



London Breed
Mayor

Carol Isen
Human Resources Director

Date: October 15, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Junko Laxamana, BOS
Joyce Kimotsuki, CON
William Lee / Thomas Chen, DEM
Elaine Walters, FIR
Esperanza Zapien/Johanna Gendelman, DSS
Ian Hart, HRD
Amy Nuque, MTA
Marcus Lange, LIB
Alexander Burns, DPW
Arlene Lee, DPH
Joan Lubamersky, ADM

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) 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 21/22 to date:

Total of this Report	YTD Expedited Approvals FY2021-2022	Total for FY2021-2022
\$30,028,007	\$100,277,870	\$938,084,970

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POSTING FOR

November 01, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43319 - 21/22	AIRPORT COMMISSION	\$7,000,000.00	Professional support services for the Noise Insulation Program (NIP) particularly on the following as-needed tasks: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements, outreach efforts to invite potentially eligible homeowners to participate in the NIP, coordination of aircraft noise easement acquisitions and recording, coordination of noise insulation design and construction work, handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the Federal Aviation Administration (FAA) and the San Francisco International Airport (Airport), and preparation of outlay reports.	January 1, 2022	December 31, 2026	REGULAR
49227 - 21/22	BOARD OF SUPERVISORS	\$350,000.00	Board of Supervisors seeks to retain the services of a qualified consultant who will assist the Reinvestment Working Group in drafting and submitting a separate business and governance plan for the Municipal Finance Corporation (MFC) to become a state-licensed public bank to the Board of Supervisors and Local Agency Formation Commission (LAFCo). The consultant will play a critical role to ensure that the business plan includes elements required for a State public bank license; a study required to apply for a State public license pursuant to Government Code Section 57606(a); and lending priorities. The consultant must also ensure that the business plan includes recommendations for a governance and regulatory structure for a public bank; modifications to City laws and regulations; and whether the City should partner with another local agency in the establishment and operation of a public bank.	February 1, 2022	March 31, 2023	REGULAR
44025 - 21/22	CONTROLLER	\$640,000.00	Racial Equity Consultant services needed by various City departments including Controller, Assessor-Recorder, Treasurer & Tax Collector to	December 1, 2021	June 30, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			provide Racial Equity education, support and technical assistance in Workforce Development and Learning including Executive Leadership Team Assessment and Training, All Staff Trainings, Restorative Justice Dialogue and Reflection; Racial Equity Plan Implementation including Core Team Racial Equity Capacity Building and Racial Equity Plan Project Management and Reporting; Hiring Recruitment Policy and Strategy and Promotion support for job classifications for City departments; Development and Implementation of Candidate and Employee Assessments and as-needed consulting services related to Racial Equity.			
49179 - 21/22	DEPARTMENT OF EMERGENCY MANAGEMENT	\$1,198,000.00	COVID-19 response efforts of the Department of Emergency Management (DEM) in coordination with the Department of Public Health (DPH) to acquire a strategic media and advertising buying contractor to support City COVID-19 public education to promote COVID-19 prevention practices with emphasis on getting vaccinated. The contractor will place strategic media buys for digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.	January 1, 2021	June 30, 2022	REGULAR
42540 - 21/22	FIRE DEPARTMENT	\$1,250,000.00	The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised. A draft scope of work is attached.	November 1, 2021	October 31, 2026	REGULAR
49322 - 21/22	HUMAN SERVICES	\$165,000.00	Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.	October 1, 2021	September 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43092 - 21/22	HUMAN RESOURCES	\$200,000.00	JobAps shall provide read-only access to historical employment application, examination and certification files along with reporting access for select DHR employees.	November 27, 2021	June 30, 2025	REGULAR
41001 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$130,000.00	The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of the selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education, and training attendance rosters, and any other documents pertaining to compliance with the Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.	February 1, 2022	January 31, 2025	REGULAR
30232 - 20/21	PUBLIC LIBRARY	\$129,000.00	Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.	May 1, 2022	April 30, 2028	REGULAR
40146 - 21/22	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	Consultants will perform highly specialized civil engineering tasks that include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.	October 4, 2021	April 4, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45793 - 21/22	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$12,000,000.00	Consultants will perform highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.	November 1, 2021	June 30, 2028	REGULAR
49700 - 20/21	PUBLIC HEALTH	\$2,000,000.00	Contractor(s) will provide as-needed support services which may include medical scribe services to assist City employees in using various technology platforms that are not fully accessible and may also provide support services or scribe services in order to respond to other use cases. Support services in a health care field may support employees with disabilities that work in a healthcare setting that need to perform a job function which is impacted by technology that is not accessible. In addition, services may also involve charting physician-patient encounters in real time, such as during medical examinations, as well as locating information for physicians and completing forms needed for patient care which are sometimes referred to as medical scribe services. With the advent and widespread deployment of modern Electronic Health Record (EHR) systems, the specialized area of medical scribing has become a tool for providers to be more efficient in a modern EHR system. Similarly there has also been a need for support services of a more general nature as well, in both instances support services, and medical scribe services function as a reasonable accommodation for employees who must use an EHR or other application as part of their daily job functions, since EHRs are not fully accessible. Services will be provided on a virtual (remote) basis or in-person, depending on the specific needs of the employee and the use case presented.	September 1, 2021	December 31, 2025	REGULAR

TOTAL AMOUNT \$29,062,000

POSTING FOR

November 01, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
32097 - 19/20 - MODIFICATIONS	November 1, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$500,000	\$580,000	Provide chipping and washout services for cement mixer trucks. San Francisco Public Works (SFPW) mixer trucks hold about 8-9 cubic yards of cement and leave a buildup of 1.5 to 3 cubic yards after being used for approximately three months. Once this buildup capacity has been reached, SFPW personnel will drive to the Contractor's facility for chipping or a washout services. This service is having a contractor's employee un-weld a welded hatch on the mixer truck drum and then enter into the drum and use a jack hammer to chip the built-up concrete away. The Contractor is responsible for providing specialized equipment to service the mixer trucks of SFPW and for the proper disposal of the waste materials. The	03/01/2021	02/28/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					contractor also provides appropriate disposal of the waste materials.			
32238 - 17/18 - MODIFICATIONS	November 1, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$90,000	\$190,000	Contractor will provide the Department of Real Estate with complete interior plantscaping services at four city buildings. The department is seeking a one-stop shop that will provide the plants, all necessary equipment, all necessary maintenance and services to provide all four buildings with attractive plant displays. The Contractor will provide all plants and planters/containers, and will service all plants on a weekly basis. The services will include watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory, and seasonal upgrades.	07/18/2018	08/31/2023	REGULAR
37047 - 18/19 - MODIFICATIONS	November 1, 2021	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$376,007	\$1,148,477	The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and	11/05/2018	07/16/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.			

TOTAL AMOUNT \$966,007

**Regular/Continuing/Annual
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport's Noise Insulation Program Consulting Services

Funding Source: Airport Capital/Operating & Federal Funds

PSC Amount: \$7,000,000

PSC Est. Start Date: 01/01/2022

PSC Est. End Date 12/31/2026

1. Description of Work

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

Professional support services for the Noise Insulation Program (NIP) particularly on the following as-needed tasks: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements, outreach efforts to invite potentially eligible homeowners to participate in the NIP, coordination of aircraft noise easement acquisitions and recording, coordination of noise insulation design and construction work, handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the Federal Aviation Administration (FAA) and the San Francisco International Airport (Airport), and preparation of outlay reports.

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

To maintain its commitments with the surrounding communities, the Airport needs to continue the Noise Insulation Program, monitoring the noise impact area and identifying additional properties that may require insulation and/or easement acquisition. This work requires the support of a specialized noise insulation consultant. The consequences of denial would mean that the Airport would not be able to meet its commitments to the surrounding communities.

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 under PSC 43708-16/17

D. Will the contract(s) be renewed?

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

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

This PSC duration is intended to match the professional service contract term.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This as-needed work is performed as requests are made from homeowners in the impacted areas and funds are available.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in administration and management of aircraft noise insulation programs in communities near commercial airports particularly in California, including coordination of design and construction of noise insulation improvements, experience in acquisition of aircraft noise easements, understanding of the FAA guidelines related to noise insulation programs for commercial airports funded by the FAA, and understanding of the State of California Noise Standards for Airports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3;

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?

On May 24, 2021, the Airport sent a Notice of Intent to the following city departments (DPW, SFPUC, PORT, MTA), dated May 24, 2021 and no department was interested in doing this work.

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

A. Explain why civil service classes are not applicable.

Current civil service classes are not applicable because none have the specialized experience in administration and management of aircraft noise insulation programs in communities near commercial airports, including experience in acquisition of aircraft noise easements, understanding of the FAA guidelines related to noise insulation programs for commercial airports funded by the FAA.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work as this project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

6. Additional Information

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

No.

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

No. No training will be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/06/2021, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43319 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, August 6, 2021 10:06 AM
To: Cynthia Avakian (AIR); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcello, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; 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; L21PSCReview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43319 - 21/22

RECEIPT for Union Notification for PSC 43319 - 21/22 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43319 - 21/22 for \$7,000,000 for Initial Request services for the period 01/01/2022 – 12/31/2026. 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17134&data=04%7C01%7Cricardo.e.valle%40flysfo.com%7C63ef92e5803841d2e74b08d958fe865b%7C22d5c2cfce3e443d9a7fdcc0231f73f%7C0%7C0%7C637638672803693014%7CUnknown%7CTWFpbGZsb3d8eyJWlloiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C2000&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43708 - 16/17)

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

Type of Service: Consulting Services related to Airport's Noise Insulation Program

Funding Source: Airport Operating Funds and FAA

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 01/01/17 - 12/31/22 (6 years)

PSC Mod#1 Amount: \$5,000,000

PSC Mod#1 Duration: 01/01/23-12/31/23 (1 year)

PSC Mod#2 Amount: \$3,750,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$11,250,000

PSC Cumulative Duration Proposed: 7 years

1. Description of Work

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

San Francisco International Airport (SFO) is seeking a qualified consultant for support on the Noise Insulation Program particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements, coordination of aircraft noise easement acquisitions and recording, coordination of noise insulation design and construction work, handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the Federal Aviation Administration (FAA) and the Airport, and preparation of outlay reports for FAA grant reimbursements.

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

This service is necessary to ensure that the Airport continues to meet all requirements set forth under the California Code of Regulations, Title 21, Chapter 2.5, Sub-chapter 6, Section 5012 on Noise Standards.

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

Yes, this PSC 43708-16/17

D. Will the contract(s) be renewed?

Yes, as there continues to be a need for such services at the Airport.

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 original term of the contract is for three years and two (1) year options.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

In the past, administration and management of noise insulation work and easement acquisition have been the responsibility of the County of San Mateo and the various cities in the noise-impacted areas. However, in recent and future phases of the Airport's Noise insulation Program, the cities and County of San Mateo are relinquishing their role, and SFO has recently and will keep coordinating these activities. These activities are intermittent by nature and for these circumstances they are required on an as-needed basis.

B. Reason for the request for modification:

The scope of the work (Noise Insulation Program) over the next few years has been significantly expanded because of a new Grant that will be offered by the FAA in 2020. This Grant will be used to provide acoustic treatment to about 80-100 additional homes/ units and SFO will need the support of the contractor to perform this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 0932, Manager IV;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.
Current civil service classes are not applicable because none have the specialized services required for this work. The work needs professionals with experience in administration and management of aircraft noise insulation programs, particularly related to commercial airports in California on an as-needed basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

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 training will not be provided

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

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

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

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

7. Union Notification: On 03/16/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43708 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/21/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43708 - 16/17)

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

Type of Service: Consulting Services related to Airport's Noise Insulation Program

Funding Source: Airport Operating Funds and FAA

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 01/01/17 - 12/31/22 (6 years)

PSC Mod#1 Amount: \$5,000,000

PSC Mod#1 Duration: 01/01/23-12/31/23 (1 year)

PSC Cumulative Amount Proposed: \$7,500,000

PSC Cumulative Duration Proposed: 7 years

1. Description of Work

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

San Francisco International Airport (SFO) is seeking a qualified consultant for support on the Noise Insulation Program particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements, coordination of aircraft noise easement acquisitions and recording, coordination of noise insulation design and construction work, handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the Federal Aviation Administration (FAA) and the Airport, and preparation of outlay reports for FAA grant reimbursements.

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

This service is necessary to ensure that the Airport continues to meet all requirements set forth under the California Code of Regulations, Title 21, Chapter 2.5, Sub-chapter 6, Section 5012 on Noise Standards.

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

Yes, this PSC 43708-16/17

D. Will the contract(s) be renewed?

Yes, as there continues to be a need for such services at the Airport.

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 original term of the contract is for three years and two (1) year options.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

In the past, administration and management of noise insulation work and easement acquisition have been the responsibility of the County of San Mateo and the various cities in the noise-impacted areas. However, in recent and future phases of the Airport's Noise insulation Program, the cities and County of San Mateo are relinquishing their role, and SFO has recently and will keep coordinating these activities. These activities are intermittent by nature and for these circumstances they are required on an as-needed basis.

B. Reason for the request for modification:

The reason for the modification is to exercise the first option to extend the contract agreement with the contractor as the Noise Insulation Program (NIP) has been expanded in order to provide acoustic treatment to a larger number of properties than originally planned. Consulting services are needed to continue with the Airport's residential Noise Insulation Program.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Current civil service classes are not applicable because none have the specialized services required for this work. The work needs professionals with experience in administration and management of aircraft noise insulation programs, particularly related to commercial airports in California on an as-needed basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

6. Additional Information

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

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

7. Union Notification: On 05/09/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43708 - 16/17

DHR Analysis/Recommendation:

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: 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: Public Bank Consultant for Reinvestment Working Group

Funding Source: General Fund

PSC Amount: \$350,000

PSC Est. Start Date: 02/01/2022

PSC Est. End Date 03/31/2023

1. Description of Work

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

Board of Supervisors seeks to retain the services of a qualified consultant who will assist the Reinvestment Working Group in drafting and submitting a separate business and governance plan for the Municipal Finance Corporation (MFC) to become a state-licensed public bank to the Board of Supervisors and Local Agency Formation Commission (LAFCo).

The consultant will play a critical role to ensure that the business plan includes elements required for a State public bank license; a study required to apply for a State public license pursuant to Government Code Section 57606(a); and lending priorities. The consultant must also ensure that the business plan includes recommendations for a governance and regulatory structure for a public bank; modifications to City laws and regulations; and whether the City should partner with another local agency in the establishment and operation of a public bank.

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

Ordinance No. 87-12 adding Article XVI to the Administrative Code Charter 5 established the Reinvestment Work Group and its duties. As the Working Group's work outlined in the code is very specialized, it is not possible for the Working Group to perform its work without the assistance of the subject matter experts. The above code also provides that the Clerk of the Board of Supervisors may hire an outside consultant(s) with expertise in drafting business plans for the establishment of California banks, community engagement, or the establishment of public governance models to draft plans. The denial of this request would have a significant negative impact and prevent the Working Group from successfully fulfilling its legally mandated duties.

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 is a new service.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Reinvestment Working Group is a term limited policy body and the duration of the requested services needed will not exceed 13 months. The subject matter expertise needed is very specific and specialized and the Department does not have internal staff who has the expertise needed to perform this work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: - Experience facilitating a task force or working group created by a government entity - Experience facilitating a public bank business plan drafting process and feasibility study - Ability to draft a business plan for a de novo bank with clear metrics and outcomes and to successfully submit such plan as part of a bank application process with the California state and federal banking regulator - Legal experience representing financial institutions, including drafting corporate governance articles, bylaws, legal opinions, and contracts - Experience with CEO search and Board of Directors selection - Expertise in a community planning and engagement process, in partnership with CBOs that authentically uplifts voices, concerns, and solutions of historically disenfranchised communities and communities of color.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Department does not have internal staff who has the expertise needed to perform this work.

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

- A. Explain why civil service classes are not applicable.
As the subject matter expertise needed is very specific and specialized, it is not possible for City employees to perform the work outlined in the Administrative Code. Additionally, the Reinvestment Working Group will terminate by operation of law eighteen months from the effective date of the Administrative Code Chapter 5, Article XVI. As such, the requested services are needed for a limited term and will not exceed 13 months. The above code also provides that the Clerk of the Board of Supervisors may hire an outside consultant(s) with expertise in drafting business plans for the establishment of California banks, community engagement, or the establishment of public governance models to draft plans.
- 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. Adoption of a new civil service class is not necessary. The services needed for a limited term only.

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 of employees is not needed for this service.
- 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.
No.

**7. Union Notification: On 09/03/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49227 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of junko.laxamana@sfgov.org
To: [Laxamana, Junko \(BOS\); Laxamana, Junko \(BOS\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko \(BOS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Laxamana_Junko (BOS); Laxamana_Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana_Junko (BOS); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49227 - 21/22
Date: Friday, September 3, 2021 8:59:22 PM

RECEIPT for Union Notification for PSC 49227 - 21/22 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 49227 - 21/22 for \$350,000 for Initial Request services for the period 02/01/2022 – 03/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17292> 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 [Administrative Code - San Francisco Reinvestment Working Group]

2

3 **Ordinance amending the Administrative Code to establish the San Francisco**
4 **Reinvestment Working Group to submit business and governance plans for a non-**
5 **depository Municipal Finance Corporation and for a Public Bank to the Board of**
6 **Supervisors and to the Local Agency Formation Commission.**

7

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

12

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

14 Section 1. Chapter 5 of the Administrative Code is hereby amended by adding Article
15 XVI, consisting of Sections 5.16-1 through 5.16-7, to read as follows:

16 **SEC. 5.16-1. CREATION OF SAN FRANCISCO REINVESTMENT WORKING**
17 **GROUP.**

18 *The Board of Supervisors hereby establishes the San Francisco Reinvestment Working Group*
19 *(“Working Group”).*

20 **SEC. 5.16-2. FINDINGS AND PURPOSE.**

21 *(a) California Assembly Bill 857, the Public Banking Act, effective January 1, 2020, authorizes*
22 *local agencies to create public banks for the purposes of achieving cost savings, strengthening local*
23 *economies, supporting community economic development, and addressing infrastructure and housing*
24 *needs for localities.*

25

1 (b) A San Francisco Public Bank would create a fiscally safe and sound institution to invest
2 public funds in a manner that aligns with the values and interests of the City, including investments in
3 City residents, businesses, and sectors that serve the public good and that are underserved or unserved
4 by the existing financial industry.

5 (c) The City and County of San Francisco has a population of over 800,000 residents who,
6 through decades of public elections, have repeatedly prioritized local control, transparency, and
7 economic opportunity as valued pillars of public interest. These interests would be served by
8 sustainable and responsible community investments that promote economic security, housing
9 affordability, environmental sustainability, and general wellbeing for all San Franciscans, guided by
10 the creation of lending priorities focused on those objectives.

11 (d) The complexity of establishing a public bank requires focused, sustained planning and
12 interim steps to ensure ongoing viability.

13 (e) This complex task is a valuable one, as City government banking services are provided by
14 large national banks that invest in sectors that may harm San Francisco residents or contradict the
15 City's values. These banks continue to resist pressure from national movements to have their
16 investments reflect values of transparency, environmental responsibility, and social justice, and they
17 have been criticized for racially-biased predatory lending and foreclosures and for investments in fossil
18 fuels, weapons, and private prisons.

19 (f) Traditional financial institutions' executive compensation and employee incentive programs
20 often are dissociated from the external or public effects of their investment policies, in some cases
21 causing significant financial harm to customers and shareholders.

22 (g) While a Public Bank will require planning and investment of public funds, it can create
23 significant long-term benefits for the City, which include allowing local tax dollars to be invested in
24 local priorities while still ensuring the safety and preservation of capital, liquidity to meet City cash
25 flow needs, and return on investments.

1 (h) A Public Bank can and should balance both fiscal solvency and investments in residents,
2 businesses, and sectors that reflect San Francisco values, advancing issues of social, economic, gender,
3 racial, and environmental equity, among others.

4 (i) The long-term financial and social well-being of the City requires sustainable and equitable
5 economic growth locally, nationally, and internationally, which in turn requires equitable and
6 transparent financial investment and opportunity.

7 (j) Increasing interest among municipalities and regions across California and the United
8 States in public bank formation provided the impetus for the enactment of the Public Banking Act,
9 Assembly Bill 857.

10 (k)The Budget and Legislative Analyst of the Board of Supervisors has produced reports
11 regarding banking, community supportive banking options, and public banking, including on the
12 following subjects: “Community Supportive Banking Options,” September 8, 2011 (Updated);
13 “Community Supportive Banking Options 2017 Update,” November 27, 2017; “Large Bank Social
14 Responsibility Screening,” May 19, 2017; and “Municipal Bank for San Francisco: Issues and Options
15 for Consideration,” July 24, 2020. These reports are on file with the Clerk of the Board of Supervisors
16 in File No. 210078.

17 (l) In 2017, in response to Resolution No. 152-17 urging the formation of a Municipal Bank
18 Feasibility Task Force to research the viability and advisability of a Public Bank, Treasurer Jose
19 Cisneros formed such a group. After 18 months of work, it produced a report entitled, “Municipal
20 Bank Feasibility Task Force Report,” dated March 2019, which analyzed three models: (1) a lending
21 entity focused on investments in affordable housing and small business lending to achieve community
22 goals; (2) a bank that performs the City’s cash management and other banking needs, allowing the City
23 to divest from large commercial banks; and (3) a bank that combines these functions. A copy of said
24 report is on file with the Clerk of the Board of Supervisors in File No. 210078.

1 **SEC. 5.16-3. DEFINITIONS.**

2 *For the purposes of this Article XVI, the following terms shall have the following meanings:*

3 *“Local Enterprise” means small businesses, nonprofits, cooperatives, and community land*
4 *trusts that operate primarily in San Francisco.*

5 *“Municipal Finance Corporation” (“MFC”) means a non-depository lending corporation that*
6 *is wholly-owned by the City.*

7 *“Public Bank” means a City “public bank” as defined by California Government Code Section*
8 *57600(b)(1), as may be amended from time to time.*

9 **SEC. 5.16-4. POWERS AND DUTIES OF THE WORKING GROUP.**

10 *(a) Not later than one year from the date of the first Working Group meeting, the Working*
11 *Group shall submit to the Board of Supervisors and to the Local Agency Formation Commission a*
12 *business and governance plan for establishing and operating an MFC, which shall address the MFC’s*
13 *planned lending services, prioritizing investment in affordable housing production and preservation,*
14 *Local Enterprise, and public infrastructure; organization and management; financial projections; and*
15 *funding requirements; and which may include recommendations for modifications of City laws and*
16 *regulations.*

17 *(b) Not later than one year from the date of the first Working Group meeting, the Working*
18 *Group shall submit to the Board of Supervisors and to the Local Agency Formation Commission a*
19 *business and governance plan for the MFC to become a Public Bank, which plan shall:*

20 *(1) meet the elements required in a business plan to be submitted as part of a public*
21 *bank license application to the California Department of Financial Protection and Innovation;*

22 *(2) include a study that meets the requirements of California Government Code Section*
23 *57606(a) for state-chartered public banks and, at the discretion of the Working Group, may address the*
24 *elements set forth in California Government Code Section 57606(b);*

1 (3) incorporate the following time objectives: the MFC applying for a public bank
2 license within three years of its establishment, and becoming operational as a Public Bank within five
3 years of its establishment; and the Public Bank providing comprehensive banking services to the City
4 within five years of its becoming operational;

5 (4) establish lending priorities that promote economic security, affordability,
6 environmental sustainability, and general wellbeing for all San Franciscans, which shall:

7 (A) prioritize investment in affordable housing production and preservation with
8 a focus on: housing to meet the needs of low-income households (as set forth in Planning Code Section
9 415) and Social Housing Developments (as defined in Administrative Code Section 10.100-78(e)) for
10 households earning up to 80% of Area Median Income; Local Enterprise; and public infrastructure;

11 (B) evaluate implementing additional lending programs investing in public
12 lands, zero-emission renewable energy systems, energy efficiency upgrades, student loans, and
13 sustainable food systems, and foreclosure prevention/homeowner assistance; and

14 (C) prohibit lending for market-rate housing and for lending that conflicts with
15 the City's values, which shall include, but not be limited to, predatory lending; lending for fossil fuels,
16 tobacco, firearms, and weapons; and lending to businesses with a record of labor law violations,
17 prisons, and detention centers;

18 (5) recommend a governance and regulatory structure of a Public Bank that
19 encompasses compliance with legal requirements, ethical standards, lending priorities, and standards
20 for transparency, community oversight, and accountability;

21 (6) make recommendations for modifications of City laws and regulations, which may
22 include draft legislation or regulations;

23 (7) make recommendations whether to establish and operate the Public Bank in
24 partnership with other California cities, counties, or other local agencies, or to include other
25

1 California cities, counties, or other local agencies in the capitalization or as customers of the Public
2 Bank;

3 _____ (8) make recommendations for capitalization and loan funding of at least \$300 million,
4 from sources including but not limited to appropriations from the Treasurer’s Investment Pool, the
5 General Fund, and budget surpluses; and

6 _____ (9) address any other matter the Working Group deems appropriate in light of its
7 purposes.

8 (c) The Working Group may in its discretion incorporate the analysis of the Municipal Bank
9 Feasibility Task Force Report into the plans required under subsections (a) and (b).

10 **SEC. 5.16-5. MEMBERSHIP.**

11 (a) The Working Group shall consist of nine members as follows:

12 _____ (1) Seats 1-3 shall be held by technical experts in financial institutions, each of whom
13 shall have expertise in at least one of the following: Community Development Financial Institutions;
14 credit unions, as defined in Section 165 of the California Financial Code; small banks or intermediate
15 small banks, as defined in Section 25.12(u) of Title 12 of the Code of Federal Regulations; bank or
16 lending entity formation or business planning; or financial institution regulatory compliance.

17 _____ (2) Seats 4-7 shall be held by community representatives, each of whom shall have a
18 commitment to economic, gender, and racial justice; a commitment to serving low-income
19 communities, communities of color, immigrant communities, and organized labor; and experience in at
20 least one of the following: affordable housing financing or policy; Local Enterprise lending; consumer
21 or student lending; or environmental justice, with experience in areas such as zero-emission renewable
22 energy sources, energy efficient building design, or sustainable food systems.

23 _____ (3) Seat 8 shall be held by the Controller or the Controller’s designee.

24 _____ (4) Seat 9 shall be held by the Treasurer or the Treasurer’s designee.

1 **(b) The President of the Board of Supervisors shall nominate and the Board of**
2 **Supervisors shall appoint Seats 1-7.**

3 **SEC. 5.16-6. ORGANIZATION AND OPERATIONS.**

4 **(a) Each appointing authority shall name its appointees within 30 days of, and the Working**
5 **Group shall convene within 60 days of, the effective date of this Article XVI. The Working Group shall**
6 **meet at least once per month.**

7 **(b) Subject to the fiscal and budgetary provisions of the Charter, subject to the approval of**
8 **the Local Agency Formation Commission, and consistent with the Local Agency Formation**
9 **Commission's special studies authority under state law, the Local Agency Formation**
10 **Commission the Clerk of the Board of Supervisors shall provide administrative and clerical**
11 **support for the Working Group for the preparation of the plans required under subsections (a) and (b)**
12 **of Section 5.16-4.**

13 **(c) Subject to the fiscal, budgetary, and civil service provisions of the Charter, subject to the**
14 **approval of the Local Agency Formation Commission, and consistent with the Local Agency**
15 **Formation Commission's special studies authority under state law, the Local Agency**
16 **Formation Commission the Clerk of the Board of Supervisors may hire and make available to the**
17 **Working Group an outside consultant or consultants with expertise in drafting business plans for the**
18 **establishment of California banks, community engagement, or the establishment of public governance**
19 **models to draft the plans required under subsections (a) and (b) of Section 5.16-4. All policy decisions**
20 **and recommendations for such plans shall be under the direction and for the approval of the Working**
21 **Group. The Local Agency Formation Commission shall provide support and facilitation in**
22 **accordance with state law.**

23 **(d) The Working Group may request information from other technical advisors as needed, such**
24 **as experts in municipal ownership and financing, student lending, affordable housing, sustainable**
25 **agriculture loans, renewable energy, or public infrastructure.**

1 (e) Members appointed to Seats 1-7 shall serve at the pleasure of the Board of Supervisors and
2 may be removed by the Board at any time. Each member in Seats 1-7 may remain on the Working
3 Group until its termination under Section 5.16-7, unless removed by the Board. Any vacancy in Seats 1-
4 7 shall be filled by the Board.

5 (f) Designees in Seats 8 and 9 are members of the Controller's Office and Treasurer's Office
6 respectively and serve in lieu of the Controller and Treasurer respectively. The Controller, as to Seat
7 8, and the Treasurer, as to Seat 9, may change the designee at any time or serve in the seat at any time.

8 (g) Members appointed to Seats 1-7 shall serve without compensation from the City. Members
9 -serving in Seats 8 and 9 shall receive their regular salaries for time spent on the Working Group
10 because they are serving in an official capacity as representatives of their departments.

11 (h) The Working Group shall elect a Chairperson, Vice Chairperson, and other such officers as
12 it deems appropriate from its members and may establish bylaws and rules for its organization and
13 procedures.

14 (i) All recommendations of the Working Group shall be made pursuant to a vote or votes of the
15 majority of the Working Group.

16 (j) Any member, including the Chairperson or the Vice Chairperson, who misses three regular
17 meetings of the Working Group within a six-month period without the written approval of the
18 Chairperson, or the Vice Chairperson in case of the Chairperson's absence, at or before each missed
19 meeting shall be deemed to have resigned from the Working Group 10 days after the third unapproved
20 absence. The Working Group shall inform the Clerk of the Board of Supervisors of any such
21 resignation as to Seats 1-7, and the Controller or Treasurer respectively as to Seat 8 or 9, in the case of
22 a designee to Seat 8 or 9.

23 **SEC. 5.16-7. SUNSET DATE.**

1 *This Article XVI shall expire by operation of law, and the Working Group shall terminate,*
2 *eighteen months from the Article’s effective date. Upon expiration of this Article, the City Attorney*
3 *shall cause it to be removed from the Administrative Code.*
4

5 Section 2. Effective Date. This ordinance shall become effective 30 days after
6 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
7 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
8 of Supervisors overrides the Mayor’s veto of the ordinance.
9

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

12 By: /s/ _____
13 LISA POWELL
14 Deputy City Attorney

15 n:\legana\as2019\2000040\01535865.docx



City and County of San Francisco

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

Tails Ordinance

File Number: 210078

Date Passed: June 22, 2021

Ordinance amending the Administrative Code to establish the San Francisco Reinvestment Working Group to submit business and governance plans for a non-depository Municipal Finance Corporation and for a Public Bank to the Board of Supervisors and to the Local Agency Formation Commission.

June 03, 2021 Government Audit and Oversight Committee - AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

June 03, 2021 Government Audit and Oversight Committee - RECOMMENDED AS AMENDED

June 15, 2021 Board of Supervisors - PASSED ON FIRST READING

Ayes: 10 - Chan, Haney, Mandelman, Mar, Peskin, Preston, Ronen, Safai, Stefani and Walton
Excused: 1 - Melgar

June 22, 2021 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Chan, Haney, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Safai, Stefani and Walton

File No. 210078

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 6/22/2021 by the Board of Supervisors of the City and County of San Francisco.



Angela Galvillo
Clerk of the Board



London N. Breed
Mayor

7/2/2021

Date Approved

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Racial Equity Assessment, Training, Coaching Consulting Services

Funding Source: General Fund

PSC Duration: 6 years 30 weeks

PSC Amount: \$640,000

1. Description of Work

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

Racial Equity Consultant services needed by various City departments including Controller, Assessor-Recorder, Treasurer & Tax Collector to provide Racial Equity education, support and technical assistance in Workforce Development and Learning including Executive Leadership Team Assessment and Training, All Staff Trainings, Restorative Justice Dialogue and Reflection; Racial Equity Plan Implementation including Core Team Racial Equity Capacity Building and Racial Equity Plan Project Management and Reporting; Hiring Recruitment Policy and Strategy and Promotion support for job classifications for City departments; Development and Implementation of Candidate and Employee Assessments and as-needed consulting services related to Racial Equity.

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

There is a Citywide Racial Equity ordinance (Ordinance No. 188-19) that requires that all departments must have met action items in their Racial Equity plan and reporting. The City does not have internal capacity (staffing) to implement and address Racial Equity requirements as mandated by ordinance.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

Depending on the service needs of the departments, the contract(s) may be renewed.

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 request that the PSC cover about 6.5 years to 6/30/2028 is to enable resulting multi-year contract(s) and options to renew to be used by City departments such as the Controller's Office, Assessor-Recorder, Treasurer & Tax Collector per San Francisco Administrative Code Section 21.16. The reason for our request is that these services that are needed to address the Racial Equity ordinance (Ordinance No. 188-19) requirements that City departments create Racial Equity Action Plans and provide annual updates on such Plans.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Yes it is planned to have consultant train and transition the Racial Equity scope of work to existing City staff and new City staff for this project transition and train. Currently City departments need consultant services to meet ordinance deadlines.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Highly specialized experience needed including multiple years of experience in the following: leading organizational equity and inclusion and anti-racism trainings and initiatives for Executive

Leadership; project management of organizational change initiatives; evaluation of hiring & recruitment practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 0922, Manager I; 0932, Manager IV;

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

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

CON has reached out to DHR and there is no current classifications in the City dedicated to the Racial Equity Action Plans and the Racial Equity scope of work is outside of the current classifications. There is no centralized training curriculum or coaching developed by the City to implement Racial Equity Action plans.

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

A. Explain why civil service classes are not applicable.

CON has reached out to DHR and there is no current classifications in the City dedicated to the Racial Equity Action Plans and the Racial Equity scope of work is outside of the current classifications. There is no centralized training curriculum or coaching developed by the City to implement Racial Equity Action plans.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work falls into various different aspects of each department from hiring/recruitment, discipline, executive leadership to fostering of internal culture and management of boards and committees and it is too broad a scope of work for one classification to take on.

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. Contractor to provide training in Workforce Development, Executive Leadership Team Assessment and Training, All Staff Trainings, Racial Equity Core Team Racial Equity Capacity Building, Coaching on Racial Equity Plan Implementation. All-staff from departments across different classifications to receive Racial Equity trainings, Racial Equity training hours estimated to be 3 hours per employee but number of hours to be determined after Racial Equity assessments done.

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. RFP to be issued. It is possible that an existing supplier will be the highest ranked proposer who wins the contract award. TBD

7. Union Notification: On 08/23/2021, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Municipal Executive Association; 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: City Hall, 1 Dr. Carlton B. Goodlett Place, Rm 306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44025 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org
Sent: Monday, August 23, 2021 2:41 PM
To: Kimotsuki, Joyce (CON); amakayan@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44025 - 21/22

RECEIPT for Union Notification for PSC 44025 - 21/22 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 44025 - 21/22 for \$640,000 for Initial Request services for the period 12/01/2021 – 06/30/2028. 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/17226> 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)

TO: DHR
FROM: Joyce Kimotsuki
DATE: 8/23/2021
SUBJECT: 44025 - 21/22 5 years plus explanation memo

The request that the PSC cover about 6.5 years is to enable resulting multi-year contract(s) and options to renew to be used by City departments such as the Controller's Office, Assessor-Recorder, Treasurer & Tax Collector per San Francisco Administrative Code Section 21.16. The reason for our request is that these services that are needed to address the Racial Equity ordinance (Ordinance No. 188-19) requirements that City departments create Racial Equity Action Plans and provide annual updates on such Plans.

TO: DHR
FROM: Joyce Kimotsuki
DATE: 8/23/2021
SUBJECT: 44025 - 21/22 training

Yes training will be provided by the contractor. Contractor to provide training in Workforce Development, Executive Leadership Team Assessment and Training, All Staff Trainings, Racial Equity Core Team Racial Equity Capacity Building, Coaching on Racial Equity Plan Implementation.

All-staff from departments across different classifications to receive Racial Equity trainings, Racial Equity training hours estimated to be 3 hours per employee but number of hours to be determined after Racial Equity assessments done.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Professional Services - strategic media and advertising service for COVID-19 response

Funding Source: General Fund - COVID-19 Budget

PSC Amount: \$1,198,000

PSC Est. Start Date: 01/01/2021

PSC Est. End Date 06/30/2022

1. Description of Work

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

COVID-19 response efforts of the Department of Emergency Management (DEM) in coordination with the Department of Public Health (DPH) to acquire a strategic media and advertising buying contractor to support City COVID-19 public education to promote COVID-19 prevention practices with emphasis on getting vaccinated. The contractor will place strategic media buys for digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.

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

In response to the COVID 19 pandemic, the City of San Francisco is engaged in one of the largest emergency public education efforts in our history. The urgent and intense need to saturate every communication mechanism and channel is critical for the City to successfully reach, engage and educate San Francisco's diverse population on how to prevent COVID-19. To do this effectively, the City needs to procure paid multi-media advertng firm to implement an advertising campaign to educate the public how to prevent COVID-19, address vaccine hesitancy and ensure the San Francisco public is aware why, how and where to receive a COVID-19 vaccine. This effort requires sophisticated and empirical data driven audience targeting with an emphasis on the access and functional needs, most vulnerable and at-risk communities; while ensuring we reach the entire City of San Francisco.

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.

There is no prior contract in place for these services prior to COVID 19 pandemic.

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Due to the emergency nature of the work which will only be required as part of the City's response to the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Access to digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

Department of Emergency Management (DEM) in coordination with the Department of Public Health (DPH) to acquire a strategic media and advertising buying contractor to support City COVID-19 public education to promote COVID-19 prevention practices with emphasis on getting vaccinated.

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

A. Explain why civil service classes are not applicable.

Not feasible given the emergency and short-term need of 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, given these services are tied to the City's emergency COVID-19 response.

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 required as part of the scope 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 09/20/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Thomas Chen Phone: 4152696562 Email: Thomas.Chen@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49179 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Chen, Thomas (DEM)

From: dhr-psccordinator@sfgov.org on behalf of Thomas.Chen@sfgov.org
Sent: Monday, September 20, 2021 11:33 AM
To: Chen, Thomas (DEM); mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Chen, Thomas (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49179 - 21/22

RECEIPT for Union Notification for PSC 49179 - 21/22 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 49179 - 21/22 for \$1,198,000 for Initial Request services for the period 01/01/2021 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17183&data=04%7C01%7CThomas.Chen%40sfgov.org%7C5289e35ade0343c48eeb08d97c6579fa%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C637677597655240548%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1aWwiLCJXVCI6Mn0%3D%7C1000&reserved=0&data=WUq5eRVY3QXNORvcnY2Ltvh7bidnO%2BGyw0U791D5tl0%3D&reserved=0> 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)

Date: August 2, 2021

To: Sandra Eng, Executive Director, Civil Service Commission

From: Kristin Hogan Schildwachter, External Affairs Manager, Department of Emergency Management

Subject: Emergency Approval for PSC 49179 - 21/22

Dear Ms. Sandra Eng:

Enclosed, please find a request for emergency approval for PSC 49179 - 21/22 which pertains to the COVID-19 response efforts of the Department of Emergency Management (DEM) in coordination with the Department of Public Health (DPH) to acquire a strategic media and advertising buying contractor to support City COVID-19 public education to promote COVID-19 prevention practices with emphasis on getting vaccinated. The contractor will place strategic media buys for digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.

Background and Purpose

In response to the COVID 19 pandemic, the City of San Francisco is engaged in one of the largest emergency public education efforts in our history. The urgent and intense need to saturate every communication mechanism and channel is critical for the City to successfully reach, engage and educate San Francisco's diverse population on how to prevent COVID-19. To do this effectively, the City needs to procure paid multi-media advertising firm to implement an advertising campaign to educate the public how to prevent COVID-19, address vaccine hesitancy and ensure the San Francisco public is aware why, how and where to receive a COVID-19 vaccine. This effort requires sophisticated and empirical data driven audience targeting with an emphasis on the access and functional needs, most vulnerable and at-risk communities. while ensuring we reach the entire City of San Francisco.

DEM did a RFQ back in November 2021 and the contract was made on 1/1/2021. However, because the procurement was conducted under the Mayor's Emergency Declaration for its urgency, the Personal Services Contract (PSC) request was not

submitted. DEM is requesting to modify the existing agreement to extend its expiration date to 6/30/2022.

Scope of Work

Contractor will purchase media buys for digital social media platforms and traditional media websites, radio, television, cable, streaming audio, streaming video, print media, newspapers, digital displays, out of home advertising, transit shelters, billboards, etc.

Strategic Media and Advertising Services

Under direction of the City's Emergency Operations Center (EOC) Joint Information Center (JIC) duties will include the following:

- Implementing adjustments to media campaign, based on demonstrated knowledge of San Francisco demographics and effective marketing strategies.
- Coordinating with multilingual (Spanish, Chinese, Filipino, Russian, Vietnamese, Arabic) print and media outlets.
- Coordinating interviews and community engagements with local television and radio personalities, as necessary.
- Drafting PSA scripts, coordinating PSA shoots, creating videos, graphic design for posters, mobile and website advertisements, as necessary.

Contract

The budget for this work is \$850,00 which assumes 12 months or years of work. The budget detail is as follows:

**SFDEM: Zeba Paid Media Estimated Spend
Sept 2021 - June 2022**

OVERVIEW - Spend by Medium	Creative Assets	Net to Media	Agency Fee (10%)	Gross Total	%
Television: Cable/Connected TV	Video (30s)	\$114,750	\$12,750	\$127,500	15%
Terrestrial Radio + Streaming Audio	Audio (30s/15s)	\$191,250	\$21,250	\$212,500	25%
Out of Home	Bulletins/Posters/Transit	\$153,000	\$17,000	\$170,000	20%
Local Publisher - Print and on Line	Print ads and Digital Banners	\$76,500	\$8,500	\$85,000	10%
Digital Programmatic (across sites)	Video/Banners - Cross Devices	\$114,750	\$12,750	\$127,500	15%
Social Media	Video and Banners	\$114,750	\$12,750	\$127,500	15%
		\$765,000	\$85,000	\$850,000	100%

Estimates by Media - Line Items	Estimates by Entities/Properties	Net to Media	Agency Fee (10%)	Gross Total	%	
Television: Cable/Connected TV	Comcast Cable + Digital	\$74,550	\$8,283	\$82,833	65%	
	Centro Connected TV/OTT	\$40,200	\$4,467	\$44,667	35%	
		\$114,750	\$12,750	\$127,500	100%	
Terrestrial Radio + Streaming Audio	I HEART: KMEL, KYLD, KIDI	\$47,813	\$5,313	\$53,125	25%	
	Bonneville: KOIT, KBLX	\$42,075	\$4,675	\$46,750	22%	
	Entercom: KRBB, KLLC, KCBS	\$40,163	\$4,463	\$44,625	21%	
	Univision: KBRG, KSOL, KVVF	\$42,075	\$4,675	\$46,750	22%	
	PBS: KQED	\$19,125	\$2,125	\$21,250	10%	
		\$191,250	\$21,250	\$212,500	100%	
Out of Home	Clear Channel	\$107,100	\$11,900	\$119,000	70%	
	Outfront	\$45,900	\$5,100	\$51,000	30%	
	MUNI - Space Donated/City Dept				BONUS	
		\$153,000	\$17,000	\$170,000	100%	
Local Publisher - Print and Online	San Francisco Chronicle/SF Gate	\$15,300	\$1,700	\$17,000	20%	
	SF Weekly/SF Examiner	\$7,650	\$850	\$8,500	10%	
	Bay Area Reporter/Bay Times	\$11,475	\$1,275	\$12,750	15%	
	Bay Review	\$7,650	\$850	\$8,500	10%	
	El Observador	\$7,650	\$850	\$8,500	10%	
	El Tecolote	\$4,590	\$510	\$5,100	6%	
	La Oferta	\$1,530	\$170	\$1,700	2%	
	Sing Tao	\$5,355	\$595	\$5,950	7%	
	World Journal	\$5,355	\$595	\$5,950	7%	
	The Wind	\$2,295	\$255	\$2,550	3%	
	SFNNA (Neighborhood)	\$7,650	\$850	\$8,500	10%	
			\$76,500	\$8,500	\$85,000	100%
	Digital Programmatic	CENTRO	\$114,750	\$12,750	\$127,500	100%
Facebook		\$40,163	\$4,463	\$44,625	35%	
Instagram		\$17,213	\$1,913	\$19,125	15%	
Twitter		\$17,213	\$1,913	\$19,125	15%	
SnapChat		\$11,475	\$1,275	\$12,750	10%	
You Tube		\$28,688	\$3,188	\$31,875	25%	
Social Media						
		\$114,750	\$12,750	\$127,500	100%	
TOTALS		\$765,000	\$85,000	\$850,000	100%	

Lack of Adequate City Staffing to Conduct Paid Advertising Multi-Media Campaign

The above described services needed to execute a citywide multimedia paid advertising campaign to prevent COVID-19 and promote citywide vaccination of all eligible people requires a contractor to strategically identify specific media markets and tactics to place paid advertisements, which is a service that does not exist with City and County of San Francisco's government workforce or services.

Summary

To ensure that the public receives timely, accurate, coordinated, accessible COVID-19 prevention education and information, especially about the critical need to get vaccinated, the City must reach people where they most engage in an expeditious and holistic manner. To meet this public health and safety mission, the City must execute a paid strategic multimedia emergency COVID-19 advertising campaign, which is a service that does not exist with City and County of San Francisco's government workforce or services. I respectfully request the Civil Service Commission grant emergency approval for PSC 49179 - 21/22 at this time. Thank you in advance for your attention to this urgent matter.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Generator Annual Preventative Maintenance

Funding Source: GF Continuing Authority Control

PSC Amount: \$1,250,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 10/31/2026

1. Description of Work

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised. A draft scope of work is attached.

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency back-up generators located at its emergency facilities. These generators play an integral part in the SFFD's mission to protect life and property by ensuring an uninterrupted power supply in the event of an emergency. The Fire Department needs annual inspections and maintenance, as-needed repairs, and system upgrades. Generator replacements have been undertaken over the past few years, but skipping regular testing and maintenance will shorten the lifespan of this expensive equipment.

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, SFFD has used Prop Q contracts with multiple vendors to provide basic repairs. We have not been able to provide annual testing and recommended maintenance service for our emergency generators due to the overall cost exceeding Prop Q authority. The Department is working with OCA on a multi-year contract.

D. Will the contract(s) be renewed?

There will be a need for ongoing testing and maintenance for generators to keep them safely operational.

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.

Three year contract with potential for two one-year extensions

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The load testing on the approximately 50 generators located in Fire Department facilities needs to be performed once annually. Because the testing only lasts one (or possibly two) workdays, there is not enough work for part-time work. The nature of any needed repairs is unpredictable, so scheduling staff for an unknown workload would prove difficult and costly to pay for standby availability vs. hiring only on an as needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Have experience working on emergency generators for either a Fire Department or other public safety department. Able to perform all the recommended and requested services in the draft Scope of Work (attached)

B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7335, Senior

Stationary Engineer; 7484, Sr Power Generation Tech;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: There is specialized equipment required to do load testing for the generators and if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

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

We currently use DPW for minor repairs and parts replacements for generators, but they are unable to handle annual preventative maintenance and load testing requirements

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

- A. Explain why civil service classes are not applicable.
Generator maintenance, repair and testing requires specialized skills and equipment beyond DPW's capacity. Currently, there are only some repairs that DPW can perform but they do not have the full measure of skills and equipment needed to carry out the full scope of work required.
- 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. In the long run this might be a viable solution, but the SFFD cannot bear the burden of providing the full funding for personnel and equipment for this to occur as the maintenance required does not constitute enough work for a full-time employee for the department's needs.

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. Formal training is not part of the scope of work, department's stationary engineer will be on hand to observe and learn from the supplier.
- 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 08/27/2021, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Stationary Engineers, Local 39

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42540 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/01/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of elaine.walters@sfgov.org
To: [Walters, Elaine \(FIR\); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; oashworth@ibew6.org; khughes@ibew6.org; Corso, Mark; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Walters, Elaine (FIR); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; oashworth@ibew6.org; khughes@ibew6.org; Corso, Mark; DHR-PSCCoordinator, DHR (HRD)@local39.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42540 - 21/22
Date: Friday, August 27, 2021 8:56:45 AM

RECEIPT for Union Notification for PSC 42540 - 21/22 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 42540 - 21/22 for \$1,250,000 for Initial Request services for the period 11/01/2021 – 10/31/2026. 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/dhrrupal/node/17113> 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)

Appendix A Scope of Services

1. Description of Services

Contractor agrees to perform the Services listed below for the San Francisco Fire Stations listed on Appendix B (Generator Listings and Locations). In addition, included in this are any fire stations which are under construction. The generators at these locations (model#s and locations TBD) will be purchased through the ESER bond and will be included in this maintenance and repair agreement.

Note: Annual Service includes all items listed in the Annual Inspection in addition to the items listed below:

Annual Preventative Maintenance:

The San Francisco Fire Department (SFFD) has 42 emergency generators located at 42 Fire Stations/locations. These generators play an integral part in the SFFD's mission to protect life and property by ensuring an uninterrupted power supply in the event of an emergency. The Fire Department needs annual inspections and maintenance, as-needed repairs, and system upgrades.

AIR INDUCTION AND EXHAUST SYSTEM

- Turbocharger- Inspection of the turbocharger.
- Valve Adjustment- Audio Analysis for improper operation.

COOLING SYSTEM

- System- Pressure test cooling system.
- Radiator Cap- Check for correct pressure rating. Pressure test. Check sealing gasket and neck sealing surfaces for signs of deterioration.

FUEL SYSTEM

- Fuel Filters- Change all fuel filters. Inspect for damage, leaks and proper operation.

LUBE OIL SYSTEM

- Oil and filter- Change crankcase oil and filters.

ENGINE STARTING SYSTEMS

- Magnetic Pick-up- Removal, inspection and adjustment as needed.
- Spark Plugs (if applicable)- Visually checked and replaced as necessary.
- Ignition Timing (if applicable)- Verified and adjusted as necessary.

MONITORS AND SAFETY CONTROLS

- Gauge accuracy- Check oil pressure, coolant temperature and alternator gauges for accuracy.
- Sending Unit Switches- Check coolant temperature and oil pressure sending unit switches.

GENERATOR MECHANICAL

- Exciter- Check exciter clearances/ if accessible.
- Conductors- Inspection of AC and DC conductors for insulation damage within the generator enclosure.
- Generator Fan – Inspection of fan hardware.

GENERATOR CONTROL PANEL

- Circuit Breakers- Inspection of free movement of circuit breakers and tight connections.
- Control Panel- Vacuum/clean engine generator set control panel.
- Connection Enclosure- Vacuum/clean engine generator set connection enclosure.

CUSTOMER CARE

- Review findings and reports with customer. A written report indicating maintenance procedures performed/ as well as any additional work that in Energy Systems opinion should be performed to insure continued reliable performance.
- Determine if customer has questions or needs clarification.
- Operational personnel will be instructed on proper operation and maintenance procedures.

Additional Services (as needed):

FUEL, COOLANT AND OIL TESTING

Fuel Testing Includes

- Distillation, Deg F
- Flash Point, F

- Cetane Index (Calc)
- Water & Sediment
- Accelerated Stability Oil
- Spectrochemical
- Water
- Viscosity
- Acid Number
- Direct Feed Ferrography

Coolant Testing Includes

- Spectrochemical
- Freeze Point
- %Glycol
- Nitrites
- Reserve Alkalinity
- pH
- Color Appearance

A full detailed report is provided.

GENERATOR RENTAL (TEMP)

- If any of the SFFD generators can not be repaired, a temporary generator will be provided until DPW or another CCSF agent can get a permanent replacement. The rental maintenance and repair costs will be included in the cost of the rental and billed monthly.

Load Bank Testing (annual):

Part of any generator maintenance plan should include at a minimum, an annual load bank test. Load banks allow generators to be tested at their rated capacity.

- Perform cold start of generator set.
- Check time delays.
- 100% load for 2 hours or customer specifications.
- Allow unit to cool down and go through shutdown sequence.
- During test record the following at 15 minute intervals: Volts and amps- all legs, Hz, PF, kW, Oil PSI, Temp and Fuel PSI.
- Load bank tests are performed during Annual Service if required/requested.

Note: Load bank test are performed at the customer's risk. Customer acknowledges that during load bank testing mechanical failures can occur. Additional charges for any repairs then restarting and completing the load bank test are the customer's responsibility.

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: Information Technology Data Risk Protection and Response

Funding Source: State, Local, Fed

PSC Amount: \$165,000

PSC Est. Start Date: 10/01/2021

PSC Est. End Date 09/30/2024

1. Description of Work

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

Services are for a software license subscription for data risk protection and response. This software allows the user to save data on their laptops that may contain client data and it stay protected. The Human Services Agency (HSA) would use these services to provide automated backup and recovery of user data on workstation computers. This system includes standard backup/recovery in case of device failure, and additionally it is used by HSA to ensure retention of data that may be subject to litigation hold. The service includes litigation hold functionality that prevents users or administrators from accidentally or routinely deleting data under hold, e.g. in the course of decommissioning accounts after separation from employment.

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

These services are required to process, manage, and store client and court mandated information, and are necessary for the day to day operation of the Agency. Without these services, operations would be interrupted and the Agency could not fulfill welfare and institutions code 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.

Services were previously procured through the Office of Contract Administration's Tech Marketplace. However, HSA would now like to move from having the data stored on-premises to it being stored in the cloud which requires a Business Associate Agreement because the use of this software contains Protected Health Information/Personally Identifiable Information data and will now have to be on a software maintenance contract.

D. Will the contract(s) be renewed?

Yes, if funding is available.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The city does not currently own a software solution that provides a data risk detection and response product.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.

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

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

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

These services are highly specialized and proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system.

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

A. Explain why civil service classes are not applicable.

These services are proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system. HSA's Information Technology (IT) civil service employees will be the staff using these business solutions. They will just not be creating or maintaining the software, itself.

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 system is proprietary. HSA's civil service employees are who will be utilizing this software to perform their 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 contact? If so, please explain what that will entail; if not, explain why not.

Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times a year, if needed. End users would be HSA's IT staff and others who may work directly with the saved data.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 09/08/2021, 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: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49322 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 11/01/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: [Zapien, Esperanza \(HSA\); 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; Acevedo, Annysse \(HSA\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Zapien, Esperanza (HSA); 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; Acevedo, Annysse (HSA); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 49322 - 21/22
Date: Wednesday, September 8, 2021 1:56:44 PM

RECEIPT for Union Notification for PSC 49322 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 49322 - 21/22 for \$165,000 for Initial Request services for the period 10/01/2021 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17305> 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: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Access to Employment Application Files

Funding Source: General Fund

PSC Amount: \$200,000

PSC Est. Start Date: 11/27/2021

PSC Est. End Date 06/30/2025

1. Description of Work

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

JobAps shall provide read-only access to historical employment application, examination and certification files along with reporting access for select DHR employees.

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

The City's retention policy for applications and related documentation is three years according the Civil Service Commission Policy and longer for those in litigation. It is imperative for DHR to maintain uninterrupted access to these important, historical records. Without access, the City will be in violation of the retention policy and other legal mandates.

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

The City has an agreement with JobAps to deliver web-based job application services. However, the agreement expires later this calendar year and DHR will need access to the data.

D. Will the contract(s) be renewed?

It is not DHR's intent for the contract to be renewed. However, depending on litigation issues and/or other legal matters, DHR may request the contract to be renewed at a later date.

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

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:

The City's retention policy for applications and related documentation is three years according the Civil Service Commission Policy and longer for those in litigation. It is imperative for DHR to maintain uninterrupted access to these important, historical records.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Access to proprietary Jobaps information.

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

0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources 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 service classes are not applicable because staff do not have access to proprietary Jobaps data.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service class because the 124X series currently performs these tasks. Staff need access to the historical data to successfully produce the data.

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 is needed for read-only access. JobAps already provided training on how to use the JobAps platform.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 09/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Ian Hart Phone: 415-557-4912 Email: Ian.Hart@sfgov.org

Address: 1 South Van Ness Ave., 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43092 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Brusaca, Christina

From: dhr-psccordinator@sfgov.org on behalf of Ian.Hart@sfgov.org
Sent: Wednesday, September 8, 2021 2:06 PM
To: Hart, Ian (HRD); amakayan@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43092 - 21/22

RECEIPT for Union Notification for PSC 43092 - 21/22 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 43092 - 21/22 for \$200,000 for Initial Request services for the period 11/27/2021 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17283> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Contractor Monitoring Services

Funding Source: Operating Budget

PSC Duration: 3 years

PSC Amount: \$130,000

1. Description of Work

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

The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of the selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education, and training attendance rosters, and any other documents pertaining to compliance with the Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure SFMTA's compliance with the requirements as outlined in 49 Code of Federal Regulations (CFR) Parts 40 and 655; the federal regulations mandate the monitoring of service agents that assist the SFMTA in meeting the federal guidelines and contractors who are contracted to perform safety-sensitive testing services. Denial of this service will jeopardize continued federal funding eligibility for the SFMTA.

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

These services were provided through PSC #4085-10/11 and PSC #42274-16/17.

D. Will the contract(s) be renewed?

Yes, This service is needed on a continuing basis.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The monitoring occurs periodically on an ongoing basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess expert knowledge and experience monitoring services providers who provide drug and alcohol testing services in compliance with the DOT/FTA regulations.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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

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

None

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

A. Explain why civil service classes are not applicable.

Civil Service Classifications are not applicable due to the specialized knowledge and experience of the DOT/FTA Regulations that are required of the consultant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This service is provided intermittently and requires specialized expertise in item E above.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. This third-party monitoring service 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 08/03/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41001 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, August 3, 2021 3:22 PM
To: Nuque, Amy; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Osha Ashworth; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41001 - 21/22

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

RECEIPT for Union Notification for PSC 41001 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41001 - 21/22 for \$130,000 for Initial Request services for the period 02/01/2022 – 01/31/2025. 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/17150> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Monitoring Contractor and Service AgentsFunding Source: operating budgetPSC Amount: \$125,000PSC Est. Start Date: 07/01/2017PSC Est. End Date: 06/30/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining to compliance with Department of Transportation/Federal Transportation Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure the SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the federal regulations mandate the monitoring of service agents that assist the SFMTA in meeting the federal guidelines and contractors who are contracted to perform safety-sensitive testing services. Denial of this service will jeopardize continued federal funding eligibility for the SFMTA.

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

These services were provided through PSC #4085-10/11, PSC #3016-10/11, and PSC #3044-09/10.

D. Will the contract(s) be renewed?

Yes

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

This service is needed on an continuing basis.

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

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

B. Explain the qualifying circumstances:

The monitoring occurs periodically on an ongoing basis

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expert knowledge and experience monitoring service providers who provide drug and alcohol testing services in compliance with the DOT/FTA regulations
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None

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

- A. Explain why civil service classes are not applicable.
Civil Service Classifications are not applicable due to the specialized knowledge and experience of the DOT/FTA Regulations that is required of the consultant.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This service is provided intermittently and requires the specialized expertise in item 3.A. above.

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. This third-party monitoring service 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 02/15/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

Name: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

Address: 1 South Van Ness Ave, 6th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42274 - 16/17

DHR Analysis/Recommendation:

action date: 03/20/2017

Commission Approval Required

Approved by Civil Service Commission

03/20/2017 DHR Approved for 03/20/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4085 - 10/11)

Type of Approval: [] Expedited [] Regular ([] Omit Posting)

Type of Service: Monitoring Contractor and Service Agents

Funding Source: Operating Budget

PSC Original Approved Amount: \$125,000 PSC Original Approved Duration: 03/01/11 - 02/29/16 (5 years 1 day)
PSC Mod#1 Amount: \$25,000 PSC Mod#1 Duration: 03/01/16-06/30/17 (1 year 17 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$150,000 PSC Cumulative Duration Proposed: 6 years 17 weeks

1. Description of Work

A. Scope of Work:

The consultant will provide oversight-monitoring assistance to the San Francisco Municipal Transportation Agency (SFMTA) to review a designated contractor's drug and alcohol testing policies and procedures for compliance. The consultant will conduct an annual on-site review of selected collection and testing contractor's drug and alcohol testing policy, record keeping, testing reports, education and training attendance rosters and any other documents pertaining to compliance with Department of Transportation/Federal Transportation Administration (DOT/FTA) Drug and Alcohol Testing Rules and Regulations. Also conduct audits of service agents (Specimen Collector, Medical Review Officer, laboratory, etc.) that assist the SFMTA in maintaining compliance with the drug and alcohol testing guidelines.

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

This service is necessary to ensure the SFMTA is in compliance with the requirements as outlined in 49 CFR Parts 40 and 655; the federal regulations mandate the monitoring of service agents that assist the SFMTA in meeting the federal guidelines and contractors who are contracted to perform safety-sensitive testing services. Denial of this service will jeopardize continued federal funding eligibility for the SFMTA.

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.

Via PSCs #4085-10/11, #3016-10/11, PSC #3044-09/10.

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

2. Union Notification: On 01/15/16, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085 - 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/26/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must possess expert knowledge and experience monitoring service providers who provide drug and alcohol testing services in compliance with the DOT/FTA regulations.

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

none,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service Classifications are not applicable due to the specialized knowledge and experience of the DOT/FTA Regulations that is required of the consultant.

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

No. This service is provided intermittently and requires the specialized expertise in item 3.A. above.

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

YES NO

A. Will the contractor directly supervise City and County employee? YES NO

B. Will the contractor train City and County employee? YES NO
Training is not provided as part of this service contract.

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

D. Are there federal or state grant requirements regarding the use of contractual services? YES NO

E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/15/16 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: Automation of Authority Control Services for Library Online Catalog

Funding Source: Library Preservation Fund

PSC Amount: \$129,000

PSC Est. Start Date: 05/01/2022

PSC Est. End Date 04/30/2028

1. Description of Work

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

Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.

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

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

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

Yes, via a contract. PSC#39224 – 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.

Authority Control is the backbone of the library information storage infrastructure. ensure that accurate, current bibliographic authority records are applied consistently through the SFPL's online catalog system. These services are essential to timely cataloging work by our staff and to ensure successful retrieval of materials for our staff and patrons. The 6-year term will help us maintain this infrastructure with minimum interruption.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must maintain an automated editing software product that will compare Library MARC (Machine-Readable Cataloging) records to their database of up to date authority records and make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made automatically and all suggested changes. Contractor must have experience working with other large urban public libraries with similar sized databases, including records which contain diacritics used with Russian and Vietnamese and records that include Chinese, Japanese and Korean characters. Contractor must provide easy-to-use manuals for Library staff to help with the initial setup.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3630, Librarian 1; 3632, Librarian 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The contractor of the automated editing software product will use their computers and servers to develop the automated editing software product and/or to modify the Automated editing software product that will allow Library staff to use the service. The Authority control software database will be stored on the contractor's equipment. Any and all help manuals will be stored on the contractor's equipment.

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

Not applicable.

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

- A. Explain why civil service classes are not applicable.
The Library and other City departments are not software engineering or software development companies with an expertise in cataloging authority control. They can neither develop nor maintain this kind of Automated editing software product. Currently,(3630)and(3632)classifications can manually correct aspects of the authority records only when they notice errors, or when staff report errors to them.
- 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, because the service is based on proprietary software used by many public libraries. It is beyond the scope of City resources to develop comprehensive automated editing software products, which require extensive development investments.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Training to fill out initial setup profile and for reading of reports generated, approximately 2 hours. 3630 and 3632
- 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 08/03/2021, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, room 680 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30232 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of marcus.lange@sfpl.org
To: [RECEIPT for Union Notification for PSC 30232 - 20/21 more than \\$100k](mailto:Lange, Marcus (LIB); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconillo, 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; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 30232 - 20/21
Date: Tuesday, August 3, 2021 4:21:15 PM</p><hr/></div><div data-bbox=)

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 30232 - 20/21 for \$129,000 for Initial Request services for the period 05/01/2022 – 04/30/2028. 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/16358> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

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

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

Additional Attachment(s)



San Francisco Public Library
100 Larkin Street, San Francisco, CA 94102-4733

**Informal Solicitation for
Authority File Maintenance Consultant**

April 14, 2021

The San Francisco Public Library (SFPL) is seeking a qualified Bibliographic Data Services consultant to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently through SFPL's online catalog system. SFPL will work with the selected contractor to fill out a profile detailing which records should be put through the contractor's authority control procedure. SFPL will specify within certain criteria how to handle the data, including which changes to handle automatically and which to report back to us as exceptions. The contractor will then run the records through the automated editing software, making changes as specified and generating reports. The vast majority of records are machine processed. Exception lists are provided so that SFPL staff can make final decisions.

After a complete run-through of the existing database, and the resulting reporting, SFPL staff will extract new bibliographic records on a periodic basis (once a week for example), and the contractor will run files through the software, again per our profile, to adhere to the same standards as the existing database. The contractor will also maintain a record of authority records used by SFPL and send files containing updated authority records when changes occur.

The following are work tasks assumed necessary to provide corrected bibliographic and authority Machine Readable Cataloging (MARC) records, to generate a report documenting all typos and authority corrections made and a list of suggested corrections that need review. Proposer may suggest a modified scope as part of their proposal.

- Maintain a database of current authority control records.
- Maintain an existing vendor-developed automated editing software product that will compare SFPL's MARC records to Contractor's database of authority records and make programmable changes based on SFPL's requirements. Contractor's automated editing software product has capability to report back suggested changes in cases where human intervention is needed to make the final decision.
- Receive output file of over 1,100,000 bibliographic records in MARC-UTF8 file format, transmitted electronically (FTP) from SFPL's Integrated Library System (Sierra) on a regular basis (actual frequency to be determined in consultation with selected vendor).
- Ensure the field containing SFPL's local automated library system control number remains untouched during corrections, in order to allow for matching when loading the corrected bib records.
- Run records through the automated editing software, comparing the records to current authority control records, reviewing each record for updates and typos. Updates to make should include, but not be limited to: checking for and correcting obsolete MARC tagging and other problems that affect display and indexing; examining and correcting filing indicators in designated fields; correcting typos; and examining and upgrading standardized name headings, series and uniform title headings, subject headings and genre headings.

- Make automatic corrections verified as acceptable in the profile by SFPL.
- Issue a single report of all changes made to bibliographic records and submit report electronically to SFPL.
- Issue a single report of all recommended changes requiring cataloger's review and submit report electronically to SFPL. Each correction listed in the report should include SFPL's local ILS control number, to ensure ease of verify between the report and our MARC records.
- Issue a file of corrected bib records in MARC-UTF8 file format and FTP the file back to SFPL.
 - Correction to records from the initial back file should be handled within as short a period of time as possible, to limit the time period (preferably one week) where SFPLs staff will not be able to make corrections. Corrected records should be transmitted back to SFPL.
 - Correction to ongoing record extracts should be handled overnight and corrected records should be transmitted back to SFPL by 8:30 am the next morning.
- Maintain a record of all authority records used by SFPL, and submit files containing updates when they occur.
- Ensure that data from SFPL files is not shared nor sold to any third party for any purpose unless directed by court order.
- Implement programming changes in a timely fashion according to SFPL's service needs.
- Have company-owned backup or redundant facilities to accommodate disaster protection requirements.
- Provide a telephone number for access to production personnel with availability Mon-Fri 8:00 AM – 4:00 PM PST.
- Provide a designated customer service representative for SFPL.

If you believe your company can provide the above services, please submit a proposal not more than 2 pages that emphasizes your work approach that addresses the above scope of services, while emphasizing your company's ability to meet the list of qualifications listed below. Also, please provide a separate fee proposal for four years, breaking down costs on an annual basis with details regarding charges for the initial backfile processing, ongoing authority services and any addition charges for setup, reports or additional options. Please email your proposal addressed to Shellie Cocking, shellie.cocking@sfpl.org

- Ability to receive the electronic Library files transmitted to contractor via secure FTP, read the files and process the files through standard setup for authority control processing.
- Ability to export files with standard correction and transport corrected files back to SFPL along with no more than two reports listing all of the corrections made to the files.
- Ability to easily and quickly make changes to reports and any automated editing performed.
- Ability to handle bibliographic records which include Chinese, Japanese, Vietnamese or Korean characters.
- Ability to handle bibliographic records which include diacritics used with languages such as Russian and Vietnamese.
- Ability to provide accurately corrected records and show these via a report listing every correction.
- Proven experience with similar sized library bibliographic databases.
- Proven experience with library multilingual bibliographic databases

The consultant selected must be qualified to do business with the City and County of San Francisco (City). The minimum requirements can be found by accessing the City's Office of Contract Administration's website at: <http://sfgsa.org/index.aspx?page=4762>. In addition, the selected consultant will be required to enter into a contract with the City and comply with [Health Care Accountability](#)

Ordinance (HCAO) and **Minimum Compensation Ordinance (MCO)**, and will be required to enter into a contract with terms and conditions listed in the P-500 form: **Standard Professional Service Contract Terms (P-500 Form)**. In the event that SFPL cannot conclude negotiations with the highest ranked Consultant on terms acceptable to the City, then SFPL may negotiate with each successively ranked Consultant.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request: Initial Modification of an existing PSC (PSC # 39224 13/14)

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

Type of Service: Automation of Authority Control Services for Library Online Catalog

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$80,000

PSC Original Approved Duration: 08/01/14 - 12/31/17 (3 years 21 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/18-09/30/18 (38 weeks 6 days)

PSC Mod#2 Amount: \$85,000

PSC Mod#2 Duration: 09/30/18-04/30/22 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$165,000

PSC Cumulative Duration Proposed: 7 years 39 weeks

1. Description of Work

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

Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.

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

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author,

artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

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

Yes, via a contract.

D. Will the contract(s) be renewed?

Yes, please see attachment titled "Will Contract Be Renewed"

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:

Yes, ongoing maintenance to authority records is a vital part of maintaining the libraries online catalog. Authorities change over time, new ones are added and staff/contractors can make mistakes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Cataloging work slows, as additional search and corrections are needed in order to perform daily work. Having on going author updates is necessary to ensure smooth work flows and satisfactory searches by patrons.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

When first putting this service out to bid, the Library was also considering a change in cataloging practices from AACR2 to RDA. Since we did not know at that time how this change would impact the authority control work, we opted for a shorter term contract in case we wanted to make significant changes to the work. Now that we know that there will be little impact, we need to extend the current contract. Ongoing Maintenance to authority records continues to be a vital part of maintaining the libraries online catalog. This work can only be done with proprietary software program that is maintained in conjunction with the Library of Congress.

B. Reason for the request for modification:

Ongoing maintenance to authority records is a vital part of maintaining the libraries online catalog. Authorities change over time, new ones are added and staff/contractors can make mistakes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a

particular subject. This work can only be done with proprietary software program that is maintained in conjunction with the Library of Congress.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must maintain an automated editing software product that will compare Library MARC(Machine-Readable Cataloging)records to their database of up to date authority records & make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made...(Please see attached)

- B. Which, if any, civil service class(es) normally perform(s) this work? 3630, Librarian 1; 3632, Librarian 2;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The contractor of the automated editing software product will use their computers and servers to develop the automated editing software product and/or to modify the Automated editing software product that will allow Library staff to use the service. The Authority control software database will be stored on the contractor's equipment. Any and all help manuals will be stored on the contractor's equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The Library and other City departments are not software engineering or software development companies with an expertise in cataloging authority control. They can neither develop nor maintain this kind of Automated editing software product. Currently,(3630)and(3632)classifications can manually correct aspects of the authority records only when they notice errors, or when staff report errors to them.

- 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, because the service is based on proprietary software used by many public libraries. It is beyond

the scope of City resources to develop comprehensive automated editing software products, which require extensive development investments.

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.

Training to fill out initial setup profile and for reading of reports generated, approximately 2 hours

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

No.

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

No

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

No

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

No.

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

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: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39224 13/14

DHR Analysis/Recommendation:

08/21/2017

Commission Approval Required

Approved by Civil Service

Commission

08/21/2017 DHR Approved for 08/21/2017

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 Civil Engineering Services for Curb Ramp Design Work

Funding Source: Interdepartmental Work Orders

PSC Amount: \$4,000,000

PSC Est. Start Date: 10/04/2021

PSC Est. End Date 04/04/2027

1. Description of Work

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

Consultants will perform highly specialized civil engineering tasks that include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.

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

Public Works wishes to contract out the services, but failed to execute the first contract under the previously approved PSC (47945-1920). This is a new PSC Request for PSC approval to authorize Public Works to contract out the services on an as-needed basis. Selected consultants will assist Public Works on difficult or unique projects that require specialized curb ramp design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Yes, the Department was unable to execute the first contract under the previously approved PSC 47945-1920.

Previous contracts for As-Needed Civil Engineering Services (Curb Ramp Design) were awarded to: Design & Construction Management Services, LEE Incorporated, Benjamini Associates Inc., and Water Resources Engineering (WRE) under PSC #4102-10/11 approved on 05/02/2011.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

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).

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:

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. Certain federal or state grants require utilization of specialized contract services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires licensed Civil Engineers with expertise and familiarity with public

works projects; expertise in curb ramp design, related roadway, sewer, and drainage design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City standards and ADA requirements.

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; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate land survey equipment.

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 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.

Civil Service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.

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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during an earthquake.

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. Consultant does not need to train City employees on curb ramp design. The City already has civil engineers who are knowledgeable about curb ramp design work. Consultant services would only be utilized if the City forces are short-staffed to meet funding/project deadlines.

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

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

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

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

7. Union Notification: On 09/02/2021, 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 Avenue, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40146 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto: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; [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40146 - 21/22
Date: Thursday, September 2, 2021 9:51:39 AM

RECEIPT for Union Notification for PSC 40146 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 40146 - 21/22 for \$4,000,000 for Initial Request services for the period 10/04/2021 – 04/04/2027. 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/17272> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)



San Francisco Public Works

Request for Qualifications

**As-Needed Civil Engineering Services for Curb Ramp Design Work No. 2
(Micro-LBE Set-Aside Program)**

There is no LBE Sub-consulting Participation Requirement

Sourcing Event ID 0000004736

Advertisement Date: April 8, 2021

Proposals due by: May 19, 2021, 2:00 PM

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APPENDICES:

- A. SUBMITTAL CHECKLIST
- B. BILLING RATES SCHEDULE
- C. CONTRACT FORMS (separate document)
- D. CMD ATTACHMENT 5 (separate document)
- E. SAMPLE MASTER AGREEMENT (separate document)

SECTION 1 - INTRODUCTION & SCHEDULE

1.1 General

This RFQ sets forth the qualifications needed, describes the submittal requirements, establishes the criteria for selection and defines the selection process.

This RFQ is issued through the Micro-LBE Set-Aside Program (MLSAP). Only City and County of San Francisco, Contract Monitoring Division (CMD)'s certified Micro-LBE Consultants in Civil Engineering Certification Category are eligible to submit a Proposal on this Set-Aside RFQ. The Micro-LBE Prime must perform at least 25% of the contract work

- A. San Francisco Public Works (Public Works), a department of the City and County of San Francisco (City), seeks to award up to four (4) master agreements (Contracts) to pre-qualified Consultant firms to provide Civil Engineering Services for Curb Ramp Design Work and related services on an as-needed basis.
- B. The selected Consultant, including its team of subconsultants, will support the Infrastructure Design and Engineering Division of Public Works. The Consultants will provide professional engineering services for design of curb ramps, including related land surveying. These services may include preparing plans, specifications, and cost estimates, coordination with utilities and City staff, providing engineering support during construction, value engineering, field investigations, Quality Assurance/Quality Control (QA/QC) review, and technical recommendations for curb ramp design and construction.
- C. Work will be distributed, at the discretion of the City, among the selected firms or teams, based on the best match of qualifications and expertise to particular projects, and the firms' performance on this contract.

1.2 Definitions

- A. "Proposer" refers to any entity submitting a Proposal to this RFQ, which may consist of Prime Consultant who will serve as the prime contractor, if selected by the City for a contract award and any associated Sub-consultants.
- B. "Proposal" as used in this RFQ shall mean the "Statement of Qualifications" submitted in response to this RFQ.
- C. "Supplier" refers to any entity and approved Contractor Accounts in the City's Financials and Procurement System, "Peoplesoft."

1.3 Contract Award

- A. The anticipated amount and duration of each Master Agreement is as follows:
- Not to Exceed Amount:** \$1,000,000
Contract Duration: 1,825 Calendar days (5 years)
- B. The result of this RFQ, through the evaluation and selection process, will be a master agreement with each selected consultant firm or team. Each master agreement will have a five (5) year term with Contract Service Orders (CSO) or tasks issued during the first four years only. **Individual CSO's may only exceed the threshold amount, currently at \$706,000, with pre-approval from the Director of Public Works.**
- C. The City intends to award up to four (4) master agreement with a not to exceed value of up to \$1,000,000 for each master agreement. Public Works reserves the right to change the number of contracts, contract amount, and have the sole discretion to extend the contract duration to be awarded consistent with City contracting requirements.
- D. Since this is an "As-Needed" contract, award of a master agreement does not guarantee that the selected firms will perform all or any portion of the services described in this RFQ, nor does it guarantee that the maximum amount will be expended. The maximum contract dollar amount does not represent a guaranteed revenue source for any of the selected firms.
- E. In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of the threshold amount, currently \$706,000, and as amended from time to time, is awarded by the City and County of San Francisco until such time as (a) the Mayor or the Mayor's designee approves the contract for award and (b) the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds. Proposers can submit a Proposal as a Prime on one team only and may be a subconsultant on other teams. A Consultant may be a subconsultant on multiple teams.
- F. Consultants with billing classifications subject to prevailing wages on public works projects may not be awarded a contract unless such Consultants are registered with the Department of Industrial Relations (DIR) at the time of award. Please visit the DIR website for more information: <http://www.dir.ca.gov/Public-Works/PublicWorks.html>
- G. The following list shows the current holders of Master Agreements with Public Works for As-Needed Civil Engineering Services for Curb Ramp Design Work:
1. Benjamini Associates, Inc.
 2. Design and Construction Management Services (DCMS)
 3. LEE Incorporated
 4. Water Resources Engineering, Inc. (WRE)

1.4 Tentative RFQ Schedule

- A. The anticipated schedule for this RFQ is set forth below. These dates are tentative, non-binding and subject to change. It is the responsibility of the Proposer to check for any Addenda to this RFQ or other pertinent information posted in the City's Supplier Portal, sfcitypartner.sfgov.org.
- B. The City accepts no responsibility to any prospective consultant or sub-consultant, financially or otherwise, for the failure of any contingency requiring the postponement or cancellation of this RFQ.
- C. If necessary, Public Works reserves the right to conduct Oral interview. If exercised, interviews may occur after May 2021.

<u>Proposal Phase</u>	<u>Date</u>
Advertise RFQ	April 8, 2021
Pre-Proposal Conference	None
Deadline for Written Questions	4:00 PM, April 28, 2021
Deadline to Submit Proposals	2:00 PM, May 19, 2021

1.5 Pre-proposal Conference

- A. Pre-proposal Conference will not be conducted for this project.
- B. All requests for clarification of any ambiguities, discrepancies, inconsistencies or questions concerning the RFQ, must be in writing via email to Olivia Lee at Olivia.Lee@sfdpw.org before the deadline stated in Section 1.4. New information and significant changes will be addressed and memorialized in a written addendum to this RFQ.

1.6 Diversity in Contracting

- A. The LBE Subconsulting Participation Requirement for this project has been waived. However, the City and County of San Francisco has a Small and Local Business Enterprise Program and the City encourages Proposers who collaborate with all qualified and that are certified Micro-LBE's and Small-LBE firms.
- B. Companies Headquartered in the Covered State List

This Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with anti-LGBT and restrictive abortion laws. Proposers are hereby advised that Proposers which have their United States headquarters in a state on the Covered State

List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract will be performed in a state on the Covered State List may not enter into contracts with the City.

SECTION 2 - SCOPE OF WORK

The Scope of Work shall be used as a general guide and is not intended to be a complete list of all services that may be required or desired. Detailed below are work tasks assumed necessary to provide Civil Engineering Services for Curb Ramp Design Work on an as-needed basis.

2.1 Task Descriptions

- A. The Consultant, with its team of subconsultants, shall provide services for the following Civil Engineering related work. The work may include preparation of CAD drawings, coordination with utility companies and City staff, preparation of specifications and cost estimates, field investigations, site surveying, and construction support.
 1. Curb Ramp Assessment Services: The work will include assessment of existing curb ramps to determine if they are compliant with ADA requirements. Consultant would survey the curb ramps within the project limits, calculate the slopes, show on a slope exhibit drawing, and meet with the Disability Access Coordinator (DAC) to determine if the curb ramps are compliant.
 2. Curb Ramp Design Services: This work includes design services for curb ramps at various locations within the City. The design of Curb ramps shall follow the City's curb ramp standards and ADA requirements.
 - a. A kick-off meeting for each Contract Service Order will determine an agreed upon scope, budget and schedule. The scope will be provided by the City.
 - b. The budget shall be agreed upon based on estimated billing rates and time.
 - c. The schedule shall include milestones for:
 - 10% conceptual review with the Project Lead;
 - 35% review with the ADA coordinator;
 - 65% review with the Project Lead and ADA coordinator; and
 - 100% design deliverables.
 - d. It will be the responsibility of the Consultant to meet the schedule and any adjustment to the schedule must be approved by the City Representative (Project Manager) in writing.
 - e. Submittals shall include electronic and hard copy format.
 3. Curb Ramp Construction Support Services: This work includes construction support services for curb ramps designed under this contract at various locations within the City. The work may include providing guidance of the design to construction, coordination with other agencies and redesign work if applicable.
 - a. Submit digital photos of final curb returns (post-construction).
 - b. All redesign work shall be approved by the Project Lead

SECTION 3 - MINIMUM QUALIFICATIONS

The minimum qualifications set forth below are required for a Proposer to be eligible to submit a proposal in response to the RFQ. Proposals that do not demonstrate that the Proposer meets the minimum qualifications described below, by the submittal deadline, will be considered non-responsive and will not be eligible for award of the contract.

3.1 Prime Consultant Qualifications

- A. The Prime Proposer(s) must demonstrate relevant expertise and experience to successfully perform the scope of work as described in this RFQ. At a minimum, the Prime Consultant, its Key Staff must possess the following qualifications:
 - i. A minimum of 10 years of business experience in providing Civil Engineering Services for Curb Ramp Design Work. The minimum years of experience need not be with the same firm.
 - ii. Minimum three (3) prior or current projects providing Civil Engineering Services for Curb Ramp Design Work to government agencies or commercial firms.
- B. Key Staff shall mean, an owner, partner or principal responsible for making significant administrative and business decisions on behalf of the firm.

3.2 Key or Lead Personnel Qualifications

- A. Key or Lead Personnel, such as, Project Manager, or Lead Civil Engineer/Designer, shall have a minimum of 10 years of experience in providing Civil Engineering Services for Curb Ramp Design Work, and must possess the following:
 - i. Lead Engineer, must possess, at a minimum, a baccalaureate or a master's degree from a nationally accredited institution in Civil Engineering, or a related field. Please provide a copy of the degree in the appendix of the proposal.
 - ii. Lead Engineer must possess current registration as licensed Professional Civil Engineer in the State of California. Please provide a copy of the degree in the appendix of the proposal.
 - iii. All Professional Engineers assigned to work must maintain current registration as licensed Professional Civil Engineers in the State of California.
 - iv. Lead Engineer and the Project Manager may be the same person.

3.2 Subconsultant Qualifications

- A. To qualify as a Subconsultant that will provide technical services described in this RFQ, the Subconsultant must possess the following minimum qualifications:
 - i. A minimum of **5 years** in business in the technical field for which the Subconsultant is being proposed; OR

- ii. Has been in business for a minimum of (a) **one year** providing services in the technical field for which the Subconsultant is being proposed, AND (b) a Principal Engineer with a minimum of **10 years** of experience in the technical field required for which the Subconsultant is being proposed. The 10-year experience for the Principal need not be with the same firm.
- iii. Evidence of adequate local staffing of professional and technical personnel to perform in the manner required by the City. If applicable, Lead Staff must have current registration as a licensed Professional in the State of California.
- iv. Knowledge of current and anticipated local, state, and federal regulations and codes governing the tasks described in Section II - Scope of work.

Non-technical Subconsultants (e.g., reprographics) are not required to meet the above Subconsultant qualifications.

TechBrief

The Construction and Materials Quality Assurance Program is an integrated, national effort to improve the effectiveness of the State acceptance of materials both in the inspection, sampling and testing. The program is designed to provide tools and guidance in implementing Quality Assurance programs. The program is designed to provide tools and guidance in implementing Quality Assurance programs.



U.S. Department of Transportation
Federal Highway Administration

Office of Pavement Technology

Publication No.
FHWA-HIF-12-001

October 2011

INDEPENDENT ASSURANCE PROGRAMS

This Technical Brief provides information regarding independent assurance as it relates to activities for the evaluation of the sampling and testing procedures used in a materials and quality acceptance program.

Introduction

23 CFR 637 defines an Independent Assurance Program as: Activities that are an unbiased and independent evaluation of all the sampling and testing procedures used in the acceptance program.

An Independent Assurance Program ensures the sampling and testing is performed correctly and the testing equipment used in the program is operating correctly and remains calibrated. It involves a separate and distinct schedule of sampling, testing and observation.

Qualified sampling and testing personnel, other than those performing the verification and quality control (QC) sampling and testing, should perform the Independent Assurance (IA) tests. Likewise, equipment other than that used for verification and QC should be used for IA sampling and testing. By regulation IA sampling and testing is conducted by agency personnel or an accredited laboratory designated by the agency.

The regulation requires IA specifically be designed to include testing performed on project produced materials. Since the testing of project produced materials are tested in multiple locations and by multiple personnel it is necessary to have some assurance the testing is being performed accurately. Manufactured products are typically tested in the State's central laboratory or by a designated consultant laboratory. Testing in the central laboratory is considered to be covered by the laboratories accreditation and participation in proficiency testing.

Background

In the early sixties Congressional investigation uncovered improper testing and fraud in some of the federally funded highway projects. To address the issue of improper testing a separate sampling and testing program was developed. The program was operated by personnel different than project personnel on different equipment. The samples were split with project personnel and the test results were compared. In addition, testing procedures were also observed. This was done to ensure sampling procedures were performed correctly and equipment stayed in calibration. In later rewrites of the regulation this program became the Independent Assurance program.

Scope

The regulation, 23 CFR 637, only covers projects that are on the National Highway System (NHS). The regulation requires testing personnel that perform any verification testing or QC testing used in the acceptance decision be covered by an IA program regardless of the agency, including a local agency or a toll authority administering a project.

Some States have IA testing personnel perform other duties such as: (1) instructing other testers, (2) obtaining samples for the verification of manufactured products,(3) obtaining samples of aggregate, cement, binder samples at production facilities for purposes other than IA, (4) inspecting precast or other facilities. Even though these functions are a necessary part of an overall Quality Assurance (QA) program they will not be discussed in this Tech Brief since the purpose of this Tech Brief is to discuss the IA functions as defined in the regulation.

Regulation 23 CFR 637

The text of the entire regulation can be found at this website:

http://www.access.gpo.gov/nara/cfr/waisidx_03/23cfr637_03.html

The following is a summary of the elements of the IA program:

1. Establish IA sampling and testing frequencies;
2. Evaluate testing equipment by using one or more of the following: calibration checks, split samples, or proficiency samples.
3. Evaluate testing personnel by observations and results from testing split samples or proficiency samples.
4. Prompt comparison and documentation of test results obtained by the tester being evaluated and the IA tester.
5. Develop guidelines including tolerance limits for the comparison of test results.

6. Provide an annual report to the FHWA when the system approach is used.

The rest of the Tech Brief will discuss best practices for each of the above requirements.

System versus Project Approach

The Independent Assurance Program can be set up on a project basis, which is the traditional approach, or on a system basis. The difference in the two approaches is the basis of the frequency of testing (cover all projects versus cover all personnel).

Some States have moved away from having testing personnel on all projects and are moving toward centralizing testing away from the project level. As this occurs testers may perform testing on several projects and it becomes more efficient to have a frequency based on the testers instead of projects quantities. In addition, the project approach does not always include all the testing personnel.

As States have moved toward the system approach they have also incorporated the IA program results as part of the technician qualification program.

Frequency of Independent Assurance Testing

Project Approach - The State establishes the frequency for the IA testing based on the testing frequency performed on the project or on a time frequency on a project. Typically, the States use a frequency of 10 percent of the verification/acceptance testing. For example if the verification testing is performed at the rate of 1 per 500 tons the IA frequency would be 1 per 5000 tons.

System Approach - An alternative method to basing frequency on project testing frequencies is to base the IA frequency on a time basis for all testers and equipment. In this case, the personnel and equipment would be verified on a "system" basis. The purpose is to cover all the testers and equipment over a period of a year. While States strive to reach all testers, it is not always possible. States typically set a goal of reaching 90% of the active testers. Active testers are defined as those testers that are performing testing in a given year, in most States this is a subset that is smaller than all "qualified" testers since some qualified personnel may have retired, move to other jobs or resigned. The system approach can be a more effective means of performing IA since it ensures that most testers are reviewed and that the same testers are not continually reviewed.

One challenge is to determine the active testers. For States that have an electronic materials management system it is very easy to determine the active testers since these systems indicate who is performing a given test. The IA testers will run reports periodically (monthly) to

determine the testers that need to be reviewed. For those States that do not have an electronic materials management system it becomes more challenging to determine the active testers. A good practice under these circumstances is to require the project personnel to identify the personnel that are going to perform testing, state, consultant, and contractor, at the beginning of the project along with any changes to the IA personnel. The IA testers will then know the active testers along with the testers that they have already been reviewed and will thus know the testers that need to be reviewed in the future.

Mixed Approach - It is permissible to separate the verification of equipment and personnel, i.e., one method to check equipment is to require a calibration and inspection frequency. Personnel can be checked by sending out proficiency samples. It is permissible to use a mixed approach, i.e. where some test procedures and or some testers are covered by a project approach where the remaining procedures are covered by a system approach.

Equipment and Personnel

Testing equipment may be evaluated by using one or more of the following: calibration checks, split samples, or proficiency samples.

Testing personnel may be evaluated by observations and split samples or proficiency samples.

The typical approach for performing IA is to check equipment and personnel at the same time. This is performed by IA personnel visiting a job site to observe the sampling and testing on site and to also test a split of the sample on site with equipment the IA personnel brought or to take the split to another laboratory for testing. When the test results are compared it checks both the equipment and tester. If a set of samples do not compare further analysis is required to determine if the source of the error is in procedure or equipment.

Some States send out proficiency samples to district, other subsidiary laboratories as well as consultants and contractors. Some of these States develop their own samples, while others require the laboratories to subscribe to the AASHTO Materials Reference proficiency samples. Proficiency samples are a way to address equipment and test procedures. Some States are preparing enough proficiency samples for all the active testers. In cases where all the testers are covered by the proficiency samples additional IA work would only need to review those that did not compare. If the proficiency program did not cover all the testers additional IA work would also be required.

Another method that covers just the equipment is performed by frequent standardization and or calibration. The frequency for standardization and/or calibration differs by equipment due to the unique nature of each testing device. AASHTO R-18 and some of the test procedures contain a frequency for standardization/calibration of the testing equipment. However, if standardization/calibration is the only check on the equipment (no split samples or proficiency samples) the standardization/calibration should probably be run frequently.

As some States move toward the system approach the States are checking testers in a central location. This allows the IA inspectors to cover numerous testers at one time. This has worked especially effectively in States where the projects and or laboratories are spread across a large geographic area. The States that use this approach are also including this data for requalification of testing personnel. When this approach is used the equipment needs to also be covered by standardization/calibration, split sample or proficiency sample testing.

Some States will suspend and/or revoke a technician's qualification/certification for repeated poor performance on IA evaluations. These are in addition to suspensions and/or revocation due to fraudulent activities. Some States will also perform testing on 3 way split-samples. In this approach one split is tested by project personnel, one split is tested by the contractor personnel and the third split is tested by the IA personnel. This is typically performed at the beginning of production to ensure that all testing personnel and equipment are performing correctly.

Prompt Comparison and Documentation

It is essential the IA Program compare results and detect deficiencies in State or contractor testing procedures in a timely manner. This improves the reliability of sampling and testing. The timely comparison of data may be restricted by the resources of an agency including personnel, facilities, and geographical constraints. These resource needs must be considered in an agency program.

Deviations from the established tolerances will require an engineering audit of the respective sampling and testing procedures, and the equipment used. When comparison of QC and verification data reveals significant differences in test values, the variables involved should be evaluated by the IA personnel to determine whether further testing and investigation is needed to establish the source of the discrepancy.

Corrective actions should be incorporated as appropriate under the direction of IA personnel.

Tolerances for Comparison of Test Results

A common place to start in establishing comparison tolerances are the D2S limits in the published test procedures. However, as States reduce the options in published test procedures and as testers become more proficient, the tolerances should be reduced. When split samples are used, the materials and sampling variability are eliminated from the analysis and only the variability due to the testing procedures and the equipment are included.

The comparison of split sample test results should be based on established deviation values or tolerances that are representative of the testing procedures and materials used. AASHTO and ASTM have published precision statements for some test methods. However, many of these procedures have multiple methods and or options inside the procedure. In order to reduce

testing variability most States have specified the particular options within the test procedures. Therefore the agency should develop Independent Assurance tolerances based on their specific options that the State is requiring. Care must be taken when historical data are used in establishing these limits to ascertain that the data are not biased; i.e., they were obtained in a random manner and that all test results have been reported. Otherwise, the variability may be underestimated and the limits too restrictive.

Many States distribute proficiency samples to their district laboratories. This data can be analyzed to determine IA tolerances. The formula for D2S is $D2S = 2\sqrt{2}(1S)$ where

1S = the standard deviation of the results .

Established tolerances should be periodically evaluated and modified to ensure that the goals of IA are being met; that is, it assures the reliability of contractor and agency test results. Some States are evaluating their tolerance every year. As a minimum the tolerances should be evaluated every 5 years.

In situations where multiple split tests are performed on a project a paired t-test can also be used to analyze data.

Annual Reports

The regulation requires those States that use a system approach to prepare and submit an annual report to the FHWA Division Office.

The annual report should include the following information: the number of certified technicians, the number of active technicians, the number of technicians covered by the IA program, the number of IA reports that had deviations, and a summary of how the deviations were addressed along with the potential systematic solutions to reoccurring deficiencies.

Alternate Approach

One State is statistically analyzing State and Contractor data in an innovative manner to accomplish both verification and IA.

An example of this approach is shown in Figure 1. In this approach the contractor performs sampling and testing at the rate of 4 samples per lot. The State takes verification samples, at the beginning of production; a minimum of 4 samples are taken the first week of production and at least 1 per lot. The State's verification samples are taken at the plant by contractor personnel under the direction of the State personnel. The verification samples are split and one split is given to the contractor. Analysis is performed in two ways. First, for IA, the split results are compared using IA comparison tolerances. In the figure below; IA1 is compared to the contractor split of that sample, sample 4 of lot 1. For validation, the State verification

samples are made independent by removing the corresponding contractor splits. In the figure below samples 1, 2, 3 from lot 1; samples 1, 2, 4 from lot 2; samples 1, 2, 3 from lot 3; and samples 1, 3, 4 from lot 4 are compared to the State's IA1, IA2, IA3, and IA4 with the F& t tests.

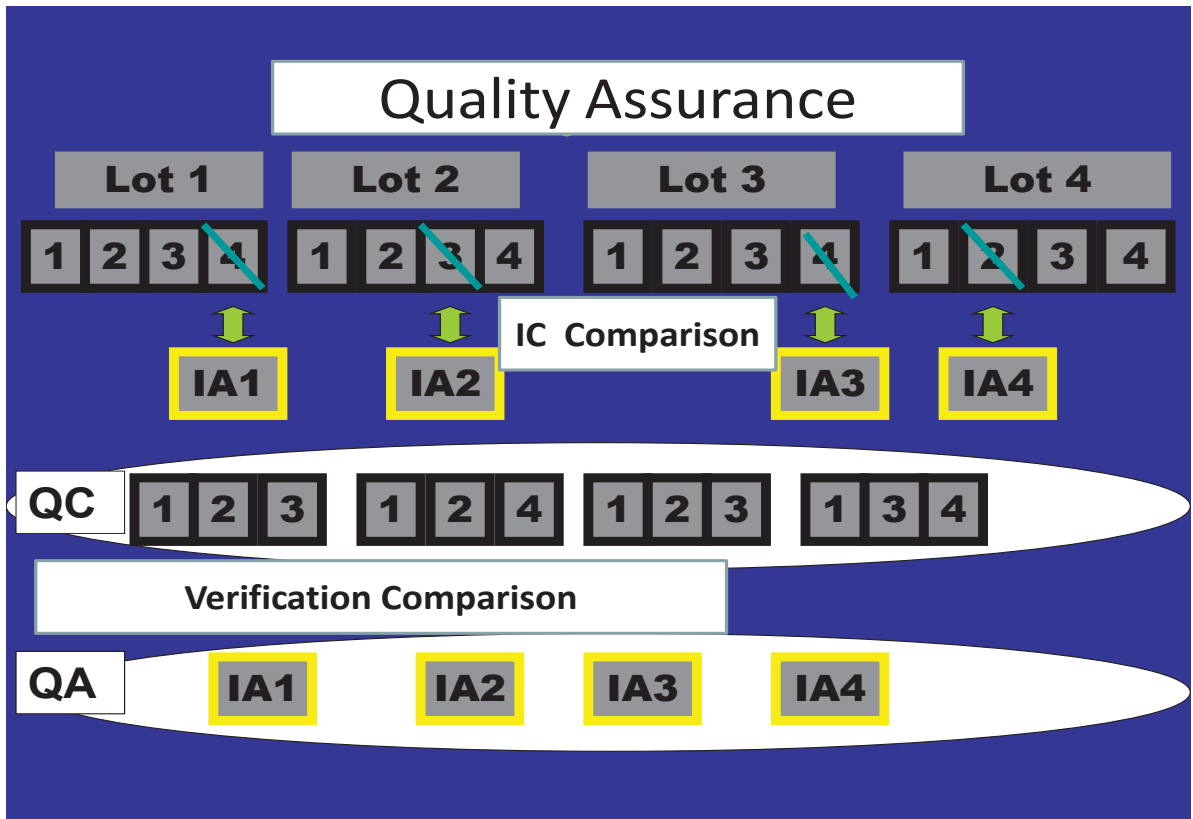


Figure 1. Example of Alternate Approach.

Conclusion - Commonly Noted Areas of Concern

- Test results from the IA program should only be compared to split test results or results from others testing the same set of proficiency samples.
- IA results are not to be used in the acceptance decision.
- IA should be based on split samples or proficiency samples not independent samples so that data can be compared without material variability.
- All tests that are performed in the field to determine the final acceptability of the materials should be covered by the IA program.

- All technicians that are performing testing that is used in the acceptance decision need to be covered by the IA program.
- Observation of sampling and testing procedures should be included as part of an IA system to evaluate sampling and testing personnel and ensure that testing and sampling procedures are performed correctly.

Further Information:

- "23 CFR Part 637," Subpart B - Quality Assurance Procedures for Construction, Federal Highway Administration, *Federal Register*, Washington, DC published on June 29, 1995, and amended on December 10, 2002, and September 24, 2007, http://www.access.gpo.gov/nara/cfr/waisidx_03/23cfr637_03.html
- Non-regulatory supplement for 23 CFR Part 637, Subpart B - Quality Assurance Procedures for Construction, Federal Highway Administration. The non-regulatory supplement was updated on July 19, 2006. <http://www.fhwa.dot.gov/legsregs/directives/fapq/0637bsup.htm>
- Frequently asked questions (FAQ) on the Quality Assurance Regulation. The FAQs were updated on November 26, 2006. <http://www.fhwa.dot.gov/pavement/materials/matnote11.cfm - qaa>
- AASHTO Standard Practice R 44, "Independent Assurance Programs" has been published in the 2007 AASHTO Standards. This guide will assist the States in developing Independent Assurance Programs
- NHI Course 134042, "Materials Control and Acceptance –Quality Assurance." The course is four days long and covers the basic essentials of QA. A two-day version of the course is also available. http://www.nhi.fhwa.dot.gov/training/brows_catalog.aspx
- NHI Course 134064 – "Transportation Construction Quality Assurance"

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This **TechBrief** was developed as part of the Federal Highway Administration's (FHWA's) Materials Quality Assurance Program.

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Advisory Circular

Subject: Architectural, Engineering, and Planning
Consultant Services for Airport Grant Projects

Date: 9/30/2014

AC No: 150/5100-14E

Initiated By: AAS-100

1 **Purpose.**

This advisory circular (AC) provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. It also discusses services that normally would be included in an airport grant project, types of contracts for these services, contract format and provisions, and guidelines for determining the reasonableness of consultant fees.

2 **Cancellation.**

This AC cancels AC 150/5100-14D, *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, dated August 30, 2005.

3 **Application.**

A Sponsor is required to award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. Chapter 11, Selection of Architects and Engineers), or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport. See 49 U.S.C. § 47107(a) (17) and the grant assurances.

Title 2 of the Code of Federal Regulations (C.F.R.), part 200, establishes uniform administrative rules for Federal grants. The FAA prepared this guidance to assist Sponsor compliance with the procurement requirements of §§200.317-200.326.

This AC does not apply to airport projects that are fully funded with passenger facility charge (PFC) funds.

4 Principal Changes.

The AC incorporates the following principal changes:

1. Clarified Independent Fee Estimates processes.
2. Clarified multiple consultant selection process.
3. Added “Specific Rates of Compensation” method of contracting.
4. Revised and expanded discussion of Alternative Project Delivery Methods, moved to Appendix G.
5. Updated the advisory circular format to the decimal numbering system.
6. The Office of Management and Budget published the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, in 78 Federal Register Notice 78590, December 26, 2013. This final guidance contains the administrative requirements formerly contained in (A-110 and A-102), cost principles (A-21, A-87, and A-22), and audit requirements (A-50, A-89, and A-133) for federal awards. As of December 26, 2014, a Sponsor must implement applicable the requirements of 2 CFR §200 to remain allowable for federal assistance.



Michael J. O'Donnell
Director of Airport Safety and Standards

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CHAPTER 1. INTRODUCTION

1.1 **Overview.**

This advisory circular (AC) provides guidance for airport sponsors in the selection and engagement of architectural, engineering, and planning consultants. This AC discusses services normally included in an airport grant project, types of contracts for these services, contract format, and guidelines for determining the reasonableness of consultant fees.

1.2 **Definitions.**

Definitions of the terms used in this AC are listed in Appendix A.

1.3 **Referenced Documents.**

Documents and regulations referenced throughout this circular are listed in Appendix B.

1.4 **Types of Consultant Services.**

There are two separate and distinct categories of consultant services that are utilized for projects conducted under airport grant programs. The first category involves planning services. The second involves Architectural/ Engineering (A/E) services for the design and construction administration/inspection of airport projects. These two categories of consultant services are discussed below.

1.4.1 Aviation Planning Services.

This category includes studies under the broad headings of airport system and master planning, airport noise compatibility planning and environmental assessments and related studies. These studies include, but are not limited to, the following activities:

1. Design study to establish the framework and detailed work program.
2. Airport data collection and facility inventories.
3. Aeronautical activity forecasts and demand/capacity analyses.
4. Facility requirements determination.
5. Airfield modeling for capacity and delay.
6. Airport layout and terminal area plan development.
7. Airport noise studies under 14 CFR Parts 150 and 161.
8. Compatible land-use planning in the vicinity of airports.
9. Airport site selection studies.
10. Airport development schedules and cost estimates.
11. Airport financial planning and benefit cost analysis.

12. Participation in public information and community involvement programs and/or public hearings relating to airport development and planning projects.
13. Environmental Assessments (EA), Environmental Impact Statements (EIS), and other studies in accordance with FAA Orders 5050.4 and 1050.1.
14. Airspace analysis.
15. GIS data collection, entry, and analysis and other electronic graphical/mapping efforts.

1.4.2 Architectural/Engineering Services for Airport Development Projects.

This category includes the basic A/E services normally required for airport development projects. It involves services generally of an architectural, civil, geotechnical, structural, mechanical, and electrical engineering nature. In addition, there may be some services outside those normally considered basic that are discussed in paragraph 1.5. The basic services are usually conducted in, but are not limited to, the four distinct and sequential phases summarized below:

1.4.2.1 **Preliminary Phase.**

This phase involves those activities required for defining the scope of a project and establishing preliminary requirements. Some examples of activities within this phase of a project include, but are not limited to:

1. Coordinating with the sponsor on project scope requirements, finances, schedules, operational safety and phasing considerations, site access and other pertinent matters.
2. As applicable, coordinating project with local FAA personnel and other interested stakeholders to identify potential impacts to their operations.
3. Planning, procuring, and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and architectural and engineering studies required for design considerations.
4. Developing design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.
5. Preparing project design criteria and other bridging documents commonly used for alternative project delivery methods such as design-build contracting.

1.4.2.2 **Design Phase.**

This phase includes all activities required to undertake and accomplish a full and complete project design. Examples include, but are not limited to, those below:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.

2. Collecting engineering data and undertaking field investigations; performing geotechnical engineering studies; and performing architectural, engineering, and special environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Preparing detailed plans, specifications, cost estimates, and design/construction schedules.
5. Preparing Construction Safety and Phasing Plan (CSPP).
6. Printing and providing necessary copies of engineering drawings and contract specifications.

1.4.2.3 **Bidding and Negotiation Phase.**

These activities are sometimes considered part of the construction phase. They involve assisting the sponsor in advertising and securing bids, negotiating for services, analyzing bid results, furnishing recommendations on the award of contracts, and preparing contract documents.

1.4.2.4 **Construction Phase.**

This phase may include all basic services rendered after the award of a construction contract, including, but not limited to, the following activities:

1. Providing consultation and advice to the sponsor during all phases of construction.
2. Representing the sponsor at preconstruction conferences.
3. Inspecting work in progress periodically and providing appropriate reports to the sponsor.
4. Reviewing and approving shop and erection drawings submitted by contractors for compliance with design concept/drawings.
5. Reviewing, analyzing, and accepting laboratory and mill test reports of materials and equipment.
6. Assisting in the negotiation of change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining amounts owed to contractors and assisting sponsors in the preparation of payment requests for amounts reimbursable from grant projects.
9. Making final inspections and submitting punch-lists and a report of the completed project to the sponsor.
10. Reviewing operations and maintenance manuals.

1.4.2.5 **Project Closeout Phase.**

This phase includes all basic services rendered after the completion of a construction contract, including, but not limited to, the following activities:

1. Making final inspections and submitting punch-lists and a report of the completed project to the sponsor.
2. Providing record drawings.
3. Preparing summary of material testing report
4. Preparing summary of project change orders
5. Preparing grant amendment request and associated justification, if applicable.
6. Preparing final project reports including financial summary.
7. Obtaining release of liens from all contractors.

1.5 **Special Services.**

1.5.1 The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.

1.5.2 Consultants performing special services may be employed directly by the sponsor to implement one or more phases of a project or may be employed by the principal consultant via a subcontract agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include, but are not limited to, the following:

1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
3. Land surveys and topographic maps.
4. Field and/or construction surveys.
5. Photogrammetry surveys.
6. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
7. Special environmental studies and analyses.
8. Expert witness testimony in litigation involving specific projects.
9. Project feasibility studies.

10. Public information and community involvement surveys, studies, and activities.
11. Preparation of record drawings.
12. Assisting the sponsor in the preparation of necessary applications for local, State, and Federal grants.
13. Preparation of or updating of the airport layout plan.
14. Preparation of property maps.
15. Preparation of quality control plan.
16. Preparation of final report.

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CHAPTER 2. PROCEDURES FOR SELECTION OF CONSULTANTS

2.1 General.

The procedures included in this chapter provide guidance for sponsors in the selection and engagement of architectural, engineering, environmental, and planning consultants on projects funded wholly or in part under Federal airport grant programs. Adherence to these procedures will assure a sponsor of compliance with the requirements of 49 USC § 47107(a) (17) and 2 CFR §200.320, as amended.

2.1.1 49 USC § 47107(a) (17) states: “Each contract and subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design engineering, surveying, mapping, and related services will be awarded in the same way that a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 or an equivalent qualifications based requirement prescribed for or by the sponsor.” In addition to the services described in this statute, the professional and incidental services listed under A/E Services in Appendix A, must also be procured using qualifications based procedures.

2.1.2 2 CFR § 200.320 establishes that procurement by competitive proposal, where price is not a factor, may only be used for procurement of architectural/engineering (A/E) services. It may not be used for other services even though an A/E firm may be a potential source to perform the service. If a conflict exists between 49 USC § 47107(a) (17) and 2 CFR 200, the statute will prevail.

2.1.3 Title IX of the Federal Property and Administrative Services Act of 1949 requires that qualifications based selection procedures be used for the selection of firms to perform architectural and engineering services. Qualifications based procedures require that a contract for A/E services be awarded pursuant to a fair and open selection process based on the qualifications of the firms. The fees for such services are established following selection of a firm through a negotiation process to determine a fair and reasonable price.

2.2 Procurement Standards.

2.2.1 The selection of qualified consultants must be made on the basis of fair negotiations and equitable fees and through selection procedures that are professionally acceptable, ensure maximum open and free competition, and avoid any suggestion of unfair or unethical conduct.

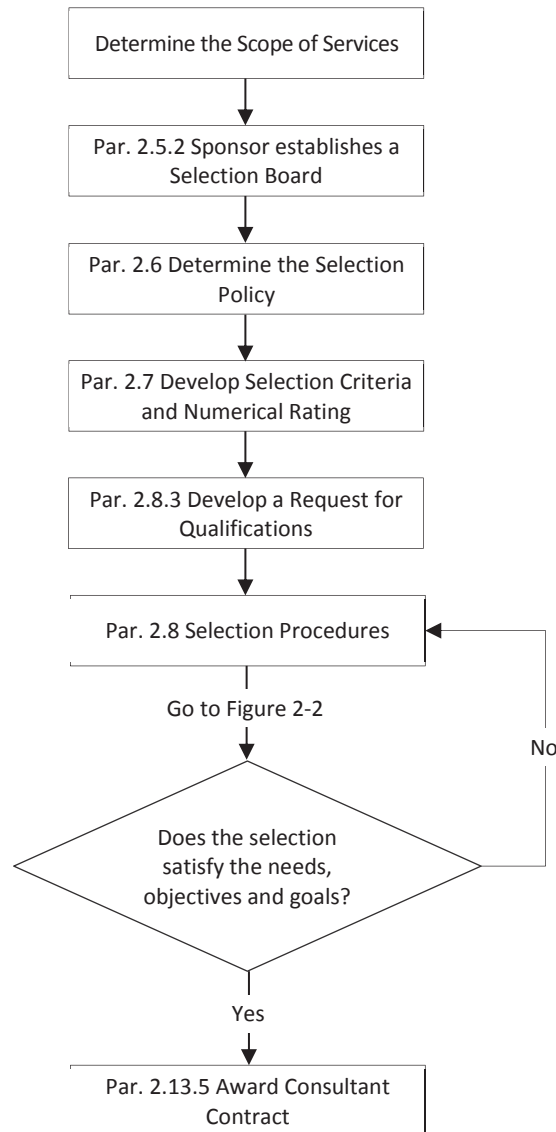
2.2.2 Consultants employed for work on projects involving airport grants must be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration should be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the sponsor, technical resources, and accessibility to other necessary resources.

- 2.2.3 The Sponsor's procurement action must be void of individual and organizational conflicts of interests both real and/or perceived.
- 2.2.3.1 Individual conflicts of interest may exist whenever a Sponsor's employee, officer, agent or family member thereof has a financial or other interest in the firms competing for the work.
- 2.2.3.2 Organizational conflicts of interest may exist when there is a lack of impartiality, impaired objectivity or an unfair advantage with one or more of the firms competing for the work.
- 2.2.4 Sponsors must maintain sufficient records, made available at the FAA's request, to detail the significant history of their procurement action. This includes the rationale for the procurement method; the selection considerations; contract type and basis for contract price.
- 2.2.5 Per § 200.319, all procurement transactions must be conducted in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, entities that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

2.3 **Qualifications Based Selection Procedures.**

Consultants must be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of consultants are evaluated and the best qualified consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee. Figure 2-1 is an overview of the recommended Qualifications Based Consultant Selection process.

Figure 2-1. Qualifications Based Selection Process



2.4 Other Services.

2.4.1 Where services are to be performed in conjunction with the architectural, planning, environmental, or engineering services, they must be contracted for in the course of procuring the A/E services.

2.4.2 Where services such as feasibility studies, construction management, program management and other services as defined in 49 USC § 47107(a) (17) and A/E services as defined in Appendix A are to be performed, they must be procured using qualifications based procedures.

- 2.4.3 Where services are to be performed that are not in conjunction with A/E services and do not require performance by a licensed architect or engineer, the services should be acquired using local procurement procedures. An example of this type of special service would be soil borings, whereby the boring layout plan and interpretations of tests are not performed by the boring contractor. Soil borings conducted as part of a geotechnical engineering investigation or for which an independent engineer is responsible must be procured either in the course of procuring A/E services or by using qualifications based procedures.
- 2.4.4 Where services are to be performed in assisting the FAA in preparing an Environmental Impact Statement (EIS), they must be procured using qualifications based selection procedures (see paragraph 2.10).
- 2.4.5 Where a sponsor decides to utilize an Alternative Project Delivery System (APDS) such as design-build (DB) or construction manager-at-risk (CMAR), the Sponsor may use the competitive proposal approach (as defined in 2 CFR §200.320) for selection provided price and other factors such as qualifications, skill, experience, and design approach are considered when selecting a firm to perform this service. The selection of an A/E services firm is the only instance where prices must be excluded as a consideration under a competitive proposal selection. Please reference Appendix G, Alternative Project Delivery Systems, of this Advisory Circular for guidance in procuring these types of services.
- 2.5 **Selecting Organization.**
- 2.5.1 Within the sponsor's organization, an administrative policy should be established for designating persons authorized to select or recommend consultants for various assignments. The persons designated may include the administrator or the department head to be supplemented by others making up a selection board. The persons empowered to make the selection of one consultant over another must be kept free of pressures, both internal and external. 2 CFR § 200.318(c) requires that sponsors maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. They must not participate in selection or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- 2.5.2 The typical procedure for selecting a consultant is to use a selection board composed of at least three persons, with at least one being an engineer, airport planner, or other professional knowledgeable of the service required. For projects that have special design requirements or are particularly complex, the selection board should have additional technical members with the appropriate expertise in those required disciplines. The board should be prepared to evaluate potential consultants, i.e., conduct interviews and inquiries as desired and make recommendations to the governing body in accordance with Paragraph 2.8.14.

2.6 Policy for Selection.

2.6.1 The selection of a consultant must be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Moreover, the selection process must satisfy requirements for open and free competition.

2.6.2 Sponsors may procure a consultant for several projects through one procurement action provided the following conditions are met:

1. The consultant is selected using the qualifications based selection procedures described in paragraph 2.8.
2. The parties competing for the work must be advised that the work may be accomplished during the course of multiple grants. The expected schedule of projects must be defined, together with a statement of work and the required services. The statement of work must be described in sufficient detail so that all parties may adequately establish the type of services required to accomplish the work. Avoid generic statements of work.
3. All parties are advised that some of the services may not be required and that the sponsor reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
4. The services are limited to those projects that can reasonably be expected to be initiated within five (5) years of the date the initial contract is signed by the consultant. With the understanding that not all projects can be foreseen, with mutual agreement between the sponsor and the FAA, new projects may be added after the original selection is made. Otherwise, sponsors that want to add projects not included in the original procurement action must conduct a separate and new procurement action.
5. If more than one party is selected, the expected projects to be performed by each party must be defined, together with the statement of work and the required services, at the time of the initial procurement action. The sponsor must provide notification to each firm of the projects they were awarded. Sponsors must avoid the practice of selecting multiple firms and assigning project responsibility at a later date.
6. The negotiation of the fee is limited to the services expected to be performed under the first grant or project after the initial procurement action. The contract must be limited to the services covered by the negotiated fee. The negotiation of the fee for subsequent services, i.e., services included in the procurement action but not in the initial contract, must occur at the time those services are needed. A fee estimate must be performed for each of these negotiations. (See paragraph 2.12 for information on fee estimate.) If a fee cannot be agreed upon between the sponsor and the selected firm, then negotiations are terminated with that firm. If the sponsor identified and ranked multiple firms for the project at the time of the initial procurement action, then the sponsor may enter into negotiations with the firm ranked next. If no additional firms were identified and ranked or agreement is not reached with any selected firms, then the sponsor must initiate a new procurement action.

7. In the case of an unforeseen project as in Paragraph 4, the Sponsor and the FAA may mutually agree on the ranking of the selected consultants by evaluating their capabilities and the scope of the unforeseen project. However, if the scope of the unforeseen project does not match the capabilities of the selected consultants, a new procurement action must be conducted.

2.6.3 Unless there is a convincing reason to combine eligible and ineligible projects in a single solicitation, sponsors are discouraged from doing so (Order 5100.38).

2.7 Selection Criteria.

2.7.1 Based on the proposed scope of service(s) and prior to evaluating consultants, a sponsor(s) must develop a list of selection criteria to be used in evaluating potential consultants. Numerical rating factors (ranges) should be assigned to each criterion on the basis of the sponsor's priorities and conception of the importance of each factor in the attainment of a successful project. The sponsor(s) should include the criteria with a Request for Qualifications (RFQ) in advance of the selection process.

2.7.2 Based on a sponsor's goals/objectives for each project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:

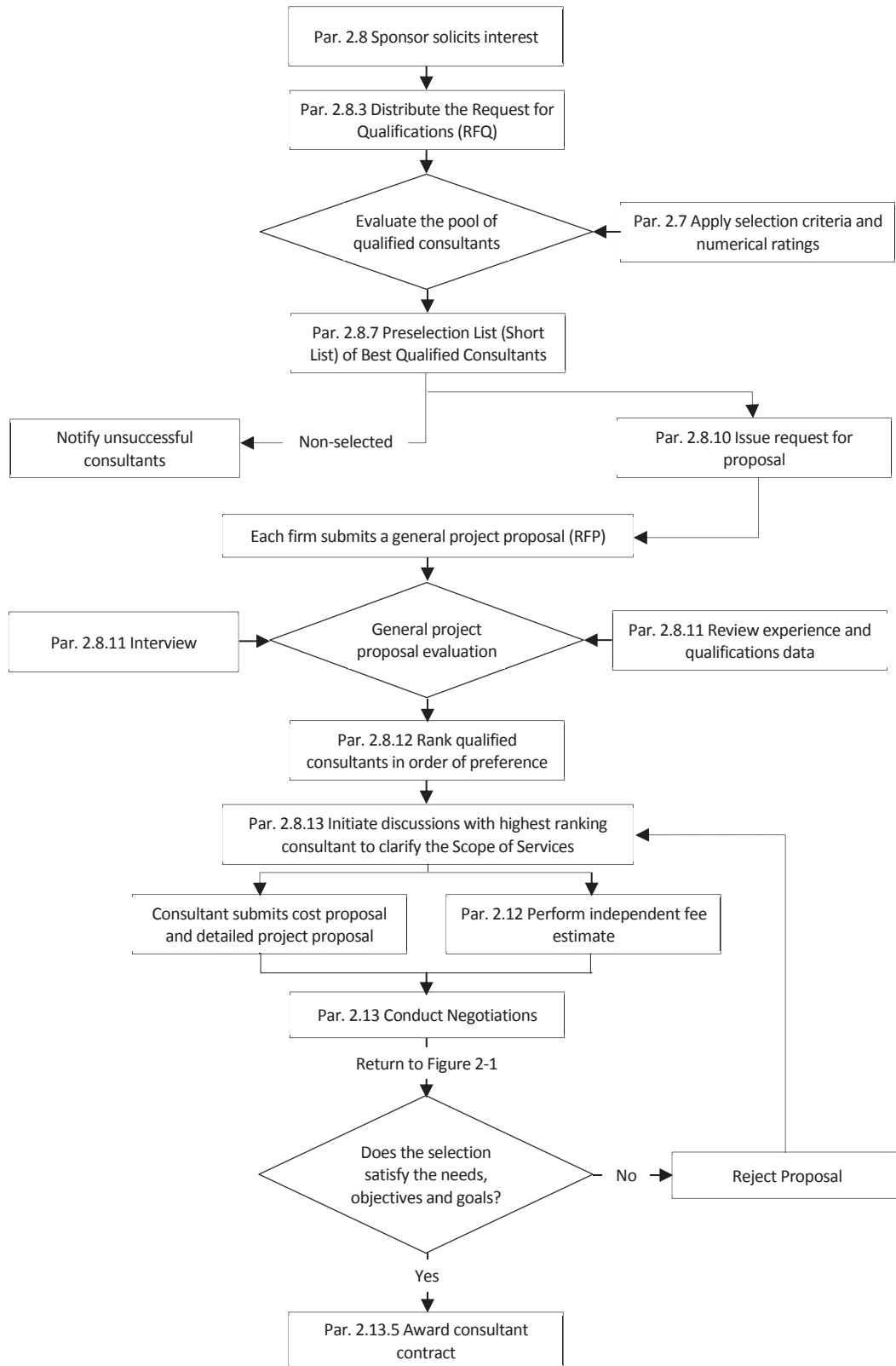
1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.
2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
3. Capability to meet schedules or deadlines.
4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
7. Ability to furnish qualified inspectors for construction inspection if applicable.
8. Understanding of the project's potential challenges and the sponsor's special concerns.
9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.

10. Capability to incorporate and blend aesthetic and architectural concepts with the project design while accomplishing the basic requirements that transportation facilities be functional, safe, and efficient.
11. In meeting the Disadvantaged Business Enterprise (DBE) contract goal, evidence documenting that the consultant met the DBE goal, or by documenting that it made adequate good faith efforts to meet the DBE goal. (See 49 CFR, § 26.53)
12. Capability to conduct a Value Engineering (VE) study for projects that are particularly complex or have unique features. Order 5100.38, Chapter 3, Subsection 3-57; AC 150/5300-15, *Use of Value Engineering for Engineering and Design of Airport Grant Projects*; and AC 150/5370-10, *Standards for Specifying Construction of Airports*, contain additional guidance on VE studies.

2.8 Selection Procedures.

The sponsor must use the following selection procedures or equivalent State/sponsor qualifications based selection for individual project selections involving Federal airport grants (see Figure 2-1 and Figure 2-2). However, the requirement for both an RFQ and an RFP should be evaluated based on the complexity of the project as these steps may be combined into a single request.

Figure 2-2. Consultant Selection Process for a Single Project



- 2.8.1 The selection board should review the nature of the proposed project and the general scope of services to be procured in order to ensure an understanding of the project requirements and the qualifications needed by the consultant.
- 2.8.2 As discussed in paragraph 2.7, the selection board must develop the selection criteria and the evaluation system used in preparing a pre-selection short-list of consultants who are best qualified for the project as well as in determining the final selection.
- 2.8.3 To obtain experience and qualification data from potentially qualified consultants, the sponsor should issue an RFQ inviting consultants to submit their experience and qualifications data relating to the proposed project usually in the form of a Statement of Qualifications (SOQ). To ensure the broadest publicity concerning sponsor interest in obtaining consultant services, public announcements for all projects should be advertised in local newspapers with a wide circulation, national trade journals and magazines, and through electronic media. Public announcements should include information such as a description of the proposed project and its location, a description of the services, and the estimated range of construction costs. The public announcement should allow sufficient time for submission of the statement of qualifications.
- 2.8.4 Sponsors may also send the public announcements directly to known, potentially qualified consultants to determine their interest in the project and to request their experience and qualification data.
- 2.8.5 Affirmative steps pursuant to 2 CFR §200.321 and good faith efforts should be taken to assure that small and minority firms are used whenever possible, consistent with 49 CFR part 26. These steps and efforts should include, but not be limited to, the following:
1. Include qualified small business and minority firms on solicitation lists.
 2. Assure that small business and minority firms are solicited whenever they are potential sources. Consultation with regional Airports Divisions, Office of Civil Rights, and/or State transportation offices is encouraged.
 3. Divide the total requirements into small tasks, when economically feasible, to permit maximum small business and DBE firm participation.
 4. Use the services and assistance of the Small Business Administration, the Minority Business Development Agency of the Department of Commerce, and the Minority Resource Center Regional Centers of the Department of Transportation (<http://osdbu.dot.gov>).
 5. Arrange solicitations, time for presentation of offers and delivery schedules to facilitate DBE and other small business participation.
 6. Encourage consultants to subcontract portions of the work, even when they might otherwise perform the work with their own forces.
- 2.8.6 FAA Airports field offices may also furnish the names of consultants who have engaged in projects of similar nature in their areas of jurisdiction. However, with the exception

of an EIS, FAA personnel will not recommend consultants or participate in the selection process. The addresses of FAA Airports Regional/District Offices having jurisdiction over specific geographic areas are available at:

http://www.faa.gov/airports/news_information/contact_info/regional/

- 2.8.7 From the experience and qualification data obtained from consultants, the selection board should prepare a pre-selection short-list of the best qualified consultants for further consideration. With adequate response to the RFQ, the typical pre-selection short-list should consist of between three and five consultants.
- 2.8.8 At this point, consultants who expressed an interest in the project but were not included on the pre-selection short-list should be notified that they were unsuccessful.
- 2.8.9 Detailed information on the qualifications and performance data of each of the consultants on the pre-selection short-list should be obtained. This can be achieved by contacting former clients identified by the consultant in their statement of qualifications to ascertain the quality of work, ability to meet schedules, cost control, and consultant-client relationship.
- 2.8.10 At this point, the selection organization may elect to obtain a general project proposal from each of the firms on the pre-selection short-list, typically by issuing a Request for Proposal (RFP) to each consultant on the pre-selection short-list. The RFP should include a detailed description of the project and the proposed scope of services required. The selection criteria, including their relative importance that will be used to evaluate the proposals must also be made available to each of the firms on the pre-selection short-list. The RFP shall not contain a request for any cost information, such as total cost, cost per hour, work hours, or other pricing data. Requests for cost or pricing information, prior to discussions with the best qualified firm, to define the scope of services is contrary to 49 USC § 47107 (a) (17) and 2 CFR § 200.320(d). The general project proposal will help the selection board recommend a consultant who can achieve design excellence, while successfully controlling time and costs and who has the ability to understand and accomplish the specialized requirements of the project. The elements of a typical general project proposal should include, but are not limited to, the following:
1. Team members, other key personnel, previous experience, and the role they will fill on the project. The qualifications and time commitment of the project manager proposed for the project.
 2. Current workload.
 3. Proposed project schedule, including major tasks and target completion dates.
 4. Technical approach – a brief discussion of the tasks or steps that the consultant will take to accomplish the work described in the scope of services.
 5. Value engineering – when a value engineering study is included in the selection criteria, a brief discussion of the consultant’s capability, training, and experience to carry out such a study.

- 2.8.11 Conduct interviews with each consultant on the pre-selection short-list. On small projects, a telephone interview may be sufficient. Careful consideration of time and cost should be given to the need for formal interviews. If sponsor has received sufficient information included in the qualification submission to make a selection, then formal interviews may not be necessary.
- 2.8.12 Review the experience and qualifications data, the general project proposal, the interview results, and other relevant data. Using the selection criteria developed for the project; rank the qualified consultants in order of preference.
- 2.8.13 Initiate discussion with the first-ranked consultant to fully define the scope of work and services to be provided (see paragraph 2.11). After agreement on a detailed scope of services has been reached, the consultant should submit their cost proposals together with a detailed project proposal. Negotiations should then be conducted to reach a fair and reasonable fee, subject to the procedures indicated in paragraphs 2.12 and 2.13.
- 2.8.14 Prepare a report that documents the Sponsor's procurement actions and the selection of the consultant they deem most qualified. The report must contain sufficient detail to indicate the extent of the review and the considerations used for the recommendations. The report should be forwarded to the sponsor's administrator or governing body authorized to review the recommendations of the selection board. The recommendations of the selection board should normally be accepted unless the report does not adequately support the recommendations. This will help to ensure complete fairness and open competition. If the recommendations are not accepted, the selection board should reconvene until acceptable recommendations have been agreed upon.

2.9 **Alternate Selection Procedures.**

2.9.1 Proposals Requested with Qualification Data.

The selection procedure recommended in paragraph 2.8 should normally be followed in the procurement of consulting services. For small projects where the scope of work and services can be clearly defined or the sponsor anticipates receipt of less than four proposals, the sponsor may wish to solicit proposals at the time of advertising for experience and qualification data. In this case, the announcement must contain a detailed scope of services and indicate where the selection criteria can be obtained. The advertisement cannot request pricing information.

2.9.2 Informal Procedures.

2.9.2.1 Informal Qualifications Based Selection procedures may be used for A/E procurements estimated to be less than \$100,000. However, this does not relieve the sponsor from the obligation to perform a cost analysis and prepare an independent fee estimate (see paragraph 2.12). Sponsors must consult with FAA Airport personnel before using informal procedures to assure that the circumstances justify their use.

- 2.9.2.2 Under this procedure, a sponsor must contact at least three firms and discuss their qualifications to perform the work. Negotiations must then be conducted with the best-qualified firm to arrive at a fee. These negotiations may be conducted via telephone or e-mail. After selection, using this procedure, the sponsor must document their procurement action and then submit a statement to the FAA explaining the basis for the selection and method used to determine reasonableness of the fee.
- 2.9.2.3 The informal selection process may not be used to select a firm for multiple projects.

2.9.3 Non-competitive Procedures.

The FAA may authorize non-competitive negotiation for services if the cost of the contract is not expected to exceed \$10,000 and the services are incidental to the grant project. When this procedure is used, the sponsor must submit a statement to the FAA explaining the basis used to determine reasonableness of cost as discussed in 2.9.2 above.

2.10 **Selection Procedures for Environmental Impact Statement (EIS) Preparation.**

The procurement of consultant services to assist the FAA in preparing an EIS is somewhat unique because the regulations implementing the National Environmental Policy Act (NEPA) (42 USC § 4321 et seq.), require Federal agencies to prepare the EIS or select the contractor that prepares the EIS (Orders 5050.4 and 1050.1 provide additional guidance). Selection of a consultant must, therefore, be made by the FAA from a short-list of qualified consultants submitted by the sponsor. The sponsor and the FAA must follow the selection procedures recommended in paragraph 2.8 with the following exceptions:

1. The proposed scope of work is to be provided by the FAA.
2. The FAA must concur with the selection and evaluation criteria prepared by the sponsor.
3. The FAA will be invited to participate with the sponsor in the interviews with consultants on the pre-selection short-list.
4. The sponsor may indicate to the FAA their ranking of the consultants on the pre-selection short-list after the interview process has been concluded. The FAA, however, is under no obligation to make a selection based on this ranking.
5. Using the previous sponsor/FAA agreed upon selection and evaluation criteria, the FAA will independently evaluate and rank the consultants on the pre-selection short-list in order of preference, based on qualifications.
6. The FAA must advise the sponsor of the FAA's ranking in order of preference, and the sponsor must advise and initiate discussions with the consultant ranked first.
7. The FAA will be invited to discussions on the scope during any IFE process conducted by the Sponsor or their consultant, as necessary.

8. The FAA's involvement in the negotiation of the project cost must be limited to making a reasonableness determination once a satisfactory cost proposal has been reached between the sponsor and the consultant.
9. The FAA must prepare a selection report for its records.

2.11 **Scope of Services.**

- 2.11.1 An important step in the negotiation process is to reach a complete and mutual understanding of the scope of services to be provided. The general scope of services developed during initiation of the procurement process is of necessity too broad to serve as the basis for a contractual agreement. A well-defined project description and scope of services should be developed between the sponsor and first-ranked consultant prior to negotiating a project design fee. This may be accomplished in a scoping meeting or separate investigation or study to clearly define the extent of the project. The sponsor's engineer or independent consultant (see paragraph 2.12) should attend the meeting so they will have a complete understanding of the scope of services prior to developing a detailed fee estimate. Such a meeting offers the opportunity for refinement, amendment, and complete definition of the services to be rendered.
- 2.11.2 The scope of service(s) must be sufficiently detailed so that the consultant can make a reasonable fee estimate (see Appendix E). Although the scope of service(s) will vary from project to project (see samples in Appendix C), the following items are typical of those that should be considered in developing the scope of services:
 1. List of meetings the consultant is expected to attend.
 2. Design schedule.
 3. Special services required.
 4. Complexity of design.
 5. Safety and operational considerations.
 6. Environmental considerations.
 7. Survey and geotechnical testing requirements.
 8. Sponsor representation services during construction.
 9. Quality control during construction.
 10. Preparation of forms, letters, documents, and reports.
 11. Airport Layout Plan updates.
 12. Property map preparation.
 13. Quality control during design.
 14. Coordination with other consultants and agencies.
 15. Deliverables.
 16. Data and material furnished by the sponsor.

17. Testing and commissioning requirements.
18. City/county requirements.
19. Number of bid packages.
20. Complexity of construction phasing to minimize impacts on airport operations.
21. Public Outreach.

2.12 **Independent Fee Estimate.**

- 2.12.1 A sponsor must perform a price or cost analysis for every A/E contract (2 CFR § 200.323). The method and degree of analysis is dependent on the facts surrounding the contract. To properly evaluate the cost of professional services an independent fee estimate (IFE) is required, prior to receiving the consultant's proposal, as part of the cost analysis for all A/E contracts and contract modifications. The word "independent" does not imply that the IFE has to be performed by someone other than the sponsor. Preparation of an IFE can be completed in a number of ways, such as the following, or as approved by your local ADO:
 1. A sponsor having a staff with experience in estimating the professional services and negotiating contracts for these services can develop its own IFE for the services, based on the scope of services agreed upon in paragraph 2.11.
 2. Sponsors having no staff with this expertise or having minimal or no previous experience may engage the services of a consultant on retainer for preparation of the IFE provided the consultant has experience with the services involved and who is not being considered for the project.
 3. Alternatively, an independent engineering, architecture, or planning consultant may be retained to prepare an IFE provided this consultant was not on the pre-selection short-list. The consultant must have recent experience in airport work similar to that proposed and be familiar with FAA requirements and procedures. The sponsor should request evidence that the consultant meets the above requirements.
- 2.12.2 State aviation personnel who have experience with the services involved may also prepare the IFE for the sponsors use.
- 2.12.3 The level of detail needed to satisfy the requirements of an IFE varies and is dependent on the anticipated value of the A/E contract. For contracts with an anticipated value less than \$100,000 the sponsor can satisfy the IFE requirement by comparing the A/E contract with previous contracts of a similar nature, or preparing a detailed fee/cost analysis (see Appendix E). At a minimum, the independent estimate must address direct labor work hours, labor rates, general and administrative overhead, non-salary expenses and a reasonable profit. For contracts anticipated to be greater than \$100,000 a detailed fee/cost analysis is required.
- 2.12.4 If the sponsor hires a consultant to perform any of these functions, that consultant may be retained using informal or non-competitive qualifications based procedures (see

paragraphs 2.9.2 and 2.9.3) as applicable; however, the IFE consultant will not be eligible for consideration to perform work on the project.

- 2.12.5 Another source on estimating consultant's cost can be found in ASCE Manuals and Reports on Engineering Practice No. 45, "How to Work Effectively with Consulting Engineers." However, these graphs must be used with judgment and within their stated limitations. Other resources include project history files, previous contracts, etc.
- 2.12.6 Sponsors have an obligation to obtain a fair and reasonable fee in all cases. Prior to initiating further discussions with the first-ranked consultant, the sponsor must accept the IFE and retain it for their records. Appendices D and E present sample formats for consultant services fee/cost and detailed fee/cost analysis respectively, however any format that meets this purpose is acceptable. The FAA retains the right to disallow negotiated fees that the FAA determines to be unreasonable.

2.13 **Negotiations.**

- 2.13.1 After developing a detailed scope of services and after the IFE requirements have been satisfied per Par. 2.12, the sponsor may enter into negotiations with the consultant given first preference by the selection board. Once the rankings have been established, the sponsor shall inform the other firms on the pre-selection shortlist that negotiations have been initiated with the first ranked firm. If an independent firm has been retained by the sponsor for the purpose of preparing an independent fee estimate, the firm may be consulted by the sponsor during negotiations, to clarify problem areas, but not to review the consultant's fee proposal or attend any negotiating sessions.
- 2.13.2 Based on the scope of services agreed upon in paragraph 2.11, the sponsor must request the consultant to submit the proposed fee and supporting cost breakdown. The consultant must prepare a detailed estimate of the hours and cost required for each of the major tasks. In addition to charges for labor, the consultant should, if appropriate, indicate the costs for subcontractors, travel, living expenses, reproduction, and other out-of-pocket expenses expected to be incurred.
- 2.13.3 When evaluating the reasonableness of a consultant's fee proposal, a general review standard used within the FAA and industry is whether the total fee proposal, as well as individual tasks within the proposal, is within 10% of the IFE. When differences exceed 10%, the sponsor and IFE preparer should review those areas with the consultant to determine if there is a misunderstanding of the scope of services or level of effort required to complete the work. While this should not be construed as policy, the use of the 10% standard is one method to help identify areas of significant difference between the consultant's fee proposal and the IFE.
- 2.13.4 Negotiations should be based upon the data submitted by the consultant and an evaluation of the specific work hours required for each task. The sponsor should subject the consultant's data to a technical/engineering analysis. Based on this analysis, the sponsor should identify differences in the work-hour estimates. Significant differences, either positive or negative, between the estimate submitted by the

consultant and the estimate developed by the sponsor should be resolved, and revisions should be made to the work hours or scope of services as required. The fee should then be evaluated, taking into consideration the experience level required by the engineer working on each task. A sample fee/cost analysis form is shown in Appendix E.

- 2.13.5 If a mutually satisfactory contract cannot be negotiated with the first-ranked consultant, the negotiations must be terminated and the consultant notified. Negotiations must then be initiated with the consultant given second preference by the selection board. This procedure must be continued with recommended consultants in the sequence of ranking established by the selection board until a mutually satisfactory contract has been negotiated. Once negotiations have been terminated with a firm and begun with another, they cannot be reopened with the former firm.
- 2.13.6 A record of negotiations must be prepared by the sponsor and included in the contract file. This record must contain sufficient detail to reflect any changes in the scope of services controlling the establishment of the cost and other terms of the contract. An explanation must be provided for any significant differences between the sponsor's original estimate and the final fee agreed upon. The scope of services, draft contract, sponsor's independent fee estimate, consultant's fee proposal with any revisions, and detailed fee analysis must be attached to the report. A sample Record of Negotiations is contained in Appendix F.
- 2.13.7 Upon completion of successful negotiations, all consultants interviewed by the selection board should be informed of the consultant selected for the project.
- 2.13.8 FAA personnel will not be present and will not participate in the negotiation process. The FAA's role is to make a judgment on the reasonableness of the compensation for the services to be furnished and to ensure that all services required for a particular project have been included in the proposal.
- 2.13.9 If requested by the FAA, the sponsor must submit the record of negotiations and all attachments to the FAA for a reasonableness of cost determination (Order 5100.38, Chapter 3, Section 14).

2.14 **Sponsor Force Account Projects.**

Proposals to accomplish airport engineering with the sponsor's own personnel or by its agent must be approved by the FAA. Proposals must be submitted in writing and subjected to a review similar to that for engineering contracts. Most of the factors considered in the selection of a consultant would be applicable to approval of services to be done by force account. The sponsor's proposal to use force account rather than contract-engineering services must be fully documented and should contain as a minimum:

1. Justification for doing the work by force account rather than by contract;
2. Estimate of costs, including detailed data on estimated work hours, hourly rates, non-salary expenses, and indirect costs;

3. Names and engineering qualifications of personnel that will be accomplishing specific tasks;
4. Statements concerning the capability of the sponsor to perform the various tasks of design, supervision, inspections, testing, etc., as applicable to the project with arguments to support the decision to use force account;
5. Summary of sponsor's experience with airport engineering pertaining to projects with similar design scopes; and
6. Statement by the sponsor on the ability of its personnel to integrate the project into their workload, with a schedule of accomplishment of tasks, date by which the work will be completed, or dates within which it will take place.

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 Annual Continuing (Omit Posting)Type of Service: As-Needed Civil Engineering Services (Curb Ramp Design).Funding Source: Inter-Departmental work ordersPSC Duration: 6 years 1 day.PSC Amount: \$4,000,000**1. Description of Work**

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

Consultants will perform highly specialized civil engineering tasks that include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.

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

Services are as-needed to assist Public Works on difficult or unique projects that require specialized curb ramp design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Previous contracts for As-Needed Civil Engineering Services (Curb Ramp Design) were awarded to: Design & Construction Management Services, LEE Incorporated, Benjamini Associates Inc., and Water Resources Engineering (WRE) under PSC #4102-10/11 approved on 05/02/2011.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5 year term.

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).

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.

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. Certain federal or state grants require utilization of specialized contract services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in curb ramp design, related roadway, sewer, and drainage design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City standards and ADA requirements.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate land survey equipment.

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 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.
Civil Service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- 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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during an earthquake.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Not applicable.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. The Independent Assurance Program and Advisory Circular documents attached is referring to the need for independent engineering, cost estimating, observation, inspection, and testing.

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 06/16/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: 49 South Van Ness Ave. Suite 1600 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47945 - 19/20

DHR Analysis/Recommendation:

action date: 08/17/2020

Commission Approval Required

Approved by Civil Service Commission

08/17/2020 DHR Approved for 08/17/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4102 10/11)

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

Type of Service: Civil/Structural Engineering Services on an As-Needed Basis

Funding Source: Departmental Work Orders

PSC Original Approved Amount: \$8,000,000

PSC Original Approved Duration: 07/01/11 - 12/31/16 (5 years 26 weeks)

PSC Mod#1 Amount: \$2,000,000

PSC Mod#1 Duration: 12/31/16-01/09/17 (1 week 2 days)

PSC Mod#2 Amount: \$2,000,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$15,000,000

PSC Mod#3 Duration: 01/09/17-03/31/20 (3 years 11 weeks)

PSC Mod#4 Amount: \$8,000,000

PSC Mod#4 Duration: no duration added

PSC Mod#5 Amount: \$5,500,000

PSC Mod#5 Duration: 03/31/20-09/30/21 (1 year 26 weeks)

PSC Mod#6 Amount: no amount added

PSC Mod#6 Duration: 09/30/21-04/30/22 (30 weeks 2 days)

PSC Cumulative Amount Proposed: \$40,500,000

PSC Cumulative Duration Proposed: 10 years 43 weeks

1. Description of Work

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

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

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:
All agreements will be for 5 years.

2. Reason(s) for the Request

A. Display all that apply

Explain the qualifying circumstances:
no response from department

B. Reason for the request for modification:
To allow the current Micro-LBE Civil Engineering Contracts the full 5-year term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.
Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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.
None

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.
Add'l work performed by Consultants currently under contract.

7. Union Notification: On 12/20/19, 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: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 12/30/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 4102 10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Civil/Structural Engineering Services on an As-Needed BasisFunding Source: Departmental Work OrdersPSC Original Approved Amount: \$8,000,000PSC Original Approved Duration: 07/01/11 - 12/31/16 (5 years 26 weeks)PSC Mod#1 Amount: \$2,000,000PSC Mod#1 Duration: 12/31/16-01/09/17 (1 week 2 days)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$15,000,000PSC Mod#3 Duration: 01/09/17-03/31/20 (3 years 11 weeks)PSC Mod#4 Amount: \$8,000,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$5,500,000PSC Mod#5 Duration: 03/31/20-09/30/21 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$40,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, the original PSC was approved on 5/2/2011
- D. Will the contract(s) be renewed?
No.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

- A. Display all that apply

Explain the qualifying circumstances:
no response from the department

- B. Reason for the request for modification:

To award Micro-LBE contracts for additional capacity needed in Civil Engineering, and for anticipated increase of 50% on current contracts.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.
- 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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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.

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.
Add'l work performed by Consultants currently under contract.

7. Union Notification: On 10/15/15, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, 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: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/26/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS Dept. Code: DPW

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4102 10/11)

Type of Approval: [] Expedited [] Regular ([] Omit Posting)

Type of Service: Civil/Structural Engineering Services on an As-Needed Basis

Funding Source: Departmental Work Orders

Table with 2 columns: Amount and Duration. Rows include PSC Original Approved Amount (\$8,000,000), PSC Mod#1-4 amounts and durations, and PSC Cumulative Amount Proposed (\$35,000,000).

1. Description of Work

A. Scope of Work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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.

Yes, the original PSC was approved on 5/2/2011

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

2. Union Notification: On 06/05/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/16/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

5203,5207,5241,5211,5218,5219,

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Add'l work performed by Consultants currently under contract. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/05/15 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS Dept. Code: DPW

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4102 10/11)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Civil/Structural Engineering Services on an As-Needed Basis

Funding Source: Departmental Work Orders

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 07/01/11 - 12/31/16 (5 years 26 w
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: 12/31/16-01/09/17 (1 week 2 days)
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: no duration added
PSC Mod#3 Amount: \$15,000,000 PSC Mod#3 Duration: 01/09/15-03/31/20 (3 years 11 weeks)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$27,000,000 PSC Cumulative Duration Proposed: 8 years 39 weeks

1. Description of Work

A. Scope of Work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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.

Yes, the original PSC was approved on 5/2/2011

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

2. Union Notification: On 08/14/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102 10/11

DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

5203,5207,5241,5211,5218,5219,

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Add'l work performed by Consultants currently under contract. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/14/14 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

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 Civil Engineering Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$12,000,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 06/30/2028

1. Description of Work

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

Consultants will perform highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.

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

Services are as-needed to assist Public Works on difficult or unique projects that require specialized civil engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Yes, this service has been provided in the past. Most recent personal services contract approval numbers are PSC #40235-1617 approved on 9/18/2017, and PSC #4102-10/11 approved on 05/02/2011.

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 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: Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in roadway, curb ramp, traffic analysis, and sewer site improvement design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City curb ramp standards and ADA requirements.

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; 5241, Engineer;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate traffic counting equipment.

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 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.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- 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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during an earthquake.

6. Additional Information

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

7. Union Notification: On 08/27/2021, 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: 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# 45793 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Sy, Don (DPW)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Friday, August 27, 2021 1:00 PM
To: Burns, Alexander (DPW); 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; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45793 - 21/22

RECEIPT for Union Notification for PSC 45793 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45793 - 21/22 for \$12,000,000 for Initial Request services for the period 11/01/2021 – 06/30/2028. 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/17260> 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 -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Civil Engineering ServicesFunding Source: Interdepartmental Work OrdersPSC Amount: \$9,000,000PSC Est. Start Date: 10/01/2017PSC Est. End Date: 12/31/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Consultants will perform highly specialized civil engineering tasks that include, but is not limited to, roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.

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

Services are as-needed to assist San Francisco Public Works (Public Works) on difficult or unique projects that require specialized civil engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Previous contracts for As-Needed Civil Engineering Services were awarded to: URS-TECI JV, K/J-AGS JV, and RMC-Urban Design JV under PSC #4102-10/11 approved on 05/02/2011.

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.

PSC duration exceeds 5 years to include time needed advertising and award. Contract duration will not exceed 5 years.

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 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.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in roadway, curb ramp, traffic analysis, and sewer site improvement design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City curb ramp standards and ADA requirements.
- 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; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate traffic counting equipment.

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 available to perform all required work. The Department has recruited and hired more people for from 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.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- 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. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during an earthquake.

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

7. **Union Notification:** On 06/12/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40235 - 16/17

DHR Analysis/Recommendation:

action date: 09/18/2017

Commission Approval Required

Approved by Civil Service Commission

09/18/2017 DHR Approved for 09/18/2017



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

May 5, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4101-10/11
THROUGH 4103-10/11 AND 4090-09/10.**

MARY Y. JUNG
COMMISSIONER

At its meeting of May 2, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the report; approve request for approval of personal service contracts. Notify 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.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kan Htun, Arts Commission
- Naomi Kelly, Office of Contract Administration
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

RECEIVED
11 MAY -6 PM 4:07
DPW
CONTRACT ADMINISTRATION

POSTING FOR

5/2/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-10/11	28	Art Commission	Regular	\$240,000	Three nonprofit organizations with arts programming will be selected through a competitive public application process by community based selection panels to administer short-term, one time only, temporary projects in three of the Central Subway corridor neighborhoods to mitigate the impact of construction on the neighborhoods and promote the Central Subway in the neighborhoods.	5/2/2011 - 12/31/2016
4102-10/11	90	Public Works	Regular	\$8,000,000	Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier, and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, assessment reports, field investigation, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum of 5 years each. The additional time in the PSC duration is to allow for any delays in processing and awarding the contracts.	7/1/2011 - 12/31/2016
4103-10/11	90	Public Works	Regular	\$11,000,000	The proposed work includes seismic strengthening, life safety upgrades and associated code required improvements, facility preservation and modernization of the War Memorial Veterans Building, a historic landmark. Seismic strengthening includes addition of concrete shear walls, diaphragm collectors, lateral bracing of ceilings. Facility improvements include disabled access improvements, replacement of 80-year old mechanical equipment, electrical system upgrades, roof and elevator renovations, and tenant improvements.	6/15/2011 - 6/30/2016

Total Amount - Regular: \$19,240,000

RECEIVED
11 MAY -6 PM 4:07
DPW
CONTRACT ADMINISTRATION

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Support and Scribe Services for Healthcare Functions

Funding Source: General Funds

PSC Duration: 4 years 17 weeks

PSC Amount: \$2,000,000

1. Description of Work

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

Contractor(s) will provide as-needed support services which may include medical scribe services to assist City employees in using various technology platforms that are not fully accessible and may also provide support services or scribe services in order to respond to other use cases. Support services in a health care field may support employees with disabilities that work in a healthcare setting that need to perform a job function which is impacted by technology that is not accessible. In addition, services may also involve charting physician-patient encounters in real time, such as during medical examinations, as well as locating information for physicians and completing forms needed for patient care which are sometimes referred to as medical scribe services. With the advent and widespread deployment of modern Electronic Health Record (EHR) systems, the specialized area of medical scribing has become a tool for providers to be more efficient in a modern EHR system. Similarly there has also been a need for support services of a more general nature as well, in both instances support services, and medical scribe services function as a reasonable accommodation for employees who must use an EHR or other application as part of their daily job functions, since EHRs are not fully accessible. Services will be provided on a virtual (remote) basis or in-person, depending on the specific needs of the employee and the use case presented.

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

The services are necessary primarily to provide a reasonable accommodation to City employees whose job duties require the use technology platforms that are not fully accessible, or for other uses cases that would affect the provision of direct patient/client care. If the services are denied, the City would be unable to provide an effective accommodation to employees, and the City would not be able to meet its legal obligations under the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act to provide reasonable accommodations employees, resulting in loss of potential resources and potential discrimination complaints and/or lawsuits.

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

This is a new service.

D. Will the contract(s) be renewed?

If there is a continued need.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The services are required as-needed. Specifically, in the case of responding to a request for an accommodation for

employees the services need to be available and provided as requested.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must have the ability to provide support services and / or medical scribe services, either in a virtual environment or in person. Contractor(s) must have support service candidates and scribes who are trained and experienced in the use of specific EHR platforms. Support Service candidates and Scribes must be knowledgeable in a broad range of medical terminology, be able to listen effectively, input notes and findings in the EHR or other application accurately as required and take instructions from providers efficiently.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1406, Senior Clerk; 1820, Junior Administrative Analyst; 2586, Health Worker 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. In the case of virtual placements the contractor will provide the back-end infrastructure to connect to a virtual environment so that their scribes to access the City systems.

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

The City has used City employees on a limited, ad hoc basis to assist other City employees in this function. However, as the number of employees that need an accommodation increases, that is not a sustainable or efficient model to provide a critical accommodations and services.

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 classes that have the experience in the use of an EHR are performing their other duties thus creating gaps in the overall provision of services. Further, the services are limited in nature and uses on an as-needed basis, scribes may be on call and must be available for services on an as-needed schedule when requested by the provider or other affected employee.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at the present time. The work is as-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 contact? If so, please explain what that will entail; if not, explain why not.
No. The employees that will use the services, are already trained in the functions of their job. The the support service personnel or scribe will be used to assist the employee complete their job.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 07/12/2021, the Department notified the following employee organizations of this PSC/RFP

request:

SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 1380 Howard Street, Room 421b San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49700 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, July 12, 2021 3:41 PM
To: Hale, Jacquie (DPH); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); 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; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49700 - 20/21

RECEIPT for Union Notification for PSC 49700 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49700 - 20/21 for \$2,000,000 for Initial Request services for the period 09/01/2021 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16455> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 32097 - 19/20)

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

Type of Service: Chipping and Washout Services for City Cement Trucks

Funding Source: General Fund work orders

PSC Original Approved Amount: \$80,000

PSC Original Approved Duration: 03/01/21 - 02/28/22 (52 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 03/01/21-02/28/27 (5 years 1 day)

PSC Cumulative Amount Proposed: \$580,000

PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

Provide chipping and washout services for cement mixer trucks. San Francisco Public Works (SFPW) mixer trucks hold about 8-9 cubic yards of cement and leave a buildup of 1.5 to 3 cubic yards after being used for approximately three months. Once this buildup capacity has been reached, SFPW personnel will drive to the Contractor's facility for chipping or a washout services. This service is having a contractor's employee un-weld a welded hatch on the mixer truck drum and then enter into the drum and use a jack hammer to chip the built-up concrete away. The Contractor is responsible for providing specialized equipment to service the mixer trucks of SFPW and for the proper disposal of the waste materials. The contractor also provides appropriate disposal of the waste materials.

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

When the mixer trucks have build up after completion of SFPW projects, if not chipped or washed out, the residual material can cause an imbalance and in some cases cause the mixer truck to tip over. In addition, and over time, buildup left in the mixer can reduce the capacity that a truck mixer can hold, which can lead to the need for additional trips to contractor's facility to pick up cement and result in a higher cost for SFPW projects. This service is necessary so that SFPW can complete projects efficiently by having equipment that is being used to its highest capacity. The requested services are utilized on an as-needed and intermittent basis, approximately every three months. The City does not have appropriate or adequate facility, equipment or City staff to perform such work. Denial could result in the City incurring higher project costs and liability if the mixer trucks tip over.

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?

During this one year contract, the department will conduct a Request for Proposal (RFP) process.

Based on that information, we will request PSC approval for multi-year contract from the Civil Service Commission.

- 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 listed as five years and one day due 2024 being a leap year, having 366 days.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Chipping and cleaning of cement mixers is required on an intermittent basis.

B. Reason for the request for modification:

There is an ongoing need for the services. The department is performing a Request for Proposals (RFP) for a five (5) year contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Five years of experience within the last five years in providing Street, Sewer, Concrete Cement Material and servicing mixer trucks. Requires a location at which the cleaned out materials can be disposed.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver; 7424, Dryer Mixer Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor(s) will provide necessary facilities and equipment to chip or wash out mixer trucks on an as-needed and intermittent basis.

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.

City does not have civil service classes that perform these needed duties. Civil service classes 7355 (Truck Driver) and 7424 (Dryer Mixer Operator) perform somewhat related work but do not perform the required chipping and washout services and do not have access to a location for disposal of the waste.

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. These services are utilized on an as-needed and intermittent basis. In addition, the City does not have the required equipment or facilities to perform the required service.

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

7. Union Notification: On 09/20/21, the Department notified the following employee organizations of this PSC/RFP request:

Operating Engineers, Local 3; Teamsters, L 853;

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# 32097 - 19/20

DHR Analysis/Recommendation:

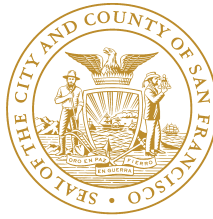
Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

City & County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator

September 20, 2021

To: Operating Engineers Local 3
dtuttle@oe3.org

From: Joan Lubamersky, Office of the City Administrator

SUBJ: Proposed \$580,000 Personal Services Contract (PSC) Modification
Personal Services Contract 32097 19.20
As-needed Chipping and Washout of Cement Mixers

The Office of Contract Administration proposes modify a previously approved PSC for chipping and washout of cement mixers. The original PSC for \$80,000 and was for one year. The modification request is to add \$500,000 and five years duration.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7424 Dryer Mixer Operator might perform some of these services. Your union (Operating Engineers Local 3) is not listed to be notified through the City's on-line system. Therefore, we are advising you via email. Typically, unions 30 days to raise questions about a PSC.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC coordinator at dhr-psccordinator@sfgov.org

Thank you.

Attachments: PSC 32097 – proposal is to add \$500,000 and five years
Email sent through online PSC system

From: [Lubamersky, Joan \(ADM\)](#)
To: dtuttle@oe3.org
Cc: "[DHR-PSCCoordinator, DHR \(dhr-psccordinator@sfgov.org\)](mailto:DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org))"
Subject: Personal Services Contract 32097 Leap Year 2024
Date: Thursday, September 23, 2021 10:05:00 PM

To: Operating Engineers Local 3

We emailed you earlier to notify you of subject PSC.

This email is to notify you that a minor addition has been made to that PSC. The PSC shows as having a duration of five years and one day. The notion we added was:

The duration is listed as five years and one day due 2024 being a leap year, having 366 days.

If you have any questions, please contact me at Joan.Lubamerky@sfgov.org or the Department of Human Resources at DHR-PSCCoordinator@sfgov.org

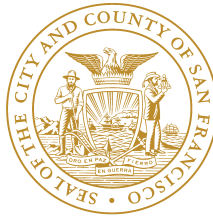
Thank you.

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

City & County of San Francisco
London N. Breed, Mayor



Office of the City Administrator
Carmen Chu, City Administrator

September 20, 2021

To: Teamsters Local 853
dhart@teamsters853.org; connections@teamsters853.org

From: Joan Lubamersky, Office of the City Administrator

SUBJ: Proposed \$580,000 Personal Services Contract (PSC) Modification
Personal Services Contract 32097 19.20
As-needed Chipping and Washout of Cement Mixers

The Office of Contract Administration proposes modify a previously approved PSC for chipping and washout of cement mixers. The original PSC for \$80,000 and was for one year. The modification request is to add \$500,000 and five years duration.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Truck Driver Dryer Mixer might perform some of these services. Your union, Teamsters Local 853, is not listed to be notified through the City's on-line system. Therefore, we are advising you via email. Typically, unions 30 days to raise questions about a PSC.

If you should have any questions, please let me know at Joan.Lubamersky@sfgov.org or contact the Department of Human Resources, DHR-PSC coordinator at dhr-psccordinator@sfgov.org

Thank you.

Attachments: PSC 32097 – proposal is to add \$500,000 and five years
Email sent through online PSC system

From: [Lubamersky, Joan \(ADM\)](#)
To: dhart@teamsters853.org; connections@teamsters853.org
Cc: "[DHR-PSCCoordinator, DHR \(dhr-psccordinator@sfgov.org\)](#)"
Subject: Personal Services Contract 32097 Leap Year
Date: Thursday, September 23, 2021 10:10:00 PM

To Teamster Local 853

We emailed you earlier to notify you of subject PSC.

This email is to notify you that a minor addition has been made to that PSC. The PSC shows as having a duration of five years and one day. The notion we added was:

The duration is listed as five years and one day due 2024 being a leap year, having 366 days.

If you have any questions, please contact me at Joan.Lubamerky@sfgov.org or the Department of Human Resources at DHR-PSCCoordinator@sfgov.org

Thank you.

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Chipping and Washout Services for City Cement TrucksFunding Source: General Fund work orders PSC Duration: 52 weeksPSC Amount: \$80,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide chipping and washout services for cement mixer trucks. San Francisco Public Works (SFPW) mixer trucks hold about 8-9 cubic yards of cement and leave a buildup of 1.5 to 3 cubic yards after being used for approximately three months. Once this buildup capacity has been reached, SFPW personnel will drive to the Contractor's facility for chipping or a washout services. This service is having a contractor's employee un-weld a welded hatch on the mixer truck drum and then enter into the drum and use a jack hammer to chip the built-up concrete away. The Contractor is responsible for providing specialized equipment to service the mixer trucks of SFPW and for the proper disposal of the waste materials. The contractor also provides appropriate disposal of the waste materials.

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

When the mixer trucks have build up after completion of SFPW projects, if not chipped or washed out, the residual material can cause an imbalance and in some cases cause the mixer truck to tip over. In addition, and over time, buildup left in the mixer can reduce the capacity that a truck mixer can hold, which can lead to the need for additional trips to contractor's facility to pick up cement and result in a higher cost for SFPW projects. This service is necessary so that SFPW can complete projects efficiently by having equipment that is being used to its highest capacity. The requested services are utilized on an as-needed and intermittent basis, approximately every three months. The City does not have appropriate or adequate facility, equipment or City staff to perform such work. Denial could result in the City incurring higher project costs and liability if the mixer trucks tip over.

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 using other City procurement methods. We have been advised to request approval of a Personal Services Contract (PSC) at this time.

D. Will the contract(s) be renewed?

During this one year contract, the department will conduct a Request for Proposal (RFP) process. Based on that information, we will request PSC approval for multi-year contract from the Civil Service Commission.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Chipping and cleaning of cement mixers is required on an intermittent basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Five years of experience within the last five years in providing Street, Sewer, Concrete Cement Material and servicing mixer trucks. Requires a location at which the cleaned out materials can be disposed.

B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver; 7424, Dryer Mixer Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor(s) will provide necessary facilities and equipment to chip or wash out mixer trucks on an as-needed and intermittent basis.

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

The City does not have the proper equipment or staff to complete the work, which is only needed on an as-needed and intermittent basis.

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

A. Explain why civil service classes are not applicable.

City does not have civil service classes that perform these needed duties. Civil service classes 7355 (Truck Driver) and 7424 (Dryer Mixer Operator) perform somewhat related work but do not perform the required chipping and washout services and do not have access to a location for disposal of the waste.

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. These services are utilized on an as-needed and intermittent basis. In addition, the City does not have the required equipment or facilities to perform the required service.

6. Additional Information

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

No.

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

No. No training will be provided.

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

No.

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

7. Union Notification: On 07/14/2020, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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# 32097 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/25/2020

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 # 32238 - 17/18)

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

Type of Service: Interior plantscaping

Funding Source: General Fund

PSC Original Approved Amount: \$72,000

PSC Original Approved Duration: 03/01/18 - 02/28/22 (4 years)

PSC Mod#1 Amount: \$28,000

PSC Mod#1 Duration: 07/18/18-09/30/22 (30 weeks 3 days)

PSC Mod#2 Amount: \$90,000

PSC Mod#2 Duration: 07/18/18-08/31/23 (47 weeks 6 days)

PSC Cumulative Amount Proposed: \$190,000

PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

Contractor will provide the Department of Real Estate with complete interior plantscaping services at four city buildings. The department is seeking a one-stop shop that will provide the plants, all necessary equipment, all necessary maintenance and services to provide all four buildings with attractive plant displays. The Contractor will provide all plants and planters/containers, and will service all plants on a weekly basis. The services will include watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory, and seasonal upgrades.

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

The City does not have the resources or expertise to maintain these interior plants appropriately and provide all required services. Denial of services would result in a lack of plant maintenance.

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 contrat

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:
Twenty six (26) additional weeks of work needs to be done.

2. Reason(s) for the Request

A. Display all that apply

- 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).

Explain the qualifying circumstances:

Services will be one day per week and will provide plants, planting materials and tools necessary to perform the services.

B. Reason for the request for modification:

Additional work needs to be done

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in planting and care of interior plantscapes including weekly visits, watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory and seasonal upgrades. Ability to provide all plants and planters/containers.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide planting equipment, plants, planters, pest/disease control materials.

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 classification work is outdoors, e.g., athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. Their knowledge relates to plants, pests and other factors rather than an indoor setting.
- 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. Work is anticipated to no more than one day per week.

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 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 needs to be completed on the the contracgt

7. Union Notification: On 07/26/21, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261;

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# 32238 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/01/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); laborers261@gmail.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); laborers261@gmail.com; DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 32238 - 17/18 - MODIFICATIONS
Date: Monday, July 26, 2021 1:56:26 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 \$90,000 for services for the period July 18, 2018 – August 31, 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/11740>

Email sent to the following addresses: laborers261@gmail.com

From: [Theresa Foglio](#)
To: [Lubamersky, Joan \(ADM\)](#)
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Re: PSC 42238 Interior Plant scaping
Date: Tuesday, September 28, 2021 4:33:08 PM

Hello Joan,

With the Department's commitment to continue discussions with other city departments and agencies to have the work performed by 3417 gardeners, the Union no longer objects to this PSC.

Thanks again,

On Tue, Sep 28, 2021 at 4:17 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa.

Thank you for your email below.

I am writing to confirm that you have no objection to this PSC being approved by the Civil Service Commission. It will be on the agenda for November 1, 2021.

We would appreciate your responding to this email, REPLY ALL, by Thursday, September 30.

Best regards,

Joan

Joan Lubamersky

Office of the City Administrator

One [Carlton B. Goodlett Place, Room 362](#)

[San Francisco, CA 94102](#)

From: Theresa Foglio <laborers261@gmail.com>
Sent: Monday, September 27, 2021 8:20 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: PSC 42238 Interior Plant scaping

Excellent news! Thank you so much for everyone's time and consideration in this matter!

On Mon, Sep 27, 2021 at 5:21 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa

I have discussed your email with the Real Estate Division (RED).

RED has reviewed the emails from the City departments indicating they employ staff in Class 3417 Gardener to perform interior planting. Unfortunately, those departments cannot offer employees to perform the services needed by RED at this time. Some were already short staffed and attempting to hire, and others had fulltime employees dedicated to other projects and unavailable.

Although RED appears to be unable to use other departments' staff, the department is committed to seeking ways for Class 3417 to perform the limited services (at most one day per week). To that end, RED proposes to continue to communicate with the Recreation and Park Department, Department of Public Works, the Airport and Public Utilities Commission to review the availability of Gardeners Class 3417 for use of their services (at least one of them) commencing in the next fiscal year (likely August 2022). This date is approximately one year from the expiration of the Personal Services Contract (PSC), allowing time to arrange alternatives before the duration of the PSC concludes, should other departments have the staff and availability to perform the tasks in the PSC, including supervision.

We believe this meets your concerns.

We request that you Reply All to this email to inform the Department of Human Resources that you have no objection to this PSC proceeding.

We would appreciate your responding by Noon, Friday, October 1, 2021, to allow us to arrange for this PSC to be on the November 1, 2021 agenda of the Civil Services Commission.

Thank you.

Best regards,

Joan

Joan Lubamersky

Office of the City Administrator

One [Carlton B. Goodlett Place, Room 362](#)

[San Francisco, CA 94102](#)

From: Theresa Foglio <laborers261@gmail.com>

Sent: Wednesday, September 8, 2021 2:57 PM

To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>

Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Re: PSC 42238 Interior Plant scaping

Hello Joan,

Thank you for the update and reaching out to the various departments to see if they have available staff to accommodate. We did look at the RFP and still object to the language which states the following:

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

The City does not have the resources or expertise to maintain these interior plants appropriately and provide all required services. Denial of services would result in a lack of plant maintenance. (The Union has stated and the Departments confirmed that the 3417 classification does possess the expertise)

A. Explain why civil service classes are not applicable.

Civil service classification work is outdoors, e.g., athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. Their knowledge relates to plants, pests and other factors rather than an indoor setting. (The Union has stated and the Departments confirmed that the 3417 classification does possess the expertise. I also discovered since being notified about this RFP, that RPD has done the flower arrangements in the BOS Chamber for over 20 plus years. Here's a picture of one in August 2021)



On Tue, Sep 7, 2021 at 10:12 PM Lubamersky, Joan (ADM)
<joan.lubamersky@sfgov.org> wrote:

Hello Theresa

As you suggested, we contacted the Recreation and Park Department, the Department of Public Works, the Airport, and Public Utilities Commission . None have Class 3417 Gardener available to perform these services for the Real Estate Department. Please see attached.

Given that City staff resources are not available, we are moving forward to request approval from the Civil Service Commission.

I have copied the Department of Human Resources to inform them.

Sincerely,

Joan

Joan Lubamersky

Office of the City Administrator

One [Carlton B. Goodlett Place, Room 362](#)

[San Francisco, CA 94102](#)

From: Lubamersky, Joan (ADM)
Sent: Tuesday, August 17, 2021 12:42 PM

To: Theresa Foglio <laborers261@gmail.com>
Subject: Re: PSC 42238 Notes from our conversation

Thank you for letting me know.

Best regards

Joan

Sent from my iPhone

On Aug 17, 2021, at 12:41 PM, Theresa Foglio <laborers261@gmail.com> wrote:

Hello Joan,

I believe that is what we discussed and you didn't miss anything.

On Mon, Aug 16, 2021 at 1:02 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa

This email is to confirm our conversation of August 3..

We discussed the following points:

You stated the Gardener Class 3417 can perform the work described in PSC 42238 17/18

You asked in what buildings are the plantings? Answer: 1650 Mission, [25 South Van Ness](#), One South Van Mess, and 1525 Mission

You said that Class 3417 do interior planting work at Rec & Park, the Airport, and have at DPW. You mentioned the Hall of Flowers. You said 3417 knows about plant pesticides and diseases.

These were my notes. Would you please respond to this email and let me know if I missed something. I want to respond to your concerns.

If you prefer to talk, we can schedule a telephone call. I am available the rest of the afternoon today, tomorrow at 9 AM or after 10:30 AM except 1 – 2 PM.

Thank you very much.

Best regards,

Joan Lubamersky

Office of the City Administrator

From: Lubamersky, Joan (ADM)
Sent: Thursday, August 5, 2021 9:50 AM
To: Theresa Foglio <laborers261@gmail.com>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: Receipt of Modification Request to PSC # 32238 - 17/18 - MODIFICATIONS

Hello Theresa

Brief update: I checked and found that the person who requested this PSC has retired.

I am contacting others who should be able to provide information.

I will contact you when I know more.

Best regards

Joan

Sent from my iPhone

On Jul 30, 2021, at 4:40 PM, Theresa Foglio
<laborers261@gmail.com> wrote:

Please call my cell: 415-823-7566

Have a great weekend!

On Fri, Jul 30, 2021 at 4:38 PM Lubamersky, Joan (ADM)
<joan.lubamersky@sfgov.org> wrote:

That's great. 9 am on Tuesday. At what number may I call you?

Joan

Sent from my iPhone

On Jul 30, 2021, at 4:37 PM, Theresa Foglio
<laborers261@gmail.com> wrote:

Hello Joan,

I am available on Tuesday at that time.

On Fri, Jul 30, 2021 at 4:20 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa

Would you be available to talk about this PSC on Monday, August 2, Tuesday August 3 or Wednesday April 4 at 9 AM?

I'd be happy to call you.

Best regards

Joan

Sent from my iPhone

On Jul 30, 2021, at 3:31 PM,
Theresa Foglio
<laborers261@gmail.com>
wrote:

Thank you.

On Fri, Jul 30, 2021 at 2:31 PM Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Theresa

I will check on this and respond to you.

Sincerely

Joan

Sent from my iPhone

On Jul 30,
2021, at 2:29
PM, Theresa
Foglio
<laborers261@gmail.com>
wrote:

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

Hello Joan,

The Union would like to meet and discuss this contract to get more

information
since the
original
notice of
2018 was
sent to an
invalid
address.

Please
advise,

On Mon, Jul 26,
2021 at 2:03
PM

<joan.lubamersky@sfgov.org>
wrote:

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
\$90,000 for
services for
the
period July
18, 2018 –
August 31,

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/11740>

Email sent to the following addresses:
laborers261@gmail.com

--

Be Well and Stay Safe!

**Theresa
Foglio-
Ramirez**
Public Sector
Business Agent
LiUNA!, Local
261
[3271 18th
Street
San Francisco,
CA 94110](#)

(415) 823-7566
cell
(415) 826-4550
office
(415) 826-1948
fax

<http://twitter.com/theresafoglio>

--

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(415) 826-1948 fax
<http://twitter.com/theresafoglio>

Additional Attachment(s)

From: [Kern, Dennis \(REC\)](#)
To: [Lubamersky, Joan \(ADM\)](#)
Subject: RE: Class 3417 gardeners, Hall of Flowers, Real Estate Personal Services Contract
Date: Thursday, August 5, 2021 2:31:46 PM

Hi Joan,

I understand your request for a 3417 Gardener for this proposed work. I concur with L261 that this work can be performed by their represented members. However, at Rec&Park we have a significant number of unfilled 3417 vacancies and cannot afford to have a Gardener assigned to this work, even one day per week, as it will take away from our primary mission of City parkland maintenance. If we were more fully staffed at our authorized position authority, we could most likely support this – but not under our current circumstances.

That being the case, I refer you to the following City Departments – DPW, PUC, and SFO. These Departments also have 3417 Gardeners on their respective staffs. I suggest that you approach them with this request and perhaps they can support.

I'm sorry that I could not be more helpful.

Denny

*Dennis Kern
Director of Operations
SF Recreation & Parks*

From: White, Staci (REC) <staci.white@sfgov.org>
Sent: Thursday, August 5, 2021 12:29 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: Kern, Dennis (REC) <dennis.kern@sfgov.org>
Subject: Re: Class 3417 gardeners, Hall of Flowers, Real Estate Personal Services Contract

Hello Joan,

I've copied our Director of Operations, Dennis Kern. He's the best person to assist with your request.

Best,
Staci

--

Staci L. White
Executive Assistant to the General Manager

San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | [501 Stanyan Street | San Francisco, CA | 94117](#)

[\(415\) 831-2701](#) | Staci.White@sfgov.org

Visit us at sfrecpark.org

Like us on [Facebook](#)



Follow us on [Twitter](#)

Watch us on [sfRecParkTV](#)

Sign up for our [e-News](#)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Thursday, August 5, 2021 9:36:47 AM
To: White, Staci (REC) <staci.white@sfgov.org>
Subject: Class 3417 gardeners, Hall of Flowers, Real Estate Personal Services Contract

Hello Staci

I mistyped your email address earlier. I apologize for any confusion

I am writing to you to request your assistance with a Personal Services Contract (PSC). I tried to write to Kin Gee, who is listed as your labor director, but he has retired.

In 2018, the Real Estate Department wanted to hire an interior gardening company to care for plants in four City buildings. The work required would be one day per week.

Departments are required to contact other City departments to ask If their employees could do the work. We understand that you have gardeners who do interior plant work at the Hall of Flowers.

The individual who contacted your department to ask about this is retired. She told us that no other department could provide the services, but we do not know who provided her that information.

Laborer's Local 261 believes their members could do the work. The Real Estate Department would reimburse for costs.

Would you be able to introduce me to who at Rec Park I could ask about this? I would also be interested in the potential costs.

We could talk about this if you have questions.

Thank you very much

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: [Guan, Sanly K](#)
To: [Lubamersky, Joan \(ADM\)](#)
Subject: RE: Class 3417 Gardener
Date: Tuesday, September 7, 2021 8:09:09 AM

Hello Joan,

We do not have any groups interested in this opportunity.

Thanks,

Sanly Guan | Pronouns: She/Her/Hers
Management Assistant, SFPUC
E: SGuan@sfgwater.org | T: 415-226-6648

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Thursday, September 2, 2021 11:50 AM
To: Guan, Sanly K <SGuan@sfgwater.org>
Subject: Re: Class 3417 Gardener

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.

Hello Sanly

Thank you for your update.

Joan

Sent from my iPhone

On Sep 2, 2021, at 11:19 AM, Guan, Sanly K <SGuan@sfgwater.org> wrote:

Hello Joan,

So far, our Water Department is unable to assist at this time as they are short staffed and in process of recruiting additional 3417. I will keep you posted with other departments.

Thanks,

Sanly Guan | Pronouns: She/Her/Hers
Management Assistant, SFPUC

E: SGuan@sfgwater.org | T: 415-226-6648

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, August 31, 2021 10:51 PM
To: Guan, Sanly K <SGuan@sfgwater.org>
Subject: FW: Class 3417 Gardener

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.

Hello. I am following up on my email of August 25. I hope you can provide me a response to the question about PUC gardeners.

Thank you.

Best regards,

Joan

From: Lubamersky, Joan (ADM)
Sent: Wednesday, August 25, 2021 11:56 AM
To: Guan, Sanly (PUC) <SGuan@sfgwater.org>
Subject: Class 3417 Gardener

Hello. Thank you very much for your assistance.

As I said during our telephone conversation, I am writing to you to ask PUC about a Personal Services Contract (PSC). Departments are required to ask other departments if they have employees who could do the work proposed in the PSC, with our department covering the costs. We understand PUC may have the Class 3417 Gardener in your department.

Real Estate Department is proposing a PSC modification to continue a contract with a company to provide care for interior plants. The company cares for plants in four City buildings. Tasks are one full day per week, servicing all four sites. The vendor provides the plants, necessary equipment, all necessary maintenance and services to provide the four buildings with attractive plant displays. The services from PUC would also include providing all plants and planters/containers, watering, grooming, fertilizing, pest and disease control, transplanting, soil

dressing, soil and water analysis, plant inventory, and seasonal upgrades. Supervision would also be required as Real Estate does not have the expertise to perform that function.

We would appreciate a response from PUC if you can provide these services to the Real Estate Division.

Please let me know if you or one of your colleagues has any questions.

Thank you very much.

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: [Robertson, Bruce \(DPW\)](#)
To: [Lubamersky, Joan \(ADM\)](#)
Subject: RE: Personal Services Contract, Class 3417 Gardener
Date: Wednesday, September 1, 2021 7:18:06 AM

Hi Joan,

We do not have sufficient staff, FTEs, to provide these services. When factoring in our vacancies and the challenges of hiring 3417 positions it makes the staffing that much more difficult. We need to focus on our core functions and at this time, unfortunately, we cannot provide these services.

Let me know if you need anything else.

Bruce

Bruce Robertson
Acting Deputy Director of Finance & Administration
San Francisco Public Works
(415) 601-3423 (cell)
(628) 271-3128 (work)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, August 31, 2021 11:09 PM
To: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: FW: Personal Services Contract, Class 3417 Gardener

Hello Bruce.

My office needs to move ahead on submitting our Personal Services Contract. I first contacted DPW since August 13 about the classification Gardner Class 3417.

We require plants, necessary equipment, and all necessary maintenance and services to provide the four City buildings with attractive plant displays. We need plants and planters/containers, and servicing all plants on a weekly basis. The services include watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory, and seasonal upgrades. The gardener will also require supervision, as the Real Estate Division does not have the expertise to do so.

Please respond. I don't want to continue without a response from DPW, but I may need to do

so.

Thank you.

Best regards

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: Lubamersky, Joan (ADM)
Sent: Tuesday, August 24, 2021 10:56 AM
To: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: FW: Personal Services Contract, Class 3417 Gardener

Hello Bruce.

I had been writing to Carla about this. I imagine she is very busy now and not able to respond.

I need to follow up in order to submit our Personal Services Contract.

It does not appear to me that DPW can provide these services. I would be happy to answer any questions you or other DPW staff may have.

Would you be able to reply for DPW?

Best regards,

Joan Lubamersky

From: Lubamersky, Joan (ADM)
Sent: Monday, August 16, 2021 11:45 AM
To: Short, Carla (DPW) <carla.short@sfdpw.org>

Cc: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: RE: Personal Services Contract, Class 3417 Gardener

Hi Carla.

Responses to your questions are below.

Staffing: 1 full day per week, servicing all four sites. We require the plants, necessary equipment, all necessary maintenance and services to provide the four buildings with attractive plant displays. We need plants and planters/containers, and servicing all plants on a weekly basis. The services include watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory, and seasonal upgrades.

Watering: The vendor waters the plants when they are at each site and generally care for the health of the plants.

Additionally, supervision of the gardener is needed. Real Estate has no employees knowledgeable about these services.

Thank you.

Joan Lubamersky

From: Short, Carla (DPW)
Sent: Monday, August 16, 2021 8:36 AM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: RE: Personal Services Contract, Class 3417 Gardener

Hi Joan,

We definitely have the skill set to perform this work, unfortunately, we are already short staffed, and so we'd need some degree of certainty about funding, so that we could try to hire some additional staff. Is it 1-2 days per month per site? And full days?

(although I have to ask, who will be watering these plants? Mostly likely you'll need a minimum of 2

days, but probably 4 days per month to keep the plants healthy.)

If the visits are full days we could try to hire an as-needed gardener to perform this work, but we would also like to have a commitment of at least 2 years, otherwise it really is not worth the time and energy spent to get someone hired.

Sorry to respond with more questions.

Thanks,
Carla

Carla Short
Superintendent

Bureau of Urban Forestry
San Francisco Public Works
City and County of San Francisco
2323 Cesar Chavez
San Francisco, CA 94124
(415) 695-2097
sfpublicworks.org · twitter.com/sfpublicworks

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Sunday, August 15, 2021 8:42 PM
To: Short, Carla (DPW) <Carla.Short@sfdpw.org>
Cc: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Subject: Personal Services Contract, Class 3417 Gardener

Hello Carla.

Thank you for your response about this PSC. I appreciate your letting me know if DPW can provide the services currently performed by a vendor.

Would your gardeners be able to select and purchase plants for Real Estate, provide tools and all planting supplies. Real Estate would not be able to supervise the gardener as their staff has no expertise in this area.

I was recently told that generally, the gardener would come one to two days per month.

Buildings serviced are One South Van Ness, 25 and 1650 Market, and 1525 Market.

Thank you. Please let me know if you have any questions.

Again, thank you.

Joan

From: Lubamersky, Joan (ADM) g
Sent: Friday, August 13, 2021 2:18 PM
To: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>
Cc: Short, Carla (DPW) <Carla.Short@sfdpw.org>
Subject: Re: Airport contact re: Personal Services Contract, Class 3417 Gardener

I will follow up with Carla.

Thank you very much

Joan

Sent from my iPhone

On Aug 13, 2021, at 2:11 PM, Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org> wrote:

Hi Joan,

Apologies about the delay in responding. I'm adding Carla Short, who oversees these staff. I'll let you two talk in detail, but based on our discussions this is something that we've done in the past. You and Carla should discuss the requirements and then discuss the need on your end. There may be some concerns about this with our current staffing. I think if we can discuss funding, we could hire an additional gardener for this.

Thanks,
Bruce

Bruce Robertson
Acting Deputy Director of Finance & Administration
San Francisco Public Works
(415) 601-3423 (cell)
(628) 271-3128 (work)

From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>

Sent: Friday, August 13, 2021 2:06 PM

To: Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>

Subject: Fwd: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hello Bruce.

FYI below is the response we received from the Airport about class 3417 Gardener.

Please let me know one of your gardeners could work for Real Estate one day per week.

Thank you.

Best regards

Joan Lubamersky

Sent from my iPhone

Begin forwarded message:

From: "Andrea Caporale (AIR)" <andrea.caporale@flysfo.com>

Date: August 13, 2021 at 1:43:22 PM PDT

To: "Lubamersky, Joan (ADM)" <joan.lubamersky@sfgov.org>

Cc: "Cynthia Maltez (AIR)" <cynthia.maltez@flysfo.com>, "Yvette Gamble (AIR)" <yvette.gamble@flysfo.com>

Subject: RE: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hi Joan,

Unfortunately, the Airport will not be able to support this request. We have limited number of staff for indoor landscape duties.

Best,

<image001.png>

Andrea Caporale

Director of People, Performance & Development | Chief Operating Officer's Office

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Tel 650-821-2099 | flysfo.com
(preferred pronouns: she/her/hers)

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, August 10, 2021 12:08 PM
To: Andrea Caporale (AIR) <andrea.caporale@flysfo.com>
Subject: RE: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hello Andrea.

The need is ongoing. The idea would be for your gardener to provide the services rather than the Real Estate Department hiring a firm to do it.

I will inquire as to schedule, when services are necessary and other information if the ongoing services would be possible.

Thank you.

Joan

From: Andrea Caporale (AIR)
Sent: Tuesday, August 10, 2021 12:00 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Subject: RE: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hi Joan,

How long will you need a Gardener for 1 day/week (i.e., 1 month, 3 months, etc.)? What is the schedule?
How soon would you need someone? And focus is on interior functions?

Thanks,

<image001.png>

Andrea Caporale

Director of People, Performance & Development | Chief Operating Officer's Office

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Tel 650-821-2099 | flysfo.com

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From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Sent: Tuesday, August 10, 2021 11:54 AM
To: Andrea Caporale (AIR) <andrea.caporale@flysfo.com>
Subject: FW: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hello Andrea.

Thank you for your assistance. Would I follow up with you on this inquiry, or should I contact other AIR staff?

The question is if AIR can send a Class 3417 Gardener to perform these duties, as described below. \

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: Yeung, Linda (DEM)
Sent: Sunday, August 8, 2021 9:58 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: Andrea Caporale (AIR) <andrea.caporale@flysfo.com>
Subject: Re: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hi Joan,

Nice hearing from you. I'm copying Andrea Caporale to see if she can help. Thanks.

Linda Yeung

Logistics Chief
COVID-19 Emergency Operations Center
City and County of San Francisco
Mobile 415-269-5020
linda.yeung@sfgov.org
(preferred pronouns: she/her/hers)

On Aug 8, 2021, at 12:34 PM, Lubamersky, Joan (ADM)
<joan.lubamersky@sfgov.org> wrote:

Hello Linda. I hope you and yours are well. So many things are off-kilter these days. But we will get through it.

Since you were at the Airport, I am writing to ask you to refer me to the person there who can respond to this question.

The issue is if AIR can send one of their Class 3417 gardeners to work one day a week at four buildings managed by the Real Estate Division. Real Estate would pay for it.

We are proposing a Personal Services Contract (PSC) to do this work. Departments are required to contact other City departments to ask if their employees could do it instead of contracting out. We understand that AIR has gardeners who do interior plant work.

Laborer's Local 261 has objected to our PSC and believes their members could provide these services.

Would you be able to introduce me to someone at AIR who could advise if your 3417 gardeners could perform these services? I would also be interested in the potential costs.

We could talk about this if there are any questions.

Thank you very much

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: [Andrea Caporale \(AIR\)](#)
To: [Lubamersky, Joan \(ADM\)](#)
Cc: [Cynthia Maltez \(AIR\)](#); [Yvette Gamble \(AIR\)](#)
Subject: RE: Airport contact re: Personal Services Contract, Class 3417 Gardener
Date: Friday, August 13, 2021 1:43:22 PM
Attachments: [image001.png](#)

Hi Joan,

Unfortunately, the Airport will not be able to support this request. We have limited number of staff for indoor landscape duties.

Best,



Andrea Caporale

Director of People, Performance & Development | Chief Operating Officer's Office
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2099 | flysfo.com
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Hello Andrea.

The need is ongoing. The idea would be for your gardener to provide the services rather than the Real Estate Department hiring a firm to do it.

I will inquire as to schedule, when services are necessary and other information if the ongoing services would be possible.

Thank you.

Joan

From: Andrea Caporale (AIR)
Sent: Tuesday, August 10, 2021 12:00 PM
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Subject: RE: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hi Joan,

How long will you need a Gardener for 1 day/week (i.e., 1 month, 3 months, etc.)? What is the schedule?

How soon would you need someone? And focus is on interior functions?

Thanks,



Andrea Caporale

Director of People, Performance & Development | Chief Operating Officer's Office
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From: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>

Sent: Tuesday, August 10, 2021 11:54 AM

To: Andrea Caporale (AIR) <andrea.caporale@flysfo.com>

Subject: FW: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hello Andrea.

Thank you for your assistance. Would I follow up with you on this inquiry, or should I contact other AIR staff?

The question is if AIR can send a Class 3417 Gardener to perform these duties, as described below. \

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

From: Yeung, Linda (DEM)
Sent: Sunday, August 8, 2021 9:58 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Cc: Andrea Caporale (AIR) <andrea.caporale@flysfo.com>
Subject: Re: Airport contact re: Personal Services Contract, Class 3417 Gardener

Hi Joan,

Nice hearing from you. I'm copying Andrea Caporale to see if she can help. Thanks.

Linda Yeung

Logistics Chief
COVID-19 Emergency Operations Center
City and County of San Francisco
Mobile 415-269-5020
linda.yeung@sfgov.org
(preferred pronouns: she/her/hers)

On Aug 8, 2021, at 12:34 PM, Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org> wrote:

Hello Linda. I hope you and yours are well. So many things are off-kilter these days. But we will get through it.

Since you were at the Airport, I am writing to ask you to refer me to the person there who can respond to this question.

The issue is if AIR can send one of their Class 3417 gardeners to work one day a week at four buildings managed by the Real Estate Division. Real Estate would pay for it.

We are proposing a Personal Services Contract (PSC) to do this work. Departments are required to contact other City departments to ask if their employees could do it instead of contracting out. We understand that AIR has gardeners who do interior plant work.

Laborer's Local 261 has objected to our PSC and believes their members could provide these services.

Would you be able to introduce me to someone at AIR who could advise if your 3417 gardeners could perform these services? I would also be interested in the potential costs.

We could talk about this if there are any questions.

Thank you very much

Best regards,

Joan

Joan Lubamersky
Office of the City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 32238 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Interior plantscapingFunding Source: General FundPSC Original Approved Amount: \$72,000PSC Original Approved Duration: 03/01/18 - 02/28/22 (4 years)PSC Mod#1 Amount: \$28,000PSC Mod#1 Duration: 07/18/18-09/30/22 (30 weeks 3 days)PSC Cumulative Amount Proposed: \$100,000PSC Cumulative Duration Proposed: 4 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide the Department of Real Estate with complete interior plantscaping services at four city buildings. The department is seeking a one-stop shop that will provide the plants, all necessary equipment, all necessary maintenance and services to provide all four buildings with attractive plant displays. The Contractor will provide all plants and planters/containers, and will service all plants on a weekly basis. The services will include watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory, and seasonal upgrades.

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

The City does not have the resources or expertise to maintain these interior plants appropriately and provide all required services. Denial of services would result in a lack of plant maintenance.

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 32238 - 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:

2. Reason(s) for the Request

A. Display all that apply

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).

Explain the qualifying circumstances:

Services will be one day per week and will provide plants, planting materials and tools necessary to perform the services.

B. Reason for the request for modification:

Bids came in higher than anticipated.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in planting and care of interior plantscapes including weekly visits, watering, grooming, fertilizing, pest and disease control, transplanting, soil dressing, soil and water analysis, plant inventory and seasonal upgrades. Ability to provide all plants and planters/containers.

B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide planting equipment, plants, planters, pest/disease control materials.

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 classification work is outdoors, e.g., athletic fields, squares, parks, playgrounds, stadiums, thoroughfares, medians and/or other landscaped areas. Their knowledge relates to plants, pests and other factors rather than an indoor setting.

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. Work is anticipated to no more than one day per week.

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.

None

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 07/18/18, the Department notified the following employee organizations of this PSC/RFP request:

Laborers, Local 261;

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# 32238 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/30/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 37047 - 18/19)

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

Type of Service: Woods Division Battery Electric Bus Charging Solution

Funding Source: Federal Funds

PSC Original Approved Amount: \$772,470

PSC Original Approved Duration: 11/05/18 - 12/27/21 (3 years 7 weeks)

PSC Mod#1 Amount: \$376,007

PSC Mod#1 Duration: 11/05/18-07/16/24 (2 years 28 weeks)

PSC Cumulative Amount Proposed: \$1,148,477

PSC Cumulative Duration Proposed: 5 years 36 weeks

1. Description of Work

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

The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.

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

The charging solution is needed to support the battery electric pilot bus program. SFMTA will not be able to purchase and charge nine battery electric buses without the charging solution.

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

No

D. Will the contract(s) be renewed?

no

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

The Covid-19 pandemic severely interrupted the installation of the ChargePoint charging system at our Woods Maintenance yard. An extension to the contract is needed to cover the term of the 2 year warranty period and the service and maintenance agreement which begins upon full system installation.

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 project is a pilot program that requires design and delivery of a modular charging system solution to accommodate nine battery electric buses. The scope also includes warranty, training, cloud service subscription, maintenance service plan and the engineering and technical support needed during installation/construction through to commissioning/start-up. The service plan will be established for two years to ensure SFMTA staff is fully trained to perform maintenance and repairs on the equipment.

B. Reason for the request for modification:

The Covid-19 pandemic pushed the charger installation date back to late October 2021. As there is the possibility of some further delay, and then a 2-year warranty period and a service and maintenance agreement will commence after the chargers are installed, we will need to push the contract end date from July 16, 2022, to July 16, 2024.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise of the battery-electric bus charging solution and all supplied equipment. Knowledge and expertise of electric vehicle charging industry standards such as Open Charge Point Protocol 1.6 (OCPP 1.6) or above, SAE J1772 (Society of Automotive Engineers), Opportunity Charging (OppCharge), etc.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, Contractor will provide the equipment for the charging solution.

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 for the design and delivery of the charging solution and the support of the installation, construction, testing, troubleshooting and commissioning and maintenance service plan of this charging solution project because civil services do not have the expertise.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work because the work involved is specific to the manufacturer of the charging solution and the technology may be proprietary.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes, contractor will provide forty hours of training for SFMTA maintenance personnel upon initial system installation of the charger solution. The training will be for the proper and safe operation of the charging solution as well as preventive maintenance requirements and troubleshooting. The training will also go into detail about the design of the charging solution to provide a general overview.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/24/21, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37047 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/01/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccoordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, September 24, 2021 4:28 PM
To: Nuque, Amy; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Osha Ashworth; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; dhr-psccoordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 37047 - 18/19 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$376,007 for services for the period November 5, 2018 – July 16, 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/17371>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com khughes@ibew6.org oashworth@ibew6.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Woods Division Battery Electric Bus Charging Solution

Funding Source: Federal Funds PSC Duration: 3 years 7 weeks
PSC Amount: \$772,470 PSC Est. Start Date: 11/05/2018 PSC Est. End Date: 12/27/2021

1. Description of Work

A. Scope of Work:

The complete charging solution includes all structural and mounting hardware/equipment for all charging dispensers and power converters, as well as a full system warranty, an integrated cloud subscription service, a spare parts package, testing and commissioning of the charging solution, and service and maintenance plans. Provide commissioning, testing and technical support to the vendor during the construction/installation of the battery-electric bus charging solution.

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

The charging solution is needed to support the battery electric pilot bus program. SFMTA will not be able to purchase and charge nine battery electric buses without the charging solution.

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

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

2. Union Notification: On 09/07/2018, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37047 - 18/19

DHR Analysis/Recommendation:

11/05/2018

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/05/2018

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge and expertise of the battery-electric bus charging solution and all supplied equipment. Knowledge and expertise of electric vehicle charging industry standards such as Open Charge Point Protocol 1.6 (OCPP 1.6) or above, SAE J1772 (Society of Automotive Engineers), Opportunity Charging (OppCharge), etc.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, Contractor will provide the equipment for the charging solution.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable for the design and delivery of the charging solution and the support of the installation, construction, testing, troubleshooting and commissioning and maintenance service plan of this charging solution project because civil services do not have the expertise.

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

No, it would not be practical to adopt a new civil service class to perform this work because the work involved is specific to the manufacturer of the charging solution and the technology may be proprietary.

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?
Yes, the contractor will provide forty hours of training for SFMTA maintenar | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/10/2018 BY:

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

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