



London Breed
Mayor

Carol Isen
Human Resources Director

Date: July 15, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Kelly Hiramoto, DPH
Amy Nuque, MTA
Anthony Tyson, HSA
Stephanie Tang, PRT
Shawndrea Hale / Daniel Kwon, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains six (6) 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 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$24,650,000	\$36,551,094	\$175,552,933

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POSTING FOR

August 01, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2022-08-01

[APPLY](#)

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
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49932 - 21/22	PUBLIC HEALTH	\$350,000.00	The contractor will provide urgent kitchen equipment repair services within a 4-hour window 24/7/365 for the food production kitchen, 13 satellite kitchens at Laguna Honda Hospital (LHH), and Production Kitchen at Zuckerberg San Francisco General Hospital (ZSFGH). Examples of kitchen equipment that may need repair services are not limited but include some of the following equipment: blast chiller, walk-in coolers, walk-in freezers, ice machine, warmers, air-curtain refrigerators, tray-line/service line, ovens, convection ovens, toasters, plate warmers, braziers, vertical choppers, mixers, stoves, griddles, grills, steamers, kettles, slicers, dishwashers, and steamtables. Appendix A and B lists the equipment for which the City and County of San Francisco wishes to purchase a urgent repair services contract. The contractor will be responsible for as-needed urgent repairs, per manufacturer recommendations, by performing necessary assessments, tests, and maintenance work that is	July 1, 2022	June 30, 2025	REGULAR
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PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
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typically not required of City employees, with appropriately certified staff. This includes responsibility for conducting an inspection of failed kitchen equipment; recording all findings in accordance with the format specified by the Department; and ordering any required replacement parts. The contractor shall provide all necessary labor, material, supplies, supervision that will maintain all covered equipment in prime operating condition, consistent with manufacturer's recommendations. This includes repairing any failure of magnitude, using original equipment manufacturer (OEM) procedures and guidelines. OEM parts and OEM recommended oils, seal, gaskets, supplies, etc. Food and Nutrition Services and the ZSFGH and/or LHH Facilities staff will determine when urgent repairs are scheduled. Major repairs discovered during urgent repair services must be noted and relayed to the Food and Nutrition Services and Facilities to determine if repair or replacement is most appropriate. The Food and Nutrition Services and Facilities reserved the right to call meetings with contractor to discuss concerns regarding equipment repairs, reporting, and updates. Monthly written summary reports of all work must include equipment worked on, job performed, completion dates, and anticipation dates of work in progress.

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
48299 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$6,000,000.00	<p>The San Francisco Municipal Transportation Agency (SFMTA) seeks to select a qualified consultant to manage and implement San Francisco Safe Routes to School's education, encouragement, and experiential programming with the goals of making walking and bicycling to school safer and more accessible for children, and to increase the number of children who choose to get to school by walking, bicycling, taking public transit, or riding in parental carpools. The Contract will include a broad range of services related to the management, implementation, promotion, and evaluation of San Francisco Safe Routes to School programming.</p>	December 1, 2022	November 30, 2028	REGULAR
49619 - 21/22	HUMAN SERVICES	\$6,000,000.00	<p>Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: Wages, Educational Pathways, Higher Degree Attainment, Working Conditions, and Benefits. Contractor may also conduct fiscal payment transactions on behalf of the Human Services Agency (HSA), Office of Early Care & Education (OECE), First 5 San Francisco (F5SF), and the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.</p>	July 1, 2022	June 30, 2024	REGULAR

TOTAL AMOUNT \$12,350,000

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Posting For August 01, 2022

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44753 - 15/16 - MODIFICATIONS 2022	August 1, 2022	PORT -- PRT	\$0	\$8,000,000	The Port intends to issue a Request for Proposals to provide Architectural and Engineering services for the development of a ferry terminal in the Mission Bay Area. Phase I of the proposed project will include the evaluation of two proposed locations for the proposed ferry terminal. The selected consultant will evaluate physical and environmental conditions, cost, and other factors that will impact the feasibility of ferry terminal construction for each of the sites and recommend a preferred site. Phase II of the project will require the selected consultant to provide 100% complete design drawings, outreach, permitting and cost estimates for the proposed development. The final project phase will require the selected consultant to provide construction stage architectural and engineering services in preparation for the construction invitation for bids.	04/13/2022	06/30/2026	REGULAR
4134 08/09 - MODIFICATIONS 2022	August 1, 2022	PUBLIC HEALTH -- DPH	\$1,000,000	\$3,450,000	Contractor will provide radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	01/01/2023	12/31/2032	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41223 - 18/19 - MODIFICATIONS 2022	August 1, 2022	PUBLIC UTILITIES COMMISSION -- PUC	\$11,300,000	\$21,000,000	<p>This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers. The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced. Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced. Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full. All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.</p>	03/31/2024	09/30/2026	REGULAR

TOTAL AMOUNT \$12,300,000

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

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: Kitchen Equipment Repair and Preventative Maintenance

Funding Source: General Fund

PSC Amount: \$350,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date
06/30/2025

1. Description of Work

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

The contractor will provide urgent kitchen equipment repair services within a 4-hour window 24/7/365

for the food production kitchen, 13 satellite kitchens at Laguna Honda Hospital (LHH), and Production

Kitchen at Zuckerberg San Francisco General Hospital (ZSFGH). Examples of kitchen equipment that may

need repair services are not limited but include some of the following equipment: blast chiller, walk-in

coolers, walk-in freezers, ice machine, warmers, air-curtain refrigerators, tray-line/service line, ovens,

convection ovens, toasters, plate warmers, braziers, vertical choppers, mixers, stoves, griddles, grills,

steamers, kettles, slicers, dishwashers, and steamtables. Appendix A and B lists the equipment for which

the City and County of San Francisco wishes to purchase a urgent repair services contract. The

contractor will be responsible for as-needed urgent repairs, per manufacturer recommendations, by

performing necessary assessments, tests, and maintenance work that is typically not required of City

employees, with appropriately certified staff. This includes responsibility for conducting an inspection of

failed kitchen equipment; recording all findings in accordance with the format specified by the

Department; and ordering any required replacement parts. The contractor shall provide all necessary

labor, material, supplies, supervision that will maintain all covered equipment in prime operating condition, consistent with manufacturer's recommendations. This includes repairing any failure of magnitude, using original equipment manufacturer (OEM) procedures and guidelines. OEM parts and

OEM recommended oils, seal, gaskets, supplies, etc. Food and Nutrition Services and the ZSFGH and/or

LHH Facilities staff will determine when urgent repairs are scheduled. Major repairs discovered during

urgent repair services must be noted and relayed to the Food and Nutrition Services and Facilities to

determine if repair or replacement is most appropriate. The Food and Nutrition Services and Facilities

reserved the right to call meetings with contractor to discuss concerns regarding equipment repairs,

reporting, and updates. Monthly written summary reports of all work must include equipment worked

on, job preformed, completion dates, and anticipation dates of work in progress.

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

These services are necessary to ensure ZSFGH and LHH kitchen equipment is repaired without delay, per manufacturer recommendation, when Facilities does not have Stationary Engineers available to respond. The kitchen is essential to providing nutritious meals, quality patient care, meeting regulatory standards by Centers for Medicare & Medicare Services (CMS) and California Department of Public Health (CDPH), and the comfort of staff. Without these services, it is likely that ZSFGH and LHH would fall out of compliance with federal, State and the Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards for hospital operations and State and local workplace requirements.

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, these services were previously performed under a Purchase Order agreement. This request is made in response to new requirements for the Commission's approval of PSCs for equipment maintenance.

D. Will the contract(s) be renewed?

Yes, if the services continue to be needed and 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 required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

These maintenance services are required on a periodic, as-needed basis. Without regular maintenance and repair services, any kitchen equipment malfunction or breakdown is likely to cause ZSFGH or Laguna Honda Hospital to become out of compliance with federal, State and Joint Commission requirements, State and local workplace requirements, and adversely affect quality patient care. Poor patient care and compliance failures may result in lawsuits or revenue losses.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must provide sufficient and appropriately trained, certified, experienced personnel to work on kitchen equipment, and provide the required work in a timely and responsive manner.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7334, Stationary Engineer; 7335, Senior Stationary Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor is expected to provide whatever tools and/or equipment is needed to perform the services.

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

DPH is in the process of transferring preventative and routine maintenance of the listed kitchen equipment to City employees employed in the Stationary Engineers classification series.

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

- A. Explain why civil service classes are not applicable.
City employees employed in the Stationary Engineers classification series may not be available to handle all issues which might arise 24/7/365. The intent with outsourcing such urgent services is to ensure that failed equipment is repaired without delay when Facility Stationary Engineers are not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not at this time. If these services were to be brought in-house, these duties would fall within the scope of Stationary Engineers classifications series.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The Contractor will provide informal training to Facilities Stationary Engineers during urgent repairs.
- 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 05/23/2022, the Department notified the following employee organizations of this PSC/RFP request:
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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St, Room 419B San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49932 - 21/22

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/01/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 49932 - 21/22

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Mon 5/23/2022 6:40 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; seichenberger@local39.org <seichenberger@local39.org>; MRainsford@local39.org <MRainsford@local39.org>; grojo@local39.org <grojo@local39.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49932 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49932 - 21/22 for \$350,000 for Initial Request services for the period 07/01/2022 – 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/18303> 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

Choi, Suzanne (HRD)

From: Stan Eichenberger <seichenberger@local39.org>
Sent: Tuesday, July 5, 2022 3:14 PM
To: Hiramoto, Kelly (DPH)
Cc: DHR-PSCCoordinator, DHR (HRD); CivilService, Civil (CSC); Kenyon, Diana (DPH); Chase, Greg (DPH); Merriman, Katherine (DPH); Lavarreda, Elvis (DPH); Longhitano, Robert (DPH)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49932 - 21/22 (Protest/Appeal)
Attachments: PSC 49932-2122 with EDITS 70522.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kelly,

Thank you for accepting the Union's suggested edits. The attached updated PSC satisfies the Unions concerns. Please proceed accordingly.

Thanks again,

Stan Eichenberger
Business Representative
IUOE - Stationary Engineers, Local 39

From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>
Sent: Tuesday, July 5, 2022 12:01 PM
To: Stan Eichenberger <seichenberger@local39.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; CivilService, Civil (CSC) <civilservice@sfgov.org>; Kenyon, Diana (DPH) <diana.kenyon@sfdph.org>; Chase, Greg (DPH) <greg.chase@sfdph.org>; Merriman, Katherine (DPH) <katherine.merriman@sfdph.org>; Lavarreda, Elvis (DPH) <elvis.lavarreda@sfdph.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 49932 - 21/22 (Protest/Appeal)
Importance: High

Hi Mr. Eichenberger,

DPH has accepted Local 39 suggested edits. Please see the updated PSC 49932-21/22 for review. Please confirm we have documented the edits and satisfied Local 39 concerns.

If accepted, we will submit to DHR PSC Coordinator for review for the August 1, 2022 CSC meeting.

Thank you for your support.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager

Additional Attachment(s)

Appendix A

Equipment List Laguna Honda Hospital (LHH)

Initial list of equipment is attached for reference purpose only. The list of equipment will change during the duration of the PSC as the Department acquires new equipment for use in the kitchens.

Item	Year Installed	Quantity	Model #	Manufacturer
Production Kitchen				
Steamer (High Pressure)	2021	5	PEM243	Cleveland Range LLC
Flat Top Griddle	2010	2	FV361	Vulcan & Wolf
Wolf Range (6 Burner)	2010	1	FV362	Vulcan & Wolf
Varimixer	2010	1	W150	Enodis
Hobart Vertical Chopper	2021	2	HCM 450	Hobart
Steam Kettle (Tilting, Safety Arms, Stirrers)	2010	4	TMKDL – 80-T	Cleveland Range
Steam Kettle (Tilting, Safety Arms, Stirrers)	2010	2	TMKDL -40-T	Cleveland Range
Rotating Oven	2010	2	BXA2G	Baxter, Hobart
Deep Fryer	2010	1	FPPH455SC	Frymaster
Steam Tables (4 Well) Left Serve 10” Stainless work shelf on operator side	2010	2	TF-614-L	Caddy Corp.
Steam Table (4 Well) Right Serve 10” Stainless work shelf on operator side	2010	2	TF-614-R	Caddy Corp.
Traulsen (Warming Cabinets)	2010	2	AIH-232L-FHS	Hobart
Traulsen (Refrigerator)	2010	1	AR1232HUT-FHS	Hobart
Traulsen (Blast Chiller)	2010	1	T 13696C09	Hobart
Alto Sham (Warming Units)	2010	13	1200 UP	Alto Sham
Toaster (Vertical)	2010	2	Hatco TK-100	Hatco
Caddy (Conveyor Tray-line)	2010	1	XL-1-030-0Q	Caddy Corp.
Turbo Wash (3-Compartment Sink)	2010	1	TWIL	Hobart
Stero Flight Dish Machine (High Temp.)	2010	1	STPCW - 24	The Stero Co.
Stero Pot Wash Machine	2000	1	SPEUM-16	The Stero Co
Air Screen Refrigerator	2020	5	PHB495	Piper
Water Heater (10 Gallon)	2019	1	RE11OU6-1NAL	Bradford White
Ice Cream Freezer (Bunker)	2010	1	505	Servolift
Milk Refrigerator (Bunker)	2010	1	N14-1313-34	Delfield
Meat Slicer (Automatic)	2018	2	2012	Hobart

Appendix A

Equipment List Laguna Honda Hospital (LHH)

Initial list of equipment for reference purpose only. The list of equipment will change during the duration of the PSC as the Department acquires new equipment for use in the kitchens.

Item	Year Installed	Quantity	Model #	Manufacturer
Meat Grinder	2021	1	4812	Hobart
Buffalo Chopper	2010	1	84186	Hobart
Ice Machine	2010	1	MCD400A	Follett
Ice Machine	2010	1	MD400A	Follett
Walk-in Refrigerator	2010	5	N/A	N/A
Walk-in Freezer	2010	2	N/A	N/A
Galleys				
Holman Conveyor Toaster	2010	13	QCS2-800 A 208V	Holman
Champion Dish Machine	2010	13	DH1	Champion
Salvajor Food Waste System	2010	13	S914	Salvajor
True Freezer	2010	13	TUC-27F-LP	True Food Service Equipment
Piper Hot Plate Warmer	2010	13	JATGH6-44	Piper Product Equipment
Pipermatic Hot Food Table	2010	13	JATGH6-44 DOM-4	Piper Product Equipment
Traulsen Refrigerator	2010	13	AR1232HUT-FHS	Traulsen
Café				
True Refrigerator	2010	1	GSM-72	True Food Service Equipment
True Refrigerator	2010	1	TSSU-60-16	True Food Service Equipment
True Refrigerator	2010	1	GDM-26F	True Food Service Equipment
True Freezer	2010	1	TWT27FD2	True Food Service Equipment
Traulsen Freezer	2010	1	T13841C09	Traulsen / Hobart
Traulsen Refrigerator	2010	1	AR1232HUT-FHS	Traulsen / Hobart
Traulsen Warmer	2010	1	AIH-232L-FHS	Traulsen / Hobart
Overhead Food Warmer	2010	5	050584	Merco
Wells Steam Table	2010	2	MOD500TDM	Wells
Wolf Range 24"	2010	1	FB24	Vulcan & Wolf
Wolf Range 36"	2010	1	FCB36M	Vulcan & Wolf
Frymaster Fryer	2010	1	FPPH255SC	Frymaster
Jade Range (Wok)	2010	1		Jade
Follett Soda Dispenser	2010	1	VU300B10RL	Follett
Holman Conveyor Toaster	2020	1	QCS2-800 A 208V	Holman
Randell Drop-In Cold 56"	2010	1	9956SCN	Randell
Randell Drop-In Cold 28"	2010	1	9928SCA	Randell

Appendix B

Equipment List Zuckerberg San Francisco General Hospital (ZSFGH)

Initial list of equipment for reference purpose only. The list of equipment will change during the duration of the PSC as the Department acquires new equipment for use in the kitchens.

B25 Kitchen Equipment			
Asset #	Asset Description	Manufacturer Name	Model Number
11669	Reefer, HB990 Kitchen	Follett	REF25
11671	Reefer, HB990 kitchen	BEVARAGE-AIR	STF58Y-1-S
26550	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26551	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26552	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26553	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26557	Reefer, HB990 kitchen	Traulson, 2 door	RHT232WUT-HHS
26559	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26626	Reefer, HB990 kitchen	Dinexpress	DCF46
26627	Reefer, HB990 kitchen	Dinexpress	DCF46
26629	Reefer, HB990 walk-in	Walk-In	40-degree
26630	Reefer, HB990 walk-in	Walk-In	40-degree
26632	Freezer, B25 HB990, walk-in	Walk-In	-degree
26841	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15-1
26849	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15EF N1
26850	Reefer, HB990 kitchen	Dinex/Carlisle	IRAC15EF N1
26870	Kettle Cooker	Cleveland	KET20-T
26875	Tray Conveyor, HB990	AVTEC	CCTW-custom
26876	Dishwasher, HB990	Stero	STPCW-18
26880	Exhaust Hood, HB990	Captiveaire	5430 ND-2
4766	Freezer, B25 HB990 Kitchen	Follett	FZR5P
4922	Reefer, HB990 kitchen	CADDY CORPORATION	RIF-604
4923	Reefer, HB990 kitchen	CADDY CORPORATION	RIF-604
4924	Freezer, B25 HB990, ice cream	Master-Bilt, Inc.	MSC-31A

Appendix B

Equipment List Zuckerberg San Francisco General Hospital (ZSFGH)

Initial list of equipment for reference purpose only. The list of equipment will change during the duration of the PSC as the Department acquires new equipment for use in the kitchens.

B5 Kitchen Equipment			
Asset #	Asset Description	Manufacturer Name	Model Number
11663	Reefer, 2D Kitchen	True	STR2R-2S
11686	Reefer B5 2D35	Follett	REF25
14791	Freezer, B5 2D, serving	True	TR1F-1S
14793	Reefer, 2D serving line	True	TR3R-3S
15148	Deep Fat Fryer, 2D29	WELLS	F886
21992	Reefer, B5 2D Kitchen, Staff Food	Follett	REF45-PH-0-00-00-G
26554	Reefer, 2D kitchen	Traulson, 6 door	RHT332WUT-HHS
3792	Reefer, B5 2D Kitchen, Staff Food	Follett	REF25
4610	Dishwasher, 2D12	Stero	STPCW-24
4891	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4892	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4893	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4894	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4895	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4896	gas convection Oven, 2D11	Vulcan	VC4GD-11D150K
4931	Reefer, 2D Kitchen	TRUE	GDM-49-HC-TSL01
4932	Reefer, 2D Cafe, Cafeteria Sandwich Cooler	True	GDM-49-HC-TSL01
4960	Freezer, B5 2D Cafeteria, ice cream	AHT	RIO S100
4992	Reefer, 2D Kitchen	TRUE	T19G-HCFGD01
HKBLD1	FOOD BLENDER	HAMILTON BEACH	906
HKBLD2	COMMERCIAL BLENDER	WARING	34BL22
HKBRL1	BROILER	WELLS	B-406
HKCO01	ELECTRIC CAN OPENER	EDLUND	203
HKDF01	DEEP FAT FRYER	MONTAGUE	J2XLR-SSP
HKDF02	DEEP FAT FRYER	MONTAGUE	J2XLR-SSP
HKFC01	FOOD CUTTER	HOBART	G-115-1
HKFC02	FOOD SLICER	HOBART	1712
HKFP01	FOOD PROCESSOR	HOBART	84181D
HKFW01	ELECTRIC FOOD WARMER	ALADDIN	J614R
HKFW02	FOOD WARMER	CARTER-HOFFMAN	PH-1815U
HKFW03	FOOD WARMER	CARTER-HOFFMAN	PH-1815U
HKFW04	PORTABLE WARMER	WELLS	SMP
HKFW05	FOOD WARMER	VICTORY	WD-504
HKGD01	GARBAGE DISPOSAL	SALVAJOR	300
HKGD02	GARBAGE DISPOSAL	HAMMERILL	NA

Appendix B

Equipment List Zuckerberg San Francisco General Hospital (ZSFGH)

Initial list of equipment for reference purpose only. The list of equipment will change during the duration of the PSC as the Department acquires new equipment for use in the kitchens.

HKGDL1	GRIDDLE	WELLS	G196
HKGDL2	GRILL	MONTAGUE	NA
HKHL01	FOOD HEAT LAMP	MERCO	B-2
HKOVN7	rotating Oven, 2D11	N/A	3437
HKOVN8	Wells Griddle, 2D11	Wells	33C-2
HKSK01	STEAM KETTLE 1	GROEN	DT-40
HKSK02	STEAM KETTLE 2	GROEN	DT-40
HKSK03	STEAM KETTLE 3	GROEN	DT-40
HKSK04	STEAM KETTLE 4	GROEN	DT-80
HKSK06	STEAM KETTLE 6	GROEN	PT-80
HKSTM1	CONVECTION STEAMER	CLEVELAND	10-CKDM
HKSTM2	CONVECTION STEAMER	CLEVELAND	10-CKDM
HKTST1	TOASTER 1	SAVORY	597-C
HKTST2	TOASTER 2	SAVORY	597-C
HKTV01	TRAYVEYOR	CADDY CORP	NA
HKTV02	TRAYVEYOR	N/A	NA
Skillet 1	B5 Tilting Skillet 1	Market Forge	40P-STGL
Skillet 2	B5 Tilting Skillet 2	Market Forge	40P-STGL

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: Safe Routes to School Education and Outreach Activities

Funding Source: Federal and Local Sales Tax

PSC Duration: 6 years 1 day

PSC Amount: \$6,000,000

1. Description of Work

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

The San Francisco Municipal Transportation Agency (SFMTA) seeks to select a qualified consultant to manage and implement San Francisco Safe Routes to School's education, encouragement, and experiential programming with the goals of making walking and bicycling to school safer and more accessible for children, and to increase the number of children who choose to get to school by walking, bicycling, taking public transit, or riding in parental carpools. The Contract will include a broad range of services related to the management, implementation, promotion, and evaluation of San Francisco Safe Routes to School programming.

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

San Francisco has adopted a Transit-First Policy, which prioritizes walking, biking, transit, and ridesharing. San Francisco has also prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. The Safe Routes to School program encapsulates these two goals with a focus on school-aged children, providing services and information to tens of thousands of children attending K-12 schools in San Francisco as well as to their families and school communities. A contract is required to be able to provide the breadth of services included in this program. If this request is denied, the City will not be able to deliver a wealth of programming to these communities and will result in fewer San Francisco school children having the skills, tools, and knowledge to get to school conveniently and safely using alternative forms of transportation.

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

A contract to implement some Safe Routes to School programming was previously approved based on 2 years of funding, under the following PSC approval. The current request includes some related services but will be a substantially different contract. PSC # 40879 20/21

D. Will the contract(s) be renewed?

No. This program is funded by a one-time grant.

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.

Based on identified funding, we plan to issue a 4-year contract with an option to extend two years.

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 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:

Contracted staff should have skills and expertise in delivering sustainable transportation training to schools and experience providing outreach to school communities, including working with principals, teachers, administrative staff, district staff, PTAs/PTOs, parents, and students, as well as skills related to project management, evaluation, graphic design, and translation. Some of these needs may only be required on a periodic basis and most will not require full-time work. Contracted staff should have knowledge of school needs, transportation services, and culturally responsive community engagement. Furthermore, the Contractor may be asked to provide equipment and space, such as bicycle training equipment, that the City lacks. Finally, future funding is uncertain such that hiring staff to civil service positions is not currently feasible.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contract team must include access to a range of staff with a breadth of skills including project management, program evaluation, graphic design, communications development, and translation capability, as well as expertise in delivering sustainable transportation training to schools, experience conducting outreach to school communities, including working with principals, teachers, administrative staff, district staff, parent-teacher associations/ organizations (PTAs/PTOs), parents, and of course school-aged students. Contracted staff should have knowledge of school needs, transportation services, and culturally responsive community engagement practices.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5330, Graphics Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, to be determined (TBD). In the past, contractors for this work have provided bicycles, bicycle helmets, and a bicycle trailer sufficient to store and transport bicycles from the various elementary school sites. There may be another on-site programming that uses facilities and/or equipment not currently possessed by the City.

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

The education and outreach components of the Safe Routes to School program include several City staff at the SFMTA including those who would oversee this contract. At this time, program elements that can be conducted in-house are already being performed by City staff (including some staff in the listed classifications) and the contract aims to supplement this work with services that need specialized expertise.

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

A. Explain why civil service classes are not applicable.

The services sought through this contract require a broad range of skills and expertise; for example, translator services and graphic design may only be needed on an intermittent basis but must coordinate directly with project management and outreach staff. This program could not hire full-time staffing for all of the different needs but a contractor can provide a variety of skills, expertise, and service in a coordinated and efficient manner. Additionally, we do not have guaranteed funding that would be needed to hire PCS positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt specific civil service classes that combine the various types of work needed only for Safe Routes to School, nor would it be practical to adopt a new civil service class for the short duration of this contract.

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 planned for city staff.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 06/03/2022, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48299 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2022

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, June 3, 2022 10:44 AM
To: Nuque, Amy; 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; Nuque, Amy; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 48299 - 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 48299 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 48299 - 21/22 for \$6,000,000 for Initial Request services for the period 12/01/2022 – 11/30/2028. 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/18552> 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)



DRAFT MINUTES

San Francisco County Transportation Authority

Tuesday, May 10, 2022

1. Roll Call

Chair Mandelman called the meeting to order at 10:00 a.m.

Present at Roll Call: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent at Roll Call: Commissioners Safai (entered during Item 8) (1)

2. [Final Approval on First Appearance] Approve the Resolution making findings to allow teleconferenced meetings under California Government Code Section 54953(e) - ACTION

Chair Mandelman expressed his intent to no longer agendaize the resolution allowing teleconferenced meetings after May, unless there are any objections from Board members. He noted that one Board member was taking advantage of the provisions to participate remotely at this meeting. Chair Mandelman also stated that he was going to make use of Rule 3.26 allowing the chair to limit public comment to 30 minutes per item for this meeting.

Angela Tsao, Acting Clerk, presented the item.

There was no public comment.

Commissioner Walton moved to approve the item, seconded by Commissioner Mar.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)

3. Chair's Remarks - INFORMATION

Chair Mandelman welcomed new Supervisor and Transportation Authority Commissioner Matt Dorsey, representing District 6. He also discussed the celebration of the delivery of two Prop K signature projects with the opening of the SFMTA's Van Ness Bus Rapid Transit (BRT) and Improvements project and the delivery of the Presidio Trust's Battery Bluffs project.

The Chair noted he was joined by Commissioners Stefani, Melgar, and Safai for the Van Ness event, which was a great opportunity to appreciate Speaker Pelosi, and funding partners at the Federal Transit Administration and Caltrans. Chair Mandelman congratulated the San Francisco Municipal Transportation Agency (SFMTA) and city agencies and thanked Transportation Authority staff for leading the planning stages and providing \$45 million to support every phase of the project. Chair Mandelman cited 32% travel time improvements for Muni and Golden Gate Transit buses - better



than previously projected - and called out that the project would benefit transit riders, pedestrian safety, and essential infrastructure, with the city's first ever center BRT corridor and new signals, crosswalks, lighting, paving, and underground utilities from Mission to Lombard streets. He recognized the building and construction trades, Muni operators and other workers who made the project happen.

Chair Mandelman discussed the sustainable infrastructure of the new Battery Bluffs park site above the Presidio Parkway's western tunnels that Commissioner Stefani and he attended with the Presidio Trust and its partners for the opening ceremony, as designed by Michael Painter two decades prior. He noted the Transportation Authority had led the project early on through environmental and funding approvals for \$170 million in Prop K sales tax funds and had co-sponsored with Caltrans the first ever public private partnership to deliver the project on time and within budget in 2015. Chair Mandelman said he hoped to continue to fund and deliver projects like these in the new sales tax measure the Board was preparing for voter consideration this fall.

Chair Mandelman also discussed the Mayor's signing of John F. Kennedy Drive street closure ordinance the past weekend, attended by Commissioners Preston and Mar. He note how the San Francisco Recreation and Park Department, SFMTA, and other agencies would be implementing the complementary improvements and staff would report back to the Board as they were completed.

Chair Mandelman closed his remarks by recognizing Deputy Director for Capital Projects Eric Cordoba, who was retiring from the agency after 6 years of service in his current position and over 20 years as the Transportation Authority's Project Management/Oversight consultant. He said Mr. Cordoba had been an incredible asset to the Transportation Authority and City as he capably delivered major infrastructure projects on Yerba Buena Island and downtown, as well as multiple ramps along U.S. 101 and I-280 freeways, in collaboration with city, state, and federal agencies. The Chair thanked and appreciated Mr. Cordoba for his dedication and leadership over the years and congratulated him on his retirement.

4. Executive Director's Report - INFORMATION

Tilly Chang, Executive Director, presented the item.

During public comment, Aleta Dupree supported autonomous transportation since it was non-discriminatory and had a set fare.

5. Community Advisory Committee Report - INFORMATION

John Larson, Community Advisory Committee (CAC) Chair, presented the report on the virtual meeting held on April 27.

CAC Chair Larson discussed the CAC reviewed items, noting that CAC members requested that disability and accessibility communities were consulted on the BART elevator modernization project to ensure it would meet their needs and BART staff affirmed that input from its accessibility task force would be factored into the design.

Mr. Larson also noted that CAC members had questions on the One Bay Area Grant related Safe Routes to School item, including: whether the administrative restructuring would impact the services on the non-infrastructure side, staff answered that procurement called for a higher budget that previously on the implementation portion of the program; and on identifying safety issues around schools, SFMTA staff



answered that the non-infrastructure program gathered information from schools and gave it to SFMTA teams for infrastructure improvements.

Mr. Larson noted discussion on the Ocean Avenue off-ramp item with members suggesting a pedestrian crossing and speed table across Ocean Avenue and staff answering that a signalized pedestrian crosswalk would have tradeoffs related to increased K line light rail train delays. Mr. Larson said he commented on the eight-year long process which seems too long even acknowledging the jurisdictional complication of Caltrans permitting, and noting he recalled the previous plans being not much different than the current proposal.

Mr. Larson said members were generally supportive of the John F. Kennedy Drive plan but had questions around accessibility from equity priority communities like bike lanes connecting to the park which were identified as a need by focus groups studied and staff replied that this information was not included in alternatives of travel from the areas studied to the park. He continued that members also sought information on how the community based organization park shuttles would help people get to the park. He also said there was public comment at the meeting about the lack of close by passenger drop off at park attractions or accessible parking for the elderly or those with mobility challenges.

Mr. Larson also mentioned an incident involving his partner, who seemed to be racially profiled by two BART police officers, a San Francisco police officer, and a security guard, while they were waiting for Mr. Larson at the Glen Park BART station with pet dog in tow. He said if this was how law enforcement was responding to increases in street crime and transit riders' and operators' fears, agencies needed to rethink their priorities and deployment of resources.

There was no public comment.

6. Approve the Minutes of the April 12, 2022 and April 26, 2022 Meetings - ACTION

There was no public comment.

Vice Chair Peskin moved to approve the minutes, seconded by Commissioner Mar.

The minutes were approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)

7. State and Federal Legislation Update - ACTION
Support: Assembly Bill 2147 (Ting) and Senate Bill 942 (Newman)

Mark Watts, state legislative consultant to the Transportation Authority, and Amber Crabbe, Public Policy Manager, presented the item.

Commissioner Melgar thanked Ms. Crabbe for her thorough analysis on the bills, as well as for the analysis she provided to support both her and Commissioner Walton in their role as Bay Area Air Quality Management District Directors.

Chair Mandelman asked for additional information on Senate Bill (SB) 917, Senator Josh Becker's Seamless Transit Transformation Act. He said the goal of having seamless transit was attractive and he asked what concerns staff and other transit



operators had about the bill. Director Chang answered that Metropolitan Transportation Commission staff were invited to speak at a future Board meeting about transit integration efforts. She noted that SB 917 would guide how the region implemented the Transit Transformation Action Plan, including the time frame and goals. She said that the plan included integrated fares, which would reduce the penalties that riders paid when transferring from one transit system to another and would provide common discounts, among other things. She added that staff was concerned about how a common bus fare could be implemented because San Francisco had subsidized fares over a long period of time where other transit districts may not have to the same degree. She stated that San Francisco might as a result be disadvantaged when the region distributed revenues to implement fare integration since the true cost of providing service wasn't represented. She said the effort was overall a positive one and staff was working closely with the SFMTA.

During public comment, Aleta Dupree supported Assembly Bill (AB) 2147 to decriminalize jay walking, SB 942 to sustain reduced fares on transit, and expressed her interest in AB 2594 on improving equity with respect to vehicle registration and toll charges. She said she had not found payment plans to be successful but noted they help with equity for those in need. She said she also supported seamless fare integration that led to a uniform way of riding transit, as well as Bay Bridge Fast Forward so that buses could travel faster on bridges.

Vice Chair Peskin moved to approve the item, seconded by Commissioner Ronen.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)

8. Allocate \$2,790,000 in Prop K Funds, with Conditions, for Two Requests - ACTION Projects: BART: Elevator Modernization, Phase 1.3: Powell St. and Civic Center (\$1,290,000), Traction Power Substation Replacement, Powell St. Station (\$1,500,000)

Anna Laforte, Deputy Director for Policy and Programming, presented the item per the staff memorandum.

During public comment, Aleta Dupree commented that both projects were very important. She said she witnessed firsthand how elevators were important for mobility-impaired passengers when she travelled by BART with a friend. She also commented that it was important for BART to ensure that its electric power substations were fully functional because when full ridership returned to BART the power demand would increase proportionately. Ms. Dupree said that BART was integral to San Francisco and it was proper for the city to contribute to the modernization of BART's infrastructure in the city.

Commissioner Mar moved to approve the item, seconded by Vice Chair Peskin.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Safai (1)



9. Adopt the One Bay Area Grant (OBAG) Cycle 3 County Framework and Recommend Programming \$7,082,400 of San Francisco's Estimated Share of OBAG Funds to the San Francisco Municipal Transportation Agency's Safe Routes to School Non-Infrastructure Program, \$2,200,000 to the Transportation Authority for Congestion Management Agency Planning, and \$52,855,600 to Projects to be Selected Through a Call for Projects - ACTION

Kaley Lyons, Senior Transportation Planner, and Crysta Highfield, Safe Routes to School Program (SRTS) Coordinator, presented the item per the staff memorandum.

Commissioner Melgar asked about the connection between infrastructure to make it safe to walk and bike to school and the SRTS Non-Infrastructure Program and what staff hear about infrastructure needs. She also asked how the OBAG funding for the SRTS Non-Infrastructure Program could help create new systems to focus on infrastructure.

Ms. Highfield responded that the SRTS Non-Infrastructure Program team helped connect schools with the SFMTA team working on infrastructure including traffic calming and engineering teams. She said the SRTS Non-Infrastructure team heard concerns from schools and helped to identify the type of information needed by SFMTA to address the need. She said the teams met regularly to keep moving concerns forward and that the OBAG funding would help free up staff capacity to spend less time administering contracts and more time focused on the strategic direction of the program.

Commissioner Mar expressed support for the SRTS allocation and the stable funding it would provide and said the SRTS program had been a high priority in District 4. He asked how the SRTS program was coordinated with Slow Streets and other safety programs and said there should be close coordination.

Ms. Highfield answered that with transition of the SRTS program from the Department of Public Health to SFMTA, these efforts had been able to coordinate closely, with Slow Streets used as a resource for supervised walk and bike trips to schools.

Commissioner Mar mentioned the walking school bus program and raised concerns from school leadership and parents who had to drive their children to school specifically around the 41st and Ortega Slow Streets that are near two schools. He said the Slow Streets could positively impact getting kids to school by walking and biking but said there could be negative impacts on families that drive, especially with two Slow Streets intersecting at 41st and Ortega. He asked if there was communication between the Slow Streets and SRTS teams around these streets.

Ms. Highfield answered that she could not confirm the street names but said there had been communication regarding school communities concerned about Slow Streets impact to drop-off zones. She said SRTS staff highlighted how Slow Streets could improve safety by decreasing vehicles near school entrances and lowering congestion. She said SRTS staff had initiated Park & Walk/Park & Ride areas a few blocks away from school entrances which could be effective at schools where there were Slow Streets.

Commissioner Mar mentioned the Sunset Neighborways Project, indicated that it included nine streets in District 4 that would prioritize walking and biking and said schools were centered in the planning around the neighborways. He asked if the SRTS



team was in communication with the neighborways team and said it would be a good partnership.

Ms. Highfield answered that they were not familiar with the neighborways project but would look into the planning effort and coordinate.

Commissioner Chan said there was a need for better understanding of the SRTS program deliverables as well as more specific information on annual goals and what the goal was for 2026 when the OBAG funding ends. She said related to equity, she would like to see data on student and family demographics, including where they live, race, and income to help understand if the SRTS program was reaching its goals. She also expressed support for walking school buses but said they require supervision and it was not feasible for all parents, including essential workers, to continue volunteering their time to conduct these activities. She asked what strategy could help with this issue and said she would like to see a deliverable around a target goal of walking school buses and if that goal was being met.

Ms. Highfield said the mode shift goal was measured through biennial school travel tallies, but the tally schedule had been disrupted due to the pandemic and students not traveling to school sites. She said the tallies would be conducted next school year and SRTS staff would be able to provide updated numbers. She said SRTS staff would provide information about where SRTS activities were happening and highlighted a District 3 walking school bus serving Jean Parker/John Yehall Chin schools. She said these schools had less capacity for parental volunteers but had the longest running walking school bus program with SRTS staff walking with students and committed to continue in that capacity. She said in other schools with more parental volunteers, SRTS staff would identify volunteers to keep walking school buses going and would then devote staff time to schools that had fewer parental/family volunteers.

Commissioner Chan expressed support for walking school bus programs and said she would like to understand what it takes to make walking school buses successful, whether that was additional staff time or piecing together other funding sources, and how success was measured.

During public comment, Vernon Haney, Walk San Francisco Family & Schools Coordinator, a partner of the SRTS program, supported funding for the SRTS program as a vital community resource. He said the program partnered with schools and helped families travel to school in safe and healthy ways through walking school buses and walk and bike events which were helpful to parents. He said the SRTS program was critical to San Francisco because children were among the most vulnerable pedestrians and the program was foundational to the city's Vision Zero goals. He urged support for the funding action and continued support for the program.

Matt Dove, parent of District 1 kindergartener and YMCA San Francisco YBike Program Director, said YBike ran the in-school bike education component under the SRTS program and expressed support for continued funding for the program. He said the program trained teachers on providing bike education in schools, provided a bike fleet when needed, as well as bike maintenance and it helped prepare kids to take advantage of the benefits that come with using a bike for recreation and transportation. He said not all parents had time and space to teach their children how to ride a bike and the benefits of doing so and in-school education was critical.



Christopher White, San Francisco Bicycle Coalition Deputy Director, a partner of the SRTS program, supported adoption of the item, particularly the funding for the ongoing SRTS program. He thanked commissioners who participated in Bike & Roll to School week recently and said students who walk and bike arrive to school energized and focused and the program helped to reduce single occupancy vehicle trips and bring the city closer to its Vision Zero goal. He said funding has been difficult with short funding cycles and the OBAG funding was critical. He asked the Commission to support the proposed OBAG framework.

After public comment, Ms. LaForte clarified the item was to approve the OBAG 3 County Program Framework, including recommending programming some of the funds to the SRTS Non-infrastructure Program and Congestion Management Agency (CMA) Planning, with the remaining funds to be programmed through an open call for projects, as well as approving the screening and prioritization criteria that would guide staff selection of projects through the open call for projects process. She also offered to have SFMTA report back on additional SRTS program details if the Board desired. Chair Mandelman said to talk with commissioners offline to see how they wanted to proceed.

Vice Chair Peskin moved to approve the consent agenda, seconded by Commissioner Chan.

The item was approved without objection by the following vote:

Ayes: Commissioners Chan, Dorsey, Mandelman, Mar, Melgar, Peskin, Preston, Ronen, Stefani, and Walton (10)

Absent: Commissioner Walton (excused) (1)

10. Award a Two-Year Professional Services Contract to WMH Corporation in an Amount Not to Exceed \$2,700,000 for the Design Phase and Caltrans Right-of-Way Approval of the Hillcrest Road Widening Project - ACTION

Mike Tan, Senior Engineer, presented the item per the staff memorandum.

There was no public comment.

Commissioner Mar moved to amend the title of the item to state a two-year contract rather than a three-year contract, seconded by Commissioner Dorsey.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey, Mandelman, Mar, Melgar, Preston, Ronen, Safai, and Stefani (8)

Absent: Commissioners Chan (excused), Peskin (excused), and Walton (excused) (3)

Commissioner Dorsey moved to approve the item as amended, seconded by Commissioner Mar.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey, Mandelman, Mar, Melgar, Preston, Ronen, Safai, and Stefani (8)

Absent: Commissioners Chan (excused), Peskin (excused), and Walton



(excused) (3)

11. Award a Two-Year Professional Services Contract to Mark Thomas & Company, Inc. in an Amount Not to Exceed \$1,850,000 for the Design Phase and Caltrans Right-of-Way Approval of the I-280 Southbound Ocean Avenue Off-Ramp Project - ACTION

Mike Tan, Senior Engineer, presented the item per the staff memorandum.

Commissioner Melgar thanked staff and Commissioner Safai for help in a survey of locations of concern, including around Lick-Wilmerding High School student safety. She said the area was adding thousands of units of new housing across from City College of San Francisco, so there were many students walking across Ocean Avenue with no crosswalks. She continued the project will be a vast improvement for the entire corridor and for the safety of students at Lick-Wilmerding and City College.

Commissioner Safai thanked staff and said the cars came off the freeway quickly and the design was a measured and thoughtful organization of the Ocean Avenue exit. He noted the number of students walking in the area, especially at travel connection points like BART, Muni, and other transit. He said it was a major congestion point.

There was no public comment.

Commissioner Melgar moved to approve the item, seconded by Commissioner Safai.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey, Mandelman, Mar, Melgar, Preston, Ronen, Safai, and Stefani (8)

Absent: Commissioners Chan (excused), Peskin (excused), and Walton (excused) (3)

12. Award Contracts to Seventeen Shortlisted Consultant Teams for a Three-Year Period, with an Option to Extend for Two Additional One-Year Periods, for a Combined Amount Not to Exceed \$8,000,000 for On-Call Project Management and Engineering Services - ACTION

Yana Waldman, Assistant Deputy Director for Capital Projects, presented the item per the staff memorandum.

There was no public comment.

Commissioner Mar moved to approve the item, seconded by Commissioner Melgar.

The item was approved without objection by the following vote:

Ayes: Commissioners Dorsey, Mandelman, Mar, Melgar, Preston, Ronen, Safai, and Stefani (8)

Absent: Commissioners Chan (excused), Peskin (excused), and Walton (excused) (3)

13. Sales Tax Reauthorization Voter Survey Results - INFORMATION

Sara LaBlatt, Principal at EMC Research, presented the item.

Chair Mandelman gave a background on the sales tax reauthorization effort, commented that he planned to introduce an ordinance at the Board of Supervisors meeting in the afternoon to place the measure on the November ballot, and thanked



co-sponsors.

During public comment, Aleta Dupree supported the proposed sales tax renewal and requested staff to keep building up the program.

14. Preliminary Fiscal Year 2022/23 Budget and Work Program - INFORMATION

The item was continued to next meeting.

Other Items

15. Introduction of New Items - INFORMATION

Commissioner Mar reported that last year his office and the Transportation Authority concluded the District 4 Mobility and had been working to implement the report's key recommendations. He noted the first project moving forward has been the Sunset Neighborway Network, and work is underway to improve safety on Lincoln, plan for the future of Great Highway, and prepare a strategic case for westside subway service. He requested the staff prepare a business plan for a District 4 On-Demand Microtransit Pilot Project which would include conducting outreach, identifying potential service models, establish the operating requirements, and outlining operating costs and funding strategy.

There was no public comment.

16. Public Comment

During general public comment, Aleta Dupree asked the Board to consider transit riders living outside of the city and their testimony on Board items.

17. Adjournment

The meeting was adjourned at 12:18 p.m.

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: Safe Routes to School Non-infrastructure Request for Proposal (RFP)

Funding Source: Federal Funds

PSC Duration: 6 years 8 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

Contractor(s) will coordinate school-based activities and broad engagement at 42 noncharter K-12 public schools and an additional 33 deep dive schools in San Francisco Unified School District (SFUSD) (75 schools total). Given that next school year may be a combination of distance learning and in-person education, San Francisco Safe Routes to School (SF-SRTS) proposes to scale some of the tactics that worked for remote instruction under the One Bay Area Grant (OBAG) to 75 K-12th grade noncharter SFUSD public schools and continue to offer quality in-person programming that adheres to the city's most current health protocols.

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

San Francisco has prioritized a Transit-First Policy, which prioritizes walking, biking, transit, and ridesharing. San Francisco has also prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. Safe Routes to School will help in the implementation of these policies for school communities. Without this program, over 55, 000 children in SFUSD K-12 schools will not have access to important transportation services and information such as walking school bus support and information about all of the San Francisco Municipal Transportation Agency (SFMTA's) school adjacent programs such as Free Muni for Youth and the Muni Transit Assistance Program.

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

PSC 44729 18/19 APPROVED 05/20/2019

D. Will the contract(s) be renewed?

Yes, we are expecting it to be renewed but we are unsure at this time.

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.

We will secure funding for 9/21-11/22

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:

Contracted staff should have skills and expertise delivering sustainable transportation training to schools and experience providing outreach to school communities, including working with principals, teachers, administrative staff, district staff, PTAs/PTOs, parents, and students. Contracted staff should have knowledge of school needs, transportation services, and culturally responsive community engagement.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contracted staff should have skills and expertise delivering sustainable transportation training to schools and experience providing outreach to school communities, including working with principals, teachers, administrative staff, district staff, parent-teacher associations/organizations (PTAs/PTOs), parents, and students. Contracted staff should have knowledge of school needs, transportation services, and culturally responsive community engagement.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5330, Graphics Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide bicycles, bicycle helmets, bicycle trailers sufficient to store and transport these bicycles from various elementary school sites. These materials are to be used exclusively for this program.

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

N/A There is insufficient project duration to hire new staff for this work.

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

- A. Explain why civil service classes are not applicable.
N/A There is insufficient project duration to hire new staff for this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. N/A There is insufficient project duration to hire new staff for this work and it's tied to a short-term funding source.

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, there is insufficient project duration to hire new staff for this work and it's tied to a short-term funding source.
- 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. In accepting the federal funds under the MTC's Quick Strike program associated with One Bay Area Grants, the activities are subject to the Caltrans' federal-aid program, all Title 23 Code of Federal Regulation and 2 CFR Part 200 federal requirements unless specifically waived in the executed project-specific Program Supplemental Agreement. Administering Agency shall not award a non-A&E contract over \$5,000, construction contracts over \$10,000, or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed under this Agreement without the prior written approval of State."

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

No.

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

No.

7. **Union Notification:** On 04/07/2021, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1121 40TH STREET San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40879 - 20/21

DHR Analysis/Recommendation:

action date: 06/07/2021

Commission Approval Required

Approved by Civil Service Commission

06/07/2021 DHR Approved for 06/07/2021

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: Fiscal Agent & Administrator Services

Funding Source: 14% State; 86% Local

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/01/2022

PSC Est. End Date
06/30/2024

1. Description of Work

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

Contractor is to provide fiscal agent and intermediary services to participants/programs qualified to receive Early Care & Education Workforce Development Compensation Initiatives funding to support the early educators of San Francisco. Contractor will disburse payments to participants/programs that successfully apply and meet specific criteria. Contractor will also issue payments to contracted providers for a series of ECE Workforce Compensation Initiatives including but not limited to: Wages, Educational Pathways, Higher Degree Attainment, Working Conditions, and Benefits. Contractor may also conduct fiscal payment transactions on behalf of the Human Services Agency (HSA), Office of Early Care & Education (OECE), First 5 San Francisco (F5SF), and the Department of Early Childhood (DEC) for other payments that are considered one-time-only miscellaneous services. Contractor must have a database and accounting infrastructure that allows for real-time data and reporting for all initiatives related to this strategic investment.

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

The Office of Early Care & Education will become the Department of Early Childhood (DEC), beginning July 1, 2022 when we are joined by First 5 San Francisco. As part of this merger and transition, OECE will be losing services that are currently being performed by the Human Services Agency (HSA), including but not limited to: assistance with contract procurement and management, processing invoices, work orders, issuing payments and advances to providers, etc. Unfortunately, OECE and First 5 lack the staffing to provide the scope of work necessary to distribute, monitor, and report on the Early Care & Education Workforce Development Compensation Initiatives that were developed after the passage of Baby Prop C on June 5, 2018. In time, DEC hopes to staff up and create a back office to handle these operational functions. However, the funding for Baby Prop C is urgently needed by early educators after being held up in court for years. At the request of Mayor Breed an Request for Applications (RFA) for this funding is supposed to be released prior to April 28, 2022, with grants beginning on July 1, 2022. Therefore, the Early Care & Education Workforce Compensation initiatives urgently needs to contract with a dedicated fiscal agent and administrator to distribute, monitor, and report on the funding initiative. In addition, payments, reconciliation, and reporting will have peaks in workload commencing at the end of each quarter and therefore would not be feasible to have dedicated classifications to complete this work. Failure to contract these services will further delay the start of the initiatives and exacerbate frustrations of San Francisco's early care and education community.

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 for another City & County of San Francisco Department (see PSC-49329 1819 attached).

D. Will the contract(s) be renewed?

The need to renew will be dependent on having the staffing necessary to execute the scope of work necessary for the Early Care & Education Workforce Development initiatives.

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 Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) will unite under a new Department of Early Childhood (DEC) effective July 1, 2022. Summer 2022 marks the official unification of the Office of Early Care and Education (OECE) and First 5 San Francisco Children and Families Commission (F5SF) under a new Department of Early Childhood (DEC). As part of this transition DEC will need to hire a team to handle the operations including all back office duties (i.e. budget, advances, invoicing, contract procurement, work orders, contract monitoring, etc.). In addition, the work will be intermittent with quarterly payments, reporting, and reconciliation that would be fiscally irresponsible to have full-time civil service employees assigned to do the work.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Requirement of a minimum of three years demonstrated experience in fiscal intermediary and reporting services in the public/private sector for entities with gross revenues of a minimum of \$5,000,000 annually. Provider must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. Have sufficient working capital to provide fiscal services prior to reimbursement at no additional cost to the City and County of San Francisco. The contractor also must have the ability to review detailed information from the CA Workforce Registry in order to verify educational attainment, hours worked, role, wage information, and produce reports on changes and impact that occur throughout the duration of these targeted initiatives.

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

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

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

The department does not have the administrative capacity or internal resources to manage direct payments to providers as part of these initiatives in a timely manner. Also, payments are intermittent and irregular, with a quarterly advance and reconciliation for changes during the fiscal year. Therefore, it is not practical to create the administrative capacity to manage the disbursements.

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

A. Explain why civil service classes are not applicable.

No specific civil service class currently has the capacity nor equipment to facilitate the payment processes across the many providers that is required to be disbursed payments in advance and intermittently throughout the fiscal year. Especially as new initiatives are phased in to compliment exiting efforts related to the early education workforce in San Francisco.

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, due to the fiscal services being intermittent.

6. Additional Information

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

No.

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

Yes. Training and technical assistance will be provided for end users by the contractor.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 04/20/2022, 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: Anthony Tyson Phone: 203-814-4361 Email: anthony.tyson@sfgov.org

Address: 1650 Mission Street, Suite 312 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49619 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2022

Receipt of Union Notification(s)

Tyson, Anthony (HSA)

From: dhr-psccoordinator@sfgov.org on behalf of anthony.tyson@sfgov.org
Sent: Wednesday, April 20, 2022 9:51 AM
To: Tyson, Anthony (DEC); kennethlomba@gmail.com; snaranjo@cirseiu.org; 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@sfoa.org; @sfoa.org; tracy@sfoa.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; jdluritz@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; Tyson, Anthony (DEC); DHR-PSCCoordinator, DHR (HRD)

Subject: Receipt of Notice for new PCS over \$100K PSC # 49619 - 21/22

RECEIPT for Union Notification for PSC 49619 - 21/22 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 49619 - 21/22 for \$6,000,000 for Initial Request services for the period 07/01/2022 – 06/30/2024. 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/18368> 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)

Baby Prop C Fact Sheet – Legal Uses and Allocations

Legislation & Community Engagement

On June 5, 2018, 51% of the San Francisco electorate passed Proposition C (Baby Prop C), a Commercial Rent Tax for Child Care and Early Education by authorizing an additional tax on commercial property/leases with annual gross receipts over \$1 million; excluded from this tax are nonprofits and other small businesses.

In December 2018, a City Ordinance passed amending the Administrative Code to establish the [Early Care and Education for All Initiative](#), funded by appropriations from the Babies and Families First Fund. This ECE for All Initiative called for a nine-month planning process and charged the Office of Early Care and Education (OECE) to engage community to create a spending framework for the first five years of Prop C funding. The language in the ordinance provided guidance for uses of the funds to reflect the language included in the original ballot measure:

- Providing support for quality early care and education to all San Francisco children under the age of six from households whose incomes are at or below 85% of State Median Income, and who are listed as eligible, on that basis, to receive support for early care and education— but who, because of a lack of available resources, are not receiving the full amount of support to which they are entitled;
- Providing financial support for measures to increase the compensation of early care and education professionals and staff by not less than 10%, with an ultimate goal of achieving parity in compensation with K-12 educators who have commensurate experience, in a manner designed to improve the quality and availability of early care and education;
- Providing support for quality early care and education to all San Francisco children under the age of four whose families earn up to and including 200% of Area Median Income, in a manner proportionate to family income (such that families with lower incomes receive proportionately more support);
- Undertaking other measures designed to improve access to quality early care and education services that support the physical, emotional, and cognitive development of San Francisco children under the age of six.

The community planning process undertaken by OECE engaged over 3,000 San Francisco multi-stakeholders participating in various sessions – bringing together parents, families, teachers, early care and education administrators and community members. The result, a comprehensive [BABY PROP C FRAMEWORK](#) that outlines the community priorities for this fund.

Lawsuit

The Howard Jarvis Taxpayers Association (aka Jarvis Group) threatened the ECE for All initiative by challenging the legality of Prop C in court, claiming that a two-thirds super majority was required to raise taxes. The California Supreme Court rejected the Jarvis Group final appeal to Proposition C in April 2021, affirming the legality of the tax and upholding the will of San Francisco voters, delivering a major victory for children, families and early educators in San Francisco.

Approved Uses

OECE will administer Prop C funds with a commitment to the voters of San Francisco to implement the highest priorities of the ECE for All Initiative, to ensure children access high quality early care and education, and to increase compensation for the professionals working in this critical sector of our economy.

Nonetheless, recent questions raised for the approved uses of Prop C funds necessitates OECE to provide information to the public. The Baby Prop C ballot measure outlined uses for tax collection when passed. Fifteen percent of the revenue collected is for the city/county General Fund for any uses determined by the City. The remaining 85% of the tax collection is designated for child care and early education, and funds the following eligible programming:

- Support for quality early care and education for children under the age of six in San Francisco families at 85% or less of State Median Income (SMI);
- Support for quality early care and education for children under the age of four in San Francisco families earning up to 200% of the Area Median Income (AMI);

- Investment in comprehensive early care and education services that support the physical, emotional, and cognitive development of children under the age of six;
- Increasing compensation (including but not limited to wages, benefits, and training) of care professionals and staff in order to improve the quality and availability of early care and education for children under the age of six.

Next Steps

Moving forward, OECE is embarking on a period of community engagement and input to inform joint strategic planning with First 5 San Francisco. OECE and First 5 recognize the experiences and relationships of children in the first five years of life shape the architecture of their brain and build a foundation for future learning and success. Our planning process will center on the needs of quality early learning experiences during the earliest years to help set children on a path to thrive in school and life, while supporting their families. Accordingly, our joint strategic priorities will continue to mirror the Prop C language supported by San Francisco residents:

- Expand access to high quality, free/affordable early care and education, including greater support for low- to moderate income families
- Finance infrastructure and provide operating support to build out and sustain birth to 3 capacity (largest population on the waitlist)
- Improve educational qualifications and degree attainment for educators, and recruit and retain them through increased compensation

For more information on Prop C, Strategic Planning and the latest research on healthy child development, visit the OECE website www.sfoece.org.

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: Fiscal Intermediary Services

Funding Source: 41% Federal; 3% State; 56% Local

PSC Amount: \$3,854,263

PSC Est. Start Date: 07/01/2016

PSC Est. End Date
06/30/2021

1. Description of Work

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

Contractor is to provide fiscal intermediary services to process payments to community-based organizations (CBOs) that are contracted separately in the Individual Referral (IR) program and the CalWORKs Information and Referral Program. Contractor will disburse payments to nonprofits that successfully enroll, complete, and place participants through these vocational training programs for the purpose of enhancing the participants employment training, job placement and retention. Contractor may also conduct fiscal payment transactions on behalf of the Human Services Agency for other fiscal uses that are one-time-only miscellaneous services.

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

Fiscal intermediary service is necessary because payments are dispersed immediately to community-based organizations participating in these vocational training programs that will help to assist eligible CalWORKs, PAES, and RCA recipients with employment training, job placement and retention. There will be several CBO nonprofits contracted under these vocational programs, each nonprofit with several payment transactions per client per month, that will require funds to be dispersed on demand. The use of a fiscal agent/intermediary service will allow HSA to quickly and effectively issue payments as service outcomes are met. It is also difficult to anticipate the number of trainees and completions at the outset. Failure to provide this service may cause a backlog in payments to the nonprofits and would impair the programs' successful outcomes to provide vocational training to CalWORKs, PAES, and RCA recipients.

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 fiscal intermediary service was provided in a previously approved PSC #2006-08/09.

D. Will the contract(s) be renewed?

The contract is currently at the end of its three year term; it is being renewed for two years.

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

This new PSC 49329-1819 is created to replace the old umbrella PSC 2006-08/09.

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 required services are intermittent and irregular. Fiscal intermediary services are as-needed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requirement of a minimum of three years demonstrated experience in fiscal intermediary and reporting services in the public/private sector for entities with gross revenues of a minimum of \$5,000,000 annually. Provider must have a comprehensive database and reporting system in place to provide accounting details and transaction reports. Have sufficient working capital of at least \$500,000 to provide fiscal services prior to reimbursement at no additional cost to the City and County of San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1630, Account Clerk;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor will provide web portal to initiate payments and will immediately disperse payments directly to nonprofits of the vocational programs. Contractor is responsible to issue payments and yearend 1099 to payees. In addition, contractor will provide HSA fiscal/accounting reporting related to all fiscal transactions.

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

The department does not have the administrative capacity or internal resources to manage payments to the nonprofits whom have participants meeting the vocational training outcomes to issue payments in a timely and immediate manner. It is not possible to know the number of trainees and completions from each CBO at the outset. Also, payments are intermittent and irregular, but require immediate disbursement, so it is not practical to create the administrative capacity to manage the disbursements.

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

- A. Explain why civil service classes are not applicable.
No specific civil service class currently has the capacity nor equipment to facilitate the payment processes across the several nonprofits that is required to disburse payments immediately, but occurs intermittent and irregularly.
- 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, since fiscal services are too intermittent and irregular.

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 for 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.
Yes. Current contract was under a previously approved umbrella PSC #2006-08/09; this new PSC is created intended specifically for fiscal agent and intermediary services for this contract.

7. Union Notification: On 04/03/2019, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU, Local 1021 H-1 Fire-Rescue Paramedics

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

Name: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49329 - 18/19

DHR Analysis/Recommendation:

action date: 07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT

Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 44753 - 15/16)

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

Type of Service: Professional Services - Mission Bay Ferry Terminal

Funding Source: Port Harbor Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 05/01/16 - 05/01/21 (5 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/13/22-06/30/26 (5 years 8 weeks)

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 10 years 8 weeks

1. Description of Work

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

The Port intends to issue a Request for Proposals to provide Architectural and Engineering services for the development of a ferry terminal in the Mission Bay Area. Phase I of the proposed project will include the evaluation of two proposed locations for the proposed ferry terminal. The selected consultant will evaluate physical and environmental conditions, cost, and other factors that will impact the feasibility of ferry terminal construction for each of the sites and recommend a preferred site. Phase II of the project will require the selected consultant to provide 100% complete design drawings, outreach, permitting and cost estimates for the proposed development. The final project phase will require the selected consultant to provide construction stage architectural and engineering services in preparation for the construction invitation for bids.

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

Please see attachment for explanation.

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 44753 - 15/16

D. Will the contract(s) be renewed?

This contract will not be renewed. The services are one-time.

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 pandemic influenced our timeline significantly. The planning we have undergone in the months since the first amendment, has made us aware that we will need more time to complete the tasks listed in the original RFP.

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:

The development of the Mission Bay Ferry Terminal is a capital project requiring a variety of diverse skills including geotechnical analysis, topographic and hydrographic surveys, dredging plans, and design and construction of: ferry float to accommodate two ferries simultaneously, a water taxi landing, fixed ramps, gangways, covered ferry terminal walkway, fixed platform, gate structures, corrosion protection systems and utility plans. Many of the services required to develop the Mission Bay Ferry Terminal are specialized and not available through existing resources within the City. While many of the services that are available through City resources exceed the available staff limits.

B. Reason for the request for modification:

Because of the pandemic, some work has been significantly delayed. As part of the Port's economic recovery plan, we wish to continue the work. In our planning, we anticipate needing extra time, the contract is currently amended to expire January 3, 2024.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing civil, structural, traffic, marine, electrical, mechanical, geotechnical and coastal engineering, landscape architecture, special inspections and testing.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 5506, Project Manager 3; 6318, Construction Inspector; 6331, Building Inspector;

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

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.

Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not necessary to adopt a new civil service class given that this work is limited to a one-time highly specialized engineering project.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training related to this contract, as it is highly specialized and short term 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.
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 06/24/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Building Inspectors - 6331, 6333; 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: Stephanie Tang Phone: 415-274-0483 Email: stephanie.tang@sfport.com

Address: Pier 1, The Embarcadero, San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44753 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of stephanie.tang@sfport.com
Sent: Friday, June 24, 2022 7:41 AM
To: Tang, Stephanie (PRT); Laxamana, Junko (BOS); 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; Alexander Tut, Alysabeth (PRT); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44753 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PORT -- PRT has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period April 13, 2022 – June 30, 2026. 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/18326>

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 junko.laxamana@sfgov.org

FW: Receipt of Modification Request to PSC # 44753 - 15/16 - MODIFICATIONS

Green category X



Tang, Stephanie (PRT)

Fri 6/24/2022 9:52 AM

To: Alexander Tut, Alysabeth (PRT)



This is the confirmation of the email to the Building Inspectors.

From: Tang, Stephanie (PRT)

Sent: Friday, June 24, 2022 9:27 AM

To: 'Mleach@ibt856.org' <Mleach@ibt856.org>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>

Subject: Receipt of Modification Request to PSC # 44753 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PORT -- PRT has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period April 13, 2022 – June 30, 2026. 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/18326>

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 junko.laxamana@sfgov.org

Reply Forward

Additional Attachment(s)

PORT OF SAN FRANCISCO (39)

PSC #44753 – 15/16

INITIAL REQUEST – REGULAR APPROVAL

1. DESCRIPTION OF WORK

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

This project is necessary to provide a public ferry boat berthing and water taxi landing in Mission Bay. The water transportation berthing facility will service ferry and water passengers traveling to and from the new developments at Mission Bay and Pier 70, including the new Golden State Warriors Arena.

It is projected that the demand for the ferry and water taxi services will vary between 5,000 and 9,000 passengers per workday, with most of these passengers working in the newly constructed office buildings in Mission Bay and Pier 70. Rejection of this PSC and hence the development of the Mission Bay Ferry Terminal, will force these passengers to take other modes of overland transportation, increasing the traffic on the already congested highways and streets, and increasing the number of passengers in the already crowded BART rail cars.

The design of the Mission Bay Ferry Terminal project will generate significant demand for the following technical consulting disciplines: structural engineering, coastal engineering, geotechnical engineering, environmental engineering, civil engineering, architecture, landscape architecture, electrical engineering, mechanical engineering, traffic engineering and testing and special inspection. Denial of this PSC will eliminate this proposed new demand for these technical services.

The Mission Bay Ferry Terminal project will provide high-paying temporary and permanent jobs to the region. Construction of the ferry terminal will take at least 18 months and will create demand for pilebutts, welders, machinists, electricians and plumbers. New ferry boats will need to be built, generating additional demand for shipbuilders. Operation of the ferry terminal will generate permanent jobs for ferry operators. Denial of this PSC will eliminate these proposed new job opportunities.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

5207 Associate Engineer

5211 Senior Engineer

5218 Structural Engineer

5241 Engineer

5268 Architect

5274 Landscape Architect

5314 Survey Associate

5506 Project Manager

6318 Construction Inspector

6331 Building Inspector

And various classes in the Surveying, Engineering, and Architectural Assistant and Associate series.

6. ADDITIONAL INFORMATION

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

Yes. The Port Commission will be authorizing Port staff to solicit these services at their May 24, 2016 commission meeting.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT--PRT

Dept. Code: PRT

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

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

Type of Service: Professional Services - Mission Bay Ferry Terminal

Funding Source: Port Harbor Fund

PSC Duration: 5 years 1 day

PSC Amount: \$8,000,000

1. Description of Work

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

The Port intends to issue a Request for Proposals to provide Architectural and Engineering services for the development of a ferry terminal in the Mission Bay Area. Phase I of the proposed project will include the evaluation of two proposed locations for the proposed ferry terminal. The selected consultant will evaluate physical and environmental conditions, cost, and other factors that will impact the feasibility of ferry terminal construction for each of the sites and recommend a preferred site. Phase II of the project will require the selected consultant to provide 100% complete design drawings, outreach, permitting and cost estimates for the proposed development. The final project phase will require the selected consultant to provide construction stage architectural and engineering services in preparation for the construction invitation for bids.

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

Please see attachment for explanation.

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?

This contract will not be renewed. The services are one-time.

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 time allocated for the development of the Mission Bay Ferry Terminal includes time design and bid of the site, but also the time needed to obtain various regulatory permits, including from the US Army Corps of Engineers. The time to perform all these activities is expected to be more than 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The development of the Mission Bay Ferry Terminal is a capital project requiring a variety of diverse skills including geotechnical analysis, topographic and hydrographic surveys, dredging plans, and design and construction of: ferry float to accommodate two ferries simultaneously, a water taxi landing, fixed ramps, gangways, covered ferry terminal walkway, fixed platform, gate structures, corrosion protection systems and utility plans. Many of the services required to develop the Mission Bay Ferry Terminal are specialized and not available through existing resources within the City. While many of the services that are available through City resources exceed the available staff limits.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing civil, structural, traffic, marine, electrical, mechanical, geotechnical and coastal engineering, landscape architecture, special inspections and testing.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 5506, Project Manager 3; 6318, Construction Inspector; 6331, Building Inspector;

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

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

The Port sent a notice of intent to use architectural and engineering consultant services along with the proposed scope of work to the San Francisco Public Works, San Francisco International Airport, the Municipal Transportation Authority, and the Public Utilities Commission to obtain these services through existing available resources within agency.

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

A. Explain why civil service classes are not applicable.

Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not necessary to adopt a new civil service class given that this work is limited to a one-time highly specialized engineering project.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, there is no training or transfer of knowledge associated with this project. The contractor will be developing a ferry terminal for the Port of San Francisco.
- 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. Please see attachment for information.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 04/22/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; 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: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44753 - 15/16

DHR Analysis/Recommendation:

action date: 06/20/2016

Commission Approval Required

Approved by Civil Service Commission

06/20/2016 DHR Approved for 06/20/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4134 08/09)

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

Type of Service: As-needed portable X-ray services for Jail Health Services & TB Control Unit of DPH

Funding Source: General Funds and Federal Grant Funds

PSC Original Approved Amount: \$1,650,000 PSC Original Approved Duration: 07/01/09 - 12/31/19 (10 years 26 weeks)

PSC Mod#1 Amount: \$800,000 PSC Mod#1 Duration: 07/01/18-12/31/22 (3 years 1 day)

PSC Mod#2 Amount: \$1,000,000 PSC Mod#2 Duration: 01/01/23-12/31/32 (10 years 3 days)

PSC Cumulative Amount Proposed: \$3,450,000 PSC Cumulative Duration Proposed: 23 years 27 weeks

1. Description of Work

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

Contractor will provide radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.

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

The Department is mandated by the Federal Center for Disease Control (CDC) to provide Tuberculosis (TB) control services to residents affected by TB, specifically residents of the Tenderloin and South of Market neighborhoods. Funding has been secured through CDC grants to help detect drug resistant strains of TB. In addition, Title 15 of the Board of Corrections requires that the City provide for direct care services for inmates in the County Jail. Denial of this request will negatively impact the ability of Jail Health Services to provide adequate health care to inmates and could cause a TB outbreak among residents of SRO hotels and the homeless population of San Francisco if cases of TB are not detected quickly enough.

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 4134 08/09

D. Will the contract(s) be renewed?

Yes

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

The requested approval is in excess of five years because there is a continued need for the services. The contractor provides mobile x-ray services at county jail locations. In addition, the contractor may also provide services in various Single Room Occupancy hotels and other remote sites as directed by the Department. It is not feasible to procure, outfit, and maintain a mobile x-ray unit, i.e. a van and all required x-ray equipment for the rather low volume of services.

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).

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

Explain the qualifying circumstances:

Contractor will provide radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.

B. Reason for the request for modification:

To extend the term and to increase the amount in order to accommodate a renewal term and new Request for Proposals process.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must possess the ability to provide intermittent and as-needed portable radiology services to all of the county jail facilities and also be available to provide such services to the homeless population as well as residents of SRO hotels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2467, Diagnostic Imaging Tech I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Portable digital X-Ray equipment, which includes a general purpose mobile X-ray van, will be used in the provision of this service.

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.
These services are provided on an intermittent and as-needed basis. Further, it is essential that the services are provided using the equipment described in item 3c which the City does not currently own.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time. The volume of services does not warrant a new civil service class.

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.
There will be no training. Training is not feasible as these services are provided using the equipment described in item 3c which the City does not currently own. Further, these services are provided on an intermittent and as-needed basis, thus the volume of services does not warrant a new civil service class.
- 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 05/02/22, the Department notified the following employee organizations of this PSC/RFP request: 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grove Street, Room 410, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4134 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2022

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@SFDPH.org
Sent: Monday, May 2, 2022 1:36 PM
To: Hiramoto, Kelly (DPH); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, 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; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4134 08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period January 1, 2023 – December 31, 2032. 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/10875>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 4134 08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-needed portable X-ray services for Jail Health Services & TB Control Unit of DPHFunding Source: General Funds and Federal Grant FundsPSC Original Approved Amount: \$1,650,000 PSC Original Approved Duration: 07/01/09 - 12/31/19 (10 years 26 weeks)PSC Mod#1 Amount: \$800,000 PSC Mod#1 Duration: 07/01/18-12/31/22 (3 years 1 day)PSC Cumulative Amount Proposed: \$2,450,000 PSC Cumulative Duration Proposed: 13 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.

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

The Department is mandated by the Federal Center for Disease Control (CDC) to provide Tuberculosis (TB) control services to residents affected by TB, specifically residents of the Tenderloin and South of Market neighborhoods. Funding has been secured through CDC grants to help detect drug resistant strains of TB. In addition, Title 15 of the Board of Corrections requires that the City provide for direct care services for inmates in the County Jail. Denial of this request will negatively impact the ability of Jail Health Services to provide adequate health care to inmates and could cause a TB outbreak among residents of SRO hotels and the homeless population of San Francisco if cases of TB are not detected quickly enough.

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 4134 08/09

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:

These core health care services are expected to be continuous and ongoing.

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

Explain the qualifying circumstances:

Contractor will provide radiology services on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.

B. Reason for the request for modification:

To extend term and add funding to these ongoing and continuous core health care services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must possess the ability to provide intermittent and as-needed portable radiology services to all of the county jail facilities and also be available to provide such services to the homeless population as well as residents of SRO hotels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2467, Diagnostic Imaging Tech I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Portable digital X-Ray equipment, which includes a general purpose mobile X-ray van, will be used in the provision of this service.

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.
These services are provided on an intermittent and as-needed basis. Further, it is essential that the services are provided using the equipment described in item 3c which the City does not currently own.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Not at this time. The volume of services does not warrant a new civil service class.

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

7. Union Notification: On 03/30/18, the Department notified the following employee organizations of this PSC/RFP request:
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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 410, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4134 08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/07/2018



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

April 27, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.

At its meeting of **April 20, 2009** the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Kan Htun, Arts Commission
Jennifer Johnston, Department of Human Resources
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the san Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 58th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 360 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,660,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-19

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 41223 - 18/19)

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

Type of Service: Biosolids, Grit, and Tanker Hauling

Funding Source: Wastewater Biosolids Mgt Operating Budget

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 04/01/19 - 03/31/24 (5 years 1 day)

PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$11,300,000 PSC Mod#2 Duration: 03/31/24-09/30/26 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$21,000,000 PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

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

This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers.

The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced.

Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced.

Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full.

All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.

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

This service is critical for the proper functioning of the City's wastewater treatment plants. The treatment plants do not have onsite storage for biosolids or grit. A fleet of trucks must be available every day to haul biosolids to end use sites where they are recycled and to haul grit to landfill where it is disposed. Denial of this service would be disrupting a vital operation that has occurred daily since the construction of these treatment plants. The consequences for the operation of the treatment plants would be severe.

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 41223 - 18/19

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 PSC modification will be for a total of 7 years and 26 weeks. The original contract term was for a term of 3 years with the option to extend, to a total of 7 years. This contract is being extended through a contract modification. The contract has an allowable term of 7 years and therefore a longer term contract is being sought. The service provided to date through this contract has met the City's needs adequately. Rebidding the contract more frequently takes up resources and generally results in higher costs to the City.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The biosolids, grit and tanker hauling contract requires a large fleet of tractors, trailers and tankers that the Wastewater Enterprise does not possess. The biosolids hauling alone requires up to 16 truck trips per day to locations as far away as Sacramento County.

B. Reason for the request for modification:

The contract has an allowable term of 7 years and therefore a longer term contract is being sought and an increase in contract value to cover the additional service. The service provided to date through this contract has met the City's needs adequately. Rebidding the contract more frequently takes up resources and generally results in higher costs to the City.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This scope requires a fleet of tractors, trailers, and tankers for the transportation of biosolids, grit, and primary sludge produced by the city's treatment plants. The trucking fleet must be available every day of the year to transport these materials. A dispatcher must be reachable 24 hours a day to handle requests by the treatment plants. Maintenance of all equipment is the responsibility of the contractor. Equipment must be stored and maintained at a yard. All equipment must be properly insured. Drivers must be able to transport, load and unload material safely.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 7355, Truck Driver; 7381, Automotive Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides a fleet of tractors, trailers and tankers and a yard for the storage and maintenance of this 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 scope cannot be performed by civil service staff because Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.
- 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 Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

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 is no immediate plan for City and County employees to perform this work as the Wastewater Enterprise does not have requisite the tractors, trailers or tankers. As there is no ability or plan to have City and County employees perform work on equipment the Wastewater Enterprise does not own, there is no reason for training. No training would be necessary in any case as to how to drive trucks, or repair trucks as these are skills the classifications that would perform these duties should already possess.
- 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. Denali and S&S Trucking are currently using the PSC and will

7. Union Notification: On 03/30/22, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853; Automotive Machinists, Local 1414;

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41223 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/01/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Kathy](mailto:Basconcillo,Kathy); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; [Jackson, Shamica](mailto:Jackson,Shamica); dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 41223 - 18/19 - MODIFICATIONS
Date: Wednesday, March 30, 2022 3:32:14 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$11,300,000 for services for the period March 31, 2024 – September 30, 2026. 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/13300>

Email sent to the following addresses: speedy4864@aol.com
agonzalez@iam1414.org
Mjayne@iam1414.org jtanner940@aol.com david.canham@seiu1021.org
Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com
ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org
pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org
Ricardo.lopez@sfgov.org
thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org
leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org
junko.laxamana@sfgov.org

From: [Hale, Shawndrea M.](#)
To: emiller@teamsters853.org; [Dennis Hart](#)
Cc: [Kyger, Todd](#)
Subject: RE: Receipt of Modification Request to PSC # 41223 - 18/19 - MODIFICATIONS
Date: Tuesday, June 28, 2022 10:58:00 AM
Importance: High

Hi Dennis,

Can you waive your review of the PSC listed below?

Best,
Shawndrea Hale

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

From: Hale, Shawndrea M.
Sent: Friday, June 24, 2022 12:47 PM
To: emiller@teamsters853.org; [Dennis Hart <dhart@teamsters853.org>](mailto:dhart@teamsters853.org)
Cc: [Kyger, Todd <TKyger@sfgwater.org>](mailto:TKyger@sfgwater.org)
Subject: FW: Receipt of Modification Request to PSC # 41223 - 18/19 - MODIFICATIONS
Importance: High

Hi Teamsters,

Please waive your approval of the PSC below, as this was sent in March. Unfortunately none of your team members are set up in the DHR database so you didn't receive the email below. Please advise if you need any additional information. Please respond ASAP.

Best,
Shawndrea Hale

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of shale@sfgwater.org
Sent: Wednesday, March 30, 2022 3:35 PM
To: Hale, Shawndrea M. <SHale@sfgwater.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy <kbasconcillo@sfgwater.org>; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Jackson, Shamica <SJackson@sfgwater.org>; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 41223 - 18/19 - MODIFICATIONS

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.

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The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$11,300,000 for services for the period March 31, 2024 – September 30, 2026. 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/13300>

Email sent to the following addresses: speedy4864@aol.com agonzalez@iam1414.org Mjayne@iam1414.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me sarah.wilson@seiu1021.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 41223 - 18/19)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Biosolids, Grit, and Tanker HaulingFunding Source: Wastewater Biosolids Mgt Operating BudgetPSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 04/01/19 - 03/31/24 (5 years 1 day)PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$9,700,000 PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers.

The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced.

Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced.

Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full.

All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.

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

This service is critical for the proper functioning of the City's wastewater treatment plants. The treatment plants do not have onsite storage for biosolids or grit. A fleet of trucks must be available every day to haul biosolids to end use sites where they are recycled and to haul grit to landfill where it is disposed. Denial of this service would be disrupting a vital operation that has occurred daily since the construction of these treatment plants. The consequences for the operation of the treatment plants would be severe.

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 service is currently provided via PSC No. 41223 -18/19.

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 contract and the PSC will be for a maximum of five years. This is the stated term limit for PSCs. Five years is a standard term for large, critical contracts where limited disruption in service is desired. This contract will be for a term of 3 years with the option to extend, in one year increments, to a total of 5 years. There will not be an extension to this duration. Production of biosolids and grit at wastewater treatment plants is variable. While there are no anticipated modifications to the contract amount of \$9 million at this time, it is possible an increase of not more than \$1 million to the contract would be implemented to ensure continued service towards the end of this contract's term limit. The contract would not be modified for more than a total of \$10 million without approval from the Board of Supervisors and there is no intention of modifying the contract for more than a total of \$10 million.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The biosolids, grit and tanker hauling contract requires a large fleet of tractors, trailers and tankers that the Wastewater Enterprise does not possess. The biosolids hauling alone requires up to 16 truck trips per day to locations as far away as Sacramento County.

B. Reason for the request for modification:

The lowest bidder, Recology, has declined contract award due to unforeseen circumstances. The second lowest bidder has a higher rate, and so this modification is necessary to align with the contract amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This scope requires a fleet of tractors, trailers, and tankers for the transportation of biosolids, grit, and primary sludge produced by the city's treatment plants. The trucking fleet must be available every day of the year to transport these

materials. A dispatcher must be reachable 24 hours a day to handle requests by the treatment plants. Maintenance of all equipment is the responsibility of the contractor. Equipment must be stored and maintained at a yard. All equipment must be properly insured. Drivers must be able to transport, load and unload material safely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 7355, Truck Driver; 7381, Automotive Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides a fleet of tractors, trailers and tankers and a yard for the storage and maintenance of this 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 scope cannot be performed by civil service staff because Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.
- 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 Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

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 is no immediate plan for City and County employees to perform this work as the Wastewater Enterprise does not have requisite the tractors, trailers or tankers. As there is no ability or plan to have City and County employees perform work on equipment the Wastewater Enterprise does not own, there is no reason for training. No training would be necessary in any case as to how to drive trucks, or repair trucks as these are skills the classifications that would perform these duties should already possess.
- 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. S&S Trucking is currently using the PSC and will continue.

7. **Union Notification:** On 07/30/21, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Bldg Mtl & Constr Teamsters, L 853; Automotive Machinists, Local 1414;

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

Name: Daniel Kwon Phone: 415-934-5722 Email: dkwon@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41223 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/12/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Biosolids, Grit, and Tanker Hauling

Funding Source: Wastewater Biosolids Mgt Operating Budget

PSC Amount: \$9,000,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date
03/31/2024

1. Description of Work

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

This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers.

The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced.

Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced.

Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full.

All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.

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

This service is critical for the proper functioning of the City's wastewater treatment plants. The treatment plants do not have onsite storage for biosolids or grit. A fleet of trucks must be available every day to haul biosolids to end use sites where they are recycled and to haul grit to landfill where it is disposed. Denial of this service would be disrupting a vital operation that has occurred daily

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since the construction of these treatment plants. The consequences for the operation of the treatment plants would be severe.

- 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 always been provided by a contracted hauling company with a fleet of tractors, trailers, and tankers.

- 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 contract and the PSC will be for a maximum of five years. This is the stated term limit for PSCs. Five years is a standard term for large, critical contracts where limited disruption in service is desired. This contract will be for a term of 3 years with the option to extend, in one year increments, to a total of 5 years. There will not be an extension to this duration. Production of biosolids and grit at wastewater treatment plants is variable. While there are no anticipated modifications to the contract amount of \$9 million at this time, it is possible an increase of not more than \$1 million to the contract would be implemented to ensure continued service towards the end of this contract's term limit. The contract would not be modified for more than a total of \$10 million without approval from the Board of Supervisors and there is no intention of modifying the contract for more than a total of \$10 million.

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 biosolids, grit and tanker hauling contract requires a large fleet of tractors, trailers and tankers that the Wastewater Enterprise does not possess. The biosolids hauling alone requires up to 16 truck trips per day to locations as far away as Sacramento County.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This scope requires a fleet of tractors, trailers, and tankers for the transportation of biosolids, grit, and primary sludge produced by the city's treatment plants. The trucking fleet must be available every day of the year to transport these materials. A dispatcher must be reachable 24 hours a day to handle requests by the treatment plants. Maintenance of all equipment is the responsibility of the contractor. Equipment must be stored and maintained at a yard. All equipment must be properly insured. Drivers must be able to transport, load and unload material safely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 7355, Truck Driver; 7381, Automotive Mechanic;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides a fleet of tractors, trailers and tankers and a yard for the

storage and maintenance of this equipment.

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

The hauling of solid waste and recyclables has traditionally been contracted out by the City to a private company. The Wastewater Enterprise does not have the resources available to provide this service internally.

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

A. Explain why civil service classes are not applicable.

The scope cannot be performed by civil service staff because Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

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 Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

6. Additional Information

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

No.

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

No. There is no immediate plan for City and County employees to perform this work as the Wastewater Enterprise does not have requisite the tractors, trailers or tankers. As there is no ability or plan to have City and County employees perform work on equipment the Wastewater Enterprise does not own, there is no reason for training. No training would be necessary in any case as to how to drive trucks, or repair trucks as these are skills the classifications that would perform these duties should already possess.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 12/21/2018, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; Bldg Mtl & Constr Teamsters, L 853; 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

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DHR Analysis/Recommendation:

action date: 04/01/2019

Commission Approval Required

Approved by Civil Service Commission

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