



London Breed
Mayor

Carol Isen
Human Resources Director

Date: December 2, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Esperanza Zapien / Johanna Gendelman, HSA
Elisa Baeza, JUV
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Elaine Walters, FIR
Amy Nuque, MTA
Vincent Lee, POL

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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 |
|----------------------|--|-----------------------|
| \$32,780,150 | \$133,799,453 | \$1,253,412,331 |

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8097
San Francisco, CA 94128
(650) 821-2014

Esperanza Zapien / Johanna Gendelman
Human Services
1650 Mission Street, Ste. 500
San Francisco, CA 94103
EZ: (415) 557-5657
JG: (415) 557-5507

Elisa Baeza
Juvenile Probation
375 Woodside Ave.
San Francisco, CA 94103
(415) 753-7526

Shawndrea Hale / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SH: (415) 551-4540
DK: (415) 934-5722

Alexander Burns
Public Works
49 South Van Ness, Ste. 1600
San Francisco, CA 94103
(415) 554-6411

Elaine Walters
Fire
698 Second Street
San Francisco, CA 94107
(415) 558-3418

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

Vincent Lee
Police
1245 3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7127

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POSTING FOR

December 19, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|--------------------|----------------|--|--------------------------|------------------------|------------------|
| 41879 - 22/23 | AIRPORT COMMISSION | \$7,000,000.00 | Project management support services are needed at the San Francisco International Airport (Airport) for the Airport Infrastructure Modernization Program (IMP). The Airport-wide services are for all underground infrastructure (water, sewer, storm, industrial waste, electrical, tele-communications, gas, and fuel piping) and include assessment and surveys of existing utilities, data input into the geographical information system (GIS) base-map, utilities computer modeling, and implementation planning. These services will consolidate the previously approved Utilities Infrastructure Master Plan (PSC 49399-15/16) which focused on data collection and engineering analysis to develop scoping documents, with all utility recommendation reports, planned resiliency and adaptation goals, and develop a holistic approach to scoping projects with schedules and budgets that align with Airport capital improvement goals. | January 1, 2023 | June 30, 2027 | REGULAR |
| 41452 - 22/23 | HUMAN SERVICES | \$2,500,000.00 | Panoramic will provide maintenance services, user support, analysis, research and procedure development, banking activities, and test applications for the use of PA Pro, PG Pro, RP | July 1, 2023 | June 30, 2028 | REGULAR |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|------------------|------------|---|--------------------------|------------------------|------------------|
| | | | <p>Pro, and Vet Pro by the Department of Aging and Adult Services (DAAS). PA Pro, PG Pro, RP Pro, and Vet Pro are web-based client-tracking database that supports the staff in case management and fiscal accounting.</p> <p>Contractor previously granted the City a non-exclusive and non-transferable perpetual license to use the PA Pro, PG Pro, RP Pro, and Vet Pro software.</p> <p>For Public Administrator/Public Guardian and Rep Payees (PA/PG/RP): Electronic development and support services to include database management. Contractor will provide outstanding customer service and support, being readily available for all types of Support Requests. Contractor will ensure the functionality of Reporting Tools, which enables DAAS to keep clients eligible for Medi-Cal, saving the city money in health care costs.</p> <p>For County Veterans Service Office (CVOS): Electronic development and support services to include database management to State and County Veterans Service Office who utilize the CDVA mandated Vet Pro software. Contractor will provide outstanding customer service support, being readily available via various media types with geographically targeted design based on office locale and regional demographics. Contractor will manage quality control and alerts for the Annual Audit performed by the state in order to properly account for Medi-Cal Cost Avoidance. Contractor will ensure CVSO's ability to</p> | | | |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|--------------------|----------------|--|--------------------------|------------------------|------------------|
| | | | <p>submit electronic reports mandated by CDVA, a requirement which enables CVSO to receive Subvention, Medi-Cal Cost Avoidance, and License Plate monies.</p> <p>Contractor will design, test, and deploy a Referral Add-On enhancement module into the SFPG application as desired.</p> | | | |
| 42484 - 22/23 | HUMAN SERVICES | \$3,200,000.00 | <p>The purpose is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco health or building codes as a result of conditions of hoarding, clutter, and/or squalor. This service will promote stable housing for vulnerable older adults and adults with disabilities by providing heavy cleaning and/or necessary unit preparation for pest management services for those clients who are living in hazardous conditions when client is unable to afford private services. Contractor shall:</p> <ol style="list-style-type: none"> 1. • recommend and provide heavy cleaning and pest abatement preparation services and essential laundry 2. perform heavy cleaning and/or the coordination of pest management services as specified and coordinated by APS (Adult Protective Services). 3 provide one-time pest treatment preparation services. Pests include: bedbugs, lice, roaches, fleas, rodents and/or other pests | July 1, 2023 | June 30, 2028 | REGULAR |
| 47060 - 22/23 | JUVENILE PROBATION | \$500,000.00 | The Juvenile Probation Department (JPD) seeks to contract consultants to create a conceptual design for and assess design | January 1, 2023 | December 31, 2026 | REGULAR |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|-----------------------------|----------------|--|--------------------------|------------------------|------------------|
| | | | feasibility of the replacement of the Juvenile Justice Center (Juvenile Hall), so that the City can begin the process of moving forward toward a new place of detention that is youth-centered, rehabilitative, and trauma-informed, with expanded community alternatives. To inform the conceptual design, a community and stakeholder input process should be conducted. Contractor resulting from this PSC will facilitate this process. | | | |
| | | | The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO). | | | |
| 42585 - 22/23 | PUBLIC UTILITIES COMMISSION | \$3,800,000.00 | The ESCO will provide turnkey professional services including: customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer, and subcontracting the installation of energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed. | October 17, 2022 | October 17, 2026 | REGULAR |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|-----------------------------|--------------|---|--------------------------|------------------------|------------------|
| 44431 - 22/23 | PUBLIC UTILITIES COMMISSION | \$300,000.00 | <p>The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.</p> <p>The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program</p> | November 1, 2022 | January 31, 2024 | REGULAR |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-------------------------------|-----------------------------|----------------|---|--------------------------|------------------------|------------------|
| | | | Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC. | | | |
| 49824 - 22/23 | PUBLIC UTILITIES COMMISSION | \$1,500,000.00 | <p>The San Francisco Public Utilities Commission (SFPUC) is seeking specialized technical consultant support to (1) identify new and existing small, local businesses to receive technical assistance and business consulting at the Contractors Assistance Center to better compete for City-funded contracting opportunities; (2) consult with, advise, and support small, local contractors and consultants to improve and reinforce beneficial administrative and business practices and the development, accuracy, and competency of their technical work product, including, but not limited to estimates, quotes, bids, proposals, project schedules, health and safety plans, business operations plans and negotiation strategies; and (3) develop national best practices and tools to reduce barriers to contracting for small, local businesses to increase the participation of Local Business Enterprises (LBEs), including women-owned and minority-owned businesses, on the SFPUC's mission-critical projects.</p> <p>Additionally, the SFPUC is seeking short-term consultant support and staff augmentation</p> | June 2, 2023 | April 1, 2028 | REGULAR |

| <u>PSC No</u> | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|----------------------------------|--|----------------|---|--------------------------|------------------------|------------------|
| | | | during peak workloads to assist with (1) the administration of the agency's project labor agreement (PLA); (2) the satisfaction of reporting requirements related to the PLA; and (3) collecting, documenting, and archiving contractors' worker projections and other paperwork required by the agency's PLA, the City's Local Hire obligations and the City's First Source Hiring mandate for the agency's capital improvement construction projects. | | | |
| <u>40710 - 22/23</u> | GENERAL SERVICES AGENCY - PUBLIC WORKS | \$1,600,000.00 | Provide specialized services in Historic Preservation to support Public Works' design staff on an as-needed basis. | December 19, 2022 | December 31, 2029 | REGULAR |
| | | | This contract will provide weed and vegetation removal services for San Francisco Public Works (SFPW) on an as-needed basis on various hillsides, including those with steep slopes, within San Francisco geographical limits. | | | |
| <u>47576 - 22/23</u> | GENERAL SERVICES AGENCY - PUBLIC WORKS | \$500,000.00 | The Contractor will perform hillside weed abatement, which includes but is not limited to, removal of weeds and vegetation, managing grasses and brush/small trees, pruning and removal of woody vegetation, raking and hauling away of cleared vegetation. Manual methods include hand-pulling and trimming with clippers and other hand tools. Mechanical methods include use of string trimmers and weed whackers. | December 1, 2022 | November 30, 2027 | REGULAR |
| TOTAL AMOUNT \$20,900,000 | | | | | | |

POSTING FOR

December 19, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

| PSC Number | <u>Commission Hearing Date</u> | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|--|---|---------------------------|------------------------------|-----------------------------|--|-----------------------|---------------------|--------------------------|
| <u>42540 - 21/22 - MODIFICATIONS</u> | December 19, 2022 | FIRE DEPARTMENT -- FIR | \$2,350,000 | \$3,600,000 | The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or | 11/17/2022 | 10/31/2029 | REGULAR |

| PSC Number | <u>Commission Hearing Date</u> | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|---|--------------------------------|--|-------------------|------------------|---|------------|------------|---------------|
| | | | | | basic maintenance, our mission is compromised. A draft scope of work is attached. | | | |
| 42186 - 21/22 - MODIFICATIONS | December 19, 2022 | HUMAN SERVICES -- DSS | \$3,230,150 | \$4,137,650 | To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces. | 12/01/2022 | 06/30/2025 | REGULAR |
| 44360 - 16/17 - MODIFICATIONS | December 19, 2022 | MUNICIPAL TRANSPORTATION AGENCY -- MTA | \$0 | \$3,000,000 | Contractor to conduct comprehensive environmental review (EIR) and | 01/17/2021 | 04/17/2024 | REGULAR |

| PSC Number | <u>Commission Hearing Date</u> | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|--|---------------|----------------------|---------------------|---|---------------|-------------|------------------|
| 43237 - 16/17 - MODIFICATIONS | December 19, 2022 | POLICE -- POL | \$300,000 | \$575,000 | <p>transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).</p> <p>Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such</p> | 07/01/2023 | 06/30/2026 | REGULAR |

| PSC Number | <u>Commission Hearing Date</u> | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|--|--|----------------------|---------------------|--|---------------|-------------|------------------|
| 42060 - 17/18 - MODIFICATIONS | December 19, 2022 | PUBLIC UTILITIES COMMISSION - - PUC | \$6,000,000 | \$18,000,000 | <p>as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.</p> <p>The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These</p> | 09/13/2022 | 01/02/2024 | REGULAR |

| PSC Number | <u>Commission Hearing Date</u> | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|------------|--|------------|----------------------|---------------------|---|---------------|-------------|------------------|
| | | | | | services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control. | | | |

TOTAL AMOUNT \$11,880,150

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Infrastructure Modernization Program - Project Management Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$7,000,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date
06/30/2027

1. Description of Work

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

Project management support services are needed at the San Francisco International Airport (Airport) for the Airport Infrastructure Modernization Program (IMP). The Airport-wide services are for all underground infrastructure (water, sewer, storm, industrial waste, electrical, tele-communications, gas, and fuel piping) and include assessment and surveys of existing utilities, data input into the geographical information system (GIS) base-map, utilities computer modeling, and implementation planning. These services will consolidate the previously approved Utilities Infrastructure Master Plan (PSC 49399-15/16) which focused on data collection and engineering analysis to develop scoping documents, with all utility recommendation reports, planned resiliency and adaptation goals, and develop a holistic approach to scoping projects with schedules and budgets that align with Airport capital improvement goals.

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

Services are necessary to develop Airport-wide IMP capital projects to support the existing and upcoming Airport facilities development including terminals and support facilities. The Airport's existing underground infrastructure is deteriorating and at risk of continued failures. Denial of this service would result in utilities failure, system outages, and lost revenue for the Airport.

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 previous scope of work, approved under PSC 49399-15/16, focused on data collection and engineering analysis to develop scoping documents. This PSC is intended to support the IMP which will refine that developed scope by incorporating recommendations from recent infrastructure studies and planned resiliency and adaptation goals set forth by the Airport.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This scope is short-term in nature and will result in the actionable projects for design and construction. There isn't a long-term need for the City to maintain these services as they will no longer be needed once the capital improvement program is completed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills included special expertise in utility assessments and surveys, computer modeling, GIS data input and validation, infrastructure resiliency and adaptation, and program level estimating, scheduling, and technical planning services as required for the IMP.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

A Notice of Intent (NOI) was sent May 31, 2022 to the following departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and the San Francisco Municipal Transportation Agency. The requested response deadline for the NOI was June 14, 2022. No responses were received.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not possess the specialized expertise and experience in large-scale program development as required by the IMP. The IMP is in its infancy and requires an array of planning services to identify appropriate scopes, schedules, and budgets.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these services will not continue beyond the implementation of the IMP.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided under this PSC.

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

7. **Union Notification:** On 10/14/2022, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41879 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, October 14, 2022 12:42 PM
To: Cynthia Avakian (AIR); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; l21pscreview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41879 - 22/23

RECEIPT for Union Notification for PSC 41879 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41879 - 22/23 for \$7,000,000 for Initial Request services for the period 01/01/2023 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F18967&data=05%7C01%7Cricardo.e.valle%40flysfo.com%7Cdfc4ea45783647f1f54e08daae1cfc1d%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C638013736757527528%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&reserved=0&sdata=OYm%2BxkZNkoryD5Hsi9nYJK4nIGkCtfl8I4HISAx%2Fek%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support Services- Utilities Infrastructure Master Plan

Funding Source: General Airport Revenue Bonds

PSC Amount: \$10,000,000

PSC Est. Start Date: 09/01/2016

PSC Est. End Date
06/30/2021

1. Description of Work

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

Project management consultant services are required at the San Francisco International Airport ("Airport" or "SFO") for the Airport-wide underground utilities infrastructure master plan (UIMP). Services include assessment of existing utilities, field surveys of underground utilities, data input into the geographical information system (GIS) base-map, analysis of utility load, utilities computer modeling, and analysis of life cycle costs.

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

Services are necessary to develop Airport-wide underground utilities capital projects to support the existing and upcoming Airport facilities development including terminals, hotel, consolidated administration campus, and support facilities. The majority of the Airport's existing underground utilities are decaying, nearing end of life, and at risk of failure. Denial of this service would result in utilities failure, system outages, and lost revenue for the Airport.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Short-term expertise is required for the Utilities Infrastructure Master Plan (UIMP) for upcoming Airport facilities development.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include special expertise in utilities assessments, capacity studies, computer modeling, and GIS.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

A Notice of Intent (NOI) for these services was issued on June 7, 2016 to the following City departments: Public Utilities Commission, Port, Department of Public Works, and Municipal Transportation Agency. The requested response deadline for the NOI is June 22, 2016. To date, no responses have been received.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not possess the special expertise in utilities assessment and capacity studies required for the Utilities Infrastructure Master Plan (UIMP).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as these services will not continue beyond the development of the UIMP.

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 anticipated as the services will not be required beyond the development of the UIMP.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 06/20/2016, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49399 - 15/16

DHR Analysis/Recommendation:

action date: 08/15/2016

Commission Approval Required

Approved by Civil Service Commission

08/15/2016 DHR Approved for 08/15/2016

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: IT licensing and maintenance

Funding Source: State, Federal and local funds

PSC Amount: \$2,500,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date
06/30/2028

1. Description of Work

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

Panoramic will provide maintenance services, user support, analysis, research and procedure development, banking activities, and test applications for the use of PA Pro, PG Pro, RP Pro, and Vet Pro by the Department of Aging and Adult Services (DAAS). PA Pro, PG Pro, RP Pro, and Vet Pro are web-based client-tracking database that supports the staff in case management and fiscal accounting.

Contractor previously granted the City a non-exclusive and non-transferable perpetual license to use the PA Pro, PG Pro, RP Pro, and Vet Pro software.

For Public Administrator/Public Guardian and Rep Payees (PA/PG/RP): Electronic development and support services to include database management. Contractor will provide outstanding customer service and support, being readily available for all types of Support Requests. Contractor will ensure the functionality of Reporting Tools, which enables DAAS to keep clients eligible for Medi-Cal, saving the city money in health care costs.

For County Veterans Service Office (CVOS): Electronic development and support services to include database management to State and County Veterans Service Office who utilize the CDVA mandated Vet Pro software. Contractor will provide outstanding customer service support, being readily available via various media types with geographically targeted design based on office locale and regional demographics. Contractor will manage quality control and alerts for the Annual Audit performed by the state in order to properly account for Medi-Cal Cost Avoidance. Contractor will ensure CVSO's ability to submit electronic reports mandated by CDVA, a requirement which enables CVSO to receive Subvention, Medi-Cal Cost Avoidance, and License Plate monies.

Contractor will design, test, and deploy a Referral Add-On enhancement module into the SFPG application as desired.

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

This service is required to process and manage client and court mandated information, and are necessary for the daily operations of the Agency. Without these services, DAS operations would be severely disrupted and the Agency could not fulfill welfare and institutions code compliance

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

Services have been provided by 2 previous PSC: 43367-17/18 and PSC 2006-08/09

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.
not applicable

2. **Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The City lacks proprietary software designed to provide web-based client-tracking that supports HSA staff in case management and fiscal accounting.

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

A. Specify required skills and/or expertise: Panoramic Software, Inc, is a sole source provider with proprietary rights to the Software-as-a-Solution (SaaS) by providing software licenses for use by the department. It is very specialized in programming to integrate, manage and support client data. This requires specialized knowledge, both in IT and program to ensure compliance mandates

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

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

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

This service is highly specialized and proprietary with the expertise to integrate, manage and support the City systems involved with critical compliance mandates.

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

A. Explain why civil service classes are not applicable.

This is a proprietary business solution that are used by multiple agencies across many states and counties that use inter-county data reporting, sharing and system wide compliance at all levels. Creating IT-based support systems for the Agency is a very specialized service.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the work needed would need to span and coordinate with multiple municipalities. This work is highly specialized and would best be performed by an independent organization that has specific expertise with similar projects and systems.

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 may be necessary for the end users of the product. These will probably be on-line and in-application training. End users are Agency staff and others who work with the system.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 09/20/2022, the Department notified the following employee organizations of this PSC/RFP request:

; Management & Superv Local 21; Prof & Tech Eng, Local 21

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

Name: johanna_gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41452 - 22/23

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, September 20, 2022 2:40 PM
To: Gendelman, Johanna (HSA); max.porter@seiu1021.org; Jason Klumb; sarah.wilson@seiu1021.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;
Subject: l21pscreview@ifpte21.org; Gendelman, Johanna (HSA); DHR-PSCCoordinator, DHR (HRD) Receipt of Notice for new PCS over \$100K PSC # 41452 - 22/23

RECEIPT for Union Notification for PSC 41452 - 22/23 more than \$100k

The HUMAN SERVICES --DSS has submitted a request for a Personal Services Contract (PSC) 41452 - 22/23 for \$2,500,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19186> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # 43367 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Information Technology System SolutionsFunding Source: County, State, FederalPSC Original Approved Amount: \$26,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/18-06/30/24 (1 year 1 day)PSC Cumulative Amount Proposed: \$26,000,000PSC Cumulative Duration Proposed: 6 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services are for the design, access, and support of information technology system solutions for the Human Services Agency. Information technology system solutions are defined as technology based systems that assist the HSA staff and clients by providing Database Applications; Client Management Software; Management Information Systems; Client Assessment Systems; Program Evaluation Systems; Program Assessment Systems ; IT System Consulting; Cloud Services;Transportation Management/Scheduling Software; Website Creation & Content Development Applications; and other ancillary services including training, technical support, installations, and upgrades of HSA's information technology system solutions.

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

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

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

Services have been provided in the past through earlier PSC request. See 43367 - 17/18

D. Will the contract(s) be renewed?

Yes, based upon funding, performance and procurement.

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:

Generally, the HSA issues solicitations and contracts for an initial 3 year period with an option to renew for an additional 2 years depending on performance, need, and fund availability.

2. Reason(s) for the Request**A. Display all that apply**

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

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

REASON FOR CHECKING OTHER:

This PSC is being created to divide the HSA's previous grouped supportive services PSC in to a more definitive IT system services PSC. We are narrowing the focus of existing PSCs for existing contracts.

Explain the qualifying circumstances:

These are generally for large scale IT projects that require both technological knowledge as well as knowledge on a particular field of social services. Examples might include developing a database to track service openings in child care or data analytical systems off of a state wide database.

B. Reason for the request for modification:

To extend the PSC for one additional year.

3. Description of Required Skills/Expertise

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

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

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

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

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

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/08/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

Address: 1650 Mission St #300, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43367 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/12/2021

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: APS Heavy Cleaning and Pest Control Preparation

Funding Source: 70% state and 30% county

PSC Amount: \$3,200,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date
06/30/2028

1. Description of Work

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

The purpose is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco health or building codes as a result of conditions of hoarding, clutter, and/or squalor. This service will promote stable housing for vulnerable older adults and adults with disabilities by providing heavy cleaning and/or necessary unit preparation for pest management services for those clients who are living in hazardous conditions when client is unable to afford private services. Contractor shall:

1. • recommend and provide heavy cleaning and pest abatement preparation services and essential laundry
2. perform heavy cleaning and/or the coordination of pest management services as specified and coordinated by APS (Adult Protective Services).
- 3 provide one-time pest treatment preparation services. Pests include: bedbugs, lice, roaches, fleas, rodents and/or other pests

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

The purpose of the service is reduce the risk of eviction for Adult Protective Services (APS) clients who are in violation of SF Health & Safety Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents and/or other pests. The program's clients are elderly or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This service is essential in assisting the most vulnerable clients of APS to maintain their housing and care in the community. If denied, many of these clients would be evicted and enter into homelessness.

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.

Service was provided in the past under PSC 49961-18/19

D. Will the contract(s) be renewed?

Yes, probably

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).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Services are as needed; City does not have pest control equipment or hauling trucks, conflict of interest with client in violation of SF health and safety codes

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The vendor will perform heavy cleaning, removal of debris and pest control preparation and treatment, according to Integrated Pest Management (IPM) best practices. Vendor will follow industry safety precautions and standards, and use only industry approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping containers and hauling truck.

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs, lice, roaches, fleas and rodents and heavy cleaning and laundry, packaging of personal effects prior to pest control treatment is not a city staff responsibility. Further, these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspections of trees, shrubs, grass, right of ways (road, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 and 3425 do not cover private residential premises

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 required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspections of trees, shrubs, grass, right of ways (road, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 and 3425 do not cover private residential premises. there would also be a conflict of interest as the clients are facing probable eviction due to the City Health and Building Code violations.

- 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, services are as needed and there is also a conflict of interest

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. There is no training

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

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

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

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

7. Union Notification: On 09/16/2022, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street Suite 500 San Francisco, CA 94102

PSC# 42484 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, November 22, 2022 3:23 PM
To: Gendelman, Johanna (HSA)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 42484 - 22/23

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

Greetings,

Thank you so much for meeting with the union answering questions and clarifying the scope of PSC 42484 - 22/23, we do not object to the personal service contract going forward.

Happy Holidays!

On Fri, Sep 16, 2022 at 1:58 PM <johanna.gendelman@sfgov.org> wrote:
RECEIPT for Union Notification for PSC 42484 - 22/23 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 42484 - 22/23 for \$3,200,000 for Initial Request services for the period 07/01/2023 – 06/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19177> 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

CCSF-HSA - All outbound HSA email is automatically scanned for PII and PHI by Zix Email Encryption

--
Be Well and Stay Safe!

Theresa Foglio-Ramirez
Public Sector Business Agent

LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSSDept. Code: DSSType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: APS Heavy Cleaning and Pest Control PreparationFunding Source: 70% State and 30% CountyPSC Amount: \$911,625PSC Est. Start Date: 07/01/2018PSC Est. End Date 06/30/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will respond to case referrals from Adult Protective Services (APS) representative to inspect the CLIENT RESIDENCE and provide a written assessment detailing the evaluations of environment, a service plan, and a cost estimate of the Service(s).

The services required for this contract include, but are not limited to:

- 1). Heavy cleaning- which may include removal of debris and clutter, cleaning/washing of walls and surfaces if necessary;
- 2). Property preparation- which may include laundry, packaging of personal effects prior to pest control treatment;
- 3). Coordination of pest control treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests as specified and coordinated by APS representative.

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

The purpose of this contract is to reduce the risk of eviction of Adult Protective Services (APS) clients who are in violation of San Francisco Health or Building Codes. These violations are typically brought about by conditions of severe hoarding and/or filth within the client's residence, which may be compounded by infestations of bedbugs, lice, roaches, fleas, rodents, and/or other pests. The program's clients are elder or dependent adults that are incapable of self-care and self-protection due to physical or mental limitations, incompetence or poor health. This contract is essential in assisting the most vulnerable clients of an APS Program to maintain their housing and care in the community. If denied the services of this contract, many of the clients would be homeless.

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 32049 - 17/18

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
Human Services Agency conducts solicitations for 5 year terms

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

B. Explain the qualifying circumstances:

The services are required on an as-needed basis. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor (and approved subcontractors where applicable) will perform heavy cleaning, removal of debris and pest control preparation and treatment, according to Integrated Pest Management (IPM) best practices. Contractor will also need to follow industry safety precautions and standards, and use only industry approved safety equipment in the performance of all duties. These are very specialized fields that requires the necessary industry knowledge and skills in order to perform effectively.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractor will provide the equipment related to pest control such as Hazmat protective gear, dumping container, and hauling truck.

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

HSA has not made efforts to obtain these services through civil service positions. The removal of certain pests such as bedbugs, lice, roaches, fleas, rodents and heavy cleaning and laundry, packaging of personal effects prior to pest control treatment is not a city staff responsibility. Further, these services are required on an as-needed basis. 3424 & 3425 classifications are defined for pest management and inspection of trees, shrubs, grass, rights of way (roads, flood control channels, transportation corridors, lots, landscaping and easements. However, 3424 & 3425 classifications do not cover private residential premises.

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

A. Explain why civil service classes are not applicable.

The services performed for this contract are on clients' private residences, which are not owned or operated by the City. There would also be a conflict of interests as the clients are facing eviction due to the City Health and Building code violations.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This contract provides services on an as needed basis. In order to perform the work, it requires a team of specialized workers trained in Integrated Pest Management and environmentally responsible hauling and dumping of debris. It would be impractical for the City to adopt a new civil service class that averages 4-6 cases per month, at an annual budget of \$165,750 (Term of 5 years, with 10% contingency NTE \$911,625).

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. APS representative will authorize and coordinate the contractor to provide pest control preparation and treatment for bedbugs, lice, roaches, fleas, rodents, and/or other pests.

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

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

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

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

7. Union Notification: On 07/17/2018, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

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

Address: 1650 Mission St., Suite 300 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49961 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required
09/17/2018 DHR Approved for 09/17/2018

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Facilitation services for architectural design & design feasibility for Juv Hall Reimaging

Funding Source: General Fund

PSC Amount: \$500,000

PSC Est. Start Date: 01/01/2023

PSC Est. End Date

12/31/2026

1. Description of Work

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

The Juvenile Probation Department (JPD) seeks to contract consultants to create a conceptual design for and assess design feasibility of the replacement of the Juvenile Justice Center (Juvenile Hall), so that the City can begin the process of moving forward toward a new place of detention that is youth-centered, rehabilitative, and trauma-informed, with expanded community alternatives. To inform the conceptual design, a community and stakeholder input process should be conducted. Contractor resulting from this PSC will facilitate this process.

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

The services in need are informed by the Board of Supervisor's Close Juvenile Hall Work Group (CJHWG), and the support from City leadership for a reimaged secured setting for youth. JPD has received City funds to engage in this work and must deliver on the recommendations of the CJHWG.

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 at SFJPD in the past.

D. Will the contract(s) be renewed?

Unknown.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services that SFJPD seeks are highly specialized, unique, and short-term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The service provider must possess skills in participatory design & architectural design processes and design feasibility studies that involve the community, and who works within the constraints of the law (i.e., (ex: CA Penal Code, Judicial Court, Board of State and Community Corrections). The service provider must also be knowledgeable of juvenile state and federal rules and regulations, knowledge of building requirements, and costs for youth detention facilities. The services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed design with crucial stakeholders that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not applicable – While there are positions within the City that conduct architectural services, the services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed architectural design and design feasibility with crucial stakeholders that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.

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

- A. Explain why civil service classes are not applicable.
Not applicable - While there are positions within the City that conduct architectural services, the services that SFJPD seeks are highly specialized, unique, and short-term. SJPD seeks an expert that is experienced in facilitating community-informed architectural design and design feasibility with crucial stakeholders in juvenile justice that leads to inform the creation of spaces for young people that meet state standards, and that align with SFJPD's vision of reimagining the Juvenile Justice Center in San Francisco. This expert must also work independently of city government but be knowledgeable of the rules and regulations governing the juvenile justice systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the services sought are specific, highly specialized, and short-term.

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. Employee training is not required and thus not included in the scope.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/18/2022, 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: Elisa Baeza Phone: 4157537526 Email: elisa.baeza@sfgov.org

Address: 375 Woodside Ave San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47060 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of elisa.baeza@sfgov.org
To: [Baeza, Elisa \(JUV\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Baeza, Elisa \(JUV\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Baeza, Elisa (JUV); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Baeza, Elisa (JUV); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47060 - 22/23
Date: Tuesday, October 18, 2022 5:11:21 PM

RECEIPT for Union Notification for PSC 47060 - 22/23 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 47060 - 22/23 for \$500,000 for Initial Request services for the period 01/01/2023 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19272> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Energy efficiency program management

Funding Source: California Public Utilities Commission (CP

PSC Duration: 4 years 1 day

PSC Amount: \$3,800,000

1. Description of Work

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

The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO).

The ESCO will provide turnkey professional services including: customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer, and subcontracting the installation of energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.

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

The CPUC has authorized funding to CleanPowerSF to support an energy efficiency program. This money will be provided to support the program described above. Failure to issue an RFP will require CleanPowerSF to return the authorized funds and damage our credibility with the state.

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

N/A

D. Will the contract(s) be renewed?

Yes

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

CPUC funding for an energy efficiency program is contingent on the use of the approved program design, which relies on the work of a contracted ESCO. Additionally, energy efficiency program management is contingent on skills and expertise not present in the Department.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in building science and systems, especially in retail, office and light-industrial sectors, within the context of administering an energy efficiency program. Experience with using building simulation software, the Modified Lighting Calculator (MLC), and Customer Relationship Management technology to support calculations to inform building energy modeling to support a net-metered energy efficiency program. Program or project development and project management experience in administering and managing energy efficiency programs. Experience in customer engagement, EE-sales and post-installation follow-up. Knowledgeable and familiar with the unique characteristics of Bay Area's energy market, the commercial sector, the utility customer base and energy efficiency offerings available to CleanPowerSF customers.

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

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

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

N/A - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the 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 - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the 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 - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

6. Additional Information

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

7. Union Notification: On 10/21/2022, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42585 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@cloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@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; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42585 - 22/23
Date: Friday, October 21, 2022 2:57:12 PM

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RECEIPT for Union Notification for PSC 42585 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42585 - 22/23 for \$3,800,000 for Initial Request services for the period 10/17/2022 – 10/17/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19335> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Program Administration

Funding Source: Add-back funding

PSC Duration: 1 year 13 weeks

PSC Amount: \$300,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.

The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.

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

During large storm events, the City's sewer system can become overwhelmed, resulting in localized flooding and combined sewer discharges to the Pacific Ocean or San Francisco Bay. One tool that SFPUC uses to manage stormwater and its impacts on the City is green infrastructure, which is a set of engineered, sustainable stormwater management tools that slow down, clean, and route stormwater to keep it from overwhelming the City's sewer system. Because over half of the City's drainage area is located on private properties, the SFPUC's green infrastructure strategy includes offering incentives for property owners to build green infrastructure to manage stormwater on their properties. Engaging property owners is therefore critical to scaling up green infrastructure to manage stormwater in San Francisco. Currently, SFPUC offers two grant programs for stormwater management, however single-family residential properties are not eligible for either program. This pilot program will therefore lay the framework to fill a programmatic gap that remains on the

residential scale by testing the technological feasibility of residential-scale green infrastructure projects on a limited number of pilot homes. Without this program, a gap will remain at the residential scale and SFPUC will not be able to incentivize stormwater management on residential properties.

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

N/A

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.

N/A

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.

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

B. Explain the qualifying circumstances:

The administration of the Pilot Residential Green Infrastructure Grant Program is a short term, one time pilot to test new technologies on residential properties. In addition, this professional services contract is funded by a limited budget of \$300,000 through an add-back funding and there is no future program funding source identified at this time. There is currently no future funding allocated for this program and the establishment of new civil service positions or classes is therefore not feasible at this time.

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

A. Specify required skills and/or expertise: The Program Administrator must have proven expertise and extensive experience in grant program administration, financial management, invoicing and data tracking; community engagement and outreach; residential-scale construction oversight and project management; and/or knowledge of residential-scale green stormwater infrastructure technologies. The Program Administrator must have skills and experience in interacting with diverse communities, recruiting program participants, providing customer service, and creating and disseminating public outreach materials. The Program Administrator must have knowledge of San Francisco's neighborhoods and communities and proven strategies for engaging these communities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5601, Utility Analyst; 5602, Utility Specialist;

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

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

The SFPUC currently does not have staff availability or budget allocated for new staffing required to administer this pilot program. This short-term program will delivery a limited number of pilot projects, with the sole funding source of \$300,000 in add-back funding. Therefore, SFPUC is unable to leverage any available resources within the city to deliver this pilot program. Staff evaluated the capacity of other City departments, including Public Works, Rec and Park, and SF Environment, and determined they do not have available resources or the required expertise to provide this scope.

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

A. Explain why civil service classes are not applicable.

The scope above cannot be performed by civil service staff because of the short-term, limited nature of this pilot program. There is currently no long-term allocated funding source for this program and the sole funding source is \$300,000 in add-back funding. Therefore SFPUC does not have budget to hire a new civil service employee to perform this work. Additionally, this pilot program has a limited duration with only 8 pilot projects expected to be delivered over the course of one to two years. Therefore this pilot program is not full-time work and is sporadic in nature.

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. Existing civil service classes could perform this work. However, as described above, the limited budget and short-term duration of this program makes it infeasible to hire a new civil service employee. Therefore a new civil service class is not needed to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The contractor will not be training city staff because this is a pilot program with a limited scope and no long-term funding for ongoing operations of the program.

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

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

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

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

7. Union Notification: On 09/15/2022, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44431 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 12/19/2022

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 44431 - 22/23
Date: Thursday, September 15, 2022 3:15:02 PM

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RECEIPT for Union Notification for PSC 44431 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44431 - 22/23 for \$300,000 for Initial Request services for the period 11/01/2022 – 01/31/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19174> 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: Max Porter <max.porter@seiu1021.org>
Sent: Monday, November 28, 2022 4:10 PM
To: Kyger, Todd (PUC); xiuimin.li@seiu1021.org
Cc: Hale, Shawndrea (PUC)
Subject: Re: PSC #44431 - 22/23

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.

Hi Todd,

I'm sorry for the late response. I was actually consulting with Xiu about this - we will approve this project on a one-time-only basis.

Thank you,

Max Porter
Field Representative
SEIU Local 1021
350 Rhode Island St., Ste. 100, San Francisco, CA 94103
510-206-8641



Staff Up SF! <https://www.staffupsf.org>
Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>
Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

From: Kyger, Todd <TKyger@sflower.org>
Sent: Monday, November 28, 2022 4:06 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Cc: Max Porter <max.porter@seiu1021.org>; Hale, Shawndrea M. <SHale@sflower.org>
Subject: FW: PSC #44431 - 22/23

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.

Hi XiuMin,

Our recent attempts to contact Max regarding PSC #44431 have been unsuccessful. Are you able to flag our request for him or forward to someone who can take a look? We would need confirmation as soon as possible in order to calendar the PSC for the upcoming December CSC meeting. Cheers, t

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfgwater.org



From: Kyger, Todd <TKyger@sfgwater.org>
Date: Wednesday, October 26, 2022 at 3:39 PM
To: Max Porter <max.porter@seiu1021.org>
Cc: Hale, Shawndrea M. <SHale@sfgwater.org>, XiuMin Li <XiuMin.Li@seiu1021.org>
Subject: PSC #44431 - 22/23

Hi Max,

Please see the attached **PSC # 44431 – 22/23**. Due to the 1-year time lapse during the development of the contract for this previously approved PSC (# 49843 – 20/21), we are resubmitting the PSC request to Civil Service.

SEIU was unintentionally omitted during the notification process when the new PSC was posted on September 26, 2022. It is currently scheduled for the Civil Service Commission meeting of November 21, 2022.

Kindly review the attached and please let me know if you have any concerns or objections. If none, please reply to this email confirming SEIU 1021 has no objections to **PSC # 44431 – 22/23**. Thanks in advance for your timely response.

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfgwater.org



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: Contractor Engagement and Support Services

Funding Source: Infrastructure Budget

PSC Duration: 4 years 43 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking specialized technical consultant support to (1) identify new and existing small, local businesses to receive technical assistance and business consulting at the Contractors Assistance Center to better compete for City-funded contracting opportunities; (2) consult with, advise, and support small, local contractors and consultants to improve and reinforce beneficial administrative and business practices and the development, accuracy, and competency of their technical work product, including, but not limited to estimates, quotes, bids, proposals, project schedules, health and safety plans, business operations plans and negotiation strategies; and (3) develop national best practices and tools to reduce barriers to contracting for small, local businesses to increase the participation of Local Business Enterprises (LBEs), including women-owned and minority-owned businesses, on the SFPUC's mission-critical projects.

Additionally, the SFPUC is seeking short-term consultant support and staff augmentation during peak workloads to assist with (1) the administration of the agency's project labor agreement (PLA); (2) the satisfaction of reporting requirements related to the PLA; and (3) collecting, documenting, and archiving contractors' worker projections and other paperwork required by the agency's PLA, the City's Local Hire obligations and the City's First Source Hiring mandate for the agency's capital improvement construction projects.

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

This service is necessary to increase the pool of small, local businesses available to pursue the SFPUC's capital projects and secure efficient access to labor on those projects to ensure that the agency can deliver safe drinking water, sewer services and power to its wholesale and retail customers and effectively deliver its capital programs. The SFPUC manages the agency's Contractors Assistance Center, located in the Bayview Hunters Point community, which hosts recurring contractor events and networking opportunities and provides recurring training initiatives and support services for local firms seeking opportunities to contract on the City's capital public works projects. The SFPUC also administers its PLA which promotes efficient construction and facilitates communication between the SFPUC, unions, and contractors. During peak workloads, and for short durations or highly specialized tasks, the SFPUC requires consultant expertise and staff augmentation to meet project demands. Denial of these services will limit the agency's ability to provide seamless

support during peak workloads and/or will reduce the agency's ability to maximize participation of local small businesses and local workers on its projects.

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

Yes, previous support related to small business assistance and economic development was provided through PRO.0053 (PSC 45314-1516 17/18).

D. Will the contract(s) be renewed?

No

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

N/A

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.

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

B. Explain the qualifying circumstances:

The majority of this PSC request is for technical assistance and consultant services which City staff are conflicted out of providing. The remainder of this PSC is for short-term, intermittent assignments during peak workloads associated with the agency's capital plan, the need for which will diminish over time.

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

A. Specify required skills and/or expertise: Experience and expertise creating and implementing economic development strategies and providing comprehensive business management consultation services to small businesses in the construction and professional services industries. Specifically, experience and expertise managing the initiation, growth, and expansion of small businesses in the construction and professional service industries; and highly specialized experience delivering projects that address specific community needs within San Francisco or other similar municipalities with unique local, diverse communities. Expertise administering projects covered by federal, state, and local reporting requirements and/or expertise administering projects covered by a project labor agreement, and specialized technical experience providing complex program planning, development, implementation, monitoring and evaluating programs serving historically under-represented communities in San Francisco or other similar municipalities with large, multi-year, multi-billion-dollar capital infrastructure projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst;

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

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

The City has existing staff in the 1822 and 1823 classifications who can perform some of the tasks identified. For these tasks, consultant support will be utilized for short-term, as-needed, intermittent assignments, directed by City staff, to provide seamless coverage during peak workloads associated with the SFPUC's 10-year capital plan, which is projected to peak in the last third of this contract. However, the majority of this PSC request is for technical assistance and consultant services for which City staff are conflicted out of providing.

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

A. Explain why civil service classes are not applicable.

The City has existing staff in the 1822 and 1823 classifications who can perform some of the tasks identified. Consultant support will only be utilized for short-term, as-needed assignments, directed by City staff, to provide intermittent support during peak workloads. However, the majority of this PSC request is for technical assistance and consultant services for which City staff is conflicted out of providing because it would require City staff to provide technical support on City contracts that the businesses would be pursuing.

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 or feasible to adopt a new civil service class to perform this work because City staff would be conflicted out of providing the majority of the technical assistance and consultant services described herein.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Some knowledge transfer will be made available to City staff in the process of partnering with and/or directing technical experts to develop, initiate and deliver specialized programming and trainings for small, local businesses.

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

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

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

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

7. **Union Notification:** On 11/23/2022, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49824 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); max.porter@seiu1021.org; junko.laxamana@sfgov.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jason.klumb@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; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49824 - 22/23
Date: Tuesday, September 27, 2022 10:03:26 AM

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RECEIPT for Union Notification for PSC 49824 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49824 - 22/23 for \$1,500,000 for Initial Request services for the period 06/02/2023 – 04/01/2028. 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/19217> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;
L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49824 - 22/23
Date: Thursday, September 22, 2022 11:42:26 AM

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RECEIPT for Union Notification for PSC 49824 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49824 - 22/23 for \$1,500,000 for Initial Request services for the period 06/02/2023 – 04/01/2028. 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/19217> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES 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: Contractor Engagement Support Services (PRO.0040;PRO.0053)

Funding Source: Infrastructure Budget

PSC Duration: 4 years 52 weeks

PSC Amount: \$1,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of six (6) consultants to increase the participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetchy Capital Improvement Projects (HCIP) and Auxiliary Water Supply System (AWSS) projects.

The Contractor Engagement Support Services will include work in the following areas:

1. Marketing and promoting of contracting opportunities;
2. Regional construction contractors services, SFPUC- Local Business Enterprise (LBE) Program site visits;
3. Specialized Technical Support Services; and
4. Creating economic development strategies to enhance the LBE Program.

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

A denial would interrupt the continuing need to engage with contractors, construction management, and related professional services firms that have expressed interest to participate on SFPUC projects located locally and regionally in the Hetch Hetchy water service territory. In addition, a denial will prevent the creation of economic development strategies to promote contracting opportunities for small, local business and result in the lack of hiring of local workers.

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

This services was is currently being provided via PSC No. 4138-09/10 which expires on 8/31/2016. We are in the process of issuing a new Request for Proposal (RFP).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum of eight (8) years of experience and expertise developing strategies to identify contractors and consultants that have not participated on SFPUC contracts. Additionally, minimum of 10 years of experience and expertise developing strategic marketing plans for the promotion of construction, construction management, and related professional services contracting opportunities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- 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 a new class due to the specialized nature of contracting activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

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. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- 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 05/23/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45314 - 15/16

DHR Analysis/Recommendation:

action date: 07/18/2016

Commission Approval Required

Approved by Civil Service Commission

07/18/2016 DHR Approved for 07/18/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Historic Preservation Specialty Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$1,600,000

PSC Est. Start Date: 12/19/2022

PSC Est. End Date
12/31/2029

1. Description of Work

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

Provide specialized services in Historic Preservation to support Public Works' design staff on an as-needed basis.

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

Historic Preservation consultation is a specialized professional service that is out of Public Work's Building Design & Construction's (BDC) area of expertise. Historic Preservation consultants would have a strong working knowledge on researching historic buildings and providing the reports necessary for the design team. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines. This service is necessary for Public Works to ensure effective program delivery, organizational efficiency, and identify cost saving methodologies and technologies to support current and future programs and operations. Denial of these can negatively impact both the day-to-day operations and long-term mission/goals of the Department.

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

Yes, this service has been provided in the past. Most recent personal services contract approval number is PSC# 39172-16/17 approved on 06/05/2017.

D. Will the contract(s) be renewed?

No

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be utilized when historic preservation expertise is needed on a project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. Knowledge and expertise in preserving Historic Buildings, and extensive experience in working with San Francisco Planning Department, San Francisco Historic Preservation Commission, California Office of Historic Preservation, and other related entities.

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

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

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

There are no available resources with this specialty expertise.

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

A. Explain why civil service classes are not applicable.

These are as-needed services only. They will only be utilized when historic preservation expertise is needed on a project.

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

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 services are only going to be utilized on an as-needed basis. There is no ongoing need to train 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 10/24/2022, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40710 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [RECEIPT for Union Notification for PSC 40710 - 22/23 more than \\$100k](mailto:Burns,Alexander(DPW);pkim@ifpte21.org;NajuawandaDaniels;PierreKing-UAPD;president@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;roger.marenco;pwilson@twusf.org;cmoyer@nccrc.org;Frigault,Noah(HRC);sfdpoa@icloud.com;mjayne@iam1414.org;Emanuel,Rachel(DEM);laborers261@gmail.com;Laxamana,Junko(DBI);jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabaria@cirseiu.org;anthony@dc16.us;mlobre@sfpoa.org;@sfpoa.org;tracym@sfpoa.org;mleach;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;Stan.Eichenberger;Jason.Klumb;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;Kbasconillo@sfwater.org;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;Wendy.Frigillana;pscreview@seiu1021.org;pkim@ifpte21.org;agonzalez@iam1414.org;ted.zarzecki@seiu1021.net;leah.berlanga@seiu1021.org;gail@sfflocal798.org;cityworker@sfcwu.org;davidmkersten@gmail.com;djohnson@opcmllocal300.org;Ramon.Hernandez;ablood@cirseiu.org;pkarinen@nccrc.org;tony@dc16.us;stevek@bac3-ca.org;xiumin.li@seiu1021.org;Sin.Yee.Poon@sfgov.org;smcgarry@nccrc.org;rmitchell@twusf.org;grojo@local39.org;iduritz@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;Sy,Don(DPW);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 40710 - 22/23
Date: Monday, October 24, 2022 5:10:13 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 40710 - 22/23 for \$1,600,000 for Initial Request services for the period 12/19/2022 – 12/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19334> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Historic Preservation Specialty Services

Funding Source: Departmental Work Orders

PSC Amount: \$1,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 08/30/2023

1. Description of Work

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

San Francisco Public Works (Public Works) is seeking highly qualified specialty consultants to provide professional historic preservation consulting services for City projects on an "As Needed" basis.

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

Historic Preservation consultation is a specialized professional service that is out of Public Work's Building Design & Construction's (BDC) area of expertise. Historic Preservation consultants would have a strong working knowledge on researching historic buildings and providing the reports necessary for the design team. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines.

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.

Historic Preservation consulting services for building projects have been provided through subconsultants under the as-needed Architectural contracts on PSC 4095-09/10 approved March 15, 2010. This proposed contract will allow BDC to have a dedicated prime consultant to provide historic preservation consulting services.

D. Will the contract(s) be renewed?

No.

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

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when City staff does not have the expertise to fulfill all project requirements pertaining to historic preservation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

There are no available resources with this specialty expertise.

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

- A. Explain why civil service classes are not applicable.
These are as-needed services only. They will only be utilized when historic preservation expertise is needed on a project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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. Historic preservation consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This kind of expertise requires up-to-date knowledge of current historic preservation procedures and regulations and cannot be taught in a training 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 05/01/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39172 - 16/17

DHR Analysis/Recommendation:

action date: 06/05/2017

Commission Approval Required

Approved by Civil Service Commission

06/05/2017 DHR Approved for 06/05/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Hillside Weed Abatement Services

Funding Source: Invoiced to Private Property Owners

PSC Duration: 5 years

PSC Amount: \$.500,000

1. Description of Work

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

This contract will provide weed and vegetation removal services for San Francisco Public Works (SFPW) on an as-needed basis on various hillsides, including those with steep slopes, within San Francisco geographical limits.

The Contractor will perform hillside weed abatement, which includes but is not limited to, removal of weeds and vegetation, managing grasses and brush/small trees, pruning and removal of woody vegetation, raking and hauling away of cleared vegetation. Manual methods include hand-pulling and trimming with clippers and other hand tools. Mechanical methods include use of string trimmers and weed whackers.

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

Consequence of denial will put various hillsides in San Francisco at higher risk of fire, the results of which would include loss of life and damage or destruction of City infrastructure and private property.

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

This service is the responsibility of private property owners. However, in the event that private property owners choose not to perform the needed service on their own, then SFPW staff or its contractor performs the service and SFPW invoices the cost to the private property owners.

D. Will the contract(s) be renewed?

No.

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

N/A, this is a 5-year PSC request.

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 services are needed on an intermittent basis and will only be performed by a contractor when property owners do not do the work themselves, and then, only if Civil Service staff are not available to perform the services when needed. The services are essential to prevent fires on San Francisco hillsides.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The services require experience in proper hand-weeding and vegetation clearing techniques as well as knowledge of and experience in the proper use of hand tools, such as clippers and hedge trimmers, and mechanical tools, such as string trimmers and weed whackers. Further, experience and ability to safely work on steep slopes and rough terrain is essential.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3410, Apprentice Gardener; 3417, Gardener; 7215, General Laborer Supervisor 1; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

In the event that private property owners choose to not perform these services on their own, then SFPW staff perform the services, if staff are available. However, due to the intermittent nature of the need (e.g., on a year-to-year basis, differing numbers of private property owners choose to perform the services on their own), and based on existing workload, City staff may not be available to perform the services when such services are required.

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

- A. Explain why civil service classes are not applicable.
Civil Service workers can perform this work, but due to the intermittent nature (e.g., on a year-to-year basis, differing numbers of private property owners choose to perform the services on their own), and based on existing workload, City staff may not be available to perform the services when such services are needed.
- 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 are existing Civil Service classes that can perform the work.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training to City staff as City staff can perform this work; contractor would only be utilized if/when City staff are not available to perform the services due to their existing workload and availability when such services are needed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 09/15/2022, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47576 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: [Feel The Power](#)
To: [Fard, Abby \(ADM\)](#)
Cc: [Macaranas, Belle \(DPW\)](#); [Crawford, Nicholas \(DPW\)](#); [Repola, Linda \(ADM\)](#); [Burns, Alexander \(DPW\)](#)
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement
Date: Wednesday, November 23, 2022 8:41:26 AM
Attachments: [image002.png](#)

Good morning,
Thank you for the clarification on the PSC, the Union does not object to it moving forward.

Happy Thanksgiving!

Theresa Foglio-Ramirez
Business Agent / City Representative
LiUNA!, Local 261
3271 18th St.
San Francisco, CA 94110
Office - 415-826-4550
Cell - 415-420-0630

On Nov 23, 2022, at 8:23 AM, Fard, Abby (ADM) <abby.fard@sfgov.org> wrote:

Good morning. Please provide me with the status of this. Please let me know if/when it will be approved and/or if you have scheduled a time to discuss further. Thank you.

Abby Fard

City and County of San Francisco
Office of Contract Administration
Tel: 415-551-2971

Email: abby.fard@sfgov.org

Working Remotely: Mon, Tues, Fri

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Need more information? Visit us at <https://sfgov.org/oca/>

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Sent: Monday, November 21, 2022 12:17 PM
To: laborers261@gmail.com
Cc: [Crawford, Nicholas \(DPW\) <nicholas.crawford@sfdpw.org>](mailto:nicholas.crawford@sfdpw.org); [Fard, Abby \(ADM\) <abby.fard@sfgov.org>](mailto:abby.fard@sfgov.org); [Repola, Linda \(ADM\) <linda.repola@sfgov.org>](mailto:linda.repola@sfgov.org); [Burns, Alexander \(DPW\) <alexander.burns@sfdpw.org>](mailto:alexander.burns@sfdpw.org)
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hi Theresa,

The 30-day Union review period has ended on October 15, 2022 for PSC 47576-22/23, As-Needed Hillside Weed Abatement. Please let us know if you have any objections to items 1-3, below, for the Public Works reasoning why this type of work is being contracted out rather than done by internal crews.

1. The work performed is the sole responsibility of the private property owner. The owners can perform the work themselves, hire their own contractor, or we can provide them the list of our approved city contractors for them to reach out to request an estimate for the work on their private property. Contracting this intermittent work out transfers the liability to the contractor.
2. This work is given to us on short notice after the fire inspection with a tight timeline to complete. Our staff is able to focus on our regular work while this project is scheduled intermittently and can be of a varying size and scale depending on the inspection results.
3. Hillside work is a stressor on our staff because of the nature of it and the increased risks. Our team has expressed a preference to retain our planned maintenance work and other special projects while contracting out this type of specialty weed abatement.

Should you have additional questions/concerns, please also provide possible dates and time to discuss further.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | sfpublicworks.org |
twitter.com/sfpublicworks
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

From: Macaranas, Belle (DPW)
Sent: Thursday, November 10, 2022 12:08 PM
To: Theresa Foglio <laborers261@gmail.com>
Cc: Crawford, Nicholas (DPW) <Nicholas.Crawford@sfdpw.org>; Fard, Abby (ADM) <abby.fard@sfgov.org>; Repola, Linda (ADM) <linda.repola@sfgov.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement
Importance: High

Hi Theresa,

Apologies for the delayed response. While I re-coordinate with the project team to schedule a meet and confer date that is feasible for everyone, please see items 1-3 for the Public Works reasoning below why this type of work is being contracted out rather than done by internal crews.

1. The work performed is the sole responsibility of the private property owner. The owners can perform the work themselves, hire their own contractor, or we can provide them the

list of our approved city contractors for them to reach out to request an estimate for the work on their private property. Contracting this intermittent work out transfers the liability to the contractor.

2. This work is given to us on short notice after the fire inspection with a tight timeline to complete. Our staff is able to focus on our regular work while this project is scheduled intermittently and can be of a varying size and scale depending on the inspection results.
3. Hillside work is a stressor on our staff because of the nature of it and the increased risks. Our team has expressed a preference to retain our planned maintenance work and other special projects while contracting out this type of specialty weed abatement.

Hoping this information is sufficient. Should you have additional questions/concerns, please also provide possible dates and time to discuss further.

Thank you.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
sfpublicworks.org | twitter.com/sfpublicworks

From: Macaranas, Belle (DPW)
Sent: Tuesday, October 04, 2022 3:42 PM
To: Theresa Foglio <laborers261@gmail.com>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hi Theresa,

I will relay these dates with the Program Manager and will send you an invite as soon as possible.

Thank you.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
sfpublicworks.org | twitter.com/sfpublicworks

From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, October 04, 2022 3:24 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hello Belle,
I have the current availability:
Friday, October 7, 2022 - 1:00 - 2:00
Tuesday, October 11, 2022 - 1:00 - 3:00
Wednesday, October 12, 2022 - 3:00 - 5:00
Thursday, October 13, 2022 - 11:00 - 3:00

Please let me know if you need additional times and dates.

On Mon, Oct 3, 2022 at 1:27 PM Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org> wrote:

Hi Theresa,

Please provide a date **before** 10/19 that is feasible for you. If none is available, then please provide a time and date available **AFTER 10/19** so we may secure a time with the Public Works Program Team.

Please provide your confirmation at your earliest convenience.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | sfpublicworks.org |
twitter.com/sfpublicworks
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

From: Macaranas, Belle (DPW)
Sent: Wednesday, September 28, 2022 8:45 AM
To: Theresa Foglio <laborers261@gmail.com>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement
Importance: High

Hi Theresa,

We found backup for the Project Manager. Do you have an earlier time slot? I can schedule and coordinate again based on your availability.

Please provide your confirmation if you prefer to meet after 10/19.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
sfpublicworks.org | twitter.com/sfpublicworks

From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, September 27, 2022 9:50 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement

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

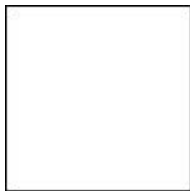
Greetings Belle,
Sorry I couldn't make it, my schedule is usually packed.
Let's schedule something after October 19, 2022.

On Mon, Sep 26, 2022 at 12:56 PM Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org> wrote:

Hi Theresa,

We have limited availability to meet this month. Program Manager will be out starting 4 PM today until 10/17 . I have scheduled this meeting if you can make it this afternoon. If today is not feasible, we will need to reschedule for **10/19**.

Please confirm your availability.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | sfpublicworks.org | twitter.com/sfpublicworks
P: (628) 271-3138 | [49 South Van Ness Avenue, Suite 1600](https://www.sfparks.org) ↓ [San](https://www.sfparks.org)

[San Francisco, CA 94103](https://www.sfparks.org)

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

Public Sector Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

Public Sector Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Thursday, September 15, 2022 10:06 AM
To: Burns, Alexander (DPW); laborers261@gmail.com; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47576 - 22/23

RECEIPT for Union Notification for PSC 47576 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47576 - 22/23 for \$500,000 for Initial Request services for the period 12/01/2022 – 11/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19171> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT

Dept. Code: FIR

Type of Request: Initial Modification of an existing PSC (PSC # 42540 - 21/22)

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

Type of Service: Generator Annual Preventative Maintenance

Funding Source: GF Continuing Authority Control

PSC Original Approved Amount: \$1,250,000 PSC Original Approved Duration: 11/01/21 - 10/31/26 (5 years)

PSC Mod#1 Amount: \$2,350,000 PSC Mod#1 Duration: 11/17/22-10/31/29 (3 years 1 day)

PSC Cumulative Amount Proposed: \$3,600,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

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

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

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

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

Yes

D. Will the contract(s) be renewed?

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

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

The contract term is an initial duration of 4 years, with an option of 3 additional years.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

Increase of amount to \$3.6 million, and extension of end date to 10/31/29

3. Description of Required Skills/Expertise

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

B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7335, Senior Stationary Engineer; 7484, Sr Power Generation Tech;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Generator maintenance, repair and testing requires specialized skills and equipment beyond DPW's capacity. Currently, there are only some repairs that DPW can perform but they do not have the full measure of skills and equipment needed to carry out the full scope of work required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: In the long run this might be a viable solution, but the SFFD cannot bear the burden of providing the full funding for personnel and equipment for this to occur as the maintenance required does not constitute enough work for a full-time employee for the department's needs.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. Formal training is not part of the scope of work, department's stationary engineer will be on hand to observe and learn from the supplier.

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

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

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

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

No.

7. Union Notification: On 11/17/22, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; Electrical Workers, Local 6;

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

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

Address: 698 Second Street, San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42540 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Koestenbaum, Elissa (FIR)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Thursday, November 17, 2022 12:22 PM
To: Walters, Elaine (FIR); Stan Eichenberger; MRainsford@local39.org; grojo@local39.org; oashworth@ibew6.org; khughes@ibew6.org; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42540 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The FIRE DEPARTMENT -- FIR has submitted a modification request for a Personal Services Contract (PSC) for \$2,350,000 for services for the period November 17, 2022 – October 31, 2029. 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/19405>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org grojo@local39.org MRainsford@Local39.org seichenberger@local39.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Generator Annual Preventative Maintenance

Funding Source: GF Continuing Authority Control

PSC Amount: \$1,250,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date
10/31/2026

1. Description of Work

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

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

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

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

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

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

D. Will the contract(s) be renewed?

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

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

Three year contract with potential for two one-year extensions

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Have experience working on emergency generators for either a Fire Department or other public safety department. Able to perform all the recommended and requested services in the draft Scope of Work (attached)
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7335, Senior Stationary Engineer; 7484, Sr Power Generation Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: There is specialized equipment required to do load testing for the generators and if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

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

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

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

- A. Explain why civil service classes are not applicable.
Generator maintenance, repair and testing requires specialized skills and equipment beyond DPW's capacity. Currently, there are only some repairs that DPW can perform but they do not have the full measure of skills and equipment needed to carry out the full scope of work required.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. In the long run this might be a viable solution, but the SFFD cannot bear the burden of providing the full funding for personnel and equipment for this to occur as the maintenance required does not constitute enough work for a full-time employee for the department's needs.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Formal training is not part of the scope of work, department's stationary engineer will be on hand to observe and learn from the supplier.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/27/2021, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Stationary Engineers, Local 39

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

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

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42540 - 21/22

DHR Analysis/Recommendation:

action date: 11/01/2021

Commission Approval Required

Approved by Civil Service Commission

11/01/2021 DHR Approved for 11/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 42186 - 21/22)

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

Type of Service: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Original Approved Amount: \$605,000 PSC Original Approved Duration: 05/01/22 - 04/30/25 (3 years)

PSC Mod#1 Amount: \$302,500 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$3,230,150 PSC Mod#2 Duration: 12/01/22-06/30/25 (8 weeks 5 days)

PSC Cumulative Amount Proposed: \$4,137,650 PSC Cumulative Duration Proposed: 3 years 8 weeks

1. Description of Work

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

To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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 42186 - 21/22

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The city does not currently own a software solution for an online resource directory.

- B. Reason for the request for modification:
adding in funds to cover another City Department, Dept of Public Health

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 11/22/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, November 22, 2022 9:26 AM
To: Gendelman, Johanna (HSA); Laxamana, Junko (DBI); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Acevedo, Annyse (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42186 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$3,230,150 for services for the period December 1, 2022 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/18398>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 42186 - 21/22)

Request:

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

Approval:

Type of Service: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Original Approved Amount: \$605,000 PSC Original Approved Duration: 05/01/22 - 04/30/25 (3 years)

PSC Mod#1 Amount: \$302,500 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$907,500 PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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 42186 - 21/22

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The city does not currently own a software solution for an online resource directory.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

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 mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.
- 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 05/04/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/23/2022

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: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Amount: \$605,000

PSC Est. Start Date: 05/01/2022

PSC Est. End Date
04/30/2025

1. Description of Work

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

To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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

This service has not been provided in the past. The resource list is currently a paper directory.

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The city does not currently own a software solution for an online resource directory.

3. Description of Required Skills/Expertise

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

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

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

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

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

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

A. Explain why civil service classes are not applicable.

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

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

6. Additional Information

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

No.

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

Yes. Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and programs.

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

7. Union Notification: On 02/17/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor San Francisco, CA 0 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

action date: 04/18/2022

Commission Approval Required

Approved by Civil Service Commission

04/18/2022 DHR Approved for 04/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 44360 - 16/17)

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

Type of Service: Environmental Impact Review and Supporting Technical Reports

Funding Source: Operating funds (local)

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/02/17 - 05/01/21 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/17/18-01/16/21 (0 sec)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/17/21-04/17/24 (3 years 13 weeks)

PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 6 years 50 weeks

1. Description of Work

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

Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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 44360 16/17 approved

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

this is add additional time

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).

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

Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and

finite.

B. Reason for the request for modification:

This modification is for an extension of time only. The environmental review will take longer than anticipated, including in the event that additional community outreach is needed beyond the initial term. The options would be exercisable only by the SFMTA, not the Consultant.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training. The SF Planning Department is responsible for environmental review. The SFMTA, as Facilities Framework sponsor must comply with environmental review requirements to the satisfaction of the Planning Department, the Planning Commission, and if necessary, the San Francisco Board of Supervisors. The SFMTA employee individuals in the 5288, 5289, 5290, 5299 classifications pursue environmental clearance for small and mid-range projects. The Planning Department maintains a list of pre-qualified environmental consultants to serve large projects such as the Facilities Framework, for which projects neither SFMTA nor Planning Department has sufficient capacity in their civil service classifications.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

No

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

No

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

No.

7. **Union Notification:** On 10/28/22, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 1 S. Van Ness Avenue 6th Floor (6132), San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, October 28, 2022 5:40 PM
To: Nuque, Amy; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; rod.goree@sfmta.com; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 44360 - 16/17 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period January 17, 2021 – April 17, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10453>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 44360 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Environmental Impact Review and Supporting Technical ReportsFunding Source: Operating funds (local)PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 05/02/17 - 05/01/21 (4 years)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/17/18-01/16/21 (0 sec)PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 3 years 37 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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 44360 - 16/17

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

Not applicable

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).

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

Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and finite.

B. Reason for the request for modification:

The reason for the modification is to enable extension options, which may be necessary in the event that the environmental review takes longer than anticipated, or in the event that additional community outreach is needed beyond the initial term. The options would be exercisable only by the SFMTA, not the Consultant.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
None
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/26/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

Address: 1 S. Van Ness Avenue 6th Floor (6132), San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/10/2018

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: Environmental Impact Review and Supporting Technical Reports

Funding Source: Operating funds (local)

PSC Amount: \$3,000,000

PSC Est. Start Date: 05/02/2017

PSC Est. End Date
05/01/2021

1. Description of Work

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

Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

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

Under CEQA and NEPA, an EIR is required before the SFMTA can begin Framework implementation. Denial of the request would indefinitely delay the Framework's implementation, resulting in failure of the SFMTA to complete required capital improvements in time to meet new fleet deliveries. This would have severe, adverse impacts on services throughout the transportation system.

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.

Typically, environmental reviews of complex projects have been provided by outside consultants with expertise in CEQA and NEPA environmental and transportation impact analyses.

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

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

B. Explain the qualifying circumstances:

State and federal law mandates environmental review to uncover and disclose potential adverse effects to the environment as a result of development. As stated, the services required are complex, intensive, and finite.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must possess environmental analysis expertise, including in greenhouse gas emissions and complex transit system components; transportation impact analysis expertise, including on transit facility expansion; expertise in analysis of multiple-land uses on a single development site; and environmental studies and report publications experience. Prior experience with San Francisco-specific environmental and transportation impact studies is desirable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as environmental impact reviews and studies.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is not anticipated to be ongoing, and it is best delivered when provided by various specialized staff working in close coordination and on an as-needed basis. If individuals were hired fulltime to perform this work, they would not be productive the majority of the time due to the specific skillsets required and the sporadic nature of this work.

6. Additional Information

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

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

No. No training. The SF Planning Department is responsible for environmental review. The SFMTA, as Facilities Framework sponsor must comply with environmental review requirements to the satisfaction of the Planning Department, the Planning Commission, and, if necessary, the San Francisco Board of Supervisors. The SFMTA employees individuals in the 5288-Transportation Planner II, 5289-III, and 5290-IV classifications to pursue environmental clearance for small and mid-range projects. The Planning Department maintains a list of pre-qualified environmental consultants to serve large projects such as the Facilities Framework, for which projects neither the SFMTA nor Planning Department has sufficient capacity in their civil service classifications.

- 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 03/03/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 1 S. Van Ness Avenue 6th Floor (6132) San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

action date: 05/01/2017

Commission Approval Required

Approved by Civil Service Commission

05/01/2017 DHR Approved for 05/01/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 43237 - 16/17)

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

Type of Service: Veterinarian Medical and Dental Services for Service Dogs

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: 07/01/20-06/30/23 (3 years)

PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 07/01/23-06/30/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$575,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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 43237 - 16/17

D. Will the contract(s) be renewed?

The contracts will likely need to be renewed.

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

The SFPD needs to renew contract with existing veterinarian hospital for another three years.

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).

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

Explain the qualifying circumstances:

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

- B. Reason for the request for modification:
extend PSC and add contract value

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

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 services are as-needed for dogs working on three different shifts (day, swing and night).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are as-needed for dogs working on three different shifts (day, swing and night).

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not needed. The SFPD is not staffed with veterinarians.
- 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.
extending contract

7. Union Notification: On 11/08/22, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC;

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
To: [Lee, Vincent \(POL\)](mailto:Lee,Vincent@POL); [Pierre King - UAPD](mailto:Pierre.King@UAPD); tjenkins@uapd.com; jduritz@uapd.com; [Wong, Genie \(POL\)](mailto:Wong,Genie@POL); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)
Subject: Receipt of Modification Request to PSC # 43237 - 16/17 - MODIFICATIONS
Date: Tuesday, November 8, 2022 9:57:48 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 1, 2023 – 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/13841>
Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com pking@uapd.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 43237 - 16/17)

Request:

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

Approval:

Type of Service: Veterinarian Medical and Dental Services for Service Dogs

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: 07/01/20-06/30/23 (3 years)

PSC Cumulative Amount Proposed: \$275,000 PSC Cumulative Duration Proposed: 6 years

1. Description of Work

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

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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 43237 - 16/17

D. Will the contract(s) be renewed?

The contracts will likely need to be renewed.

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

The SFPD needs to renew contract with existing veterinarian hospital for another three years.

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).

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

Explain the qualifying circumstances:

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

B. Reason for the request for modification:
extend PSC and add contract value

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

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 services are as-needed for dogs working on three different shifts (day, swing and night).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are as-needed for dogs working on three different shifts (day, swing and night).

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Training is not needed. The SFPD is not staffed with veterinarians.
- 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.
extending contract

**7. Union Notification: On 08/14/19, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 8CC;**

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

10/07/2019

Commission Approval Required

Approved by Civil Service Commission

10/07/2019 DHR Approved for 10/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 42060 - 17/18)

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

Type of Service: Hetchy Capital Improvement Projects As-Needed Construction Management Services(PRO.0097)

Funding Source: HH 10-Year CapPlan – Water/Power Rev Bond

PSC Original Approved Amount: \$11,000,000 PSC Original Approved Duration: 02/01/18 - 01/30/23 (4 years 52 weeks)

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

PSC Mod#2 Amount: \$6,000,000 PSC Mod#2 Duration: 09/13/22-01/02/24 (48 weeks 1 day)

PSC Cumulative Amount Proposed: \$18,000,000 PSC Cumulative Duration Proposed: 5 years 48 weeks

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

These services are necessary to upgrade and improve critical upcountry aging infrastructure. If this contract is not approved, necessary improvements to the City's water and power systems may be delayed or cancelled, causing the systems to be at increased risk of safety, regulatory noncompliance, as well as operations failure.

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

Services have been provided in the past through earlier PSC request. See 42060 - 17/18

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every

extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

B. Reason for the request for modification:

The reason for the modification is that the Construction Management Bureau group in Moccasin the provided quality assurance on all the capital improvement construction projects for Hetchy Hetchy Water & Power is made up of only a handful of City personnel and therefore there is a high need to supplement with consultant personnel to fill various construction management services positions (Resident Engineers, Officer Engineers, Construction Inspectors, Administrative Document Control Specialists) over many capital projects. The HCIP construction projects have long time durations, are very technical, and evolve around system operations shutdowns. These three items lead to high cost contract task orders to have consultant personnel provide construction services that have depleted the original contract budgets at a faster rate than expected.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will require personal protective equipment (PPE), specialized inspection equipment and vehicles.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. **Union Notification:** On 09/21/22, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jason.klumb@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; junko.laxamana@sfgov.org; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson,Shamica); dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 42060 - 17/18 - MODIFICATIONS
Date: Wednesday, September 21, 2022 2:57:17 PM

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

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$6,000,000 for services for the period September 13, 2022 – January 2, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/10650>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com amakayan@ifpte21.org junko.laxamana@sfgov.org
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@sfwater.org
Ricardo.lopez@sfgov.org
thomas.vitale@seiu1021.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org
jason.klumb@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me
sarah.wilson@seiu1021.org max.porter@seiu1021.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 # 42060 - 17/18)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Hetchy Capital Improvement Projects As-Needed Construction Management Services (PRO.0097)Funding Source: HH 10-Year CapPlan – Water/Power Rev BondPSC Original Approved Amount: \$11,000,000PSC Original Approved Duration: 02/01/18 - 01/30/23 (4 years 52 weeks)PSC Mod#1 Amount: \$1,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 4 years 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

These services are necessary to upgrade and improve critical upcountry aging infrastructure. If this contract is not approved, necessary improvements to the City's water and power systems may be delayed or cancelled, causing the systems to be at increased risk of safety, regulatory noncompliance, as well as operations failure.

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

This ser will be provided via PSC No. 42060-17/18

D. Will the contract(s) be renewed?

No.

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

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

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

Explain the qualifying circumstances:

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will required personal protective equipment (PPE), specialized inspection equipment and vehicles.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to

augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

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. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/31/18, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/12/2018

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: Hetchy Capital Improvement Projects As-Needed Construction Management Services(PRO.0097)

Funding Source: HH 10-Year CapPlan – Water/Power Rev Bond PSC Duration: 4 years 52 weeks

PSC Amount: \$11,000,000

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

These services are necessary to upgrade and improve critical upcountry aging infrastructure. If this contract is not approved, necessary improvements to the City's water and power systems may be delayed or cancelled, causing the systems to be at increased risk of safety, regulatory noncompliance, as well as operations failure.

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

These services have been provided previously through CS-141 (PSC 4072-10/11) Construction Inspection of HHWP and CS-296 (PSC 4099-12/13) HSIP Professional and Engineering Support Services. CS-141 had expired and was closed. CS-296 is on-going but will expire on June 30, 2018.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will required personal protective equipment (PPE), specialized inspection equipment and vehicles.

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

SFPUC Construction Management Bureau has reviewed staffing plan and confirmed that the current resources are insufficient to fulfill all the necessary construction management positions to meet the anticipated workload. In addition, there is lack of resources to provide specialized construction inspection for work in powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.

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

- A. Explain why civil service classes are not applicable.
- This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff

to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

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. Yes. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- 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. Potentially yes. The PSC will be solicited through an open competitive bid process which allows the contractors who have current personal service contracts with the SFPUC to bid on the RFP. The evaluation will be based on the proposers' technical qualifications, experience, and cost. The lowest responsive and responsible bids will be selected for award of the contracts.

7. **Union Notification**: On 09/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

action date: 12/18/2017

Commission Approval Required

Approved by Civil Service Commission

12/18/2017 DHR Approved for 12/18/2017