

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Software

Funding Source: Grant from BayREN (local)

PSC Amount: \$372,300

PSC Est. Start Date: 12/15/2020

PSC Est. End Date 12/21/2023

1. Description of Work

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

The San Francisco Department of the Environment (ENV) is a member of Bay Area Regional Energy Network (BayREN). BayREN is a program administrator of California ratepayer funds under the auspices of the California Public Utilities Commission. ENV's role in BayREN is to lead the administration, implementation, and marketing of the BayREN Business energy efficiency rebate program. BayREN Business gives cash rebates to contractors for the installation of energy efficient equipment in the nine counties Bay Area. As the lead, ENV must contract with a measurement and data-analytics company to track the effectiveness of the equipment over 24 months, and then calculate the eligible rebate amounts based on the tracking.

1) Measure energy consumption (in kilowatt-hour of and therms of natural gas) of the PG&E utility-meters for all projects enrolled in the BayREN Business energy efficiency rebate program.

2) Normalize the measurements against exogenous factors such as hourly weather conditions, and other factors approved as prescribed by CalTrack 2.0.

3) Calculate the rebate amounts based on the normalized measurements and notify ENV to issue payments to the project-installation contractors.

4) Provide ENV with energy savings reports.

5) Provide ENV with as-needed advice and support to recruit more participants into the BayREN Business program.

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

This service is necessary because the crux of the BayREN Business is to use actual, quantified reduction in energy usage to calculate the resulting rebated. If this contract is denied, the BayREN Business program will shutdown, leaving hundreds of small-medium businesses without any means to reduce their utility overhead costs.

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. The BayREN Business program is the first energy efficiency program in the US to use metered results to calculate rebate for the small-medium business sector.

D. Will the contract(s) be renewed?

Possibly, based upon funding availability & need.

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

The San Francisco Department of the Environment (ENV) is a member of Bay Area Regional Energy Network (BayREN). BayREN is a program administrator of California ratepayer funds under the auspices of the California Public Utilities Commission. ENV's role in BayREN is to lead the administration, implementation, and marketing of the BayREN Business energy efficiency rebate program. BayREN Business gives cash rebates to contractors for the installation of energy efficient equipment in the nine counties Bay Area. As the lead, ENV must contract with a measurement and data-analytics company to track the effectiveness of the equipment over 24 months, and then calculate the eligible rebate amounts based on the tracking. 1) Measure energy consumption (in kilowatt-hour of and therms of natural gas) of the PG&E utility-meters for all projects enrolled in the BayREN Business energy efficiency rebate program. 2)

Normalize the measurements against exogenous factors such as hourly weather conditions, and other factors approved as prescribed by CalTrack 2.0. 3) Calculate the rebate amounts based on the normalized measurements and notify ENV to issue payments to the project-installation contractors. 4) Provide ENV with energy savings reports. 5) Provide ENV with as-needed advice and support to recruit more participants into the BayREN Business program.

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 vendor has proprietary rights to the software used for the service.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Computer programming skills; expertise in providing utility-grade measurement verification services (+/-2%); expertise in integrating utility (PG&E) data into a software platform; experience with PG&E's third-party security review process; expertise in developing an electronic ledger to calculate eligible rebate amounts against measured, normalized utility data, expertise in normalizing exogenous effects into measure utility data, and knowledge on state-regulator's rules on energy efficiency programs.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;

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

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

None, vendor has proprietary rights. Civil service classes are not authorized to issue an O.E.M (original equipment manufacturer)Certificate of Calibration. Any work performed by them would void warranty on the machines since technicians certified by the O.E.M. maintains the warranty

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

A. Explain why civil service classes are not applicable.

Proprietary. Civil service classes are not applicable because this work cannot be performed by any of the classes.

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 nature of the work is proprietary.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The training familiarizes the user with accessing the proprietary software, the graphics interface, and its functionalities such as report generation, filtering energy usage data by time and locations, etc.; 2 hours per staffer; Environmental Assistants and Environmental Specialists.

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 11/09/2020, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1455 Market Street, 12th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42629 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/04/2021

Receipt of Union Notification(s)

Kashani, David (ENV)

From: dhr-psccordinator@sfgov.org on behalf of david.kashani@sfgov.org
Sent: Monday, November 9, 2020 12:05 PM
To: Kashani, David (ENV); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kashani, David (ENV); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42629 - 20/21

RECEIPT for Union Notification for PSC 42629 - 20/21 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 42629 - 20/21 for \$372,300 for Initial Request services for the period 12/15/2020 – 12/21/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/15710> 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: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Capacity building and technical assistance services for nonprofit organizations

Funding Source: City General Fund

PSC Amount: \$2,500,000

PSC Est. Start Date: 10/01/2020

PSC Est. End Date 10/01/2025

1. Description of Work

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

The qualified firms will provide technical assistance and capacity building services (including but not limited to training programs, individualized coaching and consulting, and/or embedded support) for nonprofit organizations in the areas of nonprofit management, research and data analysis, assessments, report writing and compilation, financial management, governance, leadership development, trauma-informed systems, and racial equity practices.

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

It is imperative that the department provide capacity building services so grantees have the ongoing support necessary to meet the needs of city residents. Our department's lone compliance analyst does not have the capacity and necessary skills to cover the high volume of individual organizational needs. An array of expertise, as well as an external assessment of these organizations, is needed to support MOHCD's efforts to build nonprofit capacity, sustain programs, and comply with contracting standards. Denial of service would mean that many grassroots and smaller nonprofit organizations that serve high-need and under-represented populations may not have the available tools to build their capacity and ensure service delivery into the future.

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 had not been provided consistently in the past. As the City has more closely monitored its nonprofit contractors, it has come to our attention that they need technical and capacity building support.

D. Will the contract(s) be renewed?

Yes

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

not applicable

2. Reason(s) for the Request

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

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

No, qualified consultant must have several years of experience providing capacity building services, including experience working with government staff and nonprofit organizations. This will include expertise in at least one area of nonprofit management, as well as in facilitation and/or providing coaching, technical assistance workshops and/or trainings.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A qualified consultant must have several years of experience providing capacity building services, including experience working with government staff and nonprofit organizations. This will include expertise in at least one area of nonprofit management, as well as in facilitation and/or providing coaching, technical assistance workshops and/or trainings.

- 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:

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

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

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

- A. Explain why civil service classes are not applicable.
This is a very specialized set of skills and expertise not currently available through Civil Service positions.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The contractor will help the department identify MOHCD-funded nonprofit contractors who are ready and needing of capacity building services, but over time, the demand for this level of technical assistance will fluctuate. As such, this skill set is not needed on a consistent or long-term basis as a Civil Service position.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. We estimate that the consultants will provide one training per month, at 3 hours of training per month. The occupation of attendees are nonprofit staff which includes nonprofit Executive Directors, financial management staff, and program staff. The occupation of the consultant staff are varied: financial management experts, organizational development professionals, other relevant expertise most relevant to MOHCD nonprofit grantees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/28/2020, 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48561 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/04/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Thursday, December 10, 2020 10:10 AM
To: 'ramonliuna261@gmail.com'; 'laborers261@gmail.com'
Subject: Receipt of Notice for new PCS over \$100K PSC # 48561 - 20/21

FYI

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of karen.henderson@sfgov.org
Sent: Friday, August 28, 2020 3:44 PM
To: Henderson, Karen (MYR) <karen.henderson@sfgov.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) <Julie.Meyers@sfgov.org>; seichenberger@local39.org; camaguey@sfmea.com (contact) <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; Basconciello, Katherine (PUC) <kbasconciello@sfwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.comnet; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; 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; Henderson, Karen (MYR) <karen.henderson@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 48561 - 20/21

RECEIPT for Union Notification for PSC 48561 - 20/21 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC)

48561 - 20/21 for \$2,500,000 for Initial Request services for the period 10/01/2020 – 10/01/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/15472> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Cable Car Barn Rewinder & Holdback Replacement

Funding Source: Federal and Local Funds

PSC Duration: 3 years

PSC Amount: \$1,500,000

1. Description of Work

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

The proposed work involves the design, fabrication, installation, and training for specialized machinery necessary to replace the Cable Car cables. In order to replace each of the four cables in the Cable Car system, two separate, specialized reeling machines are required. One machine functions as a rewinder unit in that it collects a damaged and/or old cable, and the other functions as a holdback in that it dispenses a new cable into the system while maintaining tension in the line during the cable replacement procedure.

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

The Cable Car Holdback and Rewinder machines are necessary for the replacement of the cables that provide traction power to the historic Cable Car rail vehicles. The current machinery was furnished in the 1980's and has experienced unexpected issues in recent years. The Cable Car system relies solely on these machines to perform cable replacements. Were the holdback or rewinder to experience unexpected breakdown due to the age of the machinery, the system would be facing an extended shutdown as it would be without the equipment necessary to address the cable damage and age that would require cable replacement. Therefore, the machines should be replaced.

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 contractor was hired to design, fabricate, and install the current cable replacement machinery in the 1980's.

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 project work requires the services of a contractor experienced with the design, fabrication, installation, and training of wire rope reeling machines. The work entails specialized engineering and installation of a modern wire rope reeling machine to replace machinery that is highly impactful to the operation of the Cable Car system and has outlived its useful life.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Wire Rope Reeling Machine Engineering, Hydraulic Engineering, and Electromechanical Engineering

- 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: Two new reeling machines and related items to be used for Cable Car cable replacement.

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

The city and County of San Francisco do not have qualified personnel to perform the work needed for this project.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not perform such specialized work as wire rope reeling machine design.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is highly specialized and does not represent work that would be consistently performed on a daily basis, but rather represents project work to be performed very roughly once every 5-25 years.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Estimated 16 hours of training on the operation and maintenance of the new reelin reeling machines. The occupational types of employees expected to be trained are primarily Engineering, Supervision, Wire Rope Mechanics, Machinists, Electronic Maintenance Tech Technicians.
- 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 11/03/2020, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 1 S Van Ness Ave, HR ELR, 6th San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40108 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/04/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Thursday, December 10, 2020 12:11 PM
To: 'laborers261@gmail.com'; 'ramonliuna261@gmail.com'
Cc: Nuque, Amy (MTA)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40108 - 20/21

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com
Sent: Tuesday, November 3, 2020 2:31 PM
To: Nuque, Amy (MTA) <Amy.Nuque@sfmta.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; 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) <julie.meyers@sfgov.org>; seichenberger@local39.org; camaguey@sfmea.com (contact) <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; Basconciello, Katherine (PUC) <kbasconciello@sfgwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.comnet; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; 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; Nuque, Amy (MTA) <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 40108 - 20/21

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

RECEIPT for Union Notification for PSC 40108 - 20/21 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40108 - 20/21 for \$1,500,000 for Initial Request services for the period 11/17/2020 – 11/17/2023. Notification of 30 days (60 days for SEIU) is required.

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

<https://avanan.url-protection.com/v1/url?o=http%3A//apps.sfgov.org/dhrdrupal/node/15692&g=NGQzMjU3MjFmYjYyZDYwMA==&h=Y2Y>

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Curbside Management Program

Funding Source: Airport Operating Funds

PSC Amount: \$29,500,000

PSC Est. Start Date: 07/01/2021

PSC Est. End Date 06/30/2026

1. Description of Work

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

Contractor will manage the San Francisco International Airport's (SFO or Airport) Curbside Management Program (CMP) for coordinating the Ground Transportation Operators (GTO) which include taxis, limousines and Transportation Network Companies (TNC). CMP staff will provide curbside assistance to passengers seeking door-to-door transportation. The CMP staff will monitor, coordinate and dispatch GTOs from the holding/staging areas; and provide administrative support for the CMP program and GTOs. Additionally, CMP staff are also responsible for reporting any GTOs for failing to comply with the Airport's procedures and/or rules and regulations which may result in a suspension of the driver from the program.

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

The CMP is necessary to manage the curbside operations accessed by arriving air passengers using this service for departures from the Airport. Denial will eliminate the Airport's primary ground transportation management program and will result in chaotic conditions at the loading zones due to the competitive nature of the GTO industry. This program needs to be managed by an independent third-party so that Airport employees can serve as adjudicators in any dispute between GTOs and the CMP contractor. Without the program the Airport loses its required impartiality for the violation hearings.

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

This service has been provided mostly recently through PSC 48936-15/16.

D. Will the contract(s) be renewed?

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

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

This PSC is requested for a term of five years to match the contract that the Airport seeks to enter into.

2. Reason(s) for the Request

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

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:

The Airport is not able to fluctuate staffing during peak travel periods and special events, as the contractor is able to do. Additionally, the CMP needs to be operated independent of the Airport to avoid a potential conflict of interest during violation hearings. Additionally,

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The ability to monitor and maintain multiple holding/staging/waiting areas

for GTOs and to estimate the need for vehicles through the entire service day which ranges from 6am - 1am. Curbside dispatching capabilities include reporting and system management functions for GTOs are required to manage supply and passenger demands accurately while minimizing disruption to Airport curbside loading and roadways. Excellent customer service skills are needed to assist arriving passengers with GTOs and deal with GTO drivers tactfully.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5290, Transportation Planner IV; 9135, Passenger Service Specialist ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. Current classifications do not include curbside dispatch. The 9135 Passenger Service Specialist receives, acknowledges and responds to passenger and public complaints, inquiries and commendations from patrons similar to what the Curbside Coordinators are required to do. However, this is only one small component of the scope of work for the CMP. The type of work performed in this program requires intimate knowledge of Airport operations and monitoring, coordinating, and dispatching GTOs and there are no civil service classifications that meet all of the required scope of work for the CMP. For these reasons, the department has determined that these services cannot be provided by available City resources.

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

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

Civil Service classes are not applicable because it is important that the CMP be operated independent of the Airport so that Airport employees can serve as adjudicators in any dispute between GTOs and the CMP contractor. The closest civil service classification to this program would be the 9135, Passenger Service Specialist. However, the 9135 work does not apply here because the job specifications only match the passenger interaction portion of the requested services but does not match the curbside work. The CMP is a highly competitive program where the CMP staff must manage passenger loading zones, staging areas, and ensure the drivers are following the rules and regulations. The 5290, Transportation Planner IV, is the classification that will manage the contract for the Airport.

- 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, not at this time.

6. Additional Information

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

7. Union Notification: On 11/09/2020, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Transport Workers Union, L 200

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

COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47641 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/04/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); local200twu@sbcglobal.net; [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko@BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Annyse Acevedo \(AIR\)](mailto:Annyse.Acevedo@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47641 - 20/21
Date: Monday, November 9, 2020 5:39:51 PM

RECEIPT for Union Notification for PSC 47641 - 20/21 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47641 - 20/21 for \$29,500,000 for Initial Request services for the period 07/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15592> 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: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 48936 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Curbside Management ProgramFunding Source: Airport Operating FundsPSC Original Approved Amount: \$27,000,000PSC Original Approved Duration: 06/01/16-12/31/21 (5 years 30 weeks)PSC Mod#1 Amount: \$13,500,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$40,500,000PSC Cumulative Duration Proposed: 5 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will manage the San Francisco International Airport's (SFO or Airport) Curbside Management Program (CMP) for coordinating the Ground Transportation Operators (GTO) which include taxis, limousines and Transportation Network Companies (TNC). CMP staff will provide curbside assistance to passengers seeking door-to-door transportation. Additionally, the CMP staff will monitor, coordinate and dispatch GTOs from the the holding/staging areas; and provide administrative support for the CMP program and GTOs.

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

The CMP is necessary to manage the curbside operations accessed by arriving air passengers using this service for departures from the Airport. In 2015, 25 million passengers arrived at SFO. CMP staff managed the orderly dispatch of 1.8 million taxicabs; monitored 1.2 million limousines, 3.2 million TNC trips and 1 million charter bus, shuttles and van trips. Denial will eliminate the Airport's primary ground transportation management program and will result in chaotic conditions at the loading zones due to the competitive nature of the GTO industry.

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, this PSC 48936-15/16

D. Will the contract(s) be renewed?

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

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

The term includes the anticipated 5-year term and additional months through the end of the calendar year to allow for any possible delays initiating the work.

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 Airport is also not able to fluctuate staffing with speed during peak travel periods and special events, as the contractor is able to do.

B. Reason for the request for modification:

This modification is to increase the current amount in order to accommodate the increased expenditures due to the additional staffing needed to relocate the Transportation Network Companies lots.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: An independent contractor who provides the ability to monitor and maintain multiple holding/staging/waiting areas for GTOs and to estimate the need for vehicles through the entire service day which ranges from 6am - 1am. Curbside dispatching capabilities including reporting and system management functions for GTOs are required to manage supply and passenger demands accurately while minimizing disruption to Airport curbside loading and roadways. Excellent customer service skills are needed to assist arriving passengers with GTOs and deal with GTO drivers tactfully.

B. Which, if any, civil service class(es) normally perform(s) this work? 9135 ;

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.

It is important for the CMP to be operated independent of the Airport so that Airport employees can serve as adjudicators in any dispute between GTOs and the CMP contractor. The 9135 staff could perform part of the work but could not perform the curbside work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the number of staff required to manage and monitor the CMP fluctuates frequently and is dependent upon arriving passenger load. Due to the short notice of fluctuating staff demand this would not justify creating a new civil service classification.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Not Applicable, There will not be training 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 11/06/19, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48936 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/22/2019