



London Breed
Mayor

Carol Isen
Human Resources Director (Acting)

Date: February 26, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director (Acting)

From: Karen Henderson, MYR
Esperanza Zapien, HSA
Bill Irwin / Daniel Kwon, PUC
Alexander Burns, DPW
Junko Laxamana, BOS
Joan Lubamersky, ADM
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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
\$51,067,000	\$105,077,174	\$1,266,829,588

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Mayor
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Board of Supervisors
1 Dr. Carlton B. Goodlett Pl., Rm. 244
San Francisco, CA 94102
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City Administration / Mayor
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Jacquie Hale
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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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POSTING FOR

March 15, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

APPLY

2021-03-15

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
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The Contractor shall customize, provide licensing and support, and maintain an end-to-end web-based grants management system identified by the City as Grants Management System (GMS) to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools.

The System must provide MOHCD staff and potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process,

41666 - 20/21 MAYOR	\$625,000.00	<p>including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, and Agency and User setup and administration. Services provided shall include System planning and management, including but not limited to, requirements and design, integration, testing, acceptance, deployment, data migration (if applicable), training, and maintenance. Developer and Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. Live phone support is highly preferred.</p> <p>The System must include all products and services required for successful implementation, as well as System maintenance and updates over the full term of the Agreement. Services may include, but not be limited to, business process and technical assessment and recommendations, project planning, System implementation, data migration (if applicable)</p>	January 4, 2021	December 22, 2024	REGULAR
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			and troubleshooting, acceptance testing, training, and support.			
46770 - 19/20	HUMAN SERVICES	\$198,000.00	Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.	January 1, 2021	September 30, 2022	REGULAR
43770 - 20/21	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	PSC 46912-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46912- 18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0070. This request will allow the SFPUC to complete the execution of Contract PRO.0070.	February 15, 2021	February 14, 2026	REGULAR
			The City seeks to retain the services of a qualified Proposer to assist with the following North American Electric Reliability Corporation (NERC) Reliability Standards compliance related services: (i) managing the Hetch Hetchy Water and Power's NERC Compliance Program; (ii)			

mock audits, (iii) readiness/gap assessments, (iv) risk analysis, (v) procedure and workflow development, (v) review and implementation of internal controls, (vi) the development and implementation of Internal Compliance Programs, (vii) Subject Matter Expert (SME) training; (viii) on-site audit/spot check support; and (ix) services for issues regarding compliance and demonstration of NERC reliability standards in the future.

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San

44782 - 20/21	PUBLIC UTILITIES COMMISSION	\$7,500,000.00		May 10, 2021	May 9, 2027 REGULAR
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Francisco Public Utilities
Commission (SFPUC)
Lower Alemany Area
Stormwater
Improvement Project.
This includes large
diameter pipes and
structures on deep
foundations, launching
and receiving shafts,
and all related site
investigation work (e.g.
geotechnical and
hazardous materials.)

PSC 41117-18/19 was
approved by the Civil
Service Commission on
August 5, 2019 for the
scope of work in this
request. PSC 41117-
18/19 expired on August
5, 2020, before
execution of SFPUC
Contract PRO-0140. This
request will allow the
SFPUC to complete the
execution of Contract
PRO.0140.

Provide specialized and
short-term
augmentation to existing
SFPUC staff for the
construction
management of the
projects to be
constructed for the 10-
year Regional Water
System Capital
Improvement Program
and the remainder of
the Water System
Improvement Program
(WSIP) in the East Bay.
Services will include

49806 - 20/21	PUBLIC UTILITIES COMMISSION	\$18,000,000.00	<p>project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.</p> <p>The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.</p> <p>This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover</p>	April 1, 2021	March 31, 2028	REGULAR
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			the temporary peak work load anticipated during the PSC duration.			
48340 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$6,000,000.00	Provide specialized services in Cost Estimating to support Department of Public Works' design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.	February 1, 2021	June 30, 2027	REGULAR
41887 - 20/21	BOARD OF SUPERVISORS	\$10,500,000.00	Budget and Legislative Analyst shall provide detailed review of legislation pending before Board Committees and the Board including Annual Appropriation and Salary Ordinance, supplemental appropriation requests, leases, contract agreements, Municipal Code changes and Charter Amendments; provide policy analysis and evaluation of options for legislative initiatives that are of interest to the Board; provide policy analysis and support to the Government Audit and Oversight Committee regarding the Civil Grand Jury Reports; and perform management audits of City departments and programs to assess	January 1, 2022	December 31, 2025	REGULAR

whether subject
departments and
programs are achieving
economy, efficiency and
effectiveness.

TOTAL AMOUNT \$50,823,000

CSV

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Posting For March 15, 2021

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

APPLY

2021-03-15

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42510 - 18/19 - MODIFICATIONS	March 15, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$44,000	\$134,000	SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase. Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct	03/01/2019	02/28/2023	REGULAR

work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.

The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000/year. However, due to the SFGH rebuild and the introduction of

4021-13/14 - MODIFICATIONS	March 15, 2021	PUBLIC HEALTH -- DPH	\$200,000	\$1,000,000		02/01/2021 01/31/2024	REGULAR
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nuclear medicine
capabilities it is
anticipated that the
annual usage may
temporarily increase,
and then return to
the normal levels
once the facility is
fully operational.

TOTAL AMOUNT \$244,000

Regular/Continuing/Annual Personal Services Contracts

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: Software License, Maintenance & Development

Funding Source: Community Development Block Grant, Emergen

PSC Amount: \$625,000

PSC Est. Start Date: 01/04/2021

PSC Est. End Date 12/22/2024

1. Description of Work

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

The Contractor shall customize, provide licensing and support, and maintain an end-to-end web-based grants management system identified by the City as Grants Management System (GMS) to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools.

The System must provide MOHCD staff and potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, and Agency and User setup and administration. Services provided shall include System planning and management, including but not limited to, requirements and design, integration, testing, acceptance, deployment, data migration (if applicable), training, and maintenance. Developer and Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. Live phone support is highly preferred.

The System must include all products and services required for successful implementation, as well as System maintenance and updates over the full term of the Agreement. Services may include, but not be limited to, business process and technical assessment and recommendations, project planning, System implementation, data migration (if applicable) and troubleshooting, acceptance testing, training, and support.

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

MOHCD manages over \$47,000,000 of federal funds granted by the U.S. Department of Housing and Urban Development ("HUD") through the Community Development Block Grant ("CDBG") program, as well as the Emergency Shelter Grant ("ESG"), Housing Opportunities for Persons with AIDS ("HOPWA") and other local, state, and federal funding sources. MOHCD's granting process consists of administering and tracking complex awarding, compliance, and reporting requirements in collaboration with, or on behalf of approximately 1,000 users at over 300 grantee agencies managing over 1,100 projects. Procurement of a new system will ensure MOHCD's effective and efficient management of public funds and requirements associated with these complex processes to assure accountability and accuracy, as well as efficient, timely, and accurate reporting as required to HUD and other local, state, and federal funding sources. We are nearing the end of a 5-year contract for the current system being used and the fast pace of technology change means that there is now a dramatically different landscape of possible grants management solutions than were available previously. Releasing a new RFP is a fiscally and programmatically responsible approach and will enable us to review all possible options in regard to costs, service levels, and available tools. Without these services, MOHCD would lose the ability to effectively manage the over \$47,000,000 of federal funds granted by HUD through the CDBG program, as well as the ESG, HOPWA, and other local, state, and federal funding sources.

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 and continues to be provided by its sole source organization, Cityspan. Most recent PSC #47589 13/14.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This work is for services around licensing, maintenance, and customizations for a system that is proprietary to the vendor.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor must have experience customizing and maintaining the proprietary Cityspan web-based system currently being used and identified by the City as "Grants Management System" (GMS). In addition, Contractor must be able to provide technical support to both City staff and CBO end users.

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

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?

No, GMS is a proprietary system

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

A. Explain why civil service classes are not applicable.

The Contractor must have experience customizing and maintaining the proprietary Cityspan web-based system currently being used and identified by the City as "Grants Management System" (GMS). In addition, Contractor must be able to provide technical support to both City staff and Community Based Organizations end users.

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, Grants Management Services (GMS) is a proprietary system. The software is proprietary to Cityspan, Inc.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The Contractor will provide technical support to both City staff and Community Based Organizations.

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

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

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

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

7. **Union Notification:** On 01/04/2021, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41666 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org
Sent: Monday, January 4, 2021 7:02 PM
To: Henderson, Karen (MYR); 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; Henderson, Karen (MYR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41666 - 20/21

RECEIPT for Union Notification for PSC 41666 - 20/21 more than \$100k

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

41666 - 20/21 for \$625,000 for Initial Request services for the period 01/04/2021 – 12/22/2024. 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/15934> 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)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

December 8, 2017

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 46915-17/18; 45528-17/18; 47743-17/18; 44750-17/18; 46926-17/18; 47879-17/18; 49311-17/18; 47541-17/18; 43499-17/18; 47378-17/18; 40003-16/17; 46544-14/15; 4011-13/14; 42606-13/14; 45648-14/15 AND 47589-13/14.

At its meeting on December 4, 2017 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1. Approved PSC #47378-17/18 with the condition that the department report back in one (1) year to discuss progress and lessons learned.
2. Adopted the report. Approved the remaining requests for proposed Personal Services Contracts and notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Attachments

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR

Dept. Code: MYR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47589 - 13/14)

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

Type of Service: Software Licenses, Maintenance and Development

Funding Source: CDBG

PSC Original Approved Amount: \$625,000

PSC Original Approved Duration: 10/15/14 - 10/15/17 (3 years 1 day)

PSC Mod#1 Amount: \$625,000

PSC Mod#1 Duration: 10/01/17-10/01/20 (2 years 50 weeks)

PSC Cumulative Amount Proposed: \$1,250,000

PSC Cumulative Duration Proposed: 5 years 50 weeks

1. Description of Work

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

The Contractor shall provide & maintain an end-to-end web-based grants management system as a Commercial Off-The-Shelf solution or customized SaaS/PaaS/Cloud hosted subscription-based platform to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools. The System must provide Mayor's Office of Housing & Community Development (MOHCD) staff & potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, & Agency & User setup and administration. Services provided shall include System planning & management, including but not limited to, requirements & design, integration, testing, acceptance, deployment, data migration (if applicable), training, & maintenance. Developer & Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. (See Additional Attachment)

Scope Change

The Contractor shall customize, provide licensing and support, and maintain an end-to-end web-based grants management system identified by the City as Grants Management System (GMS) to provide the functionalities described below for at least 1,000 Users with varying levels of access, as well as a wide variety of experience in the use of online tools.

The System must provide MOHCD staff and potential and awarded Grantees with the ability to initiate, manage and monitor the entire granting process, including Grantee Project proposal set-up, submission, review and negotiations, grant award, reporting and reimbursement, and Agency and User setup and administration. Services provided shall include System planning and management, including but not limited to, requirements and design, integration, testing, acceptance, deployment,

data migration (if applicable), training, and maintenance. Developer and Subscription System User support Monday through Friday, 8am - 6pm Pacific Time (as a minimum window of availability) is required. Live phone support is highly preferred.

The System must include all products and services required for successful implementation, as well as System maintenance and updates over the full term of the Agreement. Services may include, but not be limited to, business process and technical assessment and recommendations, project planning, System implementation, data migration (if applicable) and troubleshooting, acceptance testing, training, and support.

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

Mayor's Office of Housing & Community Development (MOHCD) manages over \$47,000,000 of federal funds granted by the U.S. Department of Housing & Urban Development ("HUD") through the Community Development Block Grant ("CDBG") program, as well as the Emergency Shelter Grant ("ESG"), Housing Opportunities for Persons with AIDS ("HOPWA") & other local, state, & federal funding sources. Mayor's Office of Housing & Community Development (MOHCD's) granting process consists of administering & tracking complex awarding, compliance, & reporting requirements in collaboration with, or on behalf of approximately 1,000 users at over 300 grantee agencies managing over 1,100 projects. (See Additional Attachment)

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?
Subject to evaluation of contract(See Additional Attachment)

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This service was not provided in the past - Approved Personal Service Contract 47589-13/14.

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 services being provided are limited in scope and duration as far as system development is concerned. Further, the skills, expertise, and knowledge can come only from the vendor, Cityspan Technologies as the system is proprietary to them.

B. Reason for the request for modification:

MOHCD manages over \$47,000,000 of federal funds granted by the U.S. Department of Housing and Urban Development ("HUD") through the Community Development Block Grant ("CDBG") program, as well as the Emergency Shelter Grant ("ESG"), Housing Opportunities for Persons with AIDS ("HOPWA") and other local, state, and federal funding sources. MOHCD's granting process

consists of administering and tracking complex awarding, compliance, and reporting requirements in collaboration with, or on behalf of approximately 1,000 users at over 300 grantee agencies managing over 1,100 projects. Procurement of a new system will ensure MOHCD's effective and efficient management of public funds and requirements associated with these complex processes to assure accountability and accuracy, as well as efficient, timely, and accurate reporting as required to HUD and other local, state, and federal funding sources. We are nearing the end of a 5-year contract for the current system being used and the fast pace of technology change means that there is now a dramatically different landscape of possible grants management solutions than were available previously. Releasing a new RFP is a fiscally and programmatically responsible approach and will enable us to review all possible options in regard to costs, service levels, and available tools. Without these services, MOHCD would lose the ability to effectively manage the over \$47,000,000 of federal funds granted by HUD through the CDBG program, as well as the ESG, HOPWA, and other local, state, and federal funding sources.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have experience developing & maintaining end-to-end (from development through successful launch & acceptance by government or nonprofit agency client) customized, hosted web-based systems utilizing the same software or platform they propose in their response to the associated Request For Proposal (RFP) for at least two (2) government or nonprofit agencies with over 50 users in the United States other than Mayor's Office of Housing & Community Development (MOHCD).(See Additional Attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1033, IS Trainer-Senior; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The system will be subscription based, and any development/customization would be specific to the proposed system, which would likely be proprietary to the Contractor or partner. Further, as a minimum qualification, any lead developer working on the project must have current, active certification in the software or platform used as a minimum qualification.
- 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 and or feasible to adopt a civil service class to perform for this work because only employees of the company performing the service, City Span Technologies, can develop the system as it is proprietary to them. We received a Sole Source Waiver approval for this form Office of Contract Administration (OCA) on 9/12.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The Contractor will provide Administrator and end-user training as needed for up to 40 hours for up to 20 users who are a mix of administrators, analysts, and supervisors.
- 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.
Existing PSC extension Contract # 47589 13/14

7. Union Notification: On 09/22/17, 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47589 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/04/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Consultation, Technical Assistance, Meeting Facilitation

Funding Source: Federal

PSC Duration: 1 year 38 weeks

PSC Amount: \$198,000

1. Description of Work

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

Assist CalWORKs to complete the components of Cal-OAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.

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

This service is necessary because Cal-OAR is a State of California mandated project. Not completing the project will cause the CalWORKs program to fall out of compliance.

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

N/A (This is a new project.)

D. Will the contract(s) be renewed?

No, the contract will not be renewed, as this is a one-time only project.

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

N/A (This project is less than 5 years.)

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term project of about 3 years that requires specific skills in stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in the reports and CQI processes as required by the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specific skills required are stakeholder outreach and engagement, assistance to compile and report on stakeholder feedback, and integrate feedback effectively in reports and CQI (Continuous Quality Improvement) processes, as required by Cal-OAR.

B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2917, Program Support Analyst;

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

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

N/A

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

A. Explain why civil service classes are not applicable.

Civil services classes are not feasible because this is a short term project. The office will have to recruit, hire and train temporary staff in a short period of time; and then these workers will be released from employment after the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical given the short-term nature of the project.

6. Additional Information

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

No.

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

No. The proposed work does not include 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.

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 12/03/2020, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46770 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of esperanza.zapien@sfgov.org
To: [Zapien, Esperanza \(HSA\)](#); [Meyers, Julie \(HSA\)](#); Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](#); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](#); david.canham@seiu1021.org; jtanner940@aol.com; [Laxamana, Junko \(BOS\)](#); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Lau, Leslie \(HSA\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46770 - 19/20
Date: Thursday, December 3, 2020 10:43:02 AM

RECEIPT for Union Notification for PSC 46770 - 19/20 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 46770 - 19/20 for \$198,000 for Initial Request services for the period 01/01/2021 – 09/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14582> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: HHWP NERC Compliance and Audit Support (PRO.0070)

Funding Source: Hetch Hetchy Water and Power Programmatic

PSC Duration: 5 years

PSC Amount: \$8,000,000

1. Description of Work

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

PSC 46912-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46912-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0070. This request will allow the SFPUC to complete the execution of Contract PRO.0070.

The City seeks to retain the services of a qualified Proposer to assist with the following North American Electric Reliability Corporation (NERC) Reliability Standards compliance related services: (i) managing the Hetch Hetchy Water and Power's NERC Compliance Program; (ii) mock audits, (iii) readiness/gap assessments, (iv) risk analysis, (v) procedure and workflow development, (v) review and implementation of internal controls, (vi) the development and implementation of Internal Compliance Programs, (vii) Subject Matter Expert (SME) training; (viii) on-site audit/spot check support; and (ix) services for issues regarding compliance and demonstration of NERC reliability standards in the future.

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

The reliability of the Nation's power grid, the Bulk Electric System (BES), is regulated by the Federal Energy Regulatory Commission (FERC) through agreement with the NERC. Hetch Hetchy Water and Power (HHWP) is a NERC registered Generator Owner, Generator Operator, Transmission Owner, Transmission Operator and Transmission Planner, and as such is subject to mandatory and enforceable NERC Reliability Standards. In the western US, NERC delegates primary responsibility for monitoring and enforcement of NERC Reliability Standards to the Western Electricity Coordinating Council (WECC). Currently there are over 1,000 standards applicable to Hetch Hetchy Water and Power. Without the services provided through this PSC, Hetch Hetchy Water and Power will be unable to maintain compliance with NERC Standards. Violation of these standards either discovered by WECC or self-reported by HHWP can have significant financial and reputational implications. Along with monetary penalties ranging from \$1,000 to \$1,250,000 per day, violations of Reliability Standards impact the SFPUC by involving: expenditures on legal defense, development of costly mitigation plans, SFPUC and City Attorney staff time, and impacts on CCSF's reputation within the industry and with the public.

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

PSC 46912-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 46912-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0070. This request will allow the SFPUC to complete the execution of Contract PRO.0070. Similar services have been provided in the past via PSC# 4003-12/13 (Contract No. CS-246, Technical Support Services NERC)

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:

In addition to providing as-needed services and independent mock-audit support for Hetch Hetchy Water and Power, the services provided in this PSC are assisting HHWP meet critical staffing gaps to meet NERC regulatory requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Previous experience in WECC/NERC regulatory requirements, including but not limited to: • NERC Operations & Planning Standards Compliance • NERC Critical Infrastructure Protection Standards Compliance • Critical Infrastructure Protection Process Automation • Network Infrastructure • CIP Impact Rating Criteria and Distribution O&P Study • Pre and Post WECC Audit Support Services

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5601, Utility Analyst; 5602, Utility 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?

The required tasks are highly specialized and/or technical in nature. Though we have had some positions filled, it is also important to have independent and third party reviews and input.

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

A. Explain why civil service classes are not applicable.

The work is highly specialized and/or technical in nature, and is required on a somewhat periodic basis (e.g., peaks in work load. Additionally, there are circumstances where it is important to have independent and third party reviews and input.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not applicable (because civil service classes already exist).

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. Staff in the following occupational types serving as subject matter experts at Hetch Hetchy Water and Power will be trained on specific WECC/NERC requirements for regulatory compliance related to their specific functional responsibilities. Less than 20 percent of the contract will be used for training. The following occupational types of City and County employees will receive this training: electrical engineers, utility specialists, managers, powerhouse trainers, NERC Compliance Manager, NERC Compliance Officer; power generation supervisors, and power generation technicians. It is our intent that the training/studies/analysis would eventually be performed by SFPUC 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 02/10/2021, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43770 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.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; [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43770 - 20/21
Date: Wednesday, February 10, 2021 1:47:40 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 43770 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43770 - 20/21 for \$8,000,000 for Initial Request services for the period 02/15/2021 – 02/14/2026. 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/16082> 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

From: [Timothy Mathews](#)
To: [Kyger, Todd](#)
Cc: [Alicia Flores](#)
Subject: RE: PSC 44782 - 20/21 (PRO 0164)
Date: Tuesday, February 16, 2021 5:28:20 PM
Attachments: [Union Receipt 44782 - 20 21.pdf](#)
[Union Receipt 43770 - 20 21.pdf](#)

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.

Todd,

Please see attached receipts of review period waivers for the two PSC y'all were interested in.

Our committee was able to review them, and give approval to waive remaining review time.

Thanks.

-Timothy

Timothy Mathews

Pronouns: He/him/his

Research Specialist

IFPTE Local 21

1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Kyger, Todd <TKyger@sfwater.org>

Sent: Friday, February 12, 2021 9:59 AM

To: Alicia Flores <aflores@ifpte21.org>

Subject: PSC 44782 - 20/21 (PRO 0164)

Hi Alicia,

We're requesting expedited approval for the attached PSC for Engineering Services for the Lower Alemany Area Stormwater Improvements Project. No changes were made from the previously approved PSC, however the 1-year execution deadline has lapsed requiring us to resubmit to the CSC. If it's possible to receive your approval to move forward before next Wednesday the 17th, that would be great.

Thank you and have a great weekend!

t

Todd Kyger

Workforce & Economic Programs

Infrastructure Division

San Francisco Water, Power, Sewer

415-308-0839 | tkyger@sfwater.org

<PSC 44782-2021 Engineering Design Services for underground structures, including trenchless design (PRO.0164) with union notice.pdf>

<Personal Services Contract Summary Form_PRO-0070_Draft 2.8.21.docx>

<PSC 46912 - 1819 approved (PRO.0070).pdf>

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

[Home](#) > Union Receipt: 43770 - 20/21

Union Receipt: 43770 - 20/21

Posted February 16, 2021 - 16:56 by [tmathews21](#)

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [tmathews21](#)

Modified PSC Record:

Initial PSC Record: [43770 - 20/21](#)

Date Accessed: February 16, 2021

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: HHWP NERC Compliance and Audit Support (PRO.0070)Funding Source: Hetch Hetchy Water and Power ProgrammaticPSC Amount: \$8,000,000PSC Est. Start Date: 01/01/2020PSC Est. End Date 12/31/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The City seeks to retain the services of a qualified Proposer to assist with the following North American Electric Reliability Corporation (NERC) Reliability Standards compliance related services: (i) managing the Hetch Hetchy Water and Power's NERC Compliance Program; (ii) mock audits, (iii) readiness/gap assessments, (iv) risk analysis, (v) procedure and workflow development, (v) review and implementation of internal controls, (vi) the development and implementation of Internal Compliance Programs, (vii) Subject Matter Expert (SME) training; (viii) on-site audit/spot check support; and (ix) services for issues regarding compliance and demonstration of NERC reliability standards in the future.

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

The reliability of the Nation's power grid, the Bulk Electric System (BES), is regulated by the Federal Energy Regulatory Commission (FERC) through agreement with the NERC. Hetch Hetchy Water and Power (HHWP) is a NERC registered Generator Owner, Generator Operator, Transmission Owner, Transmission Operator and Transmission Planner, and as such is subject to mandatory and enforceable NERC Reliability Standards. In the western US, NERC delegates primary responsibility for monitoring and enforcement of NERC Reliability Standards to the Western Electricity Coordinating Council (WECC). Currently there are over 1,000 standards applicable to Hetch Hetchy Water and Power. Without the services provided through this PSC, Hetch Hetchy Water and Power will be unable to maintain compliance with NERC Standards. Violation of these standards either discovered by WECC or self-reported by HHWP can have significant financial and reputational implications. Along with monetary penalties ranging from \$1,000 to \$1,250,000 per day, violations of Reliability Standards impact the SFPUC by involving: expenditures on legal defense, development of costly mitigation plans, SFPUC and City Attorney staff time, and impacts on CCSF's reputation within the industry and with the public.

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

Similar services have been provided in the past via PSC# 4003-12/13 (Contract No. CS-246, Technical Support Services NERC)

D. Will the contract(s) be renewed?

No.

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

This contract duration is five (5) years to assist Hetch Hetchy Water and Power (HHWP) with maintaining compliance with NERC Standards which continue to evolve. Maintaining compliance with NERC regulations will be a long term effort and the consultant's expertise will be needed throughout the duration.

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:

In addition to providing as-needed services and independent mock-audit support for Hetch Hetchy Water and Power, the services provided in this PSC are assisting HHWP meet critical staffing gaps to meet NERC regulatory requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Previous experience in WECC/NERC regulatory requirements, including but not limited to: • NERC Operations & Planning Standards Compliance • NERC Critical Infrastructure Protection Standards Compliance • Critical Infrastructure Protection Process Automation • Network Infrastructure • CIP Impact Rating Criteria and Distribution O&P Study • Pre and Post WECC Audit Support Services

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5601, Utility Analyst; 5602, Utility 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?

The required tasks are highly specialized and/or technical in nature. Though we have had some positions filled, it is also important to have independent and third party reviews and input.

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

A. Explain why civil service classes are not applicable.

The work is highly specialized and/or technical in nature, and is required on a somewhat periodic basis (e.g., peaks in work load. Additionally, there are circumstances where it is important to have independent and third party reviews and input.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not applicable (because civil service classes already exist).

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. Staff in the following occupational types serving as subject matter experts at Hetch Hetchy Water and Power will be trained on specific WECC/NERC requirements for regulatory compliance related to their specific functional responsibilities. Less than 20 percent of the contract will be used for training. The following occupational types of City and County employees will receive this training: electrical engineers, utility specialists, managers, powerhouse trainers, NERC Compliance Manager, NERC Compliance Officer; power generation supervisors, and power generation technicians. It is our intent that the training/studies/analysis would eventually be performed by SFPUC 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.
Yes. It is possible that a contractor and/or subcontractors that are on a current PSC with the Hetch Hetchy Water and Power Enterprise's (e.g. CS-246) could potentially bid on this contract as well.

7. **Union Notification:** On 06/10/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46912 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4003 - 12/13)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: HHWP Transmission Owner & Operator Business Processes (CS-246)Funding Source: WECC/NERC Programmatic FundingPSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/02/12 - 06/30/17 (4 years 52 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/17-06/30/18 (1 year)PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)PSC Mod#3 Amount: \$4,000,000 PSC Mod#3 Duration: 06/30/20-12/31/21 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$9,000,000 PSC Cumulative Duration Proposed: 9 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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

Denial would lead to non-compliance or delay in registration as it relates to TO and TOP requirements and will result in financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day.

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 services is currently being provided via PSC No. 4003-12/13.

D. Will the contract(s) be renewed?

No.

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

This PSC duration is over five years to assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other

registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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 necessary experience is not available within the SFPUC.

B. Reason for the request for modification:

The North American Electric Reliability Corporation (NERC), under the jurisdiction of the Federal Energy Regulatory Commission, adopts and enforces mandatory electric reliability standards. Hetch Hetchy Water and Power (HHWP) is required to meet standards in five functional categories: • Generator Owner; • Generator Operator; • Transmission Owner; • Transmission Operator; and • Transmission Planner. There are almost 1000 applicable requirements, including upgrades to power, communication, and security facilities, as needed to maintain compliance. HHWP must meet strict standards, including process, procedures, and documentation to demonstrate implementation of the requirements. This is currently HHWP's only available regulatory compliance support contract. Due to difficulties recruiting and retaining Permanent Civil Service employees with skill sets in NERC compliance, HHWP relies on this contract to fill staffing gaps that impact compliance with Operation and Planning Standards (FERC 693) and Critical Infrastructure Protection Standards (Order 706). The amendment will allow the San Francisco Public Utilities Commission (SFPUC) time to develop a Request for Proposals and award a new contract to meet current and additional NERC obligations.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Previous experience in performing transmission planning studies is California (short-term and long-term). Background in WECC/NERC regulatory requirements.

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

Civil services classes are not applicable because this experience is not available within Infrastructure.

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

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.
Staff in the following classes and the subject matter expert at Hetch Hetchy Water & Power for Transmission Operator, Transmission Planner, and Planning Authority will be trained on registration requirements for WECC NERC regulatory compliance with the SFPUC. Approximately one-half of the contract will be used for this training. 5241: Engineer; 5212: Engineer/Architect Principal; 5211: Engineer/Architect/Landscape Architect Senior; 5207: Associate Engineer; 5602: Utility Specialist; 0942: Manager VII, Powerhouse trainer and NERC Compliance Manager, NERC Compliance Officer; 7488: Power Generation Supervisor; 7484: Senior Power Generation Technician; 7482: Power Generation Technician II It is our intent that the training/studies/analysis will eventually be performed by classes 5241, 5211 and the 5207 and provides the remaining HHWP staff that implements the standards.
- 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.
Utility System Efficiencies, Inc. (CS-246)

- 7. Union Notification:** On 02/27/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003 - 12/13

DHR Analysis/Recommendation:

04/01/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)

Funding Source: Sewer System Improvement Program

PSC Duration: 6 years

PSC Amount: \$7,500,000

1. Description of Work

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

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

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

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164. Similar specialized tunnel and seismic engineering services to address stormwater improvements in S.F. has been provided under PSC 49868-17/18 for Pro.0101, "Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project." And other S.F. tunnel and seismic engineering services to provide reliable and redundant gravity conveyance and storage of wastewater flows from the Channel Pump Station to the Southeast Treatment Plant have been provided under PSC 4014-11/12 for CS-169, "Planning & Engineering Services, Central Bayside System Improvement Project." While tunnel related engineering services for water improvements outside S.F. have been provided under PSC 41561-14/15 for CS-249, "Planning & Design Services Mountain Tunnel Improvements."

D. Will the contract(s) be renewed?

No.

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

The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the tunneling, seismic and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with utility conflicts, and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.
Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of work.
- C. Are there legal mandates requiring the use of contractual services?

No.

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

No.

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

No.

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

No.

7. Union Notification: On 02/11/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44782 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.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; [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44782 - 20/21
Date: Thursday, February 11, 2021 2:17:21 PM

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

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

RECEIPT for Union Notification for PSC 44782 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44782 - 20/21 for \$7,500,000 for Initial Request services for the period 05/10/2021 – 05/09/2027. 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/16087> 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

From: [Timothy Mathews](#)
To: [Kyger, Todd](#)
Cc: [Alicia Flores](#)
Subject: RE: PSC 44782 - 20/21 (PRO 0164)
Date: Tuesday, February 16, 2021 5:28:20 PM
Attachments: [Union Receipt 44782 - 20 21.pdf](#)
[Union Receipt 43770 - 20 21.pdf](#)

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.

Todd,

Please see attached receipts of review period waivers for the two PSC y'all were interested in.

Our committee was able to review them, and give approval to waive remaining review time.

Thanks.

-Timothy

Timothy Mathews

Pronouns: He/him/his

Research Specialist

IFPTE Local 21

1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Kyger, Todd <TKyger@sfwater.org>

Sent: Friday, February 12, 2021 9:59 AM

To: Alicia Flores <aflores@ifpte21.org>

Subject: PSC 44782 - 20/21 (PRO 0164)

Hi Alicia,

We're requesting expedited approval for the attached PSC for Engineering Services for the Lower Alemany Area Stormwater Improvements Project. No changes were made from the previously approved PSC, however the 1-year execution deadline has lapsed requiring us to resubmit to the CSC. If it's possible to receive your approval to move forward before next Wednesday the 17th, that would be great.

Thank you and have a great weekend!

t

Todd Kyger

Workforce & Economic Programs

Infrastructure Division

San Francisco Water, Power, Sewer

415-308-0839 | tkyger@sfwater.org

<PSC 44782-2021 Engineering Design Services for underground structures, including trenchless design (PRO.0164) with union notice.pdf>

<Personal Services Contract Summary Form_PRO-0070_Draft 2.8.21.docx>

<PSC 46912 - 1819 approved (PRO.0070).pdf>

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

[Home](#) > Union Receipt: 44782 - 20/21

Union Receipt: 44782 - 20/21

Posted February 16, 2021 - 17:05 by [tmathews21](#)

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [tmathews21](#)

Modified PSC Record:

Initial PSC Record: [44782 - 20/21](#)

Date Accessed: February 16, 2021

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)Funding Source: Sewer System Improvement ProgramPSC Duration: 6 yearsPSC Amount: \$7,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

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

Similar specialized tunnel and seismic engineering services to address stormwater improvements in S.F. has been provided under PSC 49868-17/18 for Pro.0101, "Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project." And other S.F. tunnel and seismic engineering services to provide reliable and redundant gravity conveyance and storage of wastewater flows from the Channel Pump Station to the Southeast Treatment Plant have been provided under PSC 4014-11/12 for CS-169, "Planning & Engineering Services, Central Bayside System Improvement Project." While tunnel related engineering services for water improvements outside S.F. have been provided under PSC 41561-14/15 for CS-249, "Planning & Design Services Mountain Tunnel Improvements."

D. Will the contract(s) be renewed?

No.

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

The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

2. Reason(s) for the Request

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

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

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

- B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the tunneling, seismic and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with utility conflicts, and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.
Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49277 - 19/20

DHR Analysis/Recommendation:

action date: 10/21/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49868 - 17/18)

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

Type of Service: Tunnel Engineering Design (PRO.0101)Funding Source: SSIP FundedPSC Original Approved Amount: \$7,000,000PSC Original Approved Duration: 08/01/18 - 08/01/20 (2 years 1 day)PSC Mod#1 Amount: \$2,700,000PSC Mod#1 Duration: 08/01/20-11/01/23 (3 years 13 weeks)PSC Cumulative Amount Proposed: \$9,700,000PSC Cumulative Duration Proposed: 5 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUC's) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12' inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).

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

The neighborhood surrounding 17th, 18th, and Folsom Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding in the City's design storm. Design and construction of conveyance infrastructure protection is needed to alleviate flooding for a susceptible portion of the City and without this project, the 17th, 18th and Folsom Street areas will remain vulnerable to flooding.

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 49868 - 17/18

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:

Modification No. 1 to PSC 49868-17/18 is requested to authorize a five-year term from November 1, 2018 through November 1, 2023 for SFPUC Agreement No. PRO.0101, Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project. A five-year term is needed to explore alternatives and possible redesign of the tunnel due to unforeseen site

conditions. The PSC duration of five years and thirteen weeks exceeds the contract duration because the PSC term begins three months before the contract term.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Design and construction of tunnels occurs infrequently and there is no continuous, long-term workload for this specialized service, nor is such expertise available from within City resources.

B. Reason for the request for modification:

Modification No. 1 to PSC 49868-17/18 is requested to add \$4,000,000 and three years to SFPUC Contract PRO.0101 Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project to provide a redesign of the tunnel alignment due to unforeseen site conditions. After Modification No. 1 PSC 49868-17/18 will have the same \$9,700,000 contract amount and 5-year term as SFPUC Contract PRO.0101.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide engineering design services for a large diameter sewer tunnel in Seismic Zone 4, including associated comprehensive geotechnical and hazardous material investigations and advanced numerical modeling.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5602, Utility Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for geotechnical/hazardous material investigation will be required.

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.

Design and construction of tunnels occurs infrequently. There is no reliably continuous, long-term workload for this service, which renders the hiring of long-term City employees unviable. Note that this project will be jointly performed by both City staff (SFPW & SFPUC) in areas of the project where these departments are qualified to engage, and the consultant team for the design work specific to the tunnel portion of the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there is insufficient continuous, long term workload to support a long-term staff of tunnel designers.

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.
To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for approximately 40 hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, pipeline fault crossing design, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design, tunneling methodology and shaft construction, alternative tunnel portal designs. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, construction managers, and project managers.
- 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 08/07/20, 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# 49868 - 17/18

DHR Analysis/Recommendation:

09/21/2020

Commission Approval Required

Approved by Civil Service Commission

09/21/2020 DHR Approved for 09/21/2020

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: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Duration: 7 years 1 day

PSC Amount: \$18,000,000

1. Description of Work

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

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140.

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

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

PSC 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140. Similar construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the

remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

D. Will the contract(s) be renewed?

No.

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

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2021 through 2027. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2027. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

2. Reason(s) for the Request

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

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

A. Explain why civil service classes are not applicable.

The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

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. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.

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 02/04/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49806 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.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; [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49806 - 20/21
Date: Thursday, February 4, 2021 10:48:03 AM

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 49806 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49806 - 20/21 for \$18,000,000 for Initial Request services for the period 04/01/2021 – 03/31/2028. 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/16026> 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

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

[Home](#) > Union Receipt: 49806 - 20/21

Union Receipt: 49806 - 20/21

Posted February 17, 2021 - 15:43 by [tmathews21](#)

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [tmathews21](#)

Modified PSC Record:

Initial PSC Record: [49806 - 20/21](#)

Date Accessed: February 17, 2021

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Construction Management Services (PRO.0140)Funding Source: 10-year Regional Water CIP and WSIPPSC Duration: 6 years 51 weeksPSC Amount: \$16,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

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

Similar construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

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

No.

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

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2020 through 2026. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2026. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

2. Reason(s) for the Request

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

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

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

- B. Explain the qualifying circumstances:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

- A. Explain why civil service classes are not applicable.
The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

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. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.
- 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 06/07/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41117 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$6,000,000

PSC Est. Start Date: 02/01/2021

PSC Est. End Date 06/30/2027

1. Description of Work

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

Provide specialized services in Cost Estimating to support Department of Public Works' design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.

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

Cost estimating is a specialized professional service that is out of the Public Works, Building Design and Construction (BDC)'s area of expertise. Cost estimating consultants are continually updating their data bases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own pool of "As-Needed" Cost Estimating consultants for BDC projects.

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

In the past, Cost Estimating services for building projects have been provided through subconsultants under the as-needed Architectural contracts approved under PSC No. 4095-09/10, and by As-Needed Cost Estimating contracts approved under PSC No. 4036-13/14.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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 additional time in the PSC duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

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).

☒ 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:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. This service will only be utilized on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 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?

The City does not have resources and information available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

A. Explain why civil service classes are not applicable.

Above civil service classes are applicable. These as-needed contract services will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no steady demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training is needed, as this service will only be utilized when the Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or specialized services are required that are not available internally.

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

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

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

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

7. Union Notification: On 01/13/2021, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48340 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 03/15/2021

Receipt of Union Notification(s)

Sy, Don (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Wednesday, January 13, 2021 4:36 PM
To: Burns, Alexander (DPW); 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; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48340 - 20/21

RECEIPT for Union Notification for PSC 48340 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48340 - 20/21 for \$6,000,000 for Initial Request services for the period 02/01/2021 – 06/30/2027. 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/15973> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As-Needed Cost Estimating ServicesFunding Source: Inter-Departmental Work Orders PSC Duration: 5 years 4 weeks
PSC Amount: \$1,000,000 PSC Est. Start Date: 12/01/2013 PSC Est. End Date: 12/31/2018**1. Description of Work****A. Scope of Work:**

Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.

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

Cost estimating is a specialized professional service that is out of the Buildings Design and Construction Division (BDC) area of expertise. Cost estimating consultants are continually updating their databases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own bank of "As-Needed" Cost Estimating consultants for our projects. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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

Cost Estimating services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide cost estimating services for building projects.

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

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4036-13/14

DHR Analysis/Recommendation:

11/04/2013

Commission Approval Required

DHR Approved for 11/04/2013

Approved by Civil Service Commission with

Page 001 Conditions

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

5120,5211,5212,5260,5261,5265,5266,5268,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

* Civil service classifications are applicable and City staff will be utilized where feasible.

* The Division is working at full capacity and postponement of pending projects would be contrary to the public interest.

* Project requires special construction and third party Consultant is required to ensure that a high quality estimate

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

5. Additional Information (if "yes", attach explanation)**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"/> |
| 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 _____ BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.orgAddress: 1155 Market Street, 4th Floor San Francisco, CA



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of **March 15, 2010** the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

RECEIVED
10 MAR 22 AM 11:00
DPW
CONTRACT ADMINISTRATIONS

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED

POSTING FOR

3/1/2010

10 MAR 22 AM 11:00

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

DPW
CONTRACT ADMINISTRATIONS

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Oplate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based oplate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
* 4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	8/30/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUH Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012

DATE: January 4, 2010 (Revised February 1, 2010)

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF SERVICE: *As-needed Architectural Design Services*

PSC AMOUNT: \$3,000,000* PSC DURATION: 5/1/2010 - 8/30/2015

A. Concise description of proposed work:

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

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

D. Will the contract(s) be renewed: *No*

Local 21 Ma. Carina C. Carlos 2/2/10
Union Name Signature of person mailing/faxing form Date

Union Name	Signature of person mailing/faxing form	Date
------------	---	------

RFP sent to _____, on _____
Union Name Date Signature

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

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

The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

The services are only going to be utilized on an as-needed basis.

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

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

Yes

No

☐☒

B. Will the contractor train City and County employees?

☐☒

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

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

☐☒

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

☐☒

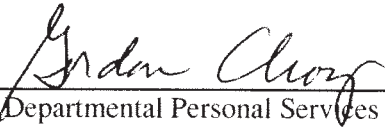
E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☒

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


Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORS -- BOS

Dept. Code: BOS

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

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

Type of Service: Budget and Legislative Analyst Services

Funding Source: General Fund

PSC Amount: \$10,500,000

PSC Est. Start Date: 01/01/2022

PSC Est. End Date 12/31/2025

1. Description of Work

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

Budget and Legislative Analyst shall provide detailed review of legislation pending before Board Committees and the Board including Annual Appropriation and Salary Ordinance, supplemental appropriation requests, leases, contract agreements, Municipal Code changes and Charter Amendments; provide policy analysis and evaluation of options for legislative initiatives that are of interest to the Board; provide policy analysis and support to the Government Audit and Oversight Committee regarding the Civil Grand Jury Reports; and perform management audits of City departments and programs to assess whether subject departments and programs are achieving economy, efficiency and effectiveness.

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

Budget and Legislative Analyst is a Charter-mandated function for the Board of Supervisors (Charter Section 2.117). Charter Section 2.117 states that the Board of Supervisors shall appoint and may remove a Budget Analyst and such appointment shall be made on the basis of qualification by education, training and experience for the position. On December 15, 2020, the Board of Supervisors approved Motion No. M20-0201, directing the Clerk of the Board of Supervisors to initiate a Request for Proposal for the Budget and Legislative Analyst services.

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 was provided in the past by a contractor since FY 1978-79. The last PSC number for this service is 4141-08/09.

D. Will the contract(s) be renewed?

Yes, there is a possibility of modification for extension up to an additional four years.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Charter Section 2.117 states that the Board of Supervisors shall appoint and may remove a Budget Analyst. The Board of Supervisors directed the Clerk of the Board to initiate an RFP process to select a Budget and Legislative Analyst by Motion No. M20-0201 approved on December 15, 2020.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Budget and Legislative Analyst must have the knowledge and expertise of the best industry practices; knowledge of the history and structure of the City; familiarity with and ability to research City, State, and Federal laws governing the subject matter; urban and fiscal policy expertise; ability to present policy options and implications in a concise and clear manner; ability to work with all members of the Board with a high

degree of discretion, integrity, and objectivity.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1830, Perf Analyst III Project Mgr; 0952, Dep Dir II; 0953, Dep Dir III;

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

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

Charter Section 2.117 states that the Board of Supervisors shall appoint and may remove a Budget Analyst. The Board of Supervisors directed the Clerk of the Board to initiate an RFP process to select a Budget and Legislative Analyst by Motion No. M20-0201 approved on December 15, 2020.

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

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because the Board of Supervisors has directed the Clerk of the Board to contract out this service. (Charter Section 2.117 states that the Board of Supervisors shall appoint and may remove a Budget Analyst. The Board of Supervisors directed the Clerk of the Board to initiate an RFP process to select a Budget and Legislative Analyst by Motion No. M20-0201 approved on December 15, 2020.)

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be necessary to adopt a new civil service class to perform this work. If the Board of Supervisors directs the Clerk of the Board to transition this service to be performed by City employees, then the Department will use existing civil service class to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Hours of training to be determined. The selected contractor will be trained on the use of City's budget and financial system as necessary.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The proposed work will be performed by a contractor selected through a competitive process. It is possible that the current contractor participate in the process.

7. Union Notification: On 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng, Local 21

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

Name: Junko Laxamana Phone: 415-554-7704 Email: junko.laxamana@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place Room 244 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41887 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of junko.laxamana@sfgov.org
Sent: Friday, January 15, 2021 9:11 AM
To: Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko (BOS); Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; Laxamana, Junko (BOS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41887 - 20/21

RECEIPT for Union Notification for PSC 41887 - 20/21 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 41887 - 20/21 for \$10,500,000 for Initial Request services for the period 01/01/2022 – 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/dhrdrupal/node/15837> 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)

1 [Request for Proposal - Budget and Legislative Analyst Services]

2
3 **Motion directing the Clerk of the Board to initiate a Request for Proposal process for**
4 **Budget and Legislative Analyst services; and further directing the Clerk of the Board to**
5 **explore available office space in City Hall with the City's Real Estate Division for onsite**
6 **satellite space for the new Budget and Legislative Analyst contractor.**

7
8 WHEREAS, The current contract for the Budget and Legislative Analyst services,
9 competitively bid in 2013 and effective since January 1, 2014, will expire on December 31,
10 2021, with no remaining option to renew or extend; and

11 WHEREAS, Charter, Section 2.117 states that the Board of Supervisors shall appoint
12 and may remove a Budget Analyst and such appointment shall be made solely on the basis of
13 qualifications by education, training and experience for the position; and

14 WHEREAS, In accordance with Charter, Section 10.104.15, the Controller certified on
15 July 31, 2020, that services of a Budget Analyst could be performed under private contract at
16 lower cost to the City and the Board of Supervisors concurred by Resolution No. 417-20 with
17 said certification on October 2, 2020; and

18 WHEREAS, Section 21.1 of the Administrative Code requires that contracts for
19 services be procured through a competitive selection process unless the Board of Supervisors
20 requests a sole source contract; and

21 WHEREAS, The Board of Supervisors wishes to engage in an open and fair process to
22 select its Budget Analyst; now, therefore, be it

23 MOVED, That the Clerk of the Board shall initiate a Request for Proposal process for
24 Budget and Legislative Analyst services; and, be it

1 FURTHER MOVED, That the Clerk of the Board shall ensure that the process is fair
2 and open; and, be it

3 FURTHER MOVED, That the minimum qualifications and selection criteria shall consist
4 of education, training and experience for the position pursuant to the Charter; and, be it

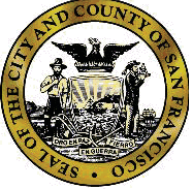
5 FURTHER MOVED, That the Clerk of the Board shall ensure that the process complies
6 with City laws and regulations; and, be it

7 FURTHER MOVED, That the Request for Proposal shall be well advertised to
8 encourage responses from local business enterprises; and, be it

9 FURTHER MOVED, That the selection panel shall be free of conflict, bias, and have
10 the experience necessary to understand the research, analysis and advice needs of a
11 legislative body; and, be it

12 FURTHER MOVED, Further directing the Clerk of the Board to explore available office
13 space in City Hall with the City's Real Estate Division for onsite satellite office space for the
14 new Budget and Legislative Analyst contractor to conduct meetings and necessary official City
15 business with the Members of the Board; and, be it

16 FURTHER MOVED, That the Clerk of the Board is authorized and directed to take all
17 actions necessary to implement the Request for Proposal pursuant to these policy directives
18 of the Board and shall, after review of the proposals and recommendations of the selection
19 panel described herein, submit a written recommendation to the Board.



City and County of San Francisco
Tails
Motion: M20-201

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

File Number: 201305

Date Passed: December 15, 2020

Motion directing the Clerk of the Board to initiate a Request for Proposal process for Budget and Legislative Analyst services; and further directing the Clerk of the Board to explore available office space in City Hall with the City's Real Estate Division for onsite satellite space for the new Budget and Legislative Analyst contractor.

December 09, 2020 Budget and Finance Committee - RECOMMENDED

December 15, 2020 Board of Supervisors - APPROVED

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

File No. 201305

I hereby certify that the foregoing Motion was APPROVED on 12/15/2020 by the Board of Supervisors of the City and County of San Francisco.

A handwritten signature in blue ink, appearing to read "Angela Calvillo", written over a horizontal line.

Angela Calvillo
Clerk of the Board

Meeting Information

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997

A G E N D A

Regular Meeting
of
June 1, 2009

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

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

Order of Business

CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

ELECTION OF OFFICERS

RATIFICATION AGENDA

REGULAR AGENDA

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

E. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request.

June 1, 2009
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

President Donald A. Casper
Vice President Morgan R. Gorrone
Commissioner Joy Y. Boatwright
Commissioner Mary Y. Jung
Commissioner E. Dennis Normandy

(2) **PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA**

(3) **APPROVAL OF MINUTES – Action Item**

Regular Meeting of May 18, 2009

Recommendation: Approve.

(4) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

(5) **ELECTION OF OFFICERS (File No. 0183-09-1) - Action Item**

Recommendation: Open for discussion.

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Review of request for approval of proposed personal services contracts.
(File No. 0175-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-08/09	Board of Supervisors	\$8,000,000	Will provide budget & legislative analyst services, including evaluating and reporting on fiscal and policy matters, the Mayor's Annual Budget, and conducting independent management, performance and fiscal audits of City departments and programs.	Regular	12/31/14

May 18, 2009: **Postpone to the meeting of June 1, 2009 at the request of the Board of Supervisors.**

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) **Review of request for approval of proposed personal services contracts.
(File No. 0184-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-08/09	Public Health	\$420,000	Will provide 24-hour perinatal, neonatal and pediatric consultation and transport services, consultation services: nursing, social services and respiratory therapy.	Continuing	06/30/14
4151-08/09	Mayor's Office of Housing	\$70,000	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Investment (MOCI) project undertakings in accordance with the National	Regular	06/30/10

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 # 42510 - 18/19)

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

Type of Service: Software As A Service (Artificial Intelligence Based Algorithm)

Funding Source: General fund

PSC Original Approved Amount: \$90,000

PSC Original Approved Duration: 03/01/19 - 02/28/21 (2 years)

PSC Mod#1 Amount: \$44,000

PSC Mod#1 Duration: 03/01/19-02/28/23 (2 years)

PSC Cumulative Amount Proposed: \$134,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase.

Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.

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

Consequences of denial would include the lost opportunity to provide error checking to self service requests Lack of approval will continue the extra and inaccurate work involved routing requests to responding agencies and would prevent modernization of processes.

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.
By contract

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

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

2. Reason(s) for the Request

A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

City employees do not have the background and knowledge to perform the project.

Explain the qualifying circumstances:

Vendor has proprietary software required to provide the service.

B. Reason for the request for modification:

Additional work needs

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This project requires extensive programming and analysis skills to create an application that will interpret text and photographs and, based on hundreds of thousands of previous examples, determine the request type and category. Supporting expertise are database management, web server management, application and web services and access to the vendor's proprietary software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1823, Senior Administrative Analyst;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Vendor will provide proprietary software.

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 classifications do not have the skills and training to perform these services.

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 SF311 project is relatively small, and Artificial Intelligence (AI) is a new technology. If other large and complex City departments begin to utilize this type of service, consideration could be given to creating new classifications.

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.
Additional work by this vendor is needed.

7. Union Notification: On 02/09/21, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42510 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/15/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](mailto:Lubamersky.Joan.ADM); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR (HRD))
Subject: Receipt of Modification Request to PSC # 42510 - 18/19 - MODIFICATIONS
Date: Tuesday, February 9, 2021 4:01:07 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 \$44,000 for services for the period March 1, 2019 – February 28, 2023. 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/16073>

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: 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: Software As A Service (Artificial Intelligence Based Algorithm)Funding Source: General fundPSC Duration: 2 yearsPSC Amount: \$90,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SF311 is the central point of intake for requests from the public. Over 60% of the requests are submitted directly through web or mobile applications. These self-service requests have a higher error rate than those created through phone calls to SF311 Customer Service Representatives. However, the public's use of automated processes is continuing to increase.

Vendor will provide a Request Routing and Categorization Service to improve the accuracy of requests routed to departments for resolution. The vendor will create an analysis service that will compare new requests to years of historical requests to validate the service type and correct work queue based on historical trends. The Service will receive information from SF311 and respond, in real time, with suggested routing and categorization of the request.

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

Consequences of denial would include the lost opportunity to provide error checking to self service requests. Lack of approval will continue the extra and inaccurate work involved routing requests to responding agencies and would prevent modernization of processes.

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

Unknown.

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

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

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

REASON FOR CHECKING OTHER:

City employees do not have the background and knowledge to perform the project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This project requires extensive programming and analysis skills to create an application that will interpret text and photographs and, based on hundreds of thousands of previous examples, determine the request type and category. Supporting expertise are database management, web server management, application and web services and access to the vendor's proprietary software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1823, Senior Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Vendor will provide proprietary software.

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

Services are not available from resources within the City. There are no City staff or departments with the knowledge or systems to do this project. The vendor does this type of analysis as their core function. Additionally City employees do not have access to the proprietary software 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 classifications do not have the skills and training to perform these services.
- 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 SF311 project is relatively small, and Artificial Intelligence (AI) is a new technology. If other large and complex City departments begin to utilize this type of service, consideration could be given to creating new classifications.

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. 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 01/30/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42510 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/04/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4021-13/14)

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

Type of Service: Qualified/Authorized Medical Physicist

Funding Source: General Funds

PSC Original Approved Amount: \$700,000

PSC Original Approved Duration: 01/01/14 - 12/31/18 (5 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 02/01/16-01/31/21 (2 years 4 weeks)

PSC Mod#2 Amount: \$200,000

PSC Mod#2 Duration: 02/01/21-01/31/24 (3 years)

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

PSC Cumulative Duration Proposed: 10 years 4 weeks

1. Description of Work

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

The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000/year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.

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

This is a regulatory requirement of the California Department of Public Health (CPDH), US Food and Drug Administration (FDA), Mammography Quality Standards Act (MQSA), The Joint Commission, and other governing bodies. If the Department does not have the services of a Qualified/Authorized Medical Physicist, the Department will be forced to either stop providing radiology services or forfeit any/all reimbursement for services, thus leading to an inability of the Department to carry out a key component of its mission.

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 4021-13/14

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:

The duration is in excess of five years because the work is ongoing and required in order to operate and maintain the radiological equipment in use at the Department of Public Health. In addition the work can only be completed by a Qualified/Authorized Medical Physicist which is highly skilled and there is a very limited pool of providers.

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 contractor must be a Qualified/Authorized Medical Physicist. As this is such a specialized work group it would be difficult to find qualified individuals to perform the needed services. As these services are not needed on-site 24/7, but are necessary upon immediate notice, contracted services provide coverage at the times needed.

- B. Reason for the request for modification:

This is a modification to extend the term of the PSC approval in order to continue highly specialized services required for the proper and safe operation of complex and highly regulated radiology equipment installed throughout the Department of Public Health.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A Qualified/Authorized Medical Physicist must have their qualifications approved by either (or both) the American Board of Radiology ("ABR") and/or the American Board of Medical Physics (ABMP) and must meet the requirements as listed under 10 CFR 35.51 (Attachment 1); The Qualified/Authorized Medical Physicist must be certified by the State of California (Attachment 2; application) to practice in the State, and for mammography 21 Code of Federal Regulations Part 900.12(a)(3)(i) (Attachment 4) and CA Code of Regulations title 17 sections 30315.52 and 30315.60 (Attachment 5) and must meet all MQSA, American College of Radiology (ACR) and California State Requirements and continuing education requirements and maintain them for the length of contract term. Must have documented experience in CT, Radiology, and Mammography. Must be available within 3 hours for required emergency testing on equipment when needed and provide MRI and Nuclear Medicine support as well.

- B. Which, if any, civil service class(es) normally perform(s) this work? 0932, Manager IV;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide all of the required equipment used to perform physics testing and verifications.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because the work is highly specialized, and intermittent.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as this is such a specialized work group it would be difficult to find qualified individuals to perform the needed services. As these services are not needed on site 24/7, but are necessary upon immediate notice, contracted services provide coverage at the times needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be available as this is a specialized work group filled only by a Qualified/Authorized Medical Physicist.
- 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.
JTC Medical Physics

7. Union Notification: On 01/29/21, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-13/14

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 03/15/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, January 29, 2021 3:09 PM
To: Hale, Jacquie (DPH); Laxamana, Junko (BOS); Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4021-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period February 1, 2021 – January 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

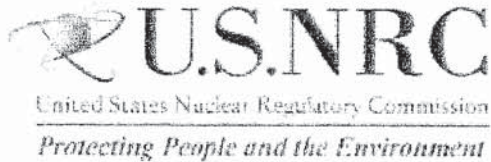
After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6086>

Email sent to the following addresses: staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com Criss@SFMEA.com junko.laxamana@sfgov.org

Additional Attachment(s)

Attachment 1



Home > NRC Library > Document Collections > NRC Regulations (10 CFR) > Part Index > § 35.51
Training for an authorized medical physicist.

§ 35.51 Training for an authorized medical physicist.

Except as provided in § 35.57, the licensee shall require the authorized medical physicist to be an individual who—

(a) Is certified by a specialty board whose certification process has been recognized by the Commission or an Agreement State and who meets the requirements in paragraphs (b)(2) and (c) of this section. (The names of board certifications which have been recognized by the Commission or an Agreement State will be posted on the NRC's Web page.) To have its certification process recognized, a specialty board shall require all candidates for certification to:

(1) Hold a master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university;

(2) Have 2 years of full-time practical training and/or supervised experience in medical physics—

(i) Under the supervision of a medical physicist who is certified in medical physics by a specialty board recognized by the Commission or an Agreement State; or

(ii) In clinical radiation facilities providing high-energy, external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services under the direction of physicians who meet the requirements in § 35.57, 35.490, or 35.690; and

(3) Pass an examination, administered by diplomates of the specialty board, that assesses knowledge and competence in clinical radiation therapy, radiation safety, calibration, quality assurance, and treatment planning for external beam therapy, brachytherapy, and stereotactic radiosurgery; or

(b)(1) Holds a master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university; and has completed 1 year of full-time training in medical physics and an additional year of full-time work experience under the supervision of an individual who meets the requirements for an authorized medical physicist for the type (s) of use for which the individual is seeking authorization. This training and work experience must be conducted in clinical radiation facilities that provide high-energy, external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services and must include:

(i) Performing sealed source leak tests and inventories;

(ii) Performing decay corrections;

(iii) Performing full calibration and periodic spot checks of external beam treatment units, stereotactic radiosurgery units, and remote afterloading units as applicable; and

(iv) Conducting radiation surveys around external beam treatment units, stereotactic radiosurgery units, and remote afterloading units as applicable; and

(2) Has obtained written attestation that the individual has satisfactorily completed the requirements in paragraphs (c) and (a)(1) and (a)(2), or (b)(1) and (c) of this section, and has achieved a level of competency sufficient to function independently as an authorized medical physicist for each type of therapeutic medical unit for which the individual is requesting authorized medical physicist status. The written attestation must be signed by a preceptor authorized medical physicist who meets the requirements in §§ 35.51, 35.57, or equivalent Agreement State requirements for an authorized medical physicist for each type of therapeutic medical unit for which the individual is requesting authorized medical physicist status; and

(c) Has training for the type(s) of use for which authorization is sought that includes hands-on device operation, safety procedures, clinical use, and the operation of a treatment planning system. This training requirement may be satisfied by satisfactorily completing either a training program provided by the vendor or by training supervised by an authorized medical physicist authorized for the type(s) of use for which the individual is seeking authorization.

[67 FR 20370, Apr. 24, 2002; 67 FR 62872, Oct. 9, 2002, as amended at 68 FR 19324, Apr. 21, 2003; 69 FR 55737, Sep. 16, 2004; 70 FR 16362, Mar. 30, 2005; 71 FR 15008, Mar. 27, 2006; 74 FR 33904, Jul. 14, 2009]

Page Last Reviewed/Updated Monday, June 03, 2013

Attachment 2

For 2008 10 CFR 35, visit http://www.access.gpo.gov/nara/cfr/waisidx_08/10cfr35_08.html.RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION [10 CFR 35.51]

Name of Proposed Authorized Medical Physicist

Requested Authorization(s) ☐ 35.400 Ophthalmic use of strontium-90 ☐ 35.600 Teletherapy unit(s)
(check all that apply) ☐ 35.600 Remote afterloader unit(s) ☐ 35.600 Gamma stereotactic radiosurgery unit(s)

PART I -- TRAINING AND EXPERIENCE (Select one of the three methods below)

*Training and Experience, including Board Certification, must have been obtained within the 7 years preceding the date of application or the individual must have obtained related continuing education and experience since the required training and experience was completed. Provide dates, duration, and description of continuing education and experience related to the uses checked above.

☐ 1. Board Certification

- Provide a copy of the board certification.
- Go to the table in 3.c. and describe training provider and dates of training for each type of use for which authorization is sought.
- Skip to and complete Part II Preceptor Attestation.

☐ 2. Current Authorized Medical Physicist Seeking Additional Authorization for use(s) checked above

- Go to the table in section 3.c. to document training for new device.
- Skip to and complete Part II Preceptor Attestation

☐ 3. Education, Training, and Experience for Proposed Authorized Medical Physicist

- Education: Document master's or doctor's degree in physics, medical physics, other physical science, engineering, or applied mathematics from an accredited college or university.

Degree	Major Field
College or University	

- Supervised Full-Time Medical Physics Training and Work Experience in clinical radiation facilities that provide high-energy external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services.

- ☐ Yes. Completed 1 year of full-time training in medical physics (for areas identified below) under the supervision of _____ who meets the requirements for an Authorized Medical Physicist.

AND

- ☐ Yes. Completed 1 year of full-time work experience in medical physics (for areas identified below) under the supervision of _____ who meets the requirements for an Authorized Medical Physicist.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)**3. Education, Training, and Experience for Proposed Authorized Medical Physicist (continued)****b. Supervised Full-Time Medical Physics Training and Work Experience (continued)***If more than one supervising individual is necessary to document supervised training, provide multiple copies of this page.*

Description of Training/ Experience	Location of Training/License or Permit Number of Training Facility/Medical Devices Used+	Dates of Training*	Dates of Work Experience*
Medical Physics			
Performing sealed source leak tests and inventories			
Performing decay corrections			
Performing full calibration and periodic spot checks of external beam treatment unit(s)			
Performing full calibration and periodic spot checks of stereotactic radiosurgery unit(s)			
Performing full calibration and periodic spot checks of remote afterloading unit(s)			
Conducting radiation surveys around external beam treatment unit(s), stereotactic radiosurgery unit(s), remote after loading unit(s)			

Supervising Individual**

License/Permit Number listing supervising individual as an
authorized Medical Physicist (if not listed on a California
Radioactive Materials License, attach a copy of the NRC or
Agreement State license)
☐ Remote afterloader unit(s) ☐ Teletherapy unit(s) ☐ Gamma stereotactic radiosurgery unit(s)

+ Training and work experience must be conducted in clinical radiation facilities that provide high-energy external beam therapy (photons and electrons with energies greater than or equal to 1 million electron volts) and brachytherapy services.

* 1 year of Full-time medical physics training and 1 year of full time work experience cannot be concurrent.

** If the supervising medical physicist is not an authorized medical physicist, the licensee must submit evidence that the supervising medical physicist meets the training and experience requirements in 10 CFR 35.51 and 35.59 for the types of use for which the individual is seeking authorization.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)

3. Education, Training, and Experience for Proposed Authorized Medical Physicist (continued)

c. Describe training provider and dates of training for each type of use for which authorization is sought.

Description of Training	Training Provider and Dates		
	Remote Afterloader	Teletherapy	Gamma Stereotactic Radiosurgery
Hands-on device operation			
Safety procedures for the device use			
Clinical use of the device			
Treatment planning system operation			

Supervising Individual
If training is provided by Supervising Medical Physicist, (If more than one supervising individual is necessary to document supervised training, provide multiple copies of this page.)

License/Permit Number listing supervising individual as an authorized Medical Physicist (if not listed on a California Radioactive Materials License, attach a copy of the NRC or Agreement State license)

for the following types of use:

☐ Remote afterloader unit(s) ☐ Teletherapy unit(s) ☐ Gamma stereotactic radiosurgery unit(s)

If Applicable:

Authorization Sought	Device	Training Provided By	Dates of Training
35.400 Ophthalmic Use of strontium-90			

d. Skip to and complete Part II Preceptor Attestation.

RHB FORM 313A (AMP)
(7-2010)

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

AUTHORIZED MEDICAL PHYSICIST TRAINING AND EXPERIENCE AND PRECEPTOR ATTESTATION (continued)

PART II – PRECEPTOR ATTESTATION

Note: This part must be completed by the individual's preceptor. The preceptor does not have to be the supervising individual as long as the preceptor provides, directs, or verifies training and experience required. If more than one preceptor is necessary to document experience, obtain a separate preceptor statement from each.

First Section

Check one of the following:

1. Board Certification

☐ I attest that _____ has satisfactorily completed the requirements in
Name of Proposed Authorized Medical Physicist
10 CFR 35.51(a)(1) and (a)(2).

OR

2. Education, Training, and Experience

☐ I attest that _____ has satisfactorily completed the 1-year of full-time
Name of Proposed Authorized Medical Physicist
training in medical physics and an additional year of full-time work experience as required by 10 CFR 35.51(b)(1).

AND

Second Section

Complete the following: RHB FORM 313A (AMP)

☐ I attest that _____ has training for the types of use for which authorization
Name of Proposed Authorized Medical Physicist
is sought that include hands-on device operation, safety procedures, clinical use, and the operation of a treatment planning system.

AND

Third Section

Complete the following:

☐ I attest that _____ has achieved a level of competency sufficient to
Name of Proposed Authorized Medical Physicist
function independently as an Authorized Medical Physicist for the following:

☐ 35.400 Ophthalmic use of strontium-90 ☐ 35.600 Teletherapy unit(s)
☐ 35.600 Remote afterloader unit(s) ☐ 35.600 Gamma stereotactic radiosurgery unit(s)

AND

Fourth Section

Complete the following for preceptor attestation and signature:

☐ I meet the requirements in 10 CFR 35.51, or equivalent Agreement State requirements for Authorized Medical Physicist for the following:

☐ 35.400 Ophthalmic use of strontium-90 ☐ 35.600 Teletherapy unit(s)
☐ 35.600 Remote afterloader unit(s) ☐ 35.600 Gamma stereotactic radiosurgery unit(s)

Name of Preceptor:	Signature:	Telephone Number:	Date:
License/Permit Number and Facility Name (if not a California Radioactive Materials License, attach a copy of the NRC or Agreement State license):			

Attachment 3

Definition of a Qualified Medical Physicist

For the purpose of providing clinical professional services, a Qualified Medical Physicist (QMP) is an individual who is competent to independently provide clinical professional services in one or more of the subfields¹ of medical physics. The subfields of medical physics are:

1. Therapeutic Medical Physics
2. Diagnostic Medical Physics
3. Nuclear Medical Physics
4. Medical Health Physics

The scope of practice of each subfield is defined in the AAPM Professional Policy 17 "Scope of Practice of Clinical Medical Physics".

A Qualified Medical Physicist meets each of the following credentials:

1. Has earned a master's or doctoral degree in physics, medical physics, biophysics, radiological physics, medical health physics, or equivalent disciplines from an accredited college or university; and
2. Has been granted certification in the specific subfield(s) of medical physics with its associated medical health physics aspects by an appropriate national certifying body and abides by the certifying body's requirements for continuing education.

The following certifying bodies have been deemed appropriate:

1. **For the subfield of Therapeutic Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine.
2. **For the subfield of Diagnostic Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine.
3. **For the subfield of Nuclear Medical Physics**, certification by:
 - The American Board of Radiology; or
 - The American Board of Medical Physics; or
 - The Canadian College of Physicists in Medicine; or
 - The American Board of Science in Nuclear Medicine.
4. **For the subfield of Medical Health Physics**, certification by:
 - The American Board of Medical Physics; or
 - The American Board of Health Physics including a minimum of three years relevant experience in the subfield of medical health physics

¹ Previous certification categories in medical physics included radiological physics, therapeutic radiological physics, medical nuclear physics, diagnostic radiological physics and diagnostic imaging physics.

Attachment 4

(ii) FDA determines that the facility has taken sufficient corrective action since the laps of, denial of renewal, or revocation of its previous certificate.

(3) After receiving the provisional certificate, the facility may lawfully resume performing mammography services while completing the requirements for certification.

(4) If a facility's certificate was revoked on the basis of an act described in 41 U.S.C. 263b(i)(1), no person who owned or operated that facility at the time the act occurred may own or operate a mammography facility within 2 years of the date of revocation.

Sec. 900.12 Quality standards.

(a) *Personnel.* The following requirements apply to all personnel involved in any aspect of mammography, including the production, processing, and interpretation of mammograms and related quality assurance activities:

(1) *Interpreting physicians.* All physicians interpreting mammograms shall meet the following qualifications:

(i) *Initial qualifications.* Unless the exemption in paragraph (a)(1)(iii)(A) of this section applies, before beginning to interpret mammograms independently, the interpreting physician shall:

(A) Be licensed to practice medicine in a State;

(B) (1) Be certified in an appropriate specialty area by a body determined by FDA to have procedures and requirements adequate to ensure that physicians certified by the body are competent to interpret radiological procedures, including mammography; or

(2) Have had at least 3 months of documented formal training in the interpretation of mammograms and in topics related to mammography. The training shall include instruction in radiation physics, including radiation physics specific to mammography, radiation effects, and radiation protection. The mammographic interpretation component shall be under the direct supervision of a physician who meets the requirements of paragraph (a)(1) of this section;

(C) Have a minimum of 60 hours of documented medical education in mammography, which shall include: Instruction in the interpretation of mammograms and education in basic breast anatomy, pathology, physiology, technical aspects of mammography, and quality assurance and quality control in mammography. All 60 of these hours shall be category I and at least 15 of the category I hours shall have been acquired within the 3 years immediately prior to the date that the physician qualifies as an interpreting physician. Hours spent in residency specifically devoted to mammography will be considered as equivalent to Category I continuing medical education credits and will be accepted if documented in writing by the appropriate representative of the training institution; and

(D) Unless the exemption in paragraph (a)(1)(iii)(B) of this section applies, have interpreted or multi-read at least 240 mammographic examinations within the 6-month period immediately prior to the date that the physician qualifies as an interpreting physician. This interpretation or multi-reading shall be under the direct supervision of an interpreting physician.

(ii) *Continuing experience and education.* All interpreting physicians shall maintain their qualifications by meeting the following requirements:

(A) Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(1)(i) of this section were completed, the interpreting physician shall have interpreted or multi-read at least 960 mammographic examinations during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in-between the two. The facility will choose one of these dates to determine the 24-month period.

(B) Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(1)(i) of this section were completed, the interpreting physician shall have taught or completed at least 15 category I continuing medical education units in mammography during the 36 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 36-month period. This training shall include at least six category I continuing medical education credits in each mammographic modality used by the interpreting physician in his or her practice; and

(C) Before an interpreting physician may begin independently interpreting mammograms produced by a new mammographic modality, that is, a mammographic modality in which the physician has not previously been trained, the interpreting physician shall have at least 8 hours of training in the new mammographic modality.

(D) Units earned through teaching a specific course can be counted only once towards the 15 required by paragraph (a)(1)(ii)(B) of this section, even if the course is taught multiple times during the previous 36 months.

(iii) *Exemptions.*

(A) Those physicians who qualified as interpreting physicians under paragraph (a)(1) of this section of FDA's interim regulations prior to April 28, 1999, are considered to have met the initial requirements of paragraph (a)(1)(i) of this section. They may continue to interpret mammograms provided they continue to meet the licensure requirement of paragraph (a)(1)(i)(A) of this section and the continuing experience and education requirements of paragraph (a)(1)(ii) of this section.

(B) Physicians who have interpreted or multi-read at least 240 mammographic examinations under the direct supervision of an interpreting physician in any 6-month period during the last 2 years of a diagnostic radiology residency and who become appropriately board certified at the first allowable time, as defined by an eligible certifying body, are otherwise exempt from paragraph (a)(1)(i)(D) of this section.

(iv) *Reestablishing qualifications.* Interpreting physicians who fail to maintain the required continuing experience or continuing education requirements shall reestablish their qualifications before resuming the independent interpretation of mammograms, as follows:

(A) Interpreting physicians who fail to meet the continuing experience requirements of paragraph (a)(1)(ii)(A) of this section shall:

(1) Interpret or multi-read at least 240 mammographic examinations under the direct supervision of an interpreting physician, or

(2) Interpret or multi-read a sufficient number of mammographic examinations under the direct supervision of an interpreting physician, to bring the physician's total up to 960 examinations for the prior 24 months, whichever is less.

(3) The interpretations required under paragraph (a)(1)(iv)(A)(1) or (a)(1)(iv)(A)(2) of this section shall be done within the 6 months immediately prior to resuming independent interpretation.

(B) Interpreting physicians who fail to meet the continuing education requirements of paragraph (a)(1)(ii)(B) of this section shall obtain a sufficient number of additional category I continuing medical education credits in mammography to bring their total up to the required 15 credits in the previous 36 months before resuming independent interpretation.

(2) *Radiologic technologists.* All mammographic examinations shall be performed by radiologic technologists who meet the following general requirements, mammography requirements, and continuing education and experience requirements:

(i) *General requirements.*

(A) Be licensed to perform general radiographic procedures in a State; or

(B) Have general certification from one of the bodies determined by FDA to have procedures and requirements adequate to ensure that radiologic technologists certified by the body are competent to perform radiologic examinations; and

(ii) *Mammography requirements.* Have, prior to April 28, 1999, qualified as a radiologic technologist under paragraph (a)(2) of this section of FDA's interim regulations of December 21, 1993; or completed at least 40 contact hours of documented training specific to mammography under the supervision of a qualified instructor. The hours of documented training shall include, but not necessarily be limited to:

(A) Training in breast anatomy and physiology, positioning and compression, quality assurance/quality control techniques, imaging of patients with breast implants;

(B) The performance of a minimum of 25 examinations under the direct supervision of an individual qualified under paragraph (a)(2) of this section; and

(C) At least 8 hours of training in each mammography modality to be used by the technologist in performing mammography exams; and

(iii) *Continuing education requirements.*

(A) Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraphs (a)(2)(i) and (a)(2)(ii) of this section were completed, the radiologic technologist shall have taught or completed at least 15 continuing education units in mammography during the 36 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 36-month period.

(B) Units earned through teaching a specific course can be counted only once towards the 15 required in paragraph (a)(2)(iii)(A) of this section, even if the course is taught multiple times during the previous 36 months.

(C) At least six of the continuing education units required in paragraph (a)(2)(iii)(A) of this section shall be related to each mammographic modality used by the technologist.

(D) *Requalification.* Radiologic technologists who fail to meet the continuing education requirements of paragraph (a)(2)(iii)(A) of this section shall obtain a sufficient number of continuing education units in mammography to bring their total up to at least 15 in the previous 3 years, at least 6 of which shall be related to each modality used by the technologist in mammography. The technologist may not resume performing unsupervised mammography examinations until the continuing education requirements are completed.

(E) Before a radiologic technologist may begin independently performing mammographic examinations using a mammographic modality other than one of those for which the technologist received training under paragraph (a)(2)(ii)(C) of this section, the technologist shall have at least 8 hours of continuing education units in the new modality.

(iv) *Continuing experience requirements.*

(A) Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraphs (a)(2)(i) and (a)(2)(ii) of this section were completed or of April 28, 1999, whichever is later, the radiologic technologist shall have performed a minimum of 200 mammography examinations during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility will choose one of these dates to determine the 24-month period.

(B) *Requalification.* Radiologic technologists who fail to meet the continuing experience requirements of paragraph (a)(2)(iv)(A) of this section shall perform a minimum of 25 mammography examinations under the direct supervision of a qualified radiologic technologist, before resuming the performance of unsupervised mammography examinations.



(3) *Medical physicists.* All medical physicists conducting surveys of mammography facilities and providing oversight of the facility quality assurance program under paragraph (e) of this section shall meet the following:

(i) *Initial qualifications.*

(A) Be State licensed or approved or have certification in an appropriate specialty area by one of the bodies determined by FDA to have procedures and requirements to ensure that medical physicists certified by the body are competent to perform physics survey; and

(B) (1) Have a masters degree or higher in a physical science from an accredited institution, with no less than 20 semester hours or equivalent (e.g., 30 quarter hours) of college undergraduate or graduate level physics;

(2) Have 20 contact hours of documented specialized training in conducting surveys of mammography facilities; and

(3) Have the experience of conducting surveys of at least 1 mammography facility and a total of at least 10 mammography units. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement. After April 28, 1999, experience conducting surveys must be acquired under the direct supervision of a medical physicist who meets all the requirements of paragraphs (a)(3)(i) and (a)(3)(iii) of this section; or

(ii) *Alternative initial qualifications.*

(A) Have qualified as a medical physicist under paragraph (a)(3) of this section of FDA's interim regulations and retained that qualification by maintenance of the active status of any licensure, approval, or certification required under the interim regulations; and

(B) Prior to the April 28, 1999, have:

(1) A bachelor's degree or higher in a physical science from an accredited institution with no less than 10 semester hours or equivalent of college undergraduate or graduate level physics,

(2) Forty contact hours of documented specialized training in conducting surveys of mammography facilities and,

(3) Have the experience of conducting surveys of at least 1 mammography facility and a total of at least 20 mammography units. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement. The training and experience requirements must be met after fulfilling the degree requirement.

(iii) *Continuing qualifications.*

(A) Continuing education. Following the third anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(3)(i) or (a)(3)(ii) of this section were completed, the medical physicist shall have taught or completed at least 15 continuing education units in mammography during the 36 months immediately preceding the date of the facility's annual inspection or the last day of the calendar quarter preceding the inspection or any date in between the two. The facility shall choose one of these dates to determine the 36-month period. This continuing education shall include hours of training appropriate to each mammographic modality evaluated by the medical physicist during his or her surveys or oversight of quality assurance programs. Units earned through teaching a specific course can be counted only once towards the required 15 units in a 36-month period, even if the course is taught multiple times during the 36 months

(B) *Continuing experience.* Following the second anniversary date of the end of the calendar quarter in which the requirements of paragraph (a)(3)(i) or (a)(3)(ii) of this section were completed or of April 28, 1999, whichever is later, the medical physicist shall have surveyed at least two mammography facilities and a total of at least six mammography units during the 24 months immediately preceding the date of the facility's annual MQSA inspection or the last day of the calendar quarter preceding the inspection or any date in-between the two. The facility shall choose one of these dates to determine the 24-month period. No more than one survey of a specific facility within a 10-month period or a specific unit within a period of 60 days can be counted towards this requirement.

(C) Before a medical physicist may begin independently performing mammographic surveys of a new mammographic modality, that is, a mammographic modality other than one for which the physicist received training to qualify under paragraph (a)(3)(i) or (a)(3)(ii) of this section, the physicist must receive at least 8 hours of training in surveying units of the new mammographic modality.

(iv) *Reestablishing qualifications.* Medical physicists who fail to maintain the required continuing qualifications of paragraph (a)(3)(iii) of this section may not perform the MQSA surveys without the supervision of a qualified medical physicist. Before independently surveying another facility, medical physicists must reestablish their qualifications, as follows:

(A) Medical physicists who fail to meet the continuing educational requirements of paragraph (a)(3)(iii)(A) of this section shall obtain a sufficient number of continuing education units to bring their total units up to the required 15 in the previous 3 years.

(B) Medical physicists who fail to meet the continuing experience requirement of paragraph (a)(3)(iii)(B) of this section shall complete a sufficient number of survey under the direct supervision of a medical physicist who meets the qualifications of paragraphs (a)(3)(i) and (a)(3)(iii) of this section to bring their total surveys up to the required two facilities and six units in the previous 24 months. No more than one survey of a specific unit within a period of 60 days can be counted towards the total mammography unit survey requirement.

(4) *Retention of personnel records.* Facilities shall maintain records to document the qualifications of all personnel who worked at the facility as interpreting physicians, radiologic technologists, or medical physicists. These records must be available for review by the MQSA inspectors. Records of personnel no longer employed by the facility should not be discarded until the next annual inspection has been completed and FDA has determined that the facility is in compliance with the MQSA personnel requirements.

(b) *Equipment.* Regulations published under Secs. 1020.30, 1020.31, and 900.12(e) of this chapter that are relevant to equipment performance should also be consulted for a more complete understanding of the equipment performance requirements.

(1) *Prohibited equipment.* Radiographic equipment designed for general purpose or special nonmammography procedures shall not be used for mammography. This prohibition includes systems that have been modified or equipped with special attachments for mammography. This requirement supersedes the implied acceptance of such systems in Sec. 1020.31(f)(3) of this chapter.

(2) *General.* All radiographic equipment used for mammography shall be specifically designed for mammography and shall be certified pursuant to Sec. 1010.2 of this chapter as meeting the applicable requirements of Secs. 1020.30 and 1020.31 of this chapter in effect at the date of manufacture.

(3) *Motion of tube-image receptor assembly.*

(i) The assembly shall be capable of being fixed in any position where it is designed to operate. Once fixed in any such position, it shall not undergo unintended motion.

(ii) The mechanism ensuring compliance with paragraph (b)(3)(i) of this section shall not fail in the event of power interruption.



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17 CA ADC § 30315.52

§ 30315.52. Medical Physicist Requirements.

Term

17 CCR § 30315.52

Cal. Admin. Code tit. 17, § 30315.52

Barclays Official California Code of Regulations [Currentness](#)

Title 17. Public Health

Division 1. State Department of Health Services

Chapter 5. Sanitation (Environmental)

Subchapter 4. Radiation

Group 3. Standards for Protection Against Radiation

[Article 4.5. Requirements for the Use of X-Ray in Mammography \(Refs & Annos\)](#)

➔ **§ 30315.52. Medical Physicist Requirements.**

(a) A medical physicist for a facility shall:

- (1) Be authorized by the Department pursuant to section 30315.60;
- (2) Have a masters degree or higher in a physical science from an accredited institution, with no less than 20 semester hours or 30 quarter hours of college undergraduate or graduate level physics;
- (3) Complete 20 hours of documented specialized training in conducting surveys of mammography facilities; and
- (4) Conduct a survey of at least one mammography facility and a total of at least ten mammography radiation machines under the direct supervision of a medical physicist who has already met the requirements of this section, but in no case may more than one survey of a specific radiation machine conducted within a period of 60 calendar days be counted towards the total number of radiation machines surveyed. The period of time spent in meeting the survey requirement may be counted toward meeting the 20-hour training requirement in subsection (a)(3). After April 28, 1999, experience conducting surveys shall be acquired under the direct supervision of a medical physicist who meets the requirements of subsections (a)(1) through (4) and (b); or
- (5) In lieu of subsections (a)(2) through (4), qualify as a medical physicist under Title 21, Code of Federal Regulations, section 900.12(a)(3), as published in the December 21, 1993 Federal Register (58 Fed.Reg. 67571) and have retained that qualification by maintenance of the active status of any licensure, approval, or certification required under those regulations and prior to April 28, 1999:
 - (A) Received a bachelor's degree or higher in a physical science from an accredited institution with no less than 10 semester hours or equivalent of college undergraduate or graduate level physics;
 - (B) After meeting the requirements of subsection (a)(5)(A), completed forty hours of documented specialized training in conducting surveys of mammography facilities; and
 - (C) After meeting the requirements of subsection (a)(5)(A), conducted surveys of at least one mammography facility and a total of at least 20 mammography radiation machines but in no case may more than one survey of a specific radiation machine conducted within a period of 60 calendar days be

counted towards the total radiation machine survey requirement. The period of time spent in meeting the survey requirement may be counted toward meeting the 40-hour training requirement in subsection (a)(5)(B).

(b) A medical physicist for a facility shall meet the requirements specified in title 21, Code of Federal Regulations, section 900.12(a)(3)(iii) and (iv).

Note: Authority cited: Sections 100275, 115060 and 115100, Health and Safety Code. Reference: Sections 115060, 115100 and 115115, Health and Safety Code.

HISTORY

1. New section filed 2-10-2003 as an emergency; operative 2-10-2003 (Register 2003, No. 7). A Certificate of Compliance must be transmitted to OAL by 6-10-2003 or emergency language will be repealed by operation of law on the following day.

2. Certificate of Compliance as to 2-10-2003 order, including amendment of subsection (a)(5), transmitted to OAL 6-6-2003 and filed 7-18-2003 (Register 2003, No. 29).

17 CCR § 30315.52, **← 17 CA ADC § 30315 →**. **← 52 →**

This database is current through 6/28/13 Register 2013, No. 26

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17 CA ADC § 30315.60

§ 30315.60. Authorization and Renewal of Authorization to Conduct Mammography Surveys, Revocation and Suspension of Authorization and Application Processing Times.

Term

17 CCR § 30315.60

Cal. Admin. Code tit. 17, § 30315.60

Barclays Official California Code of Regulations [Currentness](#)

Title 17. Public Health

Division 1. State Department of Health Services

Chapter 5. Sanitation (Environmental)

Subchapter 4. Radiation

Group 3. Standards for Protection Against Radiation

[Article 4.5. Requirements for the Use of X-Ray in Mammography \(Refs & Annos\)](#)

⇒ § 30315.60. Authorization and Renewal of Authorization to Conduct Mammography Surveys, Revocation and Suspension of Authorization and Application Processing Times.

(a) To be eligible for authorization to conduct mammography surveys an individual shall submit a complete application consisting of the following:

(1) Name, social security number (pursuant to the authority found in sections 100275 and 115100 of the Health and Safety Code and as required by section 17520 of the Family Code, providing the social security number is mandatory. The social security number will be used for purposes of identification), mailing address, daytime telephone number, and FAX number;

(2) Documentation that the applicant meets the requirements of:

(A) Sections 30315.52(a)(2) through (4); or

(B) Section 30315.52(a)(5).

(3) Documentation that the applicant meets the requirements of section 30315.52(b);

(4) Three sample survey reports, meeting the requirements of section 30316.60, indicating the name of the medical physicist providing direct supervision and that the applicant performed all tests. Each report shall include language and data that establishes that all tests were performed to determine if the facility meets the requirements of this article and that, if a test method is specified, the test method was followed; and

(5) The following information:

(A) Manufacturer, model and serial number of the phantom used to produce phantom images;

(B) Whether the type of system resolution tool used to evaluate system resolution is a bar pattern or, until October 28, 2002, a star pattern;

(C) Method used to evaluate kVp;

- (D) Method used to evaluate compression;
 - (E) Type of instruments used to determine average glandular dose and a copy of the most recent calibration report for that instrument indicating that it complies with section 30316.61;
 - (F) Whether aluminum filters used to determine the radiation machine's half-value layer of the useful beam is type 1100 or type 1145;
 - (G) Manufacturer, model and serial number of the densitometer, sensitometer and photometer used during surveys; and
 - (H) A list of equipment used to evaluate the mammography system for artifacts and the radiation machine's AEC performance; or
 - (6) In lieu of subsections (a)(2) and (3), a copy of the letter issued to the applicant by FDA stating that the applicant met the requirements of title 21, Code of Federal Regulations, section 900.12(a)(3).
- (b) Individuals approved by use of subsection (a)(2)(B) shall not provide direct supervision.
- (c) Surveys of radiation machines used to perform interventional mammography or research mammography shall not be used to comply with this section.
- (d) Authorization shall be valid for three years.
- (e) To be eligible for renewal of authorization to conduct mammography surveys an individual shall submit a complete application consisting of the following:
- (1) Name, social security number (pursuant to the authority found in sections 100275 and 115100 of the Health and Safety Code and as required by section 17520 of the Family Code, providing the social security number is mandatory. The social security number will be used for purposes of identification), mailing address, daytime telephone number, and FAX number;
 - (2) The following information:
 - (A) If changes to the information submitted pursuant to subsection (a)(5) have occurred, the updated information;
 - (B) A copy of the most recent calibration report for the instrument used to determine average glandular dose.
 - (3) Documentation indicating that at least 8 hours of training in surveying radiation machines were received for each new mammographic modality; and
 - (4) Documentation that the applicant meets the requirements of section 30315.52(b).
- (f) Authorization to conduct mammography surveys may be revoked, suspended, amended or restricted for any of the following:
- (1) Failure to comply with section 30315.52(b);
 - (2) Knowingly conduct or perform mammography system evaluations, quality assurance testing evaluations or surveys that cause or would have caused, if not detected, a facility to be in violation of any provision of the Act, any regulation promulgated pursuant to the Act, any provision of the Radiologic Technology Act, as defined in Health and Safety Code section 27, any regulation promulgated pursuant to the Radiologic Technology Act, or any order of the Department;
 - (3) Knowingly submits to the Department false, incorrect or fraudulent information;
 - (4) Failure to inform a facility that a violation of this article has occurred when the medical physicist knows of the violation; or
 - (5) Procuring authorization by fraud, or misrepresentation, or because of mistake.

- (g) Within 10 calendar days of receipt of an application for or renewal of authorization, the Department shall:
- (1) Notify the applicant that the application is complete; or
 - (2) Notify the applicant that the application is incomplete and identify what is required for the Department to consider it complete.
- (h) Unless the applicant responds to the notification in subsection (g)(2) within 30 calendar days the application shall be deemed withdrawn.
- (i) Within 30 calendar days of receipt of a complete application, the Department shall issue or deny the authorization.
- (j) Any applicant deemed by the Department to have withdrawn an application pursuant to subsection (e) may reapply by submitting a new application.
- (k) The Department's time periods for processing an application for authorization from receipt of the initial application to the date the final decision is made, are as follows:
- (1) The median time is 30 calendar days;
 - (2) The minimum time is seven days;
 - (3) The maximum time is 90 calendar days.

Note: Authority cited: Sections 100275, 115060 and 115100, Health and Safety Code. Reference: Sections 115060, 115100 and 115115, Health and Safety Code; and Section 15376, Government Code.

HISTORY

1. New section filed 2-10-2003 as an emergency; operative 2-10-2003 (Register 2003, No. 7). A Certificate of Compliance must be transmitted to OAL by 6-10-2003 or emergency language will be repealed by operation of law on the following day.
2. Certificate of Compliance as to 2-10-2003 order, including amendment of subsection (a)(4), transmitted to OAL 6-6-2003 and filed 7-18-2003 (Register 2003, No. 29).

17 CCR § 30315.60, **← 17 CA ADC § 30315 →**. **← 60 →**

This database is current through 6/28/13 Register 2013, No. 26

END OF DOCUMENT



Term

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4021-13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Qualified/Authorized Medical PhysicistFunding Source: General FundsPSC Original Approved Amount: \$700,000PSC Original Approved Duration: 01/01/14 - 12/31/18 (5 years)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 02/01/16-01/31/21 (2 years 4 weeks)PSC Cumulative Amount Proposed: \$800,000PSC Cumulative Duration Proposed: 7 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000/year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.

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

This is a regulatory requirement of the California Department of Public Health (CPDH), US Food and Drug Administration (FDA), Mammography Quality Standards Act (MQSA), The Joint Commission, and other governing bodies. If the Department does not have the services of a Qualified/Authorized Medical Physicist, the Department will be forced to either stop providing radiology services or forfeit any/all reimbursement for services, thus leading to an inability of the Department to carry out a key component of its mission.

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 4021-13/14

D. Will the contract(s) be renewed?

Yes.

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

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The contractor must be a Qualified/Authorized Medical Physicist. As this is such a specialized work group it would be difficult to find qualified individuals to perform the needed services. As these services are not needed on-site 24/7, but are necessary upon immediate notice, contracted services provide coverage at the times needed.

- B. Reason for the request for modification:

The term is extended because the actual start date was moved to 2016 due to delays in negotiation and moving the services from a PO administered by OCA, to a professional services agreement. The additional funds will be used to cover usage for SFGH, LHH and other facilities, emergencies and additional unscheduled repairs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A Qualified/Authorized Medical Physicist must have their qualifications approved by either (or both) the American Board of Radiology ("ABR" and/or the American Board of Medical Physics #ABMP# and must meet the requirements as listed under 10 CFR 35.51 #Attachment 1#; The Qualified/Authorized Medical Physicist must be certified by the State of California#Attachment 2; application# to practice in the State, and for mammography 21 Code of Federal Regulations Part 900.12#a##3###i# #Attachment 4# and CA Code of Regulations title 17 sections 30315.52 and 30315.60#Attachment 5# and must meet all MQSA, American College of Radiology #ACR# and California State Requirements and continuing education requirements and maintain them for the length of contract term. Must have documented experience in CT, Radiology, and Mammography. Must be available within 3 hours for required emergency testing on equipment when needed and provide MRI and Nuclear Medicine support as well.

- B. Which, if any, civil service class(es) normally perform(s) this work? 0932, Manager IV;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide all of the required equipment used to perform physics testing and verifications.

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

Not Applicable

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

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

Civil Service classes are not applicable because the work is highly specialized, and intermittent.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as this is such a specialized work group it would be difficult to find qualified individuals to perform the needed services. As these services are not needed on site 24/7, but are necessary upon immediate notice, contracted services provide coverage at the times needed.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be available as this is a specialized work group filled only by a Qualified/Authorized Medical Physicist.
- 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 02/11/16, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/18/2016



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 19, 2013

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4017-13/14; 4018-13/14; 4020-13/14 THROUGH 4022-13/14; 4045-11/12; 4061-07/08; 3035-11/12 AND 4076-09/10.

At its meeting of **September 16, 2013** the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

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

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Sung Kim, Department of Public Works
Sheila Layton, Juvenile Probations
Joan Lubamersky, General Services Agency
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FOR

09/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4017-13/14	12	Juvenile Court	Regular	\$540,000	Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.	1/1/2014 - 12/31/2017
4018-13/14	68	Municipal Transportation Agency	Regular	\$240,000	To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies; evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens' Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.	11/18/2013 - 11/30/2019
4020-13/14	70	General Services Agency	Regular	\$1,000,000	Clean interior and exterior windows, skylights and roof windows, greenhouses, plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.	12/1/2013 - 11/30/2016
4021-13/14	81	Public Health	Regular	\$700,000	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	1/1/2014 - 12/31/2018
4022-13/14	81	Public Health	Regular	\$4,200,000	Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPH buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.	5/1/2013 - 4/30/2018

Total Amount - Regular: \$6,680,000

JUL 22 2013 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:
☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: Qualified / Authorized Medical PhysicistFUNDING SOURCE: General FundsPSC AMOUNT: \$700,000 (estimated \$140,000 /yr) PSC DURATION: 1/1/2014 – 12/31/20181. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within the a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.

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

This is a regulatory requirement of the California Department of Public Health (CPDH), US Food and Drug Administration (FDA), Mammography Quality Standards Act (MQSA), The Joint Commission, and other governing bodies. If the Department does not have the services of a Qualified/Authorized Medical Physicist, the Department will be forced to either stop providing radiology services or forfeit any/all reimbursement for services, thus leading to an inability of the Department to carry out a key component of its mission.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil

Service Commission, indicate most recent personal services contract approval number):

The services are currently performed by a purchase order administered by the Office of Contract Administration and is being continued in the future under a professional services agreement.

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

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

Municipal Executive

Association (MEA)

Jacquie HaleJUL 22 2013

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A Qualified/Authorized Medical Physicist must have their qualifications approved by either (or both) the American Board of Radiology ("ABR") and/or the American Board of Medical Physics (ABMP) and must meet the requirements as listed under 10 CFR 35.51 (Attachment 1); The Qualified / Authorized Medical Physicist must be certified by the State of California (Attachment 2 ; application) to practice in the State, and for mammography 21 Code of Federal Regulations Part 900.12(a)(3)(i) (Attachment 4) and CA Code of Regulations title 17 sections 30315.52 and 30315.60(Attachment 5) and must meet all MQSA, American College of Radiology (ACR) and California State Requirements and continuing education requirements and maintain them for the length of contract term. Must have documented experience in CT, Radiology, and Mammography. Must be available within 3 hours for required emergency testing on equipment when needed and provide MRI and Nuclear Medicine support as well.

Attachments

- Attachment 1: 10 CFR 35.51
- Attachment 2: California State Application
- Attachment 3: AAPM Definition of a QMP
- Attachment 4: 21 Code of Federal Regulations Part 900.12(a)(3)(i)
- Attachment 5: Regulations title 17 sections 30315.52 and 30315.60

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

There is no civil service class for requested work. The pool of Qualified / Authorized Medical Physicist is very small throughout the US and many health care facilities contract for these services. A near class would be Manager IV or higher, with the necessary requirements set forth in the attachments.

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

Contractor will provide all of the required equipment used to perform physics testing and verifications.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the work is highly specialized, and intermittent.

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

No, as this is such a specialized work group it would be difficult to find qualified individuals to perform the needed services. As these services are not needed on site 24/7, but are necessary upon immediate notice, contracted services provide coverage at the times needed.

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

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

Yes

No

☐
☒

B. Will the contractor train City and County employees?

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

☐
☒

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

☐
☒

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

☐
☒

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

☐
☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐
☒

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address