Public Utilities Commission (SFPUC) request 3rd party professional services to count the inventory. Inventory count occurs in June, finance staff will be busy with year-end closing and does not have the expertise to identify the inventory items. Having a 3rd party count will be more independent.

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

A similar service was provided in the past for 7 years (FY2014-FY2020) via PSC#30197-1415 (Contract No. CS-1021, Inventory Auditing Services). The contract was a rotating full count and sample count among the three enterprises. This new request contract is for full counts for all the warehouses on an annual basis.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Inventory full count is following the City and County of SF Controller's office Accounting Policies & Procedures. The preference of a 3rd party so that the reviews and evaluations will be independent.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Work includes observing, performing, and/or validating physical inventory counts of various inventory items and comparing them to the Maximo Inventory Tracking System. The individual will also need to be able to distinguish the inventory items, such as items related to electrical, plumbing items, pipes etc. The analysis, findings and recommendations will need to be provided in a written report for each warehouse location.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1652, Accountant II; 1654, Accountant III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide their own equipment to document the inventory counts results.

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

SFPUC reached out to Controller's City Service Auditors Division (CSA) if they will be able to perform the count service. CSA is not able to confirm. If CSA can not perform the service, SFPUC will need 3rd party (independent) professional services to perform the count. CSA is considered an independent party from SFPUC.

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

- A. Explain why civil service classes are not applicable.
Financial Reporting Analysis group (Fr&A) does not have resources to complete the inventory count and financial audit. These inventory counts are conducted in the month of May/June every year. The FR&A group needs to focus on preparing for the interim financial audit and year-end close which is at the same time of the inventory count every year. In addition, there may be potential liability, for example worker comp claims, if the work is performed by civil service staff. Therefore, it is better to have a 3rd party contractors to conduct inventory counts.
- 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 it not be practical. The work is very short term and intermittent.

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 10/14/2020, 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@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45125 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

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 # 45125 - 20/21
Date: Wednesday, October 14, 2020 4:24:56 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 45125 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45125 - 20/21 for \$331,000 for Initial Request services for the period 04/01/2021 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/15639> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 30197 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Inventory Auditing (CS-1021)Funding Source: SFPUC Accounting BudgetPSC Original Approved Amount: \$80,000PSC Original Approved Duration: 05/01/15 - 12/31/19 (4 years 35 weeks)PSC Mod#1 Amount: \$5,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$15,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$175,000PSC Mod#3 Duration: 01/01/20-09/30/24 (4 years 39 weeks)PSC Cumulative Amount Proposed: \$275,000PSC Cumulative Duration Proposed: 9 years 22 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The City and County of San Francisco's (City) San Francisco Public Utilities Commission (SFPUC) is requesting a third party independent vendor to provide annual inventory auditing services at various SFPUC inventory warehouse locations as part of SFPUC's year-end inventory count and audit, which takes place from mid-June to late-July every year. This includes observing, performing and/or validating physical inventory counts of various inventory items and comparing them to the MAXIMO (enterprise asset management software) inventory tracking system. In addition, the vendor will prepare an inventory audit report for each inventory location detailing the scope of work done, findings and recommendations for improvement.

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

Inventory auditing is required per the City Controller's Office fixed assets policies and procedures. A potential audit finding either by SFPUC's external auditors (KPMG) and/or by the Controller's services auditing unit (CSA) could result if the services are denied and no inventory audit is completed each year.

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

Services have been provided in the past through earlier PSC request. See 30197 - 14/15

D. Will the contract(s) be renewed?

Depending upon satisfactory performance by the contractor.

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 SFPUC, Water (SF and Millbrae), Wastewater, Hetchy In-City Warehouses (TI and Bryant), Hetchy – Moccasin, contains numerous different inventories, from nuts and bolts to underground pipes and fire hydrants. PUC's Financial Reporting and Analysis group do not have the resources to do the inventory counts on their own. We need an experienced team to be able to identify these items and provide a quality audit report for SFPUC. Our warehouse stores critical inventory that enables us to provide dependable and reliable support to our water, wastewater and power system. We have worked with MGO since FY2014 inventory count and are very satisfied with their work performance. MGO understand the importance of accommodating to our warehouses' time schedule and to reduce disruption to the warehouse by completing counts in one day. We need a firm that have experienced staff that can perform the inventory counts within a short period of time. The price increase from \$16K to \$25K for each year is due to two additional warehouses are added.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not have adequate personnel resources to complete the inventory auditing and validation during the interim auditing period which is performed only once a year for a short duration of approximately two months.

B. Reason for the request for modification:

To extend the years of services of inventory audit count and adding additional warehouse locations (Bryant St and Treasure Island locations) for the audit count.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The successful vendor shall have auditing experience and qualifications (Certified Public Accountant, Institute of Internal Auditors or Certified Internal Auditor) and/or experience with inventory physical counts and inventory systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 1649, Accountant Intern; 1652, Accountant II; 1654, Accountant III; 1657, Accountant 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.

Civil service classes already exist. However, the City does not have adequate personnel resources to complete the inventory auditing and validation during the interim auditing period.

- 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 new classes or increase existing classes as the inventory auditing and validation service is performed only once a year for a short duration (approximately two months).

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Civil service classes already exist and are trained to do the 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.
MACIAS GINI & O'CONNELL LLP

- 7. Union Notification:** On 03/05/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: 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# 30197 - 14/15

DHR Analysis/Recommendation:

04/15/2019

Commission Approval Required

Approved by Civil Service Commission

04/15/2019 DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Personal gas meters, calibration gases and replacement and preventative maintenance (000076)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 4 years

PSC Amount: \$600,000

1. Description of Work

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

Employees that enter confined spaces where the atmosphere could potentially be hazardous must wear gas meters to monitor the air. Industrial Scientific is the sole manufacturer of iNet® Exchange and iNet® Control which are automated personal gas monitor (PGM) management systems that work seamlessly with Industrial Scientific gas meters.

Mallory Safety and Supply will provide the services and manage the leasing of Industrial Scientific personal gas meters. The contract is for \$550,000 of leased equipment and \$50,000 for technical maintenance services and training.

Mallory Safety will manage the iNet® Exchange and iNet® Control systems that include replacement, maintenance, tracking and recordkeeping network to support SFPUC employees that routinely perform dangerous work that requires gas meters. This network also includes automated gas renewals, calibration and sensor data, datalogging captured by a cloud based program that provides both real-time and historical readings of all gas detectors, and a peer-to-peer monitoring network among the meters so everyone connected at a site will be instantly notified of a hazard. Mallory Safety are the only authorized technicians of the Industrial Scientific gas meters in California.

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

SFPUC operations staff rely on personal gas meters frequently, if not daily, to ensure that hazardous work such as confined space entries are performed safely and in accordance with Cal/OSHA regulations. If there is a gap in service and employees are left without personal gas meters, they will not be able to perform day to day operations. SFPUC employees are not authorized to perform any internal maintenance on the gas meters. Without the services of Mallory Safety and Supply, we would be left with inoperable equipment for the length of the lease.

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 last contract ID for the same services was 1000016502 which lasted from 2016-2020. This is the first time we have requested a PSC for these services.

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:

This contract requires technical expertise in the gas detection industry. According to the lease agreement, only authorized technicians can perform maintenance on the gas meters. The gas meter maintenance component will not occur everyday but will be as-needed as the equipment fails or the calibration gases are running low. The technical skills required to perform the maintenance services are not skills that city employees have.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Mallory Safety will provide several technical services through the iNET program. First, iNet automates many tasks associated with operating a gas monitor fleet including instrument calibration, function testing, diagnostics, documentation and repair or replacement of an instrument if a problem occurs. Second, iNet allows users to focus on their core competency by freeing them from the hassles of administering a gas detection program. In addition, Mallory will provide automatic notification if an instrument malfunctions, asset tracking by serial number, secure off-site storage of data, automated calibration gas replenishment, all repair parts and freight, consolidated monthly billing, and continuous upgrade of the instrument fleet as new updates and software revisions are released.
- 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 gas meters and docking stations will be provided for the City to lease for the 4 year contract.

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

These services have to be performed by authorized technicians as part of the lease agreement. There are no job classes within the city that have this authorization.

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

- A. Explain why civil service classes are not applicable.
This service requires authorized technicians to handle the internal components of the gas meters according to the lease agreement. Only Mallory Safety personnel are equipped to do that in the state of California. Industrial Scientific personnel will provide specific training on gas meter operation, calibration and functional testing and any other necessary trouble shooting.
- 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 technical service and it would not be feasible to take on as civil service workers.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The training will go over the difference between a functional test and calibration, how to perform functional tests and calibration, how to attach the filters and probes, and how to operate the gas meters. Construction and Maintenance crews, Stationary Engineers and Electricians will go through the training across the PUC. This entails 300 people. There will probably be 20 hours of training. The contractor will provide user training but will not train city employees to perform the services purchased in the 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 11/16/2020, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 1155 Market Street, 5th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47971 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin, William; [Laxamana, Junko \(BOS\)](mailto:Laxamana, Junko (BOS)); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; 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@opcmlalocal300.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; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 47971 - 20/21
Date: Monday, November 16, 2020 3:22:16 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 47971 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47971 - 20/21 for \$600,000 for Initial Request services for the period 01/01/2021 – 12/31/2024. 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/15677> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Telehealth Services

Funding Source: General Fund

PSC Duration: 9 years 1 day

PSC Amount: \$3,000,000

1. Description of Work

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

These services will enable implementation of telehealth services to augment, and, when clinically appropriate, replace patients' in-person, face-to-face visits with physicians/healthcare providers, an ability which has become increasingly vital during the COVID-19 pandemic response. Contractor(s) will provide a comprehensive, fully-hosted and integrated software solution, including software and system maintenance, software upgrades, system support, image and video hosting, and services to implement, integrate and support the solution.

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

COVID-19 has posed challenges for patients and providers seeking in-person visits. In addition, during the recovery phase, it is anticipated that a robust telehealth platform will assist the Department in addressing potential pent-up demand for medical visits that have been delayed due to the declared emergency. If services are denied, patients and providers will have difficulty accessing public health services which may adversely impact patient care.

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 are new services.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and available funding.

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

Due to the circumstances of COVID-19, these services are needed both immediately and beyond 5 years. The Department intends to use the services immediately to continue to respond to the pandemic and the Mayor's proclamation of a emergency, serving serving as an alternative to physical face-to-face physician/healthcare provider visits. With the rise of virtual healthcare technology and advancements, the Department must also increase its capacity to continue to use such services in order to provide valuable, accessible and safe healthcare services.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The contractor will provide or utilize proprietary software or methods to assist in implementing a comprehensive and fully integrated solution.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The platform must be Health Insurance Portability and Accountability (HIPAA)-compliant, with the ability to complete end-to-end encryption to protect privacy. Contractor(s) should have had prior successful integrations with Epic.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business

Analyst-Principal; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 9976, Technology Expert I;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide and maintain a fully-hosted and secure web environment. Contractor will also provide or utilize proprietary software or methods to assist in implementing a comprehensive and fully integrated solution.

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

The City does not possess the resources to create a telehealth system that has high availability and can be integrated into the Department's Epic-based Electronic Health Record (EHR). Once the software solutions are implemented, with the exception of proprietary maintenance services and application hosting, civil service staff will assume the day-to-day monitoring and administration of the system.

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

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

Civil service classes are not applicable due to the proprietary nature of the systems and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables, due to DPH's specific customization needs. Civil service staff will work with the Contractor in order to obtain the necessary knowledge for the day-to-day maintenance of the application.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it is not practical to adopt a new civil service class because the new class would need to develop the relevant application, gather all the resources and or data to populate the application.

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 on the basic use, system maintenance, and administration of a selected system will be provided by the Contractor. At present, the Department anticipates that the listed civil service classes (1042, 1043, 1044, 1052, 1053, 1054, 1091, 1092, 1093, 1094, 1095, 9976) of this PSC will obtain this training. It is anticipated that end user training would be rolled into the departments larger Epic-based Electronic Health Record system. End user training may be provided by the Department or the contractor the model and delivery of end user training is unknown at the present time.

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

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

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

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

7. Union Notification: On 10/26/2020, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47662 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, October 26, 2020 4:58 PM
To: Hale, Jacquie (DPH); Laxamana, Junko (BOS); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47662 - 20/21

RECEIPT for Union Notification for PSC 47662 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47662 - 20/21 for \$3,000,000 for Initial Request services for the period 12/01/2020 – 11/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15669> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 34329 - 19/20)

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

Type of Service: Emergency Backup Generator System Service and Maintenance

Funding Source: General Fund

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 07/01/20 - 06/30/24 (4 years)

PSC Mod#1 Amount: \$60,000

PSC Mod#1 Duration: 07/01/20-06/30/25 (1 year)

PSC Cumulative Amount Proposed: \$155,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

The contractor will provide quarterly service and maintenance for the emergency backup generator and fuel delivery system at the newly constructed SF Permit Center at 49 So. Van Ness Street opening in June 2020. These services are required to prevent corrosion and equipment premature deterioration.

The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Health Environmental Health Services, Board of Appeals, Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco's new one-stop permit center improving operational efficiencies and making permitting processes easier.

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

Without this service, the emergency backup generator and fuel delivery system warranty will be voided. The services are provided by the installing contractor for continuity during the warranty period and preventing work delays due to potential work scope disputes with involvement of two contractors. Without a service contract, this system will not meet San Francisco Fire Department's testing and inspection requirements and may not be available to provide backup electricity in an emergency.

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. No existing contract

D. Will the contract(s) be renewed?

No. The Department plans to solicit competitive bids for services after this warranty period of one year.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Work is to be done during approximately the first year of operation for this new building.

B. Reason for the request for modification:

Adding one year duration and funds. Additional work identified.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills for fuel polishing, generator testing and certification for the backup generator and diesel engine operation, controls, fuel system and automated electrical transfer swathing.

B. Which, if any, civil service class(es) normally perform(s) this work? 7238, Electrician Supervisor 1; 7276, Electrician Supervisor 2; 7345, Electrician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Some specialized tools to perform the work will be provided.

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 resources of fuel polishing, testing and certification is not available within the City. Civil service classes are not trained to perform this work and provide testing and certification.

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 intermittent and requires certification.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided,.
- 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.

7. Union Notification: On 11/10/20, the Department notified the following employee organizations of this PSC/RFP request:
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: 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# 34329 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](#); oashworth@ibew6.org; khughes@ibew6.org; [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 34329 - 19/20 - MODIFICATIONS
Date: Tuesday, November 10, 2020 2:14:16 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$60,000 for services for the period July 1, 2020 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/15656>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Emergency Backup Generator System Service and MaintenanceFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$95,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide quarterly service and maintenance for the emergency backup generator and fuel delivery system at the newly constructed SF Permit Center at 49 So. Van Ness Street opening in June 2020. These services are required to prevent corrosion and equipment premature deterioration.

The SF Permit Center is a 460,000 square foot building that facilitates the relocation of over 1,600 employees from the Departments of Public Works, Building Inspection, Planning, Department of Health Environmental Health Services, Board of Appeals, Entertainment Commission, Office of Short-Term Rentals and others. The project will provide enhanced customer service as San Francisco's new one-stop permit center improving operational efficiencies and making permitting processes easier.

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

Without this service, the emergency backup generator and fuel delivery system warranty will be voided. The services are provided by the installing contractor for continuity during the warranty period and preventing work delays due to potential work scope disputes with involvement of two contractors. Without a service contract, this system will not meet San Francisco Fire Department's testing and inspection requirements and may not be available to provide backup electricity in an emergency.

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 not been provided in the past.

D. Will the contract(s) be renewed?

No. The Department plans to solicit competitive bids for services after this warranty period of one year.

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:

Work is to be done during approximately the first year of operation for this new building.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Skills for fuel polishing, generator testing and certification for the backup generator and diesel engine operation, controls, fuel system and automated electrical transfer swathing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7238, Electrician Supervisor 1; 7276, Electrician Supervisor 2; 7345, Electrician;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Some specialized tools to perform the work will be provided.

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

The resources of fuel polishing, testing and certification is not available within the City. Civil service classes are not trained to perform this work and provide testing and certification.

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

- A. Explain why civil service classes are not applicable.
The resources of fuel polishing, testing and certification is not available within the City. Civil service classes are not trained to perform this work and provide testing and certification.
- 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 intermittent and requires certification.

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 06/20/2020, the Department notified the following employee organizations of this PSC/RFP request:

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: 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# 34329 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/28/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45648 - 14/15)

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

Type of Service: Accredited Online, Career-Based High School Completion

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$647,750

PSC Original Approved Duration: 01/02/15 - 05/31/18 (3 years 21 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 06/01/18-05/31/21 (3 years 1 day)

PSC Mod#2 Amount: \$406,800

PSC Mod#2 Duration: 06/01/21-05/31/24 (3 years 1 day)

PSC Cumulative Amount Proposed: \$1,054,550

PSC Cumulative Duration Proposed: 9 years 21 weeks

1. Description of Work

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

Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks. The Contractor shall be required to enroll and educate 125 students during the first year, 150 students during the second year and 175 students during the third year.

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

The service expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It is in alignment with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SF Unified School District and City College offer by providing opportunities for motivated adults (18 or over) to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. The consequence of denial is less individual opportunity for residents who

might be able to benefit from such a program and less opportunity for San Francisco to address issues of inequality and lack of opportunities for its less-privileged residents.

- 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, if funding permits and if the program is a success, measured by the number of accredited high School diplomas awarded.

- 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 program is only available from one vendor for the library market. It is in alignment with CCSF workforce development goals and fills a gap between what SF Unified School District and City College offer adult learners. While the vendor provides the online accredited and career-based high school program, library staff also play a critical role in the program's success.

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:

The resources that the City lacks to accomplish this program are an accredited online high school/career certificate program for adult learners, including a dedicated online platform for the program and qualifying coursework. Career Online High School is the only accredited online high school in the nation adapted specifically for public libraries.

- B. Reason for the request for modification:

Original term of contract with Cengage Learning expires on April 30, 2018, requiring an amendment – the Library would like to extend the contract for another three years. Existing PSC expires on May 31, 2021.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: 1. Ability and authority to evaluate prospective student transcripts and enter results in database managed by accredited online high school; 2. Teaching and counseling training and experience sufficient to provide support and academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

- 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. Contractor will provide an online platform containing both administrative modules and coursework for students.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach students if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

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 must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

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.

Students work with library staff facilitators who are trained by Career Online High School on how to administer the program, including how to conduct additional screening beyond the online assessment. Approximately a dozen library staff (including librarians and Project Read staff, who are classified as library technicians) will receive a full-day of training at the commencement of the contract, and more will be trained as needed over the course of the 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.

Cengage Learning is Sole Source provider.

7. **Union Notification:** On 11/13/20, 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: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45648 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of marcus.lange@sfpl.org
Sent: Friday, November 13, 2020 10:14 AM
To: Lange, Marcus (LIB); Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@SFMEA.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45648 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$406,800 for services for the period June 1, 2021 – May 31, 2024. 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/8999>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB Dept. Code: LIBType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Accredited Online, Career-Based High School CompletionFunding Source: Library Preservation Fund PSC Duration: 3 years 21 weeksPSC Amount: \$647,750 PSC Est. Start Date: 01/02/2015 PSC Est. End Date: 05/31/2018**1. Description of Work****A. Scope of Work:**

Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks. The Contractor shall be required to enroll and educate 125 students during the first year, 150 students during the second year and 175 students during the third year.

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

The service expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It is in alignment with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SF Unified School District and City College offer by providing opportunities for motivated adults (18 or over) to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. *Please See Attachment titled "1B. Why this Service is Necessary."

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

D. Will the contract(s) be renewed? Yes, *Please see attachment titled "1D. Will the Contract be Renewed?"

2. Union Notification: On 08/05/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 45648 - 14/15

DHR Analysis/Recommendation:

11/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

1. Ability and authority to evaluate prospective student transcripts and enter results in database managed by accredited online high school; 2. Teaching and counseling training and experience sufficient to provide support and academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Contractor will provide an online platform containing both administrative modules and coursework for students.**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach students if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

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

No. The work must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

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? *Please see attachment titled "6b Will contractor train City & County." | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.orgAddress: 100 Larkin Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45648 - 14/15)

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

Type of Service: Accredited Online, Career-Based High School Completion

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$647,750

PSC Original Approved Duration: 01/02/15 - 05/31/18 (3 years 21 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 06/01/18-05/31/21 (3 years 1 day)

PSC Cumulative Amount Proposed: \$647,750

PSC Cumulative Duration Proposed: 6 years 21 weeks

1. Description of Work

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

Library seeks a sole-source agreement with Cengage Learning Inc. Cengage Learning, in partnership with Smart Horizons Career Online Education, offers an 18-credit, career-based online high school diploma program designed to prepare students for entry into the workplace. Students earn an accredited high school diploma plus a career certificate. It is the only program of its kind. The Library's new Learning & Literacy Center will administer the program, working with our Project Read staff and community partners to identify prospective students. The scope of services includes online assessment to identify students who can be successful in the program; customized and in-depth program implementation training for library staff facilitators who will work directly with the students; student coaching (online and by phone); student recruiting and marketing support, curriculum including 18 credits (14 academic and 4 career); coursework in language arts, social studies, mathematics, and science, plus career electives offering eight career tracks. The Contractor shall be required to enroll and educate 125 students during the first year, 150 students during the second year and 175 students during the third year.

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

The service expands the Library's role by providing opportunities for people who have not succeeded in traditional educational settings. It is in alignment with City workforce development goals and has been identified as a priority by the Mayor. It fills a gap between what SF Unified School District and City College offer by providing opportunities for motivated adults (18 or over) to obtain diplomas & career certificates. Students who achieve diplomas through Career Online High School can pursue work in the career tracks for which they have studied and potentially go on to City College or other higher education settings. The consequence of denial is less individual opportunity for residents who might be able to benefit from such a program and less opportunity for San Francisco to address issues of inequality and lack of opportunities for its less-privileged residents.

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 45648-14/15, awarded to Cengage via a Sole Source Agreement

D. Will the contract(s) be renewed?

Yes, if funding permits and if the program is a success, measured by the number of accredited high School diplomas awarded.

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 program is only available from one vendor for the library market. It is in alignment with City and County of San Francisco workforce development goals and fills a gap between what SF Unified School District and City College offer adult learners. While the vendor provides the online accredited and career-based high school program, library staff also play a critical role in the program's success.

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:

The resources that the City lacks to accomplish this program are an accredited online high school/career certificate program for adult learners, including a dedicated online platform for the program and qualifying coursework. Career Online High School is the only accredited online high school in the nation adapted specifically for public libraries.

B. Reason for the request for modification:

Original term of contract with Cengage Learning expires on April 30, 2018, requiring an amendment- the Library would like to extend the contract for another three years. Existing PSC expires on May 31, 2018

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: 1. Ability and authority to evaluate prospective student transcripts and enter results in database managed by accredited online high school; 2. Teaching and counseling training and experience sufficient to provide support and academic coaching for high school level coursework; and 3. Ability to train Library staff to act as facilitators to students in the program.

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. Contractor will provide an online platform containing both administrative modules and coursework for students.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The work of evaluating transcripts must be done within the authority of the accredited school offering the diplomas, so City staff cannot do that part. The contractor must also provide teachers to counsel and coach students if they need assistance with the online coursework, and trainers to train library staff in how to market the program and screen candidates, use administrative software and etc.

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 must be performed by the staff of an accredited online high school for adult learners, with its own dedicated web-based class curriculum, which it is not financially feasible for CCSF to create.

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.

Students work with library staff facilitators who are trained by Career Online High School on how to administer the program, including how to conduct additional screening beyond the online assessment. Approximately a dozen library staff (including librarians and Project Read staff, who are classified as library technicians) will receive a full-day of training at the commencement of the contract, and more will be trained as needed over the course of the 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.

Cengage Learning is Sole Source provider.

7. **Union Notification:** On 10/24/17, 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: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45648 - 14/15

DHR Analysis/Recommendation:

12/04/2017

Commission Approval Required

Approved by Civil Service Commission

12/04/2017 DHR Approved for 12/04/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42643 - 17/18)

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

Type of Service: Transportation Analysis, Cost Estimation, Project Prioritization

Funding Source: Operating Funds

PSC Original Approved Amount: \$688,200

PSC Original Approved Duration: 10/01/18 - 10/01/21 (3 years 1 day)

PSC Mod#1 Amount: \$306,800

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$175,000

PSC Mod#2 Duration: 01/01/21-06/01/22 (34 weeks 5 days)

PSC Cumulative Amount Proposed: \$1,170,000

PSC Cumulative Duration Proposed: 3 years 34 weeks

1. Description of Work

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

The Transit Corridors Study will identify and prioritize the next pipeline of public transportation investments for San Francisco. This study will identify priority transit corridors, make recommendations for mode and service characteristics, estimate the projects' benefits and costs, and prioritize investments. The study's findings will be incorporated into the San Francisco Transportation Plan and regional Plan Bay Area.

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

Despite rapid growth in the past decade, San Francisco is approaching the end of its pipeline of transformative transportation investments and given the long time horizon for new projects, it is important to start planning immediately. The city will have no way of identifying the most important public transportation projects without this study.

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 42643 17/18 approved 09-24-2018

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:

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:

The Transit Corridors study is intended to be completed within one year in order to meet external deadlines for the Regional Transportation Plan. The scope of the study includes many different skill areas. Some city staff has these skill areas, but they are scattered throughout many departments and divisions and have numerous other responsibilities. Some of these staff will assist in supervising the consultant team. This project is "as-needed" because we have been awarded \$688,000 in grant funding, which we do not always have available. Given the short timeframe for delivery, it would be an enormous addition to the workloads of city staff and will disappear once the project has been completed.

B. Reason for the request for modification:

This is a second modification to the contract to add \$185k to accommodate additional tasks related to outreach, needs analysis, and development of communications collateral to support messaging of transportation system needs and advocate for revenue sources.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Transportation analysis and engineering services, ridership forecasting, design and decision analysis
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5283, Planner 5; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1; 5504, Project Manager 2;
- 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 project has a very large staff need in a very short timeframe. The division is hoping to have the project complete by December 2019 in order to meet external deadlines for the Regional Transportation Plan. This is a one-off project and not a continuous program. Appropriate city staff in the classifications listed above will already be involved.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This is a one-off project on a short time frame.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This professional service contract will not provide any employee training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes, provided by Caltrans planning /MTC Development Area
- 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, Nelson Nygaard Consulting Associates, Inc.

7. Union Notification: On 11/10/20, 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, HR, 6th Fl, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42643 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, November 10, 2020 11:41 AM
To: Nuque, Amy; Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42643 - 17/18 - 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 \$175,000 for services for the period January 1, 2021 – June 1, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/11973>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42643 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transportation Analysis, Cost Estimation, Project PrioritizationFunding Source: Operating FundsPSC Original Approved Amount: \$688,200PSC Original Approved Duration: 10/01/18 - 10/01/21 (3 years 1 day)PSC Mod#1 Amount: \$306,800PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$995,000PSC Cumulative Duration Proposed: 3 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Transit Corridors Study will identify and prioritize the next pipeline of public transportation investments for San Francisco. This study will identify priority transit corridors, make recommendations for mode and service characteristics, estimate the projects' benefits and costs, and prioritize investments. The study's findings will be incorporated into the San Francisco Transportation Plan and regional Plan Bay Area.

Scope Change

No

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

Despite rapid growth in the past decade, San Francisco is approaching the end of its pipeline of transformative transportation investments and given the long time horizon for new projects, it is important to start planning immediately. The city will have no way of identifying the most important public transportation projects without this study.

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

No

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

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

The Transit Corridors study is intended to be completed within one year in order to meet external deadlines for the Regional Transportation Plan. The scope of the study includes many different skill areas. Some city staff has these skill areas, but they are scattered throughout many departments and divisions and have numerous other responsibilities. Some of these staff will assist in supervising the consultant team. This project is "as-needed" because we have been awarded \$688,000 in grant funding, which we do not always have available. Given the short timeframe for delivery, it would be an enormous addition to the workloads of city staff and will disappear once the project has been completed.

B. Reason for the request for modification:

Additional grant funding was received which will cover the optional tasks in the scope

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Transportation analysis and engineering services, ridership forecasting, design and decision analysis
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5283, Planner 5; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1; 5504, Project Manager 2;
- 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 project has a very large staff need in a very short timeframe. The division is hoping to have the project complete by December 2019 in order to meet external deadlines for the Regional Transportation Plan. This is a one-off project and not a continuous program. Appropriate city staff in the classifications listed above will already be involved.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This is a one-off project on a short time frame.

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.
Yes, provided by Caltrans planning /MTC Development Area
- 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.
Unknown at this time.

7. Union Notification: On 09/17/18, 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, HR, 6th Fl, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42643 - 17/18

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: Transportation Analysis, Cost Estimation, Project PrioritizationFunding Source: Operating FundsPSC Amount: \$688,200PSC Est. Start Date: 10/01/2018PSC Est. End Date: 10/01/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Transit Corridors Study will identify and prioritize the next pipeline of public transportation investments for San Francisco. This study will identify priority transit corridors, make recommendations for mode and service characteristics, estimate the projects' benefits and costs, and prioritize investments. The study's findings will be incorporated into the San Francisco Transportation Plan and regional Plan Bay Area.

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

Despite rapid growth in the past decade, San Francisco is approaching the end of its pipeline of transformative transportation investments and given the long time horizon for new projects, it is important to start planning immediately. The city will have no way of identifying the most important public transportation projects without this study.

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 long-range, citywide planning approach that integrates work at SFMTA with the Planning Department and the SFCTA has not been performed before in the city.

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).

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

B. Explain the qualifying circumstances:

The Transit Corridors study is intended to be completed within one year in order to meet external deadlines for the Regional Transportation Plan. The scope of the study includes many different skill areas. Some city staff has these skill areas, but they are scattered throughout many departments and divisions and have numerous other responsibilities. Some of these staff will assist in supervising the consultant team. This project is "as-needed" because we have been awarded \$688,000 in grant funding, which we do not always have available. Given the short timeframe for delivery, it would be an enormous addition to the workloads of city staff and will disappear once the project has been completed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Transportation analysis and engineering services, ridership forecasting, design and decision analysis
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5283, Planner 5; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1; 5504, Project Manager 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

City staff in the classifications listed above will be involved in this planning effort. But the staff need is too high, broad, and short-term to complete entirely with internal staff.

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

- A. Explain why civil service classes are not applicable.
This project has a very large staff need in a very short timeframe. The division is hoping to have the project complete by December 2019 in order to meet external deadlines for the Regional Transportation Plan. This is a one-off project and not a continuous program. Appropriate city staff in the classifications listed above will already be involved.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This is a one-off project on a short time frame.

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 contract is intended to augment staff expertise for a short-term planning need. There are no particular skills that will be passed along to city staff, but due to the grant-based funding and short timeframe, it is not practical to deliver this work using only city staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 07/26/2018, 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, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42643 - 17/18

DHR Analysis/Recommendation:

action date: 08/20/2018

Commission Approval Required

Approved by Civil Service Commission

08/20/2018 DHR Approved for 08/20/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41540 - 14/15)

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

Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)

Funding Source: Hetchy System Improvement Prog.

PSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 11/30/15 - 11/30/19 (4 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/01/19-05/31/20 (26 weeks 23 hours)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 06/01/20-01/31/21 (35 weeks 1 hour)

PSC Mod#3 Amount: \$1,250,000 PSC Mod#3 Duration: 02/01/21-01/31/25 (4 years 1 day)

PSC Cumulative Amount Proposed: \$3,750,000 PSC Cumulative Duration Proposed: 9 years 9 weeks

1. Description of Work

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

TASK #2 - DRUM GATE REHABILITATION

The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway.

TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of

the reservoir release system. The deferred maintenance on these facilities needs to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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

Services have been provided in the past through earlier PSC request. See 41540 - 14/15

D. Will the contract(s) be renewed?

No.

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

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 scope of this project requires engineers with specialized experience in design and rehabilitation of dam outlet works.

B. Reason for the request for modification:

We are requesting to extend the contract by 4 years and increase the contract amount by \$1,250,000. The Rim Fire and the floods in Moccasin Reservoir diverted Hetch Hetchy staff and resources from working and supporting the O'Shaughnessy Dam projects. We are requesting a contract extension to support these projects through completion. The construction cost estimates for these projects have increased so we are asking for a contract increase to provide additional effort for planning (CER, additional dive inspection), design and engineering support during construction. The amount of the request is to match 10% of the construction cost estimate.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

While Civil Service Classes 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.

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 need for this type of work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class to perform the 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.

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 11/10/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: 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# 41540 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
To: [Irwin, William](#); [Laxamana, Junko \(BOS\)](#); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Lo, Stacey \(ADM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Modification Request to PSC # 41540 - 14/15 - MODIFICATIONS
Date: Tuesday, November 10, 2020 3:17:24 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.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$1,250,000 for services for the period February 1, 2021 – January 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8328>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41540 - 14/15)

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

Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)

Funding Source: Hetchy System Improvement Prog.

PSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 11/30/15 - 11/30/19 (4 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/01/19-05/31/20 (26 weeks 23 hours)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 06/01/20-01/31/21 (35 weeks 1 hour)

PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 5 years 9 weeks

1. Description of Work

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

TASK #2 - DRUM GATE REHABILITATION

The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway.

TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities needs to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of

Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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

Services have been provided in the past through earlier PSC request. See 41540 - 14/15

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

No.

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

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 scope of this project requires engineers with specialized experience in design and rehabilitation of dam outlet works.

- B. Reason for the request for modification:

The reason for Modification No. 2 is to conform the PSC End Date to the 4-year term of Contract PRO.0017 which runs from February 1, 2017 through January 31, 2021.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

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

Not Applicable

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

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

While Civil Service Classes 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.

- 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 need for this type of work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class to perform the 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.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/14/20, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: 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# 41540 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/22/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41540 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)Funding Source: Hetchy System Improvement Prog.PSC Original Approved Amount: \$2,500,000PSC Original Approved Duration: 11/30/15 - 11/30/19 (4 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/01/19-05/31/20 (26 weeks 23 hours)PSC Cumulative Amount Proposed: \$2,500,000PSC Cumulative Duration Proposed: 4 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

TASK #2 - DRUM GATE REHABILITATION

The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway.

TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities needs to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are

denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
This service has not been provided in the past.

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

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

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 scope of this project requires engineers with specialized experience in design and rehabilitation of dam outlet works.

- B. Reason for the request for modification:
To align the PSC duration with the Contract duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
While Civil Service Classes 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.
- 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 need for this type of

work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class to perform the 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.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/12/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Stacey Lo Phone: 415-554-0727 Email: SLo@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41540 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/22/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)Funding Source: Hetchy System Improvement Prog.PSC Duration: 4 years 1 dayPSC Amount: \$2,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

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TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities needs to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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

This service has not been provided in the past by personal service contracts or City staff.

D. Will the contract(s) be renewed?

No.

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

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

B. Explain the qualifying circumstances:

The scope of this project requires engineers with specialized experience in design and rehabilitation of dam outlet works.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

This is the first time this type of work is being carried out since the O'Shaughnessy Dam was constructed in the early 1900's. The specialized experience needed to perform this work is not available from existing City staff.

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 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.
- 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 need for this type of work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class to perform the 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.
- 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 06/05/2015, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41540 - 14/15

DHR Analysis/Recommendation:

action date: 08/03/2015

Commission Approval Required

Approved by Civil Service Commission

08/03/2015 DHR Approved for 08/03/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47233 - 13/14)

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

Type of Service: Landscape Architecture, Architecture, Engineering, Outreach, and Historic Resource Evaluation

Funding Source: 2012 Clean & Safe Neigh. Bond

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

PSC Original Approved Duration: 06/01/14 - 03/01/19 (4 years 39 weeks)

PSC Mod#1 Amount: \$625,000

PSC Mod#1 Duration: 11/10/20-12/15/21 (2 years 41 weeks)

PSC Cumulative Amount Proposed: \$1,625,000

PSC Cumulative Duration Proposed: 7 years 28 weeks

1. Description of Work

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

Provide full Landscape Architectural, Architectural, Engineering, Outreach, and Historic Resource Evaluation services for the Willie Woo Woo Wong Playground Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include preparation of historic resource evaluation report and facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.

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

Denial would stop progress on planning for the project. The project requires an extensive revision of high-profile, culturally significant park design & program, beyond in kind replacement, & will require historic resource evaluation. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process in English, Mandarin, & Cantonese. The department feels this effort requires the additional experience in conceptual design through historical evaluation & outreach.

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.

Balboa Pool PSC uploaded here and on original PSC request

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:

Various delays require the extension of this project. Most recently, COVID has caused a delay in work.

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:

Recreation & Park Dept (RPD). has awarded Dept. of Public Works (DPW) all of the projects in the first phase of projects funded by the 2012 Clean and Safe Neighborhood Parks Bond, namely Joe Di Maggio Playground, Glen Canyon Improvements, Gilman Playground and West Sunset or approximately \$3.8M in design fees. Project involves an extensive revision of high-profile, culturally significant park design & program, beyond in kind replacement, & will require historic resource evaluation. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process in English, Mandarin, & Cantonese. The Department feels this effort requires the additional experience in conceptual design through historical evaluation and outreach. RPD has initiated discussions with DPW on this project.

B. Reason for the request for modification:

Request to extend time and amount to cover delays, mostly due to COVID.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural & Engineering services include Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, Plumbing, Irrigation, Community Outreach Facilitation, Historic Resource Evaluation, specification writing & cost estimating throughout the permit and bidding periods, Construction Administration and Warranty Phases.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5268, Architect; 5274, Landscape Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Department has awarded Dept. of Public Works (DPW) all of the projects in the first phase or approximately \$3.8M in design fees. Project involves an extensive revision of high-profile, culturally significant park design & program, beyond in kind replacement, & will require historic resource evaluation. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process. The Department feels this effort requires the additional experience in this process

- 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 outlined in 4A, Recreation and Park Department is seeking to achieve a design requiring a variety of skill sets that is more appropriate for an outside design firm to bring together.

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, Recreation and Park Department is seeking to achieve a design requiring a variety of skill sets that is more appropriate for an outside design firm to bring together.
- 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 11/19/20, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street, San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47233 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/21/2020

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of sean.mcfadden@sfgov.org
Sent: Thursday, November 19, 2020 2:40 PM
To: McFadden, Sean (REC) <sean.mcfadden@sfgov.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) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 47233 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$625,000 for services for the period November 10, 2020 – December 15, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/15719>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC Dept. Code: RECType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Landscape Architecture, Architecture, Engineering, Outreach, and Historic Resource EvaluationFunding Source: 2012 Clean & Safe Neigh. Bond PSC Duration: 4 years 39 weeksPSC Amount: \$1,000,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 03/01/2019**1. Description of Work****A. Scope of Work:**

Provide full Landscape Architectural, Architectural, Engineering, Outreach, and Historic Resource Evaluation services for the Willie Woo Woo Wong Playground Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include preparation of historic resource evaluation report and facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.

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

Denial would stop progress on planning for the project. The project requires an extensive revision of high-profile, culturally significant park design & program, beyond in kind replacement, & will require historic resource evaluation. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process in English, Mandarin, & Cantonese. The department feels this effort requires the additional experience in conceptual design through historical evaluation & outreach.

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

These services have been provided in the past through the Bureau of Architecture and private consultants. PSC#4046-13/14 for ELS/Kuth Raineri Joint venture for the Balboa Park Pool.

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

2. Union Notification: On 03/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 47233 - 13/14

DHR Analysis/Recommendation:

06/02/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/02/2014

Page 77

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Architectural & Engineering services include Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, Plumbing, Irrigation, Community Outreach Facilitation, Historic Resource Evaluation, specification writing & cost estimating throughout the permit and bidding periods, Construction Administration and Warranty Phases.

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

5203,5211,5212,5214,5268,5274,

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:

Department has awarded Dept. of Public Works (DPW) all of the projects in the first phase or approximately \$3.8M in design fees. Project involves an extensive revision of high-profile, culturally significant park design & program, beyond in kind replacement, & will require historic resource evaluation. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process. The Department feels this effort requires the additional experience in this process.

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

No, as outlined in 4A, Recreation and Park Department is seeking to achieve a design requiring a variety of skill sets that is more appropriate for an outside design firm to bring together.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| No, Recreation and Park Department is seeking to achieve a design requiring | | |
| 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 05/12/2014 BY:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA 94117