

City and County of San Francisco

London Breed  
Mayor



Department of Human Resources

Carol Isen  
Human Resources Director

Date: March 1, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Joyce Kimotsuki, CON  
William Lee, DEM  
Amy Nuque, MTA  
Reanna Albert / Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Monique Colon, HOM  
Amanda Wentworth, TTX

Subject: **Personal Services Contracts Approval Request**

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This report contains seventeen (17) 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 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$108,902,896	\$389,174,783	\$3,779,037,250

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San Francisco, CA 94102  
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Amanda Wentworth  
Treasurer/Tax Collector  
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# POSTING FOR

**March 18, 2024**

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
<a href="#"><u>45745 - 23/24</u></a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,750,000.00	Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.	April 1, 2024	March 31, 2029	REGULAR
<a href="#"><u>44180 - 23/24</u></a>	CONTROLLER	\$500,000.00	Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.	March 18, 2024	March 1, 2029	REGULAR
<a href="#"><u>45913 - 23/24</u></a>	DEPARTMENT OF EMERGENCY MANAGEMENT	\$6,000,000.00	Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as 'California Urban Area Subscribers' under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant	March 1, 2024	February 28, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">47741 - 23/24</a>	DEPARTMENT OF EMERGENCY MANAGEMENT	\$500,000.00	<p>services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.</p> <p>The Bay Area Urban Areas Security Initiative (UASI) is a regional grant program that encompasses 12 Bay Area counties and the core cities of San Francisco, Oakland and San Jose. This program is overseen by a regional policy making body called the Bay Area UASI Approval Authority. On occasion, the Approval Authority may need to seek legal advice as a regional body. The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, parliamentary procedures, grants administration, and other issues relating to the regional grant that may arise.</p>	March 1, 2024	February 29, 2028	REGULAR
<a href="#">44045 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$200,000.00	<p>Consultant services are needed here to support the SFMTA in its understanding the parking and loading impacts and associated stakeholder outreach and engagement needs along Valencia should the agency pursue a long-term project concept along the corridor. Consultant assistance is needed to identify relevant stakeholders and schedule and facilitate focus groups with identified stakeholders particularly focusing on the delivery logistics and loading needs along commercial corridors in San Francisco; to collect parking and loading data and to analyze and predict impacts from altering the roadway configuration of or roadway access along Valencia Street; to investigate curbside policies, legislation, and programs necessary for successful operations of a newly configured roadway or how to properly enforce roadway closure and provide delivery and freight access to businesses; draft a report that</p>	February 1, 2024	December 31, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">45811 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$12,000,000.00	<p>synthesizes all of the information gathering and analysis and provides recommendations based on long-term project concept(s) along Valencia Street.</p> <p>The San Francisco Municipal Transportation Agency (SFMTA) requires streets teams to provide outreach, information, and customer education and information services, and serve as the SFMTA's "Ambassadors" to the general public during service impacts such as sports events, street fairs, parades, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information, as needed, in multiple languages.</p>	September 15, 2024	September 14, 2027	REGULAR
<a href="#">49916 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$199,000.00	<p>On as needed basis, vendors to furnish and install network infrastructure at San Francisco Municipal Transportation Agency (SFMTA) facilities. Walks through for the designated assignments and provide timeline of assignment completions. Provides materials such as cables, wires, etc. for the assignment. Provides labor to handle the tasks of assignment. Works with SFMTA networking team supervision during assignment, maintaining a safe and management space at site and maintains communication with SFMTA networking team throughout the assignment.</p>	January 18, 2024	January 30, 2026	REGULAR
<a href="#">45109 - 23/24</a>	PUBLIC HEALTH	\$900,000.00	<p>The selected contractor shall pick up resident's personal laundry to wash, dry, fold, seal, and return all clothing and items of Laguna Honda Hospital residents. The contractor shall do so daily while maintaining a 24-to-48-hour turnaround time. The work must adhere to Title 22 requirements as outlined in the contract.</p>	March 19, 2024	June 30, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">47896 - 23/24</a>	PUBLIC HEALTH	\$24,000,000.00	The selected contractors will provide behavioral health services and early intervention programs to all populations and ethnicities in San Francisco, with focused expertise to support the unique cultural needs of individuals in 1. Latino/a/e/X and Mayan Communities, 2. Native American Communities, and 3. Socially Isolated Older Adult Communities. Contractors will provide Outreach and Engagement, Screening and Assessment, Wellness Promotion, Individual/Group Therapeutic Services, and Service Linkage.	January 1, 2024	December 31, 2030	REGULAR
<a href="#">36499 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$150,000.00	System Operations Support provides technical support and assistance to operate and maintain the Living Machine System to ensure the Living Machine system meets performance. Vegetation Management provides continuing maintenance and management of the highly specialized vegetation in the planted wetland Cells of the Living Machine System and other areas and ensure that the maintenance meets the requirements of the system.	April 1, 2024	March 31, 2027	REGULAR
<a href="#">41532 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$1,938,680.00	Cooperative water resources program between the San Francisco Public Utilities Commission (SFPUC) and the United States Geological Survey (USGS), to maintain hydrologic records, monitor, maintain, and measure stream and reservoir storage gauges.  Under the 1913 Raker Act (federal law), the SFPUC is obligated to monitor the natural flow in the Tuolumne River at or above La Grange Dam. The USGS maintains stream and reservoir storage gauges across the United States for the purpose of measuring stream flow and characterizing hydrology and is recognized for its neutral third-party independence and scientific expertise in hydrologic monitoring. The SFPUC relies on the	November 1, 2024	October 1, 2029	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41699 - 23/24	PUBLIC UTILITIES COMMISSION	\$2,400,000.00	<p>independence and expertise of the USGS to maintain hydrologic records on the Tuolumne River and its tributaries to meet its obligations under the Raker Act.</p> <p>SFPUC will seek to retain the services of a qualified contractor on an as-needed basis to survey existing water meter locations, install on existing meters the temporary leased external equipment (supplied &amp; maintained by contractor), and diagnose maintenance and/or repair requirements. The leased equipment will diagnose if water meter is performing within manufacturer accuracy &amp; functionality specifications &amp; provide maintenance recommendations for under-performing meters so that maintenance activities can be implemented efficiently with one site visit (or one truck-roll). SFPUC seeks this service for up to 1,200 large meters with the initial surveying making up approximately 10% of the total anticipated cost, equipment installation and leasing approximately 80%, and diagnostics approximately 10%.</p>	July 3, 2024	July 2, 2029	REGULAR
44552 - 23/24	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	<p>The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building.</p>	March 18, 2024	July 31, 2031	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">45988 - 23/24</a>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$45,000,000.00	Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis.	March 18, 2024	June 30, 2031	REGULAR

**TOTAL AMOUNT \$99,537,680**

## Posting For March 18, 2024

### Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46897 - 21/22 - MODIFICATIONS	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$1,065,216	\$1,515,216	<p>The purpose of the contract is to provide inspection services related to federal subsidized housing required by the U.S Department of Housing and Urban Development (HUD).</p> <p><b>Scope Change:</b> The change in scope from the original approved PSC is inspection services will be expanded to include locally subsidized housing units in addition to federally subsidized housing units in PSH sites.</p>	04/01/2024	6/30/2025	REGULAR
48509 - 20/21 - MODIFICATIONS	PUBLIC HEALTH - - DPH	\$8,200,000	\$16,200,000	<p>This PSC is for a system to monitor and track the temperature of equipment, including scientific, diagnostic, kitchen, medical and other equipment. In addition, contractors may support building thermostat, environmental climate, or other temperature monitoring, control, and related systems. System(s) may also include hosted or on-premises IT solutions specific to temperature and climate control systems. The proposed services are above and beyond routine maintenance and repairs performed by City workers.</p>	03/01/2024	12/31/2031	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
39401 - 20/21 - MODIFICATIONS	TREASURER/TAX COLLECTOR -- TTX	\$100,000	\$200,000	<p>Long-term Drupal support for the Treasurer and Tax Collector (TTX), the Office of Financial Empowerment (OFE) and the Financial Justice Project (FJP) websites to provide:</p> <ul style="list-style-type: none"> <li>• Drupal updates and module upgrades</li> <li>• Design and development support and modifications</li> <li>• Monthly meetings to review status and support needs for website</li> <li>• Maintain automated deployment preview environments</li> <li>• Deliver City and County of San Francisco (CCSF) base theme module packages to each site's code base</li> <li>• Bug fixes and security patches</li> <li>• Updating content types/views</li> <li>• Third-party integrations and commerce updates</li> <li>• CSS/HTML changes</li> <li>• Performance enhancements and user experience strategy</li> <li>• Google Analytics, Technical SEO and user research</li> <li>• Content Entry, Consulting and Training</li> </ul>	02/13/2024	06/30/2027	REGULAR

**TOTAL AMOUNT \$9,365,216**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Tire Services for City Vehicles and Equipment

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.

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

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift to do the work. After that, the switching of vehicles needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day. Services are essential for road safety in general and safe driving or travel for vehicle drivers. Denial of these services would result in driving unsafe vehicles or operating unsafe equipment, which may cause accidents and hazards.

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 services are currently provided by other procurement methods.

D. Will the contract(s) be renewed?

The solicitation document will have a contract term of 5 years only with no renewal clause, but the needs of services are unknown.

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

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

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

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

B. Explain the qualifying circumstances:

This request is to replace the approved but unutilized PSC #43127 - 21-22, attached. It was approved by the Civil Service Commission on 08/15/2022 and will expire on 02/14/2024. There was a delay in creating a new contract.

City vehicles need tires and services related to tires to keep the City's fleet operational so all essential City services can be performed, including those performed by emergency departments.

Services cannot be undertaken by the City's automotive repair and maintenance locations. There is not enough staffing, but more importantly, there is not enough shop space and equipment to handle the volume of work relating to tires.

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

- A. Specify required skills and/or expertise: Automotive/equipment repair professionals with knowledge of changing, repairing, rotating, balancing, and aligning tires are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractors will provide facilities where City drivers can take their vehicles or equipment for services. As required, contractors will have mobile trucks with necessary equipment or tools, e.g., generator, compressor, etc., to mount tires in the field. Currently, the City's various shops do not have that capability.

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

The City does not have facilities and mobile trucks with equipment to perform services.

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

- A. Explain why civil service classes are not applicable.  
The City's employees in the classifications of 7410, 7381 or 7313 can do the work, but the Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced.
- 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 Central Shops has limited space with limited vehicle bays to perform services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No. Training will not be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

7. **Union Notification:** On 01/19/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; TWU - Automotive Service Worker; TWU Local 250A

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45745 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** Khaw, Lynn (ADM); [mdennis@twusf.org](mailto:mdennis@twusf.org); [roger.marencio@twusf.org](mailto:roger.marencio@twusf.org); [pwilson@twusf.org](mailto:pwilson@twusf.org); [dvickers@iam1414.org](mailto:dvickers@iam1414.org); [mjayne@iam1414.org](mailto:mjayne@iam1414.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [speedy4864@aol.com](mailto:speedy4864@aol.com); Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45745 - 23/24  
**Date:** Friday, January 19, 2024 10:21:37 AM

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RECEIPT for Union Notification for PSC 45745 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45745 - 23/24 for \$1,750,000 for Initial Request services for the period 04/01/2024 – 03/31/2029. 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/dlhrdrupal/node/21948> 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 - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Tire Services for City Vehicles and Equipment

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.

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

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift to do the work. After that, the switching of vehicles needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day. Services are essential for road safety in general and safe driving or travel for vehicle drivers. Denial of these services would result in driving unsafe vehicles or operating unsafe equipment, which may cause accidents and hazards.

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 services are currently provided by other procurement methods.

D. Will the contract(s) be renewed?

The solicitation document will have a contract term of 5 years only with no renewal clause, but the needs of services are unknown.

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

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

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

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

B. Explain the qualifying circumstances:

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift for the tire work. After that, the switching needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day.

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

- A. Specify required skills and/or expertise: Automotive/equipment repair professionals with knowledge of changing, repairing, rotating, balancing, and aligning tires are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractors will provide facilities where City drivers can take their vehicles or equipment for services. As required, contractors will have mobile trucks with necessary equipment or tools, e.g., generator, compressor, etc., to mount tires in the field. Currently, the City's various shops do not have that capability.

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

The City does not have facilities and mobile trucks with equipment to perform services.

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

- A. Explain why civil service classes are not applicable.  
The City's employees in the classifications of 7410, 7381 or 7313 can do the work, but the Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced.
- 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 Central Shops has limited space with limited vehicle bays to perform services.

**6. Additional Information**

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

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

7. **Union Notification:** On 06/21/2022, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; TWU - Automotive Service Worker; TWU Local 250A

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43127 - 21/22

DHR Analysis/Recommendation:

action date: 08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/15/2022 DHR Approved for 08/15/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Rebate Consulting Services

Funding Source: Multiple Department Budgets

PSC Amount: \$500,000 PSC Est. Start Date: 03/18/2024 PSC Est. End Date 03/01/2029

**1. Description of Work**

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

Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.

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

These services are required to comply with federal law and IRS regulations. If these services are denied, the City will not have the arbitrage rebate compliance expertise necessary to comply with federal tax law and IRS regulations and will cause the City to violate its related debt covenants.

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 and approved by the Civil Service Commission: PSC 4012-12.13 and PSC 49733-19.20.

D. Will the contract(s) be renewed?

The services may be renewed.

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

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).

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 rebate consulting services are short-term or capital projects that require diverse skills, expertise and knowledge. The services are required on an as-needed, intermittent or periodic basis (e.g., peaks in workload). Also there are circumstances in which there is a demonstrable potential conflict of interest in which independent analysis that complies with the Internal Revenue Service is needed.

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

- A. Specify required skills and/or expertise: Must have expertise in the provision of arbitrage rebate calculation and compliance services for California local government entities. These services are required for the City to calculate and report its rebate liability with respect to its debt obligations and to comply with federal tax law, IRS regulations and related debt covenants.
- 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?**

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 Civil Service classifications do not provide rebate consulting services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is short-term, independent in nature; and requires capital resources. Additionally, a portion of the work is performed by a highly specialized tax attorney.

**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. Train City staff on rebate and arbitrage related matters to improve funds and records management. We estimate 1-2 hours of training annually per employee trained.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 01/18/2024, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44180 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

**From:** dhr-psccordinator@sfgov.org on behalf of joyce.kimotsuki@sfgov.org  
**To:** Kimotsuki, Joyce (CON); Laxamana, Junko (DBI); sportillo@ifpte21.org; agarza@ifpte21.org; amakavan@ifpte21.org; jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@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; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44180 - 23/24  
**Date:** Thursday, January 18, 2024 11:37:28 AM

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RECEIPT for Union Notification for PSC 44180 - 23/24 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 44180 - 23/24 for \$500,000 for Initial Request services for the period 03/18/2024 – 03/01/2029. 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/21952> 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: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 49733 - 19/20)

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

Type of Service: Municipal Financial Advisory Services

Funding Source: Bond Proceeds - Cost of Issuance

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 10/01/19 - 09/30/24 (5 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 02/25/22-12/31/26 (2 years 13 weeks)

PSC Mod#2 Amount: \$2,499,999 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$7,499,999 PSC Cumulative Duration Proposed: 7 years 13 weeks

**1. Description of Work**

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

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

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 49733 - 19/20

D. Will the contract(s) be renewed?

Yes

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

The Controller's Office requests that the PSC cover 7 years and 3 months since many contracts have options to renew. With consultants, there is a significant learning curve for their understanding of the City's new processes, procedures and any new regulations and legislation.

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

A. Display all that apply

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

Explain the qualifying circumstances:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

B. Reason for the request for modification:

We would like to increase the existing PSC 49733 - 19/20 funds by \$2,499,999, which is less than half of the previously approved total amount of this PSC in order to allow for continuing services, amendments on existing contracts and new contracts for the same services executed through this PSC.

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

- A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- 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 Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is highly specialized and independent in nature.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training - Civil Service classifications are not insured
- 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.  
Work done by existing contractor and possible new contractors

**7. Union Notification:** On 09/26/23, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Management & Superv Local 21;

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

Name: Rebecca Lui Phone: 415-554-6636 Email: rebecca.lui@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306, San Francisco, CA 94102

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49733 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/24/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Municipal Financial Advisory Services

Funding Source: Bond Proceeds - Cost of Issuance

PSC Amount: \$5,000,000 PSC Est. Start Date: 10/01/2019 PSC Est. End Date 09/30/2024

**1. Description of Work**

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

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

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, PSC 44451-15/16 & Mod 1; PSC 44746-17/18 & Mod 1

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):

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:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

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

A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- 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?**

Independent expertise in debt financing, and other highly specialized municipal financing, is not available in the City.

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

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

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is highly specialized and independent in nature.

**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 - Civil Service classifications are not insured

- 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. various Public Finance Firms with specialized skills

**7. Union Notification:** On 07/31/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association

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

Name: Melissa Ng Phone: 415-554-5109 Email: melissa.ng@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49733 - 19/20

DHR Analysis/Recommendation:

Commission Approval Required

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

action date: 10/07/2019

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 4012 12/13)

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

Type of Service: Rebate Consulting Services

Funding Source: Multiple Department Budgets

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 07/01/12 - 12/31/17 (5 years 26 weeks)

PSC Mod#1 Amount: \$149,999 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$449,999 PSC Cumulative Duration Proposed: 5 years 26 weeks

**1. Description of Work**

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

Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.

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

These services are required to comply with federal tax law and IRS regulations. If these services are denied, the City will not have the arbitrage rebate compliance expertise necessary to comply with federal tax law and IRS regulations and will cause the City to violate its related debt covenants.

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, 4012-12/13

D. Will the contract(s) be renewed?

The services maybe 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 duration needs be greater than 5 years because these services are required for the City to calculate and report its rebate liability with respect to its debt obligations and to comply with federal tax law, IRS regulations and related debt covenants.

**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:

The work is short-term, independent in nature; and requires capital resources. Additional, a portion of the work is performed by a highly specialized tax attorney.

B. Reason for the request for modification:

Additional amount needed

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

A. Specify required skills and/or expertise: Must have expertise in the provision of arbitrage rebate calculation and compliance services for California local government entities. These services are required for the City to calculate

and report its rebate liability with respect to its debt obligations and to comply with federal tax law, IRS regulations and related debt covenants.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;

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 Civil Service classifications do not provide rebate consulting services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is short-term, independent in nature; and requires capital resources. Additional, a portion of the work is performed by a highly specialized tax attorney.

**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.  
Train City staff on rebate and arbitrage related matters to improve funds and records management. Number of hours to be determined.

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, with our two contracts: BLX Group LLC & PFM Asset Management

**7. Union Notification:** On 11/14/14, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall 306, San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4012 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required  
Approved by DHR on 11/24/2014



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

SANDRA ENG  
ACTING EXECUTIVE OFFICER

August 8, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4011-12/13 THROUGH 4015-12/13.**

At its meeting of August 6, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Adopted the report; Approved the request for PSC #s 4013-12/13 and 4014-12/13 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

A handwritten signature of Sandra Eng in black ink.

SANDRA ENG  
Acting Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Lily Conover, Controller's Office  
Marie de Vera, Department of Human Resources  
Aleric Degrafinried, Public Utilities Commission  
Jaci Fong, Office of Contract Administration  
Shamica Jackson, Public Utilities Commission  
LaWan Jones, Public Utilities Commission  
William Lee, Department of Emergency Management  
Ben Rosenfield, Controller  
Maria Ryan, Department of Human Resources  
Commission File  
Chron

**POSTING FOR**

8/6/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Contract Type	Amount	Description of Work	Duration
4011-12/13	27	Airport Commission	Regular	\$500,000	Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.	8/15/2012 - 8/14/2015
4012-12/13	09	Controller	Regular	\$300,000	Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.	7/1/2012 - 12/31/2017
4013-12/13	77	Emergency Management	Regular	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.	9/1/2012 - 8/31/2014
4014-12/13	77	Emergency Management	Regular	\$500,000	The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.	9/1/2012 - 8/31/2014
4015-12/13	40	Public Utilities Commission	Regular	\$400,000	An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	8/1/2012 - 8/1/2013
					<b>Total Amount - Regular:</b>	<b>\$2,200,000</b>

**PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")**

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Critical Infrastructure Assessment and Risk Management

Funding Source: Urban Areas Security Initiative Grant

PSC Amount: \$6,000,000 PSC Est. Start Date: 03/01/2024 PSC Est. End Date 02/28/2028

**1. Description of Work**

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

Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as 'California Urban Area Subscribers' under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and there core cities, which together receives federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request may hinder our ability to develop future funding requests and secure increased funding for the region. In turn, this may jeopardize our ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural disasters.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC,

attach copy of the most recently approved PSC.

This service has been provided in the past under PSC 42863-19/20

D. Will the contract(s) be renewed?

Based on need, performance, and funding availability.

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

by another five years, please explain why.

not applicable

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

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

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

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 contract will be funded by a time-limited grant from the federal government.

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

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in threat and hazards identification, capability assessments, critical infrastructure assessments and risk analysis, and regional risk management. The contractor must have subject matter expertise in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the federal, state, regional and local levels. The provider must have a thorough understanding of how the unique characteristics of each of these levels impacts one another.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1071, IS Manager; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide critical infrastructure management, real-time incident management, and threat assessment software.

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

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

- A. Explain why civil service classes are not applicable.  
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.
- 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 stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Contractor will provide approximately three (3) half-day trainings geared towards state, regional, and local public safety personnel throughout the state of California. In San Francisco, this could include police, fire, and emergency management personnel.
- 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 01/02/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Municipal Executive Association

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45913 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

## **Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Tuesday, January 2, 2024 1:53 PM  
**To:** Lee, William (DEM); andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmatthews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Kaplan, Scott (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45913 - 23/24

RECEIPT for Union Notification for PSC 45913 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 45913 - 23/24 for \$6,000,000 for Initial Request services for the period 03/01/2024 – 02/28/2028. 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/21884> 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: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 42863 - 19/20)

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

Type of Service: Critical infrastructure assessment and data management, intelligence/information sharing, risk

Funding Source: Urban Areas Security Initiative

PSC Original Approved Amount: \$6,000,000 PSC Original Approved Duration: 01/01/20 - 12/31/23 (4 years)

PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 02/01/23-12/26/25 (1 year 51 weeks)

PSC Cumulative Amount Proposed: \$9,000,000 PSC Cumulative Duration Proposed: 5 years 51 weeks

### **1. Description of Work**

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

Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as 'California Urban Area Subscribers' under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and there core cities, which together receives federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request may hinder our ability to develop future funding requests and secure increased funding for the region. In turn, this may jeopardize our ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural disasters.

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

This service has not been provided in the past

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

Yes, the contract will be renewed based on need, performance, and funding availability.

#### 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 total duration including this modification will be 6 year. We anticipate highly specialized, grant funded projects relating to regional threat assessment and risk management to continue through this duration.

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

#### A. Display all that apply

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).

Explain the qualifying circumstances:

The contract will be funded by a time-limited grant from the federal government.

- B. Reason for the request for modification:  
To increase the amount and extend the duration

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

- A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in threat and hazards identification, capability assessments, critical infrastructure assessments and risk analysis, and regional risk management. The contractor must have subject matter expertise in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the federal, state, regional and local levels. The provider must have a thorough understanding of how the unique characteristics of each of these levels impacts one another.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1071, IS Manager; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide critical infrastructure management, real-time incident management, and threat assessment software.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.
- 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 stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Contractor will provide approximately three (3) half-day trainings geared towards state, regional, and local public safety personnel throughout the state of California. In San Francisco, this could include police, fire, and emergency management personnel.
- 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 01/25/23, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

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

Address: 1011 Turk Street, San Francisco, CA 94102

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42863 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/01/2023

# PERSONAL SERVICES CONTRACT SUMMARY (“PSC FORM 1”)

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Critical infrastructure assessment and data management, intelligence/information sharing, risk

Funding Source: Urban Areas Security Initiative

PSC Amount: \$6,000,000 PSC Est. Start Date: 01/01/2020 PSC Est. End Date 12/31/2023

## **1. Description of Work**

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

Contractor will provide software, maintenance, support, and services to the eight urban areas collectively known as 'California Urban Area Subscribers' under a statewide risk management program. The program leverages local and regional risk management, critical infrastructure assessments, and cybersecurity services to create a common threat awareness picture for the State of California. Contractor will provide a variety of services to support this effort, including: Maintenance of a cloud-based Protected Critical Infrastructure Information (PCII) configured critical infrastructure database; vulnerability assessment and real-time incident management tools; provision of training to support platforms; consultant services for annual threat and hazard analysis and capability assessments; and cybersecurity services to increase cyber readiness within the region.

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

The Bay Area Urban Areas Security Initiative (UASI) Region is comprised of twelve counties and there core cities, which together receives federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request may hinder our ability to develop future funding requests and secure increased funding for the region. In turn, this may jeopardize our ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural disasters.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC,

attach copy of the most recently approved PSC.  
This service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes, the contract will be renewed based on need, performance, and funding availability.

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):

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 contract will be funded by a time-limited grant from the federal government.

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

A. Specify required skills and/or expertise: This service requires extensive knowledge and expertise in threat and hazards identification, capability assessments, critical infrastructure assessments and risk analysis, and regional risk management. The contractor must have subject matter expertise in how to prevent, respond to,

and recover from acts of terrorism or man-made/natural disasters at the federal, state, regional and local levels. The provider must have a thorough understanding of how the unique characteristics of each of these levels impacts one another.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1071, IS Manager; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide critical infrastructure management, real-time incident management, and threat assessment software.

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

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

- A. Explain why civil service classes are not applicable.  
The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.
- 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 stated above, the regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state and other counties. In addition, we have reached the personnel cap on this time-limited grant from Homeland Security.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Yes. Contractor will provide approximately three (3) half-day trainings geared towards state, regional, and local public safety personnel throughout the state of California. In San Francisco, this could include police, fire, and emergency management personnel.
- 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 08/21/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; 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: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42863 - 19/20

DHR Analysis/Recommendation:

action date: 11/18/2019

Commission Approval Required

Approved by Civil Service Commission

11/18/2019 DHR Approved for 11/18/2019

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Legal Services for UASI Approval Authority

Funding Source: Urban Areas Security Initiatives Grant

PSC Amount: \$500,000 PSC Est. Start Date: 03/01/2024 PSC Est. End Date 02/29/2028

## **1. Description of Work**

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

The Bay Area Urban Areas Security Initiative (UASI) is a regional grant program that encompasses 12 Bay Area counties and the core cities of San Francisco, Oakland and San Jose. This program is overseen by a regional policy making body called the Bay Area UASI Approval Authority. On occasion, the Approval Authority may need to seek legal advice as a regional body. The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, parliamentary procedures, grants administration, and other issues relating to the regional grant that may arise.

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

The San Francisco City Attorney's Office represents the City in its capacity as primary grantee and fiscal agent to the UASI Approval Authority. In this role, the Office advises on procurement and contracting issues, and approves as to form grant-funded contracts and subgrant agreements. In addition, the San Francisco City Attorney's Office advises the City through its representatives on the Approval Authority and its employees working as the General Manager and as members of the UASI Management Team. The City Attorney's Office has not represented and does not currently represent the Approval Authority as a body. In addition, City Attorneys and County Counsels from the other parties to the Master MOU may represent and advise the individuals from the represented jurisdiction in connection with their work on the Approval Authority or UASI Management Team. Due to the complex make-up of the Approval Authority members, it is best to seek legal advice from a neutral independent law firm. Denial of this service may create a conflict of interest between the San Francisco City Attorney and other regional City Attorneys or County Counsels.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC,

attach copy of the most recently approved PSC.

Similar services were approved in 4082-11/12 and 42072-17/18.

D. Will the contract(s) be renewed?

Dependent upon grant funding and project need.

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

PSC by another five years, please explain why.  
not applicable

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

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

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.

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

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

B. Explain the qualifying circumstances:

This is funded by a federal grant, which is time-limited and uncertain in nature. In addition, the grant has personnel cap limits which have already been reached. The services required will be representing a regional Approval Authority consisting of members from the 12 Bay Area counties and having representation from one of the counties could create a conflict of interest.

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

A. Specify required skills and/or expertise:

- B. Which, if any, civil service class(es) normally perform(s) this work? 8177, Attorney (Civil/Criminal);  
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?**

Extensive expertise and knowledge in legal matters as they pertain to municipal and administrative law, open meetings, grants administration, or other issues that may arise

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

A. Explain why civil service classes are not applicable.

This contract service involves legal representation for a regional Approval Authority Body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to perform this job function.

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, a neutral, non-affiliated, organization to provide legal services is needed.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Services require highly specific experience, education, and professional degrees. Training will not lead to being able to performing the work.

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

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

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

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

**7. Union Notification:** On 12/14/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Attorney's Association

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47741 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

**From:** [Chen, Thomas \(DEM\)](#)  
**To:** [nathanquigley@gmail.com](#); [frankmbrass@gmail.com](#); [hermanholland3@gmail.com](#); [dianarosenstein@sbcglobal.net](#); [tim298@gmail.com](#); [k\\_mahoney@att.net](#); [RCalvo@MPBF.com](#); [JLassart@MPBF.com](#)  
**Cc:** [Kaplan, Scott \(DEM\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 47741 - 23/24  
**Date:** Friday, January 26, 2024 9:47:48 AM

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of william.lee@sfgov.org  
Sent: Thursday, December 14, 2023 4:47 PM  
To: Lee, William (DEM) <william.lee@sfgov.org>; Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>; DHR-  
PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 47741 - 23/24

RECEIPT for Union Notification for PSC 47741 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 47741 - 23/24 for \$500,000 for Initial Request services for the period 03/01/2024 – 02/29/2028.  
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/dlhrdrupal/node/21764> 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:** [Wright, Jonathan \(HRD\)](#)  
**To:** [Kaplan, Scott \(DEM\)](#)  
**Cc:** [Choi, Suzanne \(HRD\)](#); [Chen, Thomas \(DEM\)](#); [Rhoe, Ronnie \(HRD\)](#); [Dale, Elijah \(HRD\)](#)  
**Subject:** Re: Info request- MAA- Teamsters 856  
**Date:** Friday, February 23, 2024 8:34:26 AM  
**Attachments:** [image001.png](#)

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From MAA:

MAA/Teamsters 856 does not require any further information or meet and confer. We are willing to waive the 30 day notice for this particular contract extension.

Get [Outlook for iOS](#)

---

**From:** Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>  
**Sent:** Wednesday, February 21, 2024 9:06:27 AM  
**To:** Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>  
**Cc:** Choi, Suzanne (HRD) <Suzanne.Chi@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>; Rhoe, Ronnie (HRD) <ronnie.rhoe@sfgov.org>; Dale, Elijah (HRD) <elijah.dale@sfgov.org>  
**Subject:** Re: Info request- MAA- Teamsters 856

Hi Scott

We'll follow up with MAA and get back to you ASAP.

Thanks

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**From:** Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>  
**Sent:** Wednesday, February 21, 2024 8:42:12 AM  
**To:** Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>  
**Cc:** Choi, Suzanne (HRD) <Suzanne.Chi@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>; Rhoe, Ronnie (HRD) <ronnie.rhoe@sfgov.org>; Dale, Elijah (HRD) <elijah.dale@sfgov.org>  
**Subject:** RE: Info request- MAA- Teamsters 856

Good morning Jonathan,

Just want to follow up to see if MAA had the opportunity to review the additional information and are going to approve this request for a waiver of the 30-day notification period for PSC 47741 - 23/24.

Thank you,

**Scott Kaplan**

he/him/his  
UASI Contract Specialist  
San Francisco Department of Emergency Management  
Email: [scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)

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**From:** Wright, Jonathan (HRD) <jonathan.wright@sfgov.org>  
**Sent:** Thursday, February 8, 2024 9:07 AM  
**To:** Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>  
**Cc:** Choi, Suzanne (HRD) <Suzanne.Chi@sfgov.org>; Chen, Thomas (DEM) <Thomas.Chen@sfgov.org>; Rhoe, Ronnie (HRD) <ronnie.rhoe@sfgov.org>; Dale, Elijah (HRD) <elijah.dale@sfgov.org>  
**Subject:** Re: Info request- MAA- Teamsters 856

Hi Scott

Thank you very much for this. ERD will pass it on to MAA and let you know if they have any additional questions.



**Jonathan T. Wright**  
**Employee Relations Manager**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Kaplan, Scott (DEM) <[scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)>  
**Date:** Thursday, February 8, 2024 at 08:45  
**To:** Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>  
**Cc:** Choi, Suzanne (HRD) <[Suzanne.Chi@sfgov.org](mailto:Suzanne.Chi@sfgov.org)>, Chen, Thomas (DEM) <[Thomas.Chen@sfgov.org](mailto:Thomas.Chen@sfgov.org)>, Rhoe, Ronnie (HRD) <[ronnie.rhoe@sfgov.org](mailto:ronnie.rhoe@sfgov.org)>, Dale, Elijah (HRD) <[elijah.dale@sfgov.org](mailto:elijah.dale@sfgov.org)>  
**Subject:** RE: Info request- MAA- Teamsters 856

Good morning Jonathan,

Hope these answers help. Let me know if you need any further information.

1. Who is doing what work?
  - a. This PSC is to allow for an amendment to an existing contract with Meyers Nave to provide legal services for the Bay Area Urban Areas Security Initiative (UASI), which is a fully federal grant funded regional program made up of 12 Bay Area counties and the cities of San Francisco, Oakland, and San Jose.
2. Is this replacing any MAA positions?
  - a. No, due to the regional focus of the work and the regional representation of the UASI Approval Authority, the governing body of the UASI, the legal representation must be unbiased and cannot be an employee of one of the member jurisdictions.
3. How long is the contract?
  - a. This amendment is to extend the contract to 2/28/2026.

Thank you,

**Scott Kaplan**  
he/him/his  
UASI Contract Specialist  
San Francisco Department of Emergency Management  
Email: [scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)

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**From:** Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>  
**Sent:** Wednesday, February 7, 2024 2:51 PM  
**To:** Kaplan, Scott (DEM) <[scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)>  
**Cc:** Choi, Suzanne (HRD) <[Suzanne.Chi@sfgov.org](mailto:Suzanne.Chi@sfgov.org)>; Chen, Thomas (DEM) <[Thomas.Chen@sfgov.org](mailto:Thomas.Chen@sfgov.org)>; Rhoe, Ronnie (HRD) <[ronnie.rhoe@sfgov.org](mailto:ronnie.rhoe@sfgov.org)>; Dale, Elijah (HRD) <[elijah.dale@sfgov.org](mailto:elijah.dale@sfgov.org)>  
**Subject:** FW: Info request- MAA- Teamsters 856

Hi Scott

Please see below. I've asked MAA if they would like to meet with DEM and DHR to discuss for PSC 47741 - 23/24.

In the meantime, can you please provide information responsive to Matt's information request?

Thanks



Connecting People with Purpose

**Jonathan T. Wright**  
**Employee Relations Manager**  
Department of Human Resources  
One South Van Ness Ave., 4<sup>th</sup> Floor  
San Francisco, CA 94103  
Website: [www.sfdhr.org](http://www.sfdhr.org)

---

**From:** Matt Finnegan <[mfinnegan@ibt856.org](mailto:mfinnegan@ibt856.org)>

**Date:** Wednesday, February 7, 2024 at 14:43

**To:** Wright, Jonathan (HRD) <[jonathan.wright@sfgov.org](mailto:jonathan.wright@sfgov.org)>

**Cc:** Nathan quigley <[nathanquigley@gmail.com](mailto:nathanquigley@gmail.com)>

**Subject:** Info request- MAA- Teamsters 856

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

Jonathan,

Can you please give me more information about the contracting notice email below.

Who is doing what work? Is this replacing any MAA positions? How long is the contract? And any other background information you may have.

If this email should go to another person, please forward and copy me.

Thanks,

Matt

----- Forwarded message -----

From: **Chen, Thomas (DEM)** <[Thomas.Chen@sfgov.org](mailto:Thomas.Chen@sfgov.org)>

Date: Fri, Feb 2, 2024, 10:24 AM

Subject: Please read - Receipt of Notice for new PCS over \$100K PSC # 47741 - 23/24

To: [nathanquigley@gmail.com](mailto:nathanquigley@gmail.com) <[nathanquigley@gmail.com](mailto:nathanquigley@gmail.com)>,  
[frankmbrass@gmail.com](mailto:frankmbrass@gmail.com) <[frankmbrass@gmail.com](mailto:frankmbrass@gmail.com)>,  
[hermanholland3@gmail.com](mailto:hermanholland3@gmail.com) <[hermanholland3@gmail.com](mailto:hermanholland3@gmail.com)>,  
[dianarosenstein@sbcglobal.net](mailto:dianarosenstein@sbcglobal.net) <[dianarosenstein@sbcglobal.net](mailto:dianarosenstein@sbcglobal.net)>,  
[tim298@gmail.com](mailto:tim298@gmail.com) <[tim298@gmail.com](mailto:tim298@gmail.com)>, [k\\_mahoney@att.net](mailto:k_mahoney@att.net) <[k\\_mahoney@att.net](mailto:k_mahoney@att.net)>,  
[RCalvo@MPBF.com](mailto:RCalvo@MPBF.com) <[RCalvo@mpbf.com](mailto:RCalvo@mpbf.com)>, [JLassart@MPBF.com](mailto:JLassart@MPBF.com) <[JLassart@mpbf.com](mailto:JLassart@mpbf.com)>

Cc: Kaplan, Scott (DEM) <[scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)>, DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Dear MAA members,

I am forwarding the following email on behalf DEM's UASI contract manager Scott Kaplan:

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To whom it may concern,

The San Francisco Department of Emergency Management – Bay Area Urban Areas Security Initiative (UASI) is requesting a waiver of the 30-day notification period for PSC 47741 - 23/24. The Municipal Attorney's Association (MAA) was notified January 26, 2024 via email. However, it was our understanding that the PSC Database notified the MAA on December 14, 2024. UASI was alerted by the San Francisco Department of Human Resources that we needed to notify MAA via email on January 24, 2024, after the original 30-day notification period had closed, because the PSC Database does not include the MAA emails. This additional 30-day notification period will cause significant delays to the effort to amend an existing contract to continue vital services to the Bay Area UASI region. The contracted service involves legal representation for a regional Approval Authority body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience with expertise in federal grants. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to provide this service.

Previous PSCs for these services have been approved multiple times:

- 3078-11/12
- 4082-11/12
- 4082-11/12 – Admin Approval
- 4082-11/12 – Admin Approval
- 42072-17/18
- 42072-17/18 – Admin Approval

Please let me know if you have any questions or reservations.

Thank you,

Scott Kaplan  
he/him/his  
UASI Contract Specialist  
San Francisco Department of Emergency Management  
Email: [scott.kaplan@sfgov.org](mailto:scott.kaplan@sfgov.org)

Matthew Finnegan  
Teamsters Local Union 856  
Representative and Staff Attorney  
453 San Mateo Ave  
San Bruno CA 94066  
(707) 462-1524

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

From: Chen, Thomas (DEM)  
Sent: Friday, January 26, 2024 9:48 AM  
To: nathanquigley@gmail.com; frankmbrass@gmail.com; hermanholland3@gmail.com; dianarosenstein@sbcglobal.net; tim298@gmail.com; k\_mahoney@att.net; RCalvo@MPBF.com; JLassart@MPBF.com  
Cc: Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 47741 - 23/24

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of william.lee@sfgov.org  
Sent: Thursday, December 14, 2023 4:47 PM  
To: Lee, William (DEM) <william.lee@sfgov.org>; Kaplan, Scott (DEM) <scott.kaplan@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 47741 - 23/24

RECEIPT for Union Notification for PSC 47741 - 23/24 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 47741 - 23/24 for \$500,000 for Initial Request services for the period 03/01/2024 – 02/29/2028. 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/21764> 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)**

## Subpart D—Post Federal Award Requirements

### Procurement Standards

[https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=385d69f9fc5ea931a99f6ac4aae87e27&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200\\_1319](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=385d69f9fc5ea931a99f6ac4aae87e27&mc=true&n=sp2.1.200.d&r=SUBPART&ty=HTML#se2.1.200_1319)

#### §200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by §200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§200.318 through 200.327.

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#### §200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of

conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[85 FR 49543, Aug. 13, 2020, as amended at 86 FR 10440, Feb. 22, 2021]

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#### **§200.319 Competition.**

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and §200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

(f) Noncompetitive procurements can only be awarded in accordance with §200.320(c).

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#### **§200.320 Methods of procurement to be followed.**

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

(a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the *simplified acquisition threshold (SAT)*, as defined in §200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:

(1) *Micro-purchases*—(i) *Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of *micro-purchase* in §200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.

(ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.

(iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-

Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.

(iv) ***Non-Federal entity increase to the micro-purchase threshold up to \$50,000.*** Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- (A) A qualification as a low-risk auditee, in accordance with the criteria in §200.520 for the most recent audit;
- (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- (C) For public institutions, a higher threshold consistent with State law.

(v) ***Non-Federal entity increase to the micro-purchase threshold over \$50,000.*** Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) ***Small purchases***—(i) ***Small purchase procedures.*** The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) ***Simplified acquisition thresholds.*** The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) ***Formal procurement methods.*** When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with §200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) ***Sealed bids.*** A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

(A) A complete, adequate, and realistic specification or purchase description is available;

(B) Two or more responsible bidders are willing and able to compete effectively for the business; and

(C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

(A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals*. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

(i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;

(iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and

(iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement.* There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

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**§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

- (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
  - (b) Affirmative steps must include:
    - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
    - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
    - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
    - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
    - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
    - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

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**§200.322 Domestic preferences for procurements.**

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

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#### **§200.323 Procurement of recovered materials.**

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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#### **§200.324 Contract cost and price.**

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would

be allowable for the non-Federal entity under subpart E of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

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**§200.325 Federal awarding agency or pass-through entity review.**

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies,

procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

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#### **§200.326 Bonding requirements.**

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's requirements under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

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#### **§200.327 Contract provisions.**

The non-Federal entity's contracts must contain the applicable provisions described in appendix II to this part.

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 42072 - 17/18)

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

Type of Service: Legal Services for UASI Approval Authority

Funding Source: Urban Areas Security Initiative Grant

PSC Original Approved Amount: \$200,000

PSC Original Approved Duration: 03/01/18 - 02/28/22 (4 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 03/01/22-02/28/24 (2 years)

PSC Cumulative Amount Proposed: \$300,000

PSC Cumulative Duration Proposed: 6 years

**1. Description of Work**

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

The Bay Area Urban Areas Security Initiative (UASI) is a regional grant program that encompasses 12 Bay Area counties and the core cities of San Francisco, Oakland and San Jose. This program is overseen by a regional policy making body called the Bay Area UASI Approval Authority. On occasion, the Approval Authority may need to seek legal advice as a regional body. The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, parliamentary procedures, grants administration, and other issues that may arise.

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

The San Francisco City Attorney's Office represents the City in its capacity as primary grantee and fiscal agent to the UASI Approval Authority. In this role, the Office advises on procurement and contracting issues, and approves as to form grant-funded contracts and subgrant agreements. In addition, the San Francisco City Attorney's Office advises the City through its representatives on the Approval Authority and its employees working as the General Manager and as members of the UASI Management Team. The City Attorney's Office has not represented and does not currently represent the Approval Authority as a body. In addition, City Attorneys and County Counsels from the other parties to the Master MOU may represent and advise the individuals from the represented jurisdiction in connection with their work on the Approval Authority or UASI Management Team. Due to the complex make-up of the Approval Authority members, it is best to seek legal advice from a neutral independent law firm. Denial of this service may create a conflict of interest between the San Francisco City Attorney and other regional City Attorneys or County Counsels.

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 42072 - 17/18

D. Will the contract(s) be renewed?

Dependent upon funding and project need.

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

Total duration including modification is 6 years. We anticipate additional highly specialized, grant funded projects relating to emergency services under the jurisdiction of the regional Approval Authority Body that will span through the modification duration and will require a neutral, non-affiliated, organization to provide legal service.

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

A. Display all that apply

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).

Explain the qualifying circumstances:

Services are funded by a time limited grant from the federal government.

B. Reason for the request for modification:

To increase the amount and extend the duration

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

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in legal matters as they pertain to municipal and administrative law, open meetings, grants administration, or other issues that may arise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8177, Attorney (Civil/Criminal);
- 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.  
This contract service involves legal representation for a regional Approval Authority Body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to perform this job function.
- 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, a neutral, non-affiliated, organization to provide legal services is needed.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No 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.  
Yes, there are contracting requirements in grant language
- 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 01/06/22, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Attorney's Association;

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42072 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/27/2022

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Legal Services for UASI Approval Authority

Funding Source: Urban Areas Security Initiative Grant

PSC Amount: \$200,000 PSC Est. Start Date: 03/01/2018 PSC Est. End Date 02/28/2022

## **1. Description of Work**

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

The Bay Area Urban Areas Security Initiative (UASI) is a regional grant program that encompasses 12 Bay Area counties and the core cities of San Francisco, Oakland and San Jose. This program is overseen by a regional policy making body called the Bay Area UASI Approval Authority. On occasion, the Approval Authority may need to seek legal advice as a regional body. The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, parliamentary procedures, grants administration, and other issues that may arise.

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

The San Francisco City Attorney's Office represents the City in its capacity as primary grantee and fiscal agent to the UASI Approval Authority. In this role, the Office advises on procurement and contracting issues, and approves as to form grant-funded contracts and subgrant agreements. In addition, the San Francisco City Attorney's Office advises the City through its representatives on the Approval Authority and its employees working as the General Manager and as members of the UASI Management Team. The City Attorney's Office has not represented and does not currently represent the Approval Authority as a body. In addition, City Attorneys and County Counsels from the other parties to the Master MOU may represent and advise the individuals from the represented jurisdiction in connection with their work on the Approval Authority or UASI Management Team. Due to the complex make-up of the Approval Authority members, it is best to seek legal advice from a neutral independent law firm. Denial of this service may create a conflict of interest between the San Francisco City Attorney and other regional City Attorneys or County Counsels.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC,

attach copy of the most recently approved PSC.

Similar services were approved in 4082-11/12.

D. Will the contract(s) be renewed?

Dependent upon funding and project need.

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

PSC by another five years, please explain why.

not applicable

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

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

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:

Services are funded by a time limited grant from the federal government.

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

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in legal matters as they pertain to municipal and administrative law, open meetings, grants administration, or other issues that may arise.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8177, Attorney (Civil/Criminal);
- 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?**

It would be impractical and pose a conflict of interest to utilize staff from the San Francisco City Attorney's Office.

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

- A. Explain why civil service classes are not applicable.  
This contract service involves legal representation for a regional Approval Authority Body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to perform this job function.
- 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, a neutral, non-affiliated, organization to provide legal services is needed.

**6. Additional Information**

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

**7. Union Notification:** On 03/26/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Attorney's Association

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42072 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

06/04/2018 DHR Approved for 06/04/2018

action date: 06/04/2018

Approved by Civil Service Commission

## PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/29/2011DEPARTMENT NAME: Emergency ManagementDEPARTMENT NUMBER 77TYPE OF APPROVAL:  EXPEDITED  
 CONTINUING REGULAR (OMIT POSTING       )  
 ANNUALTYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC#       )TYPE OF SERVICE: Legal Services for UASI Approval AuthorityFUNDING SOURCE: Homeland Security Grant Funding- Urban Areas Security Initiative GrantPSC AMOUNT: \$200,000 PSC DURATION: 3/1/12-2/29/16

## 1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.
- B. Explain why this service is necessary and the consequences of denial: The San Francisco City Attorney's Office represents the City in its capacity as primary grantee and fiscal agent to the UASI Approval Authority Board. In this role, the Office advises on procurement and contracting issues, and approves as to form grant-funded contracts and subgrant agreements. In addition, the San Francisco City Attorney's Office advises the City through its representatives on the Approval Authority and its employees working as the General Manager and as members of the UASI Management Team. The City Attorney's Office has not represented and does not currently represent the Approval Authority as a body. In addition, City Attorneys and County Counsels from the other parties to the Master MOU may represent and advise the individuals from the represented jurisdiction in connection with their work on the Approval Authority or UASI Management Team. Currently, there is no public law office, private firm or attorney advising the Approval Authority as a body. Denial of this service may create a conflict of interest between the San Francisco City Attorney and other regional City Attorneys or County Counsels.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Not Applicable.
- D. Will the contract(s) be renewed: No.

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

Local 21

Union Name

Mitkeyng E12/2/11

Date

Municipal Attorneys  
Assoc

Union Name

Mitkeyng E12/2/11

Date

RFP sent to

, on

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4082-11/12

STAFF ANALYSIS/RECOMMENDATION:

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DEC 02 2011

## CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in legal matters as they pertain to municipal and administrative law, open meetings, grants administration, or other issues that may arise.
- B. Which, if any, civil service class normally performs this work? Civil service Class 8177 – Attorney (Civil/Criminal) is the classification that can perform the work, as noted below in 4A
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This contract service involves legal representation for a regional Approval Authority Body comprised of representatives from the 12 Bay Area counties and requires extensive municipal and administrative law experience. To avoid conflicts of interest, it is necessary for a neutral organization, not affiliated with any of the participating jurisdictions, to perform this job function.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, a neutral, non-affiliated, organization to provide legal services is needed.

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

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

William Lee

Print or Type Name

(415) 705-8507

Telephone Number

Department of Emergency Management

Division of Emergency Services

1011 Turk Street

San Francisco, CA 94102

## 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: As-Needed Environmental and Transportation Analysis

Funding Source: Operating Funds

PSC Duration: 47 weeks 5 days

PSC Amount: \$200,000

### **1. Description of Work**

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

Consultant services are needed here to support the SFMTA in its understanding the parking and loading impacts and associated stakeholder outreach and engagement needs along Valencia should the agency pursue a long-term project concept along the corridor. Consultant assistance is needed to identify relevant stakeholders and schedule and facilitate focus groups with identified stakeholders particularly focusing on the delivery logistics and loading needs along commercial corridors in San Francisco; to collect parking and loading data and to analyze and predict impacts from altering the roadway configuration or roadway access along Valencia Street; to investigate curbside policies, legislation, and programs necessary for successful operations of a newly configured roadway or how to properly enforce roadway closure and provide delivery and freight access to businesses; draft a report that synthesizes all of the information gathering and analysis and provides recommendations based on long-term project concept(s) along Valencia Street.

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

The San Francisco Municipal Transportation Agency (SFMTA) is already pursuing a traffic circulation and public realm study along Valencia, which do not include the parking/loading impacts. A recommendation be pursued from either study without proper understanding of how the residents, merchants, and community members of Valencia will be able to access their goods and services will lead to a misrepresentation of what stakeholders can anticipate in terms of impacts to the corridor.

#### 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.

Studies similar to these have been conducted with the support of contracts.

#### 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:

Consultant services are needed here to support the SFMTA in its understanding the parking and loading impacts and associated stakeholder outreach and engagement needs along Valencia should the agency pursue a long-term project concept along the corridor. Consultant assistance is needed to identify relevant stakeholders and schedule and facilitate focus groups with identified stakeholders particularly focusing on the delivery logistics and loading needs along commercial corridors in San Francisco; to collect parking and loading data and to analyze and predict impacts from altering the roadway configuration of or roadway access along Valencia Street; to investigate curbside policies, legislation, and programs necessary for successful operations of a newly configured roadway or how to properly enforce roadway closure and provide delivery and freight access to businesses; draft a report that synthesizes all of the information gathering and analysis and provides recommendations based on long-term project concept(s) along Valencia Street.

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

- A. Specify required skills and/or expertise: Holistic understanding of goods, freight, logistics, loading industry from shipment to last mile to merchant; ability to identify, engage, and facilitate productive discussions around loading industry; access to video cameras and ability to install cameras for data collection; ability to review, reduce, and input data with quick turnaround; ability to derive relevant lessons learned and best practices from other cities' loading/delivery/parking policies, legislation, programs and engagement strategies who have pursued similar roadway configurations/closures, ability to provide
- 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: Data collection technology such as the ownership, installation, and review of video footage.

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

There is currently a project team assembled around the Valencia Bikeway project that includes engineers, planners, and managers. Given the existing scope of the Valencia Bikeway Project and demands related to other projects assigned to staff, the project team is already at capacity.

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

- A. Explain why civil service classes are not applicable.  
Current staffing cannot adequately address the service request that is needed, both in terms of specialized knowledge and ability to complete such work in a timely manner.
- 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 directly involves understanding loading, delivery logistics in the private industry.

**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. Explanation of training has not been provided by the department

- 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 12/15/2023, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44045 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

## Nuque, Amy

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**From:** dhr-psccoordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, December 15, 2023 3:01 PM  
**To:** Nuque, Amy; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.cowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarencio@twusf.org; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sdfpoa@icloud.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; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); 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; Kbasconcillo@sfcwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; dhr-psccoordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44045 - 23/24

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

RECEIPT for Union Notification for PSC 44045 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44045 - 23/24 for \$200,000 for Initial Request services for the period 02/01/2024 – 12/31/2024. 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/21803> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As needed ambassador and outreach service, training and performance management

Funding Source: Funds: Federal, General, Local, Operating PSC Duration: 2 years 52 weeks

PSC Amount: \$12,000,000

**1. Description of Work**

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

The San Francisco Municipal Transportation Agency (SFMTA) requires streets teams to provide outreach, information, and customer education and information services, and serve as the SFMTA's "Ambassadors" to the general public during service impacts such as sports events, street fairs, parades, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information, as needed, in multiple languages.

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

These services are essential to assist actual or potential SFMTA customers to the extent possible by providing information regarding the SFMTA's transit connections as well as other transit agencies. These services are needed to provide information and guidance during crises or emergencies such as during a pandemic as needed to supplement staff with contractors to provide wayfinding assistance during service reductions during COVID 19. The consequence of denial will result in a void of outreach, education and assistance to the public at times of peak need for information on transportation services.

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

Services were provided through a professional service contract: 3012 13/14

D. Will the contract(s) be renewed?

Contract(s) will likely be renewed as the SFMTA continuously requires intermittent customer outreach for events and unforeseen emergencies, needing the support of outreach streets teams, and there are no civil service classes to perform this work.

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

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

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

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

B. Explain the qualifying circumstances:

These SFMTA "ambassadors" are called upon on an as-needed intermittent basis to assist the Muni customers during service interruptions or temporary reroutes as well as the general public at sports events, street fairs, parades, concerts, and other public events. The teams provide services during crises such as transit agency shutdowns to direct the SFMTA's customers to current or re-routed transit connections and provide other transit information as needed in multiple languages.

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

- A. Specify required skills and/or expertise: Contractor must have the following skills: • three years' experience providing transportation information/outreach at public events; • three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper Card (transit pass) system; • spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Filipino; • A working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.
- 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?**

The city currently does not have an as-needed ambassador service term contracts nor a civil service class that performs this work. These services are currently obtained through department professional service contracts.

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

- A. Explain why civil service classes are not applicable.  
Current civil service classes do not perform this type of work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Given the intermittent, as-needed, nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No. The contractor would be trained and receive their instructions for each initiative by City and County employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

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

Yes. The current contractors, who have the current personal services contracts, may bid on this contract again for an opportunity to be selected as a winning contractor.

**7. Union Notification:** On 11/07/2023, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 1 So. Van Ness Avenue, 6th Floor San Francisco, CA 94103  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45811 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Tuesday, November 7, 2023 1:08 PM  
**To:** Nuque, Amy; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3org; pkim@ifpte21.org; najuawanda.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; Pete Wilson - Union 250A VP; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfpoa@icloud.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; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablodd@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; Kbasconcillo@swwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablodd@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

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

RECEIPT for Union Notification for PSC 45811 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45811 - 23/24 for \$12,000,000 for Initial Request services for the period 09/15/2024 – 09/14/2027. 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/21656> 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

## Nuque, Amy

---

**From:** Dennis Wong <Dennis.Wong@seiu1021.org>  
**Sent:** Tuesday, February 13, 2024 10:27 AM  
**To:** Nuque, Amy; Sanchez, Jeannette; XiuMin Li  
**Cc:** Tam, Judy; Brown, Keith  
**Subject:** RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

EXT

Hello Amy,

Re: SEIU 1021 Follow Up

Thank you again for meeting with the Union.

Per our conversation, the Union and SFMTA HR had a nice conversation and we learned that the Agency needs to have intermittent services and that some of the duties the incumbent Transit Ambassadors series (9166, etc.) does are more than what the series currently may do. The Union was given examples of when the intermittent subcontractors have been used and we discussed historic usage of the ongoing subcontractors.

The Union did suggest, however, that we want full staffing of the 9100 series and that are members are willing to take on additional duties that are currently done by the subcontractors and that the 9910s are not paid that much, as they are a flat rate classification and this may be the better option for the Agency to move towards. The subcontractors often lack the ambition and work ethics of our civil service employees.

The Union is alright with the SFMTA moving forward with PSC #45811--23/24.

Best regards,

Dennis Wong  
SEIU 1021 Field Rep  
(415)216-9030 cell

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

From: Nuque, Amy <Amy.Nuque@sfmta.com>  
Sent: Tuesday, February 13, 2024 9:51 AM  
To: Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>; Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Cc: Tam, Judy <Judy.Tam@sfmta.com>; Brown, Keith <Keith.Brown@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

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 All: Kindly provide me updates if the problem is resolved.

Thank you,

Amy N.

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

From: Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Sent: Monday, February 5, 2024 9:34 AM  
To: Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Cc: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>; Brown, Keith  
<Keith.Brown@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

Good morning Dennis,

Thank you for confirming that Thursday morning 10am meeting time works for you. Can you please confirm that a virtual meeting is acceptable for this? I will send out the meeting link shortly.

Sincerely,  
Jeannette Sanchez

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

From: Dennis Wong <Dennis.Wong@seiu1021.org>  
Sent: Friday, February 2, 2024 6:11 PM  
To: Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Cc: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>; Brown, Keith  
<Keith.Brown@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

EXT

Hello Jeanette,

RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

Thank you for your response and availability.

Please schedule the meeting for Thursday, February 8, 10am--11am, with 30 minutes prep time from 9:30am---10am.

The Union requests the work release of Keith Brown, who is copied on this email. And, the Union may provide another member or two prior to the meeting.

Thank you in advance and we'll await your response and confirmation.

Best regards,

Dennis Wong  
SEIU 1021 Field Rep  
(415)216-9030 cell

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

From: Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Sent: Monday, January 29, 2024 5:27 PM  
To: Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Cc: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24-Scheduling Follow Up

[Some people who received this message don't often get email from jeannette.sanchez@sfmta.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

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

Hello,

Here are a few additional meeting slots for next week. Please let us know if one of these work for you/your members as applicable.

- \* Wednesday, 02.07.24, 3-4 p.m.
- \* Thursday, 02.08.24, 9:30-11 a.m.
- \* Friday, 02.09.24, 11 a.m.-Noon

Thank you,

Jeannette Sanchez  
Sr. Admin Analyst  
SFMTA  
415-646-2385

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

From: Sanchez, Jeannette  
Sent: Monday, January 29, 2024 5:06 PM  
To: Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Cc: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Hello Dennis,

I am writing to follow up on the scheduling of the discussion you have requested. Are you/your colleagues available to meet with us on Friday, February 9, between 11am and noon?

Please let us know and we can send out a teams invite.

Thank you,  
Jeannette Sanchez  
Sr. Admin Analyst  
SFMTA  
415-646-2385

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

From: Sanchez, Jeannette  
Sent: Thursday, January 25, 2024 10:36 AM  
To: Dennis Wong <Dennis.Wong@seiu1021.org>  
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>

Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Good morning Dennis,

I am writing to follow up on our meeting scheduling. Can you please provide your availability for a meeting the week of February 5?

Thank you,  
Jeannette Sanchez

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

From: Sanchez, Jeannette  
Sent: Wednesday, January 10, 2024 3:50 PM  
To: Dennis Wong <Dennis.Wong@seiu1021.org>  
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>; Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Hello Dennis,

Thank you for your follow up message. I did initially respond on December 12 and am including that message here for your records. We would be happy to get a meeting on calendar and will follow up on the coming days.

Do you have a preference between a virtual MS Teams meeting or in person location? I will check our teams' calendar on our end.

Thank you,

Jeannette Sanchez

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

From: Dennis Wong <Dennis.Wong@seiu1021.org>  
Sent: Wednesday, January 10, 2024 1:53 PM  
To: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>; Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

EXT

Hello and Happy New Year all,

RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

The Union is again reaching out to you so we may discuss the PSC #45811 - 23/24.

Please provide a set of dates and times for our meeting.

If you continue to fail to respond, the Union will show up at the Civil Service Commission meeting and have the item pulled until we have further discussion. We'd rather resolve the issue prior to this happening.

I look forward to hearing from you soon.

Dennis Wong  
SEIU 1021 Field Rep  
(415)216-9030 cell

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

From: Dennis Wong  
Sent: Friday, December 8, 2023 6:37 PM  
To: Nuque, Amy <Amy.Nuque@sfmta.com>; Tam, Judy <Judy.Tam@sfmta.com>; Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Cc: XiuMin Li <XiuMin.Li@seiu1021.org>  
Subject: RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Hello Judy and Jeanette,

RE: SEIU 1021 Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Is everyone available to have a meeting on Thursday, December 14, 2:30-3:30pm?

Please let us know.

In addition, the union will request a few members to participate and attend. I'll get back to you with the names.

I look forward to hearing from you.

Dennis Wong  
SEIU 1021 Field Rep  
(415)216-9030 cell

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

From: Nuque, Amy <Amy.Nuque@sfmta.com>  
Sent: Thursday, December 7, 2023 7:50 AM  
To: Tam, Judy <Judy.Tam@sfmta.com>; Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Cc: Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

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 Judy and Jeannette: Please contact XiuMin Li regarding SEIU objections to this PSC. Kindly cc me on your email to SEIU.

Thank you,  
Amy N.

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

From: Nuque, Amy

Sent: Tuesday, November 28, 2023 7:24 AM  
To: Tam, Judy <Judy.Tam@sfmta.com>; Sanchez, Jeannette <Jeannette.Sanchez@sfmta.com>  
Cc: Dennis Wong <Dennis.Wong@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

Hi Jeannette and Judy: Kindly contact XiuMin Li to clear the issue.

Thank you,  
Amy N.

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

From: XiuMin Li <XiuMin.Li@seiu1021.org>  
Sent: Monday, November 27, 2023 4:26 PM  
To: Nuque, Amy <Amy.Nuque@sfmta.com>  
Cc: Dennis Wong <Dennis.Wong@seiu1021.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

EXT

Hello Amy,  
SEIU objects to this PSC. This service can and should be provided by many of our members, including transit ambassadors.

XiuMin Li  
Field Supervisor

Direct #: 415 848 3686  
Member Resources Center: 1-877-687-1021

Sign up to become a Union Member! Together We Rise Up!  
<http://join1021.org/?LUID=Xli>

Join the citywide contract campaign kick off rally: <https://www.seiu1021.org/sf-kickoff>

Sign up for text updates from the union. <https://www.seiu1021.org/text-me>

Work or intern with SEIU 1021 and help build a strong union!

<https://www.seiu1021.org/jobs>

<https://www.seiu1021.org/member-internship-program>

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com  
Sent: Tuesday, November 7, 2023 1:08 PM  
To: amy.nuque@sfmta.com; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; Matthew Torres <matthew.torres@seiu1021.org>; Matthew Torres <matthew.torres@seiu1021.org>; Cade Crowell <Cade.Crowell@seiu1021.org>; jduritz@uapd.com; kdavis@ifpte21.org;

kDavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; DHR Info <SF-DHR-Info@seiu1021.org>; DHR Info <SF-DHR-Info@seiu1021.org>; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuawanda Daniels <Najuawanda.Daniels@seiu1021.org>; pkim@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarencio@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; rachel.emmanuel@sfgov.org; 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; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie Meyers <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 <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; kbascconclillo@sfcwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <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@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham <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 <Thomas.Vitale@seiu1021.org>; amy.nuque@sfmta.com; dhr-psccoordinator@sfgov.org

Subject: Receipt of Notice for new PCS over \$100K PSC # 45811 - 23/24

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

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

#### RECEIPT for Union Notification for PSC 45811 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45811 - 23/24 for \$12,000,000 for Initial Request services for the period 09/15/2024 - 09/14/2027. 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/21656> 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

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## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 3012 13/14)

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

Type of Service: Street Team Outreach and Information Services

Funding Source: General/Operating Funds

PSC Original Approved Amount: \$49,000 PSC Original Approved Duration: 10/01/13 - 04/30/14 (30 weeks 1 day)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 10/01/13-10/31/18 (4 years 26 weeks)

PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$7,500,000 PSC Mod#3 Duration: 08/01/16-07/31/23 (4 years 39 weeks)

PSC Mod#4 Amount: no amount added PSC Mod#4 Duration: 07/13/23-09/19/24 (1 year 7 weeks)

PSC Cumulative Amount Proposed: \$11,549,000 PSC Cumulative Duration Proposed: 10 years 50 weeks

**1. Description of Work**

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

The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

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

These services are essential to assist actual or potential SFMTA customers to the extent possible by providing information regarding the SFMTA's transit connections as well as other transit agencies. The consequence of denial will result in a void of outreach, education and assistance to the public at times of peak need for information on transportation services.

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

Yes

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:

Updated from the original. These services are ongoing and is expanded across the entire SFMTA now due to the high demand for outreach and public information related to transportation needs that arise from the impact of the agency's many projects. This is in addition to events and emergency situations.

**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 street teams will provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

Therefore, these necessary services are provided on an intermittent/as-needed basis. This is the nature of these outreach and information services.

B. Reason for the request for modification:

Requesting an extension through 9/19/2024 to exercise a final one-year contract renewal with each vendor.

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

A. Specify required skills and/or expertise: Contractor must have the following skills: three years' experience providing transportation information/outreach at public events; three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper (transit pass) system; spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Tagalog; and a working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.

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?**

Not Applicable

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

A. Explain why civil service classes are not applicable.

Current civil service classes do not perform this type of work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Given the intermittent, as-needed, nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

**6. Additional Information**

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

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

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.  
JBR and Caribou

**7. Union Notification:** On 05/25/23, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 3012 13/14

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 06/09/2023



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

Sent Via Electronic Mail

August 5, 2016

GINA M. ROCCANOVA  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

MICHAEL L. BROWN  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: **REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 22911-15/16; 43386-15/16; 44754-15/16; 3012-13/14; 3037-12/13; 4041-13/14; 4123-12/13; 4167-09/10; AND 40829-15/16.**

At its meeting on August 1, 2016 the Civil Service Commission had for its consideration the above matter.

The Commission:

1. Conditionally approved PSC #22911-15/16 pending clarification from the Department of Elections on whether the proposed work will be completed by a contractor that has a current PSC with the department.
2. Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachment

Cc: Brett Conner, Children, Youth & Their Families  
Stacey Camillo, Department of Public Works  
Jacquie Hale, Department of Public Health  
Cynthia Hamada, Municipal Transportation Agency  
Nataliya Kuzina, Department of Elections  
Joyce Kimotsuki, Controller's Office  
Joan Lubamersky, General Services Agency  
Commission File  
Chron



**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE****A. Specify required skills and/or expertise:**

Contractor must have the following skills: three years' experience providing transportation information/outreach at public events; three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper (transit pass) system; spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Tagalog; and a working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.

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

There are no civil service classes that perform this work.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**  
No.**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM****A. Explain why civil service classes are not applicable:**

Current civil service classes do not perform this type of work.

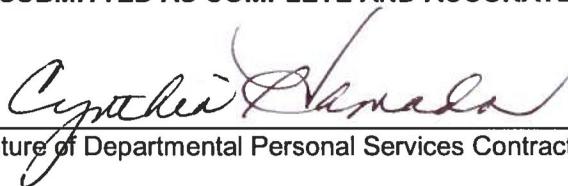
**B. Would it be practical to adopt a new civil service class to perform this work? Explain.**

No. Given the intermittent, as-needed, nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

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

	<u>Yes</u>	<u>No</u>
<b>A. Will the contractor directly supervise City and County employees?</b>	( )	( X )
<b>B. Will the contractor train City and County employees?</b>	( )	( X )
- Describe training and indicate approximate number of hours. - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.		
<b>C. Are there legal mandates requiring the use of contractual services?</b>	( )	( X )
<b>D. Are there federal or state grant requirements regarding the use of contractual services?</b>	( )	( X )
<b>E. Has a board or commission determined that contracting is the most effective way to provide this service?</b>	( )	( X )
<b>F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?</b>	( )	( X )

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia Hamada

Print or Type Name

415-701-5381

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103

Address

## 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: As-needed Network Cabling Services and Network Infrastructure Installation

Funding Source: Local Funds

PSC Duration: 2 years 1 week

PSC Amount: \$199,000

### **1. Description of Work**

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

On as needed basis, vendors to furnish and install network infrastructure at San Francisco Municipal Transportation Agency (SFMTA) facilities. Walks through for the designated assignments and provide timeline of assignment completions. Provides materials such as cables, wires, etc. for the assignment. Provides labor to handle the tasks of assignment. Works with SFMTA networking team supervision during assignment, maintaining a safe and management space at site and maintains communication with SFMTA networking team throughout the assignment.

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

As-needed support services to provide support the SFMTA Networking team. Consequences of denial will impact the delivery and operation efficiency of the networking infrastructure of the agency.

#### 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.

Utilized Technology Marketplace vendor and DT staff when available to provide needed services.

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

On-going as needed furnish and installations for network infrastructures at SFMTA facilities.

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

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

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

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

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

#### B. Explain the qualifying circumstances:

This is for as-needed network cabling at various locations in SFMTA facilities.

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

- A. Specify required skills and/or expertise: Furnish and install IT network infrastructure at SFMTA facilities as needed with the SFMTA networking team. Always maintain a level of professionalism, remains within agreed upon budget and timeframe of each assignment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7345, Electrician; 7472, Wire Rope Cable Maint Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Will procure materials such as cables, wires, etc. for the assignment.

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

This is for as-needed network cable installation. We do not anticipate to hire full time FTE to complete this work.

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

- A. Explain why civil service classes are not applicable.  
Existing civil service classes may be able to perform this work; however, currently the SFMTA does not have the personnel to perform this work. It is in the best interest of the SFMTA to hire services to perform critical and specified work as-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. No, because classifications currently exist that can perform this work (see Question #F above) so there is no need to adopt a new civil service class.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided. While SFMTA staff will manage and assign work. The contractor will have specialized skills and expertise to handle the tasks of assignments.
- 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 01/17/2024, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49916 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

## **Nuque, Amy**

---

**From:** dhr-psccoordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Wednesday, January 17, 2024 3:23 PM  
**To:** Nuque, Amy; cpark@local39.org; seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; junko.laxamana@sfgov.org; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; oashworth@ibew6.org; jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@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; Nuque, Amy; dhr-psccoordinator@sfgov.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49916 - 23/24

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RECEIPT for Union Notification for PSC 49916 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49916 - 23/24 for \$199,000 for Initial Request services for the period 01/18/2024 – 01/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21946> 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 HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Resident Laundry Services

Funding Source: General Funds

PSC Duration: 2 years 14 weeks

PSC Amount: \$900,000

**1. Description of Work**

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

The selected contractor shall pick up resident's personal laundry to wash, dry, fold, seal, and return all clothing and items of Laguna Honda Hospital residents. The contractor shall do so daily while maintaining a 24-to-48-hour turnaround time. The work must adhere to Title 22 requirements as outlined in the contract.

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

The services are necessary to continue to provide high quality care for the residents of Laguna Honda Hospital. Since Laguna Honda Hospital is a long-term care facility there is a need to provide laundry services to residents. Many residents of Laguna Honda Hospital (LHH) do not have the ability nor the means to do their own laundry. In addition, the City does not have any laundry facilities to process laundry on a large scale and in a manner compliant with all regulatory standards for hospital-based laundry services. If this service is denied the residents of LHH will not have access to laundry services, and the ongoing recertification process will be in jeopardy.

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

Services were not provided under a Professional Services Contract. Rather, resident personal clothing and items requiring cleaning are currently being processed by LHH Care Team Staff on each unit, utilizing consumer grade washing and drying machines. The current physical environment is not designed to meet physical spacing and infection control requirements to provide commercial laundry services.

D. Will the contract(s) be renewed?

Yes. if there is a continued need.

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

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

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

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

B. Explain the qualifying circumstances:

The selected contractor must provide pick up and processing of high-volume soiled hospital laundry daily, including holidays, for LHH to ensure compliance with Title 22 of the State of California Department of Health Code of Regulations ("Title 22"), Title 42 and SF DPH Infection Control Policies ("DPH ICP"), and The Joint Commission requirements, which require laundry facilities which the City does not possess.

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

- A. Specify required skills and/or expertise: Skills required for these services include experience in high volume laundry services to health care facilities; All services must comply with Title 22, DPH ICP, and Joint Commission requirements; Contractor must meet and maintain all established turnaround times for laundry services; Contractor must pickup, launder, sort, deliver all items given to them to clean; Contractor must meet normal requirements for Suppliers doing business with the City.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2770, Senior Laundry Worker; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the awarded contractor will have commercial laundry facilities that can process the laundry for LHH, complying with the regulations of Title 22 of the State of California Department of Health Code of Regulations ("Title 22"), SF DPH Infection Control Policies ("DPH ICP"), and the Joint Commission requirements.

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

Due to the current physical layout of Laguna Honda Hospital and the tough regulatory infection control requirements for performing laundry services in a long-term care facility, it is not feasible at the present time to continue the current practice. LHH is currently working under an approved mitigation plan to process laundry on site under the pretense that it would work on finding a long-term solution that meets regulatory requirements in a timely manner. Currently it's not feasible to embark on a major capital improvement project at the hospital to create and maintain an in-house laundry service for the residents, personal clothing and other items to meet the requirements in a timely manner. The Department has also looked at the possibility of identifying other locations within the City and at the present time there is no suitable alternative location that exists. If LHH fails to resolve this issue in a timely manner, this could further damage LHH credibility with California Department of Public Health to resolve their concerns timely and can hinder its efforts to achieve and maintain recertification.

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

- A. Explain why civil service classes are not applicable.  
Civil services classes are not applicable because the City does not have a compliant laundry facility to use. However, current civil services workers will still continue to play a major role in laundry process. They will still gather all resident clothing and then sort, label and prepare it for outside vendor to be picked up for cleaning and drying. Once the clothes are returned from the vendor, civil service workers will collect and distribute the laundry to our residents.
- 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 City does not have a laundry facility. With an outside service provider in place, the current LHH Care Team Staff will be retained and will be able to focus on the essential critical duties of resident care as described above. Their role will continue to play an important part in the process.

**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 formal training for civil service employees is not included in this solicitation. City staff will continue to collect laundry and then sort, label and prepare to drop it off at predesignated spots on campus and will also continue to perform laundry distribution functions once the laundered items are returned to the Hospital.
- 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 12/22/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45109 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**Fw: Receipt of Notice for new PCS over \$100K PSC # 45109 - 23/24**

Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Fri 12/22/2023 5:55 PM

To:connections@teamsters853.org <connections@teamsters853.org>

Cc:Albert, Reanna (DPH) <reanna.albert@sfdph.org>

 1 attachments (121 KB)

45109-2324 Submitted 12.22.23.pdf;

Dear Mr. Beck,

Please see Union Notification below that was sent to impacted Unions.

Attached please find a copy of the PSC in case you do not have access to the database.

Thank you.

*Kelly*

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

*This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.*

---

**From:** Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>

**Sent:** Friday, December 22, 2023 5:48 PM

**To:** Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 45109 - 23/24

Here you go

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of reanna.albert@sfdph.org

Sent: Friday, December 22, 2023 5:39 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; oumar.fall@sieu1021.org; cade.crowell@sieu1021.org; max.porter@sieu1021.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@sieu1021.org; Sandeep.lal@sieu1021.me; leah.berlanga@sieu1021.org; jegy.sering@sieu1021.org; matthew.torres@sieu1021.org; SF-DHR-Info@sieu1021.org; Najuawanda Daniels <najuawanda.daniels@sieu1021.org>; Jason Klumb <Jason.Klumb@sieu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; Thomas Vitale <thomas.vitale@sieu1021.org>; Ricardo.lopez@sfgov.org;

Kbasconcillo@sfwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; Longhitano, Robert (DPH) <robert.longhitano@sfph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 45109 - 23/24

RECEIPT for Union Notification for PSC 45109 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45109 - 23/24 for \$900,000 for Initial Request services for the period 03/19/2024 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21833> 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 HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Behavioral Health Services & Early Intervention Programs for Priority Populations

Funding Source: State Mental Health Services Act Funds

PSC Duration: 7 years 1 day

PSC Amount: \$24,000,000

**1. Description of Work**

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

The selected contractors will provide behavioral health services and early intervention programs to all populations and ethnicities in San Francisco, with focused expertise to support the unique cultural needs of individuals in 1. Latino/a/e/X and Mayan Communities, 2. Native American Communities, and 3. Socially Isolated Older Adult Communities. Contractors will provide Outreach and Engagement, Screening and Assessment, Wellness Promotion, Individual/Group Therapeutic Services, and Service Linkage.

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

These services are necessary to improve the quality of life and access to healthcare for these priority populations in San Francisco. If the request is denied, priority populations will lack community-based and culturally informed behavioral health services, early intervention services, and service linkage. As a result, priority populations will face heightened health disparities, increased vulnerability to mental health crises, and a potential rise in preventable adverse outcomes. This could lead to negative impacts on the overall well-being of these communities.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, only if there is a continued need and if funding is available.

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

The Department expects there to be a continued need for the services and therefore services will be ongoing. Contracting these services will ensure greater accessibility, cultural competence, and flexibility for these priority populations. Furthermore, existing civil servants are at capacity to deliver local government-based behavioral health services and early intervention programs to these priority populations.

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

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

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:

Existing classifications currently perform this work. However, demand exceeds the capacity at City facilities and city civil servants to provide these services so the City uses contractors to meet as many of the priority population's needs as possible.

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

- A. Specify required skills and/or expertise: Contractors must have staff that can provide services in the language of the priority population, have lived and/or work experience with the specific populations, and in some cases, must have staff with lived experience with behavioral health challenges and experience receiving public mental health services. Contractors must have at least one staff member who will be licensed to provide clinical screening and assessment such as behavioral health assessments, clinical assessment surveys, and comprehensive psychosocial assessments. These assessments will treat, for example, depression, isolation, and anxiety.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The behavioral health services and early intervention programs will take place in various locations in the community.

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

The Department continues to fill the many civil service positions which work in close partnership with community-based organizations/contractors to provide the entire array of services which comprise the City's Mental Health System of Care. Contracting for these services provides for more accessible, culturally competent, and flexible services to be available for priority population care. Furthermore, existing civil servants are at capacity to deliver local government-based mental health services to priority populations.

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

- A. Explain why civil service classes are not applicable.  
Community-based organizations provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to these priority populations than it would be able to do alone. These services are best provided by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level.
- 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. Existing classifications currently perform this work. However, demand exceeds capacity at City facilities and for City civil servants to provide these services, so the City uses contractors to meet as many of the priority population's needs as possible.

**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 contracts will not have a formal training component; however City employees can work with the selected vendors and will participate in knowledge transfer and have the opportunity to be exposed to the latest service models for the priority populations.

- 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 12/12/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard St. San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47896 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>  
on behalf of  
reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Tue 12/12/2023 9:04 AM

To:Albert, Reanna (DPH) <reanna.albert@sfdph.org>;oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>;cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>;max.porter@seiu1021.org <max.porter@seiu1021.org>;sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>;Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>;leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>;jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>;matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>;SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>;Najuawanda Daniels <najuawanda.daniels@seiu1021.org>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Meyers, Julie (HSA) <julie.meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Kbasconcillo@sfgov.org <Kbasconcillo@sfgov.org>;pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>;Wendy Frigillana <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;davidmkersten@gmail.com <davidmkersten@gmail.com>;XiuMin Li <xiumin.li@seiu1021.org>;Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>;David Canham <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;sportillo@ifpte21.org <sportillo@ifpte21.org>;kdavis@ifpte21.org <kdavis@ifpte21.org>;jharding@ifpte21.org <jharding@ifpte21.org>;mweirick@ifpte21.org <mweirick@ifpte21.org>;agarza@ifpte21.org <agarza@ifpte21.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Qin, Kevin (DPH) <kevin.qin@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 47896 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47896 - 23/24 for \$24,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2030. 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/21756> 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

## **Albert, Reanna (DPH)**

---

**From:** Thomas Vitale <Thomas.Vitale@seiu1021.org>  
**Sent:** Monday, February 5, 2024 2:36 PM  
**To:** Albert, Reanna (DPH); Hiramoto, Kelly (DPH); Qin, Kevin (DPH); Ganade, Kimberly (DPH)  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24  
**Attachments:** 47896-2324 SEIU-BHS & Early Intervention Priority Populations Meeting Notes 2.1.24 \_DRAFT.doc

Hi Reanna, SEIU withdraws its appeal.

Thomas Vitale  
SEIU 1021 Representative  
510-703-4081

On Feb 5, 2024, at 1:36 PM, Albert, Reanna (DPH) <reanna.albert@sfdph.org> wrote:

**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 Thomas,

Thank you for meeting last week regarding PSC 47896 Behavioral Health Services and Early Intervention Programs for Priority Populations. See attached notes for review. Please let me know if you have any edits/comments.

Thanks,  
Reanna

---

**From:** Thomas Vitale <Thomas.Vitale@seiu1021.org>  
**Sent:** Saturday, December 30, 2023 10:51 AM  
**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Qin, Kevin (DPH) <kevin.qin@sfdph.org>; Ganade, Kimberly (DPH) <kimberly.ganade@sfdph.org>  
**Cc:** Kristin Hardy <Kristin.Hardy@seiu1021.org>; Claude Joseph <Claude.Joseph@seiu1021.org>; Thomas Vitale <thomas.vitale@seiu1021.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

Hi Reanna, Please send an invite for 2/1/24, thank you.

Thomas Vitale  
SEIU 1021 Representative  
Contact# 510-703-4081

***Sign up to become a Union Member! Together We Rise Up!***

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

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**From:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>  
**Sent:** Thursday, December 28, 2023 10:30 AM  
**To:** Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Qin, Kevin (DPH) <[kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org)>; Ganade, Kimberly (DPH) <[kimberly.ganade@sfdph.org](mailto:kimberly.ganade@sfdph.org)>  
**Cc:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>; Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

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 Thomas,

Below are times after 1/22/24 that DPH can meet. Attaching PSC 47896-23/24 for reference.

1/23/24 – 11am-12pm  
1/26/24 – 2-3pm, 3-4pm  
1/31/24 – 2-3pm  
2/1/24 – 1-2pm

Thanks,  
Reanna

---

**From:** Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>  
**Sent:** Tuesday, December 26, 2023 2:44 PM  
**To:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Qin, Kevin (DPH) <[kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org)>; Ganade, Kimberly (DPH) <[kimberly.ganade@sfdph.org](mailto:kimberly.ganade@sfdph.org)>  
**Cc:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>; Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

Hi Reanna, I'll be handling this PCS now. I will be out of the office from 12-29-23 until 1-22-24. Please offer times after my return.

Thomas Vitale  
SEIU 1021 Representative  
Contact# 510-703-4081

***Sign up to become a Union Member! Together We Rise Up!***

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

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**From:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>  
**Sent:** Thursday, December 21, 2023 9:49 AM  
**To:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>; Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>  
**Cc:** Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>;

Ganade, Kimberly (DPH) <[kimberly.ganade@sfph.org](mailto:kimberly.ganade@sfph.org)>; Qin, Kevin (DPH) <[kevin.qin@sfph.org](mailto:kevin.qin@sfph.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

**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 Kristin,

Following up to see if any of the below dates/times will work for a meeting regarding PSC 47896-23/24.

Thanks,

Reanna

---

**From:** Albert, Reanna (DPH)

**Sent:** Thursday, December 14, 2023 4:13 PM

**To:** Kristin Hardy <[kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>

**Cc:** Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfph.org](mailto:kelly.hiramoto@sfph.org)>;

Ganade, Kimberly (DPH) <[kimberly.ganade@sfph.org](mailto:kimberly.ganade@sfph.org)>; Qin, Kevin (DPH) <[kevin.qin@sfph.org](mailto:kevin.qin@sfph.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

Hi Kristin,

Thank you for letting us know. Below is DPH's availability for a meeting regarding PSC 47896-23/24.

1/3/24 – 10am, 11am, 2pm

1/9/24 – 11am

1/10/24 – 3pm

1/12/24 – 11am

Thanks,

Reanna

---

**From:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>

**Sent:** Tuesday, December 12, 2023 2:48 PM

**To:** Albert, Reanna (DPH) <[reanna.albert@sfph.org](mailto:reanna.albert@sfph.org)>; oumar.fall@seiu1021.org; Cade Crowell <[Cade.Crowell@seiu1021.org](mailto:Cade.Crowell@seiu1021.org)>; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Jegy Sering <[jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org)>; DHR Info <[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org)>; Najuawanda Daniels <[najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)>; Jason Klumb <[Jason.Klumb@seiu1021.org](mailto:Jason.Klumb@seiu1021.org)>; Frigault, Noah (HRC) <[noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)>; Meyers, Julie (HSA) <[julie.meyers@sfgov.org](mailto:julie.meyers@sfgov.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>; Ricardo.lopez@sfgov.org; [kbasconcillo@sfgov.org](mailto:kbasconcillo@sfgov.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); Wendy Frigillana <[wendy.frigillana@seiu1021.org](mailto:wendy.frigillana@seiu1021.org)>; PSCreview <[PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org)>; [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); XiuMin Li <[xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; [jtanner940@aol.com](mailto:jtanner940@aol.com); Laxamana, Junko (DBI) <[Junko.Laxamana@sfgov.org](mailto:Junko.Laxamana@sfgov.org)>; [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [tmatthews@ifpte21.org](mailto:tmatthews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); Qin, Kevin (DPH) <[kevin.qin@sfph.org](mailto:kevin.qin@sfph.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

**Importance:** High

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We would like to meet regarding this PCS proposal

**Kristin A. Hardy**

**SF REGION VICE PRESIDENT SEIU 1021**

"WE NEED TO THROW THE DOORS OF THE LABOR MOVEMENT OPEN AND WELCOME PEOPLE IN."

-MARY K. HENRY-(President SEIU International)

---

**From:** [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)

**Sent:** Tuesday, December 12, 2023 9:05 AM

**To:** [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org); [oumar.fall@sieu1021.org](mailto:oumar.fall@sieu1021.org); [Cade Crowell](mailto:Cade.Crowell@seiu1021.org); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [Sarah Wilson](mailto:Sarah.Wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [Jegy Sering](mailto:Jegy.Sering@seiu1021.org); [Matthew Torres](mailto:Matthew.Torres@seiu1021.org); [DHR Info](mailto:DHR.Info@seiu1021.org); [Najuawanda Daniels](mailto:Najuawanda.Daniels@seiu1021.org); [jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [Julie Meyers](mailto:Julie.Meyers@seiu1021.org); [Thomas Vitale](mailto:Thomas.Vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [kbasconcillo@sfgov.org](mailto:kbasconcillo@sfgov.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy Frigillana](mailto:Wendy.Frigillana@seiu1021.org); [PSCReview](mailto:PSCReview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [XiuMin Li](mailto:XiuMin.Li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [David Canham](mailto:David.Canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org); [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org)

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

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RECEIPT for Union Notification for PSC 47896 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47896 - 23/24 for \$24,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2030. 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:

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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

**SEIU/ DPH Meeting**

**PSC 47896-23/24**

Behavioral Health Services & Early Intervention Programs for Priority Populations

February 1, 2024, 2:00pm – 2:12pm

<b>NAME:</b> Thomas Vitale	
<b>POSITION TITLE:</b> SEIU 1021 Representative	
<b>ORGANIZATION:</b> SEIU 1021	<b>PHONE NO.:</b> 510-703-4081
	<b>EMAIL:</b> thomas.vitale@seiu1021.org
<b>NAME:</b> Kimerly Ganade	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL:</b>
<b>NAME:</b> Kelly Hiramoto	
<b>POSITION TITLE:</b> Interim Pre-Award Unit Supervisor	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b> DPH Business Office	<b>EMAIL:</b> kelly.hiramoto@sfdph.org
<b>NAME:</b> Reanna Albert	
<b>POSITION TITLE:</b> PSC Coordinator	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b> DPH Business Office, Pre-Award Unit	<b>EMAIL:</b> reanna.albert@sfdph.org
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>

NOTES:

Q: Does this apply to both general fund and grant-funded?

A: For those two populations, Mayan and Native American, they do receive funding from MHSA and they may be receiving general fund through other programs. It's blended funding for the entire organization. This PSC is all State MHSA funds. The programs for this PSC are strictly funded by State MHSA funds.

Q: What is the need for this money if it's State funded? / What is the \$24 million going for?

A: Instituto Familiar de la Raza (IFR) is funded to implement their Indigena Health & Wellness Collaborative. The other is for Native American Health Center which operates their Living in Balance program. Those are both funded by State MHSA.

Additionally, when we do the PSC, we have to do it for the term of the entire contract. We have to extrapolate it out, we do the math out.

Q: Even if we divide it out, I'm not concerned with the amount. I'm concerned with how these services are different as opposed to what's being provided by the current classes? / Why contractors and not civil service?

A: For these contracted services, these organizations have been recognized as experts in the field, and at engaging with community audiences. They have expertise in early intervention with immigrant and LatinX communities. Both programs perform specialized service. The other issue is around language capacity; we need a provider that always has someone on staff. These providers have the trust and credibility in the community. The nature of the populations is very specific and having a community provider that has multiple staff to accommodate the various dialects is important.

Q: The PSC refers to cultural competency and cultural expertise, can you expand on that? What other cultural specifics are required that civil servants can't provide?

A: Staff at Native American Health Center are dialed into cultural practices and healing practices, the staff and their expertise are congruent with their community members, they understand their knowledge of health, background of spirituality. For Mayan families, it's historical world views, taking into account historical trauma, and all the specific supports they need to survive, as well as empathy for them to get the support that they need.

Q: How big are these communities we're speaking of?

A: The Mayan community is close to 8,000 just in San Francisco.

Because the providers work with a diverse community, they can reach out to other Mayan languages. We need their language proficiency as well as their understanding of cultures. Because they employ community members with different language, they're better able to empathize. These organizations are deeply connected to the community. For Native American Health Center, it's a different set of issues. With their historical trauma, it's manifested in homelessness, substance abuse, difficulty keeping the family together. Their program makes room for people who are seeking mental health help. Staff connects community members with what they need – for example, food security, cultural enrichment programs, maintaining overall wellness.

As noted by:

*Reanna Albert  
PSC Coordinator*

**RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24**

Thomas Vitale <Thomas.Vitale@seiu1021.org>

Tue 12/26/2023 2:44 PM

To:Albert, Reanna (DPH) <reanna.albert@sfdph.org>;Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Qin, Kevin (DPH) <kevin.qin@sfdph.org>;Ganade, Kimberly (DPH) <kimberly.ganade@sfdph.org>

Cc:Kristin Hardy <Kristin.Hardy@seiu1021.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Claude Joseph <Claude.Joseph@seiu1021.org>

Hi Reanna, I'll be handling this PCS now. I will be out of the office from 12-29-23 until 1-22-24. Please offer times after my return.

Thomas Vitale  
SEIU 1021 Representative  
Contact# 510-703-4081

***Sign up to become a Union Member! Together We Rise Up!***

***<http://bit.ly/SFMembershipForm>***

***<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>***

seiu1021.org

---

**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>

**Sent:** Thursday, December 21, 2023 9:49 AM

**To:** Kristin Hardy <Kristin.Hardy@seiu1021.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>

**Cc:** Claude Joseph <Claude.Joseph@seiu1021.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Ganade, Kimberly (DPH) <kimberly.ganade@sfdph.org>; Qin, Kevin (DPH) <kevin.qin@sfdph.org>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

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Hi Kristin,

Following up to see if any of the below dates/times will work for a meeting regarding PSC 47896-23/24.

Thanks,  
Reanna

---

**From:** Albert, Reanna (DPH)

**Sent:** Thursday, December 14, 2023 4:13 PM

**To:** Kristin Hardy <[kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org)>; Thomas Vitale <[thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org)>

**Cc:** Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>; Ganade, Kimberly (DPH) <[kimberly.ganade@sfdph.org](mailto:kimberly.ganade@sfdph.org)>; Qin, Kevin (DPH) <[kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47896 - 23/24

Hi Kristin,

Thank you for letting us know. Below is DPH's availability for a meeting regarding PSC 47896-23/24.

1/3/24 – 10am, 11am, 2pm

1/9/24 – 11am

1/10/24 – 3pm

1/12/24 – 11am

Thanks,  
Reanna

---

**From:** Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>  
**Sent:** Tuesday, December 12, 2023 2:48 PM  
**To:** Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>; oumar.fall@sieu1021.org; Cade Crowell <[Cade.Crowell@sieu1021.org](mailto:Cade.Crowell@sieu1021.org)>; [sarah.wilson@sieu1021.org](mailto:sarah.wilson@sieu1021.org); Sandeep.lal@sieu1021.me; [leah.berlanga@sieu1021.org](mailto:leah.berlanga@sieu1021.org); Jegy Sering <[jegy.sering@sieu1021.org](mailto:jegy.sering@sieu1021.org)>; DHR Info <[SF-DHR-Info@sieu1021.org](mailto:SF-DHR-Info@sieu1021.org)>; Najuawanda Daniels <[najuawanda.daniels@sieu1021.org](mailto:najuawanda.daniels@sieu1021.org)>; Jason Klumb <[Jason.Klumb@sieu1021.org](mailto:Jason.Klumb@sieu1021.org)>; Frigault, Noah (HRC) <[noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)>; Meyers, Julie (HSA) <[julie.meyers@sfgov.org](mailto:julie.meyers@sfgov.org)>; Thomas Vitale <[thomas.vitale@sieu1021.org](mailto:thomas.vitale@sieu1021.org)>; Ricardo.lopez@sfgov.org; [kbasconcillo@swwater.org](mailto:kbasconcillo@swwater.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); Wendy Frigillana <[wendy.frigillana@sieu1021.org](mailto:wendy.frigillana@sieu1021.org)>; PSCreview <[PSCreview@sieu1021.org](mailto:PSCreview@sieu1021.org)>; [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); XiuMin Li <[xiumin.li@sieu1021.org](mailto:xiumin.li@sieu1021.org)>; David Canham <[david.canham@sieu1021.org](mailto:david.canham@sieu1021.org)>; jtanner940@aol.com; Laxamana, Junko (DBI) <[Junko.Laxamana@sfgov.org](mailto:Junko.Laxamana@sfgov.org)>; sportillo@ifpte21.org; [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21pscreview@ifpte21.org](mailto:L21pscreview@ifpte21.org); Qin, Kevin (DPH) <[kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org)>; DHR-Coordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
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We would like to meet regarding this PCS proposal

## Kristin A. Hardy

### SF REGION VICE PRESIDENT SEIU 1021

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**Sent:** Tuesday, December 12, 2023 9:05 AM  
**To:** [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org); [oumar.fall@sieu1021.org](mailto:oumar.fall@sieu1021.org); [Cade.Crowell@sieu1021.org](mailto:Cade.Crowell@sieu1021.org); [max.porter@sieu1021.org](mailto:max.porter@sieu1021.org); [Sarah.Wilson@sieu1021.org](mailto:Sarah.Wilson@sieu1021.org); [Sandeep.lal@sieu1021.me](mailto:Sandeep.lal@sieu1021.me); [leah.berlanga@sieu1021.org](mailto:leah.berlanga@sieu1021.org); [Jegy.Sering@sieu1021.org](mailto:Jegy.Sering@sieu1021.org); [Matthew.Torres@sieu1021.org](mailto:Matthew.Torres@sieu1021.org); [DHR.Info@sieu1021.org](mailto:DHR.Info@sieu1021.org); [Najuawanda.Daniels@sieu1021.org](mailto:Najuawanda.Daniels@sieu1021.org); [Jason.Klumb@sieu1021.org](mailto:Jason.Klumb@sieu1021.org); [noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [Thomas.Vitale@sieu1021.org](mailto:Thomas.Vitale@sieu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [kbasconcillo@swwater.org](mailto:kbasconcillo@swwater.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@sieu1021.org](mailto:Wendy.Frigillana@sieu1021.org); [PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [XiuMin.Li@sieu1021.org](mailto:XiuMin.Li@sieu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [David.Canham@sieu1021.org](mailto:David.Canham@sieu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [kevin.qin@sfdph.org](mailto:kevin.qin@sfdph.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
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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

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**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: Aqua Nova Equipment, Software, and Plant Maintenance

Funding Source: SFPUC Wastewater Enterprise, Capital and PSC Duration: 2 years 52 weeks

PSC Amount: \$150,000

**1. Description of Work**

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

System Operations Support provides technical support and assistance to operate and maintain the Living Machine System to ensure the Living Machine system meets performance. Vegetation Management provides continuing maintenance and management of the highly specialized vegetation in the planted wetland Cells of the Living Machine System and other areas and ensure that the maintenance meets the requirements of the system.

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

Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. The increased frequency of some maintenance activities is due largely to the aging of the wastewater infrastructure and new regulatory requirements. The services to be provided by this contract includes, but are not limited to: environmental and regulatory compliance; wastewater and storm water sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development and vegetation management of wetland system. City staff does not have the specialized knowledge or technical skills necessary to provide these services. Denial of these proposed contract services may lead to facility unplanned shutdowns, fines from the regulatory agencies, other civil penalties, and possible flooding, distressed or dead vegetation.

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 as-needed services have been provided in the past by SFPUC Contract No. CS-350, PSC No. 4017-09/10.

D. Will the contract(s) be renewed?

No

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

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

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

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

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

B. Explain the qualifying circumstances:

The Living Machine Wastewater Treatment System is a trademark name for a wastewater treatment process based on engineered wetland processes, including a fill-and-drain wetland system called "Tidal Flow Wetlands". This PSC is for the as needed operations and maintenance of the current system which requires a wide array of highly technical and specialized expertise in the areas of wastewater, storm water, environmental materials, hazardous materials, regulatory compliance and health and safety to keep the system running safely, efficiently and cost effectively.

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

- A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, geotechnical analysis, water quality analyses, process optimization, and risk assessment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 2485, Supv Biologist; 2488, Supv Chemist;
- 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?**

To maximize the use of existing City staff, SFPUC utilizes specialized expertise (hydrology engineers, mechanical engineers, planners, etc.) from other departments, when needed and as staffing is available, through work orders (e.g. – Department of Public Works, City Planning, etc.) to augment existing staff expertise.

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

- A. Explain why civil service classes are not applicable.  
The SFPUC is utilizing existing staff and civil service classes in other departments (e.g. -5211, 5212, etc.) through work orders when necessary. The SFPUC is providing training to City staff and will continue to deliver some of these services. However, some tasks require specific technical expertise (e.g. low impact design, modeling for storm water facilities, toxicity screening for effluent discharges, etc.) that City employees cannot provide necessitating the use of contracted as-needed services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work as it does not require a full FTE and due the highly specialized technical nature of the services required to safely operate and maintain the Living Machine Wastewater Treatment system and Tidal Flow Wetlands (wastewater treatment strategy options analyses; storm water infrastructure and low impact analysis, sewer failure analysis and modeling; etc.)

**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 includes education on controls, issue identification, and possible solutions to correct as well as impact(s) to the overall system. The consultant communicates with Building Superintendent 7120 as 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 12/21/2023, 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# 36499 - 23/24

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** Hale, Shawndrea M.; [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Hale, Shawndrea M.; [dhr-psccoordinator@sfgov.org](mailto:dhr-psccoordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 36499 - 23/24  
**Date:** Thursday, December 21, 2023 3:22:55 PM

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

RECEIPT for Union Notification for PSC 36499 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 36499 - 23/24 for \$150,000 for Initial Request services for the period 04/01/2024 – 03/31/2027. 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/21822> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

July 22, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4012-09/10 THROUGH 4019-09/10; 4110-06/07; 4002-07/08; 4046-04/05; 4062-04/05; 4020-06/07 AND 4031-08/09.

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

PLEASE NOTE:

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

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

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

CIVIL SERVICE COMMISSION

A handwritten signature in black ink, appearing to read "Anita Sanchez".

ANITA SANCHEZ  
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Rachel Buerkle, Department of Environment  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Jessica Huey, Department of Human Resources  
Shamica Jackson, Public Utilities Commission  
Florence Kyaun, Public Utilities Commission  
William Lee, Department of Emergency Management  
Artina Lim, Department of Children, Youth and Their Families  
Joan Lubamersky, GSA/Office of Labor Standards Enforcement  
Brigette Rockett, Department of Human Resources  
Commission File  
Chron

Amended POSTING FOR  
July 20, 2009

## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4012-09/10	22	Environment	Regular	\$25,000,000.00	Will provide implementation support for major elements of a three-year energy efficiency partnership program with PG&E and for projects funded through AARA Energy Block Grants (Federal stimulus funds to San Francisco).	01-Jul-14
4013-09/10	81	Public Health	Regular	\$200,000.00	Will provide 15-20 hours of art instruction for a maximum of 100 residents at Laguna Honda Hospital. As part of the Art with Elders program, services also include developing and coordinating art exhibits.	30-Jun-14
4014-09/10	81	Public Health	Regular	\$80,000.00	Will provide approximately 80 hours per month of neurology services for residents of Laguna Honda Hospital.	30-Jun-10
4015-09/10	81	Public Health	Regular	\$80,000.00	Will provide a medical doctor (MD) with a specialization in the field of radiology for approximately (70) hours per month of professional and clinical radiologist services for LHH.	30-Jun-10
4016-09/10 <i>CS ASS Bonita</i>	35	San Francisco Municipal Transportation Agency	Regular	\$100,000.00	Will provide federally mandated urine analysis for safety-sensitive employees with the San Francisco Municipal Transportation Agency (SFMTA).	31-Oct-12
4017-09/10	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide specialized and technical as-needed services in the area of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous material and waste.	31-Oct-14
4018-09/10	90	Department of Public Works	Regular	\$4,500,000.00	Will provide highly specialized Architectural and Structural, Mechanical, Electrical and Plumbing Engineering services related to Cruise Terminal design, programming, planning and operations, maritime engineering, and geotechnical engineering.	31-Mar-14
4019-09/10	77	Department of Emergency Management	Regular	\$145,000.00	Will develop a list of the Bay Area (ASI) region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report.	30-Jun-12

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: Hydrologic Monitoring and Stream Gauge Maintenance on the Tuolumne River and its Tributaries

Funding Source: Hetch Hetchy Water and Power Operating PSC Duration: 4 years 47 weeks

PSC Amount: \$1,938,680

**1. Description of Work**

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

Cooperative water resources program between the San Francisco Public Utilities Commission (SFPUC) and the United States Geological Survey (USGS), to maintain hydrologic records, monitor, maintain, and measure stream and reservoir storage gauges.

Under the 1913 Raker Act (federal law), the SFPUC is obligated to monitor the natural flow in the Tuolumne River at or above La Grange Dam. The USGS maintains stream and reservoir storage gauges across the United States for the purpose of measuring stream flow and characterizing hydrology and is recognized for its neutral third-party independence and scientific expertise in hydrologic monitoring. The SFPUC relies on the independence and expertise of the USGS to maintain hydrologic records on the Tuolumne River and its tributaries to meet its obligations under the Raker Act.

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

The City is required to make payment to the USGS as mandated by the 1913 Raker Act (federal law), under Section 9 (i): "That the said grantee shall, at its own expense, locate and construct, under the direction of the Secretary of the Interior such weirs or other suitable structures on sites to be granted, if necessary, by the United States, for accurately measuring the flow in the said river at or above La Grange Dam and measuring the flow into and out from the reservoirs or intakes of said districts, and into and out from any reservoirs constructed by the said grantee, and at any other point on the Tuolumne River or its tributaries, which he may designate, and fit the same with water-measuring apparatus satisfactory to said Secretary and keep such hydrographic records as he may direct, such apparatus and records to be open to inspection by any interested party at any time." This Agreement provides the mechanism for the SFPUC to meet our legal payment obligation to the USGS. If this Agreement is denied, the SFPUC would be unable to make payment, and would therefore be in violation of federal law.

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 currently being provided by an existing Agreement with the SFPUC and the USGS, adopted by the SFPUC Commission on October 22, 2019; Resolution #19-0204. It is due to expire on October 31, 2024. Previous PSC was not obtained nor attached. The SFPUC has entered into agreements for hydrologic monitoring and stream gauge maintenance with the USGS for many years and relies on the independence and expertise of the USGS. The SFPUC plans to seek future agreements with the USGS to fulfill the SFPUC's obligations under the Raker Act.

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):

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

- B. Explain the qualifying circumstances:

The SFPUC is obligated under the 1913 Raker Act (federal law) to monitor the natural flow in the Tuolumne River as well as make payment to the USGS for the cost of hydrologic monitoring and stream gauge maintenance on the Tuolumne River and its tributaries.

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

- A. Specify required skills and/or expertise: The USGS maintains stream and reservoir storage gauges across the United States for the purpose of measuring stream flow and characterizing hydrology and is recognized for its neutral third-party independence and scientific expertise in hydrologic monitoring. The SFPUC relies on the independence and expertise of the USGS to maintain hydrologic records on the Tuolumne River and its tributaries to meet its obligations under the Raker Act.

- 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?**

Civil Service classifications are not applicable. The SFPUC has an obligation to monitor the natural flow in the Tuolumne River and maintain hydrologic records through the USGS to meet obligations under the 1913 Raker Act (federal law). Additionally, the SFPUC is mandated by the Raker Act to make payment to the USGS for the cost of hydrologic monitoring and stream gauge maintenance on the Tuolumne River and its tributaries.

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

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

The SFPUC is mandated by the 1913 Raker Act (federal law) to monitor the natural flow in the Tuolumne River as well as make payment to the USGS for the cost of hydrologic monitoring and stream gauge maintenance on the Tuolumne River and its tributaries.

- 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. The SFPUC is obligated under the 1913 Raker Act (federal law) to monitor the natural flow in the Tuolumne River and make payment to the USGS for the cost of hydrologic monitoring and stream gauge maintenance on the Tuolumne River and its tributaries.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No. There is no need for USGS personnel to train SFPUC employees; therefore, training is not included in the scope of the agreement.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. accurately measuring the flow in the said river at or above La Grange Dam and measuring the flow into and out from the reservoirs or intakes of said districts, and into and out from any reservoirs constructed by the said grantee, and at any other point on the Tuolumne River or its tributaries..." and is obligated to pay the USGS for the cost of hydrologic monitoring and stream gauge maintenance on the Tuolumne River and its tributaries under authority of the Raker Act.
- 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 02/06/2024, 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@sfgwater.org

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

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41532 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

**From:** dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org  
**To:** Hale, Shawndrea M.; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; drubble@oe3.org; pkim@ifpte21.org; najauawanda.daniels@seiu1021.org; pkim@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarencu@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdfpoa@icloud.com; Mayne@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; Meyers, Julie (HSA); 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; kpake@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcello, Kathy; Sandeep.la@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgbarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org

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RECEIPT for Union Notification for PSC 41532 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41532 - 23/24 for \$1,938,680 for Initial Request services for the period 11/01/2024 – 10/01/2029. 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/22023> 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

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: Professional Services

Funding Source: Capital, Project ID 10036917, Water Loss R PSC Duration: 5 years

PSC Amount: \$2,400,000

**1. Description of Work**

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

SFPUC will seek to retain the services of a qualified contractor on an as-needed basis to survey existing water meter locations, install on existing meters the temporary leased external equipment (supplied & maintained by contractor), and diagnose maintenance and/or repair requirements. The leased equipment will diagnose if water meter is performing within manufacturer accuracy & functionality specifications & provide maintenance recommendations for under-performing meters so that maintenance activities can be implemented efficiently with one site visit (or one truck-roll). SFPUC seeks this service for up to 1,200 large meters with the initial surveying making up approximately 10% of the total anticipated cost, equipment installation and leasing approximately 80%, and diagnostics approximately 10%.

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

Meter maintenance diagnostics using leased equipment will ensure water meters are performing within manufacturer accuracy and functionality specifications to continue billing customers accurately. Inaccurate customer billing usually results in customer complaints and/or underbilling (lost revenue).

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

No, this service has not been provided in the past.

D. Will the contract(s) be renewed?

No

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

The term for this PSC is five years, which will provide adequate duration to implement scope of work, which will depend on coordinating with other San Francisco Public Utilities Commission (SFPUC) groups (e.g., Customer Service Bureau, meter shop, etc.) and also provide time in case of unforeseen conditions like longer lead times than originally anticipated in regard to equipment availability and installation.

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

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

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

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

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

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:

Meter Maintenance Diagnostics and Equipment Lease is a short-term capital-funded project, which will retain services to lease external equipment on an as-needed basis. The leased equipment is specialized and requires specific skills, expertise and knowledge, which the City is currently lacking. The City may also demonstrate avoidance of potential conflict of interest by retaining an independent meter maintenance diagnostics service provider, especially if corrective actions taken would result in increased customer billing.

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

- A. Specify required skills and/or expertise: Initial survey of the site and meter vault will require skills and expertise to determine the feasibility of leased equipment installation and cellular transmission at the location, following safety protocols. The work also requires specific skills and expertise in installing the specialized leased equipment, reporting maintenance diagnostics in a dashboard to provide maintenance recommendations.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide leased equipment not currently possessed by City for water meter maintenance diagnostics. The associated components to the leased equipment (e.g. sensors, batteries, telemetry, etc.) will be installed, troubleshoot, & maintained by contractor to provide a working system.

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

Yes, previous efforts have been made through the City tech marketplace in attempt to procure equipment, but due to advantages in leasing (a. the City being able to demonstrate avoidance of potential conflict of interest by retaining an independent contractor for meter maintenance diagnostics service, especially if corrective actions taken would result in increased customer billing and b. turnkey with contractor being responsible for a full working system, including any upgrades). Leasing is currently not available through the tech marketplace – a formal solicitation is pursued for this temporary, as-needed contract.

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

- A. Explain why civil service classes are not applicable.  
The leased equipment is specialized with associated technical installation and troubleshooting, currently not provided by existing civil service classes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Adopting a new civil service to perform this work will not be practical as the leased equipment is specialized and will require training each time this type of work is needed, which will occur on an as-needed, infrequent basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Contractor will train approximately 4 city employees on how to remove leased equipment from meters in case of a utility emergency (e.g., meter starts to leak and needs replacement, etc.).

- 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 02/06/2024, 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@sfgov.org

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

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41699 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org  
**To:** Hale, Shawndrea M.; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jnuti@ifpte21.org; joey.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; naujauwanda.daniels@seiu1021.org; pkim@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmareno@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.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; tracyvn@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (USA); 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; Basconcillo, 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@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; 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 # 41699 - 23/24  
**Date:** Tuesday, February 6, 2024 11:05:44 AM

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

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

#### RECEIPT for Union Notification for PSC 41699 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41699 - 23/24 for \$2,400,000 for Initial Request services for the period 07/03/2024 – 07/02/2029. 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/22024> 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

## 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 Elevator Design Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$4,000,000 PSC Est. Start Date: 03/18/2024 PSC Est. End Date 07/31/2031

## **1. Description of Work**

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

The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building.

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

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.

Through the latest As-Needed Elevator Design Services, PSC#46887-19/20 approved on 01/06/2020.

D. Will the contract(s) be renewed?

No

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

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

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

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

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

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

B. Explain the qualifying circumstances:

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

### **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. Experience designing all types of elevators. Experience working with California Department of Industrial Relations, Division of Occupational Safety and Health, Elevator Unit. Knowledge of California Building Code, and California Historical Building Code. Experience working with Authorities Having Jurisdiction (AHJ's) such as San Francisco Department of Building Inspection, San Francisco Fire Department, California Department of Health Care Access and Information (HCAI), etc.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 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?**

The Department has recruited and hired more people for above civil service classes. The City is requesting this consultant service to provide specialty expertise or additional resources to supplement City staff on an as needed basis only.

**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 contract services only. They will only be utilized when the following conditions exist:
  - Project requires expert elevator design services and knowledgeable in-house staffs are at full capacity.
- 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 contact? 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 and there is no ongoing demand that justifies the training of permanent 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 01/22/2024, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44552 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** Burns, Alexander (DPW); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [erbach@ifpte21.org](mailto:erbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44552 - 23/24  
**Date:** Monday, January 22, 2024 2:16:50 PM

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RECEIPT for Union Notification for PSC 44552 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a

Personal Services Contract (PSC) 44552 - 23/24 for \$4,000,000 for Initial Request services for the period 03/18/2024 – 07/31/2031. 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/21963> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Elevator Design ServicesFunding Source: Inter-Departmental Work OrdersPSC Amount: \$3,000,000 PSC Est. Start Date: 12/16/2019 PSC Est. End Date 12/31/2025**1. Description of Work**

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

The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building.

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

Elevator Design Services are needed to support Public Works' design staff on difficult or unique projects that require specialized Elevator Design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. Public Works' responsiveness could also be negatively impacted for the mitigation of Americans with Disabilities Act compliance issues and elevator permit issues.

## 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.

Elevator Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts, and As-Needed Elevator Design Services, PSC #4039-13/14 approved on November 4, 2013.

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

No. New RFQ will be issued.

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

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

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

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

 Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload). Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. Experience designing all types of elevators. Experience working with California Department of Industrial Relations, Division of Occupational Safety and Health, Elevator Unit. Knowledge of California Building Code, and California Historical Building Code. Experience working with Authorities Having Jurisdiction (AHJ's) such as San Francisco Department of Building Inspection, San Francisco Fire Department, California Office of Statewide Health Planning and Development (OSHPD), etc.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 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?**

The Department has recruited and hired more people for above civil service classes. The City is requesting this consultant service to provide specialty expertise or additional resources to supplement City staff on an as needed basis only.

**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 contract services only. They will only be utilized when the following conditions exist:  
•Project requires expert elevator design services and knowledgeable in-house staffs are at full capacity.
- 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 contact? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be provided as this is a highly specialized field.
- 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 11/08/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

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

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46887 - 19/20

DHR Analysis/Recommendation: Commission Approval Required action date: 01/06/2020  
01/06/2020 DHR Approved for 01/06/2020 Approved by Civil Service Commission

## 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 Project Controls and Construction Management Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$45,000,000 PSC Est. Start Date: 03/18/2024 PSC Est. End Date 06/30/2031

## **1. Description of Work**

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

Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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.

Through PSC#45682-16/17 approved on 08/07/2017 and PSC#48865-20/21 approved on 07/19/2021.

D. Will the contract(s) be renewed?

No

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

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

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

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

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

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

**B. Explain the qualifying circumstances:**

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

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

A. Specify required skills and/or expertise: Consultants must have extensive experience in project management, construction management, scheduling, cost estimating, value engineering, claim analysis, and partnering with appropriate licensing or certification.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

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

Several positions do not exist in Civil Service: Scheduling Engineers, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these consultant services will be utilized when the following conditions exist: (1) City staff is working at full capacity and postponement of pending projects would be contrary to the public interest, or (2) Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

- B. 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. There is no ongoing demand that justifies hiring of permanent City staff.

**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. Cost Estimating, scheduling, and Constructability Review Training. Approximately 40 hours. Approximately 30 Engineers.

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

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
Yes. Some Federal Aviation Administration (FAA) grants require independent engineering investigations and cost estimates. Refer to Chapters 1 & 2 of the FAA Advisory Circular attached.

- 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 01/22/2024, the Department notified the following employee organizations of this**

PSC/RFP request:

Architect & Engineers, Local 21

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

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

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\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45988 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** Burns, Alexander (DPW); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45988 - 23/24  
**Date:** Monday, January 22, 2024 4:20:17 PM

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RECEIPT for Union Notification for PSC 45988 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a

Personal Services Contract (PSC) 45988 - 23/24 for \$45,000,000 for Initial Request services for the period 03/18/2024 – 06/30/2031. 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/21965> 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)**



U.S. Department  
of Transportation  
**Federal Aviation**  
**Administration**

# Advisory Circular

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

**Date:** 9/30/2014

**AC No:** 150/5100-14E

**Initiated By:** AAS-100

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## 1      **Purpose.**

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

## 2      **Cancellation.**

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

## 3      **Application.**

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

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

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

## CHAPTER 1. INTRODUCTION

### 1.1 **Overview.**

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

### 1.2 **Definitions.**

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

### 1.3 **Referenced Documents.**

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

### 1.4 **Types of Consultant Services.**

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

#### 1.4.1 Aviation Planning Services.

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

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

**4 Principal Changes.**

The AC incorporates the following principal changes:

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



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

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

#### 1.4.2 Architectural/Engineering Services for Airport Development Projects.

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

##### 1.4.2.1 **Preliminary Phase.**

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

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

##### 1.4.2.2 **Design Phase.**

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

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

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

#### 1.4.2.3

#### **Bidding and Negotiation Phase.**

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

#### 1.4.2.4

#### **Construction Phase.**

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

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

#### 1.4.2.5 **Project Closeout Phase.**

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

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

### 1.5 **Special Services.**

- 1.5.1 The development of some projects may involve activities or studies outside the scope of the basic design services routinely performed by the consultant. These special services may vary greatly in scope, complexity, and timing and may involve a number of different disciplines and fields of expertise.
- 1.5.2 Consultants performing special services may be employed directly by the sponsor to implement one or more phases of a project or may be employed by the principal consultant via a subcontract agreement. In certain instances, these services may be performed by the principal consultant. Some examples of special services that might be employed for airport projects include, but are not limited to, the following:
1. Soil investigations, including core sampling, laboratory tests, related analyses, and reports.
  2. Detailed mill, shop, and/or laboratory inspections of materials and equipment.
  3. Land surveys and topographic maps.
  4. Field and/or construction surveys.
  5. Photogrammetry surveys.
  6. Onsite construction inspection and/or management involving the services of a full-time resident engineer(s), inspector(s), or manager(s) during the construction or installation phase of a project. This differs from the periodic inspection responsibilities included as part of the basic services.
  7. Special environmental studies and analyses.
  8. Expert witness testimony in litigation involving specific projects.
  9. Project feasibility studies.

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

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## CHAPTER 2. PROCEDURES FOR SELECTION OF CONSULTANTS

### 2.1 General.

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

- 2.1.1 49 USC § 47107(a) (17) states: “Each contract and subcontract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design engineering, surveying, mapping, and related services will be awarded in the same way that a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 or an equivalent qualifications based requirement prescribed for or by the sponsor.” In addition to the services described in this statute, the professional and incidental services listed under A/E Services in Appendix A, must also be procured using qualifications based procedures.
- 2.1.2 2 CFR § 200.320 establishes that procurement by competitive proposal, where price is not a factor, may only be used for procurement of architectural/engineering (A/E) services. It may not be used for other services even though an A/E firm may be a potential source to perform the service. If a conflict exists between 49 USC § 47107(a) (17) and 2 CFR 200, the statute will prevail.
- 2.1.3 Title IX of the Federal Property and Administrative Services Act of 1949 requires that qualifications based selection procedures be used for the selection of firms to perform architectural and engineering services. Qualifications based procedures require that a contract for A/E services be awarded pursuant to a fair and open selection process based on the qualifications of the firms. The fees for such services are established following selection of a firm through a negotiation process to determine a fair and reasonable price.

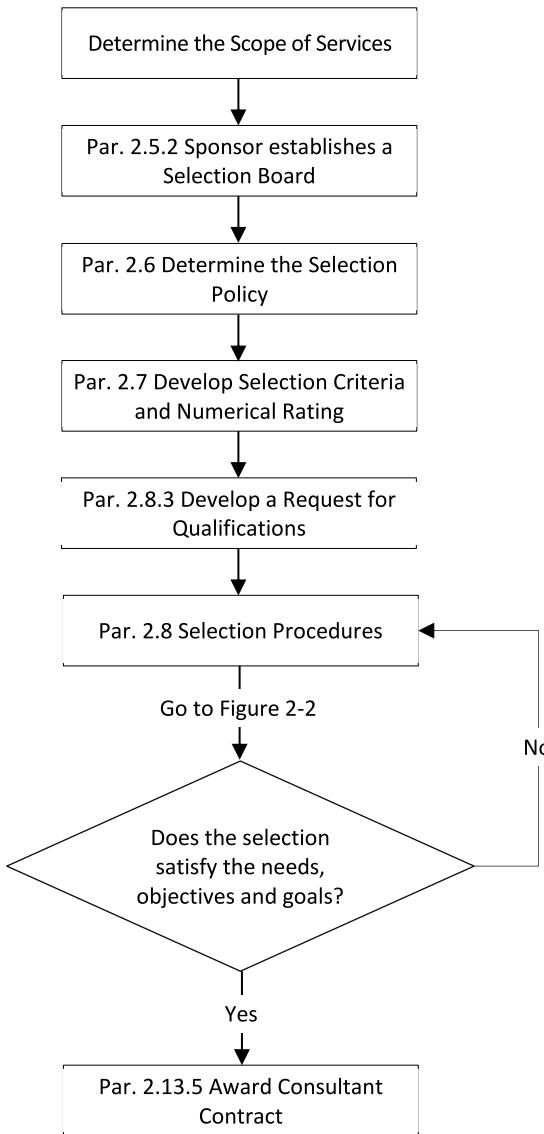
### 2.2 Procurement Standards.

- 2.2.1 The selection of qualified consultants must be made on the basis of fair negotiations and equitable fees and through selection procedures that are professionally acceptable, ensure maximum open and free competition, and avoid any suggestion of unfair or unethical conduct.
- 2.2.2 Consultants employed for work on projects involving airport grants must be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration should be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the sponsor, technical resources, and accessibility to other necessary resources.

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

**2.3 Qualifications Based Selection Procedures.**

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

**Figure 2-1. Qualifications Based Selection Process**

## 2.4 Other Services.

- 2.4.1 Where services are to be performed in conjunction with the architectural, planning, environmental, or engineering services, they must be contracted for in the course of procuring the A/E services.
- 2.4.2 Where services such as feasibility studies, construction management, program management and other services as defined in 49 USC § 47107(a) (17) and A/E services as defined in Appendix A are to be performed, they must be procured using qualifications based procedures.

- 2.4.3 Where services are to be performed that are not in conjunction with A/E services and do not require performance by a licensed architect or engineer, the services should be acquired using local procurement procedures. An example of this type of special service would be soil borings, whereby the boring layout plan and interpretations of tests are not performed by the boring contractor. Soil borings conducted as part of a geotechnical engineering investigation or for which an independent engineer is responsible must be procured either in the course of procuring A/E services or by using qualifications based procedures.
- 2.4.4 Where services are to be performed in assisting the FAA in preparing an Environmental Impact Statement (EIS), they must be procured using qualifications based selection procedures (see paragraph 2.10).
- 2.4.5 Where a sponsor decides to utilize an Alternative Project Delivery System (APDS) such as design-build (DB) or construction manager-at-risk (CMAR), the Sponsor may use the competitive proposal approach (as defined in 2 CFR §200.320) for selection provided price and other factors such as qualifications, skill, experience, and design approach are considered when selecting a firm to perform this service. The selection of an A/E services firm is the only instance where prices must be excluded as a consideration under a competitive proposal selection. Please reference Appendix G, Alternative Project Delivery Systems, of this Advisory Circular for guidance in procuring these types of services.

## 2.5 Selecting Organization.

- 2.5.1 Within the sponsor's organization, an administrative policy should be established for designating persons authorized to select or recommend consultants for various assignments. The persons designated may include the administrator or the department head to be supplemented by others making up a selection board. The persons empowered to make the selection of one consultant over another must be kept free of pressures, both internal and external. 2 CFR § 200.318(c) requires that sponsors maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. They must not participate in selection or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- 2.5.2 The typical procedure for selecting a consultant is to use a selection board composed of at least three persons, with at least one being an engineer, airport planner, or other professional knowledgeable of the service required. For projects that have special design requirements or are particularly complex, the selection board should have additional technical members with the appropriate expertise in those required disciplines. The board should be prepared to evaluate potential consultants, i.e., conduct interviews and inquiries as desired and make recommendations to the governing body in accordance with Paragraph 2.8.14.

## 2.6 Policy for Selection.

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

7. In the case of an unforeseen project as in Paragraph 4, the Sponsor and the FAA may mutually agree on the ranking of the selected consultants by evaluating their capabilities and the scope of the unforeseen project. However, if the scope of the unforeseen project does not match the capabilities of the selected consultants, a new procurement action must be conducted.
- 2.6.3 Unless there is a convincing reason to combine eligible and ineligible projects in a single solicitation, sponsors are discouraged from doing so (Order 5100.38).

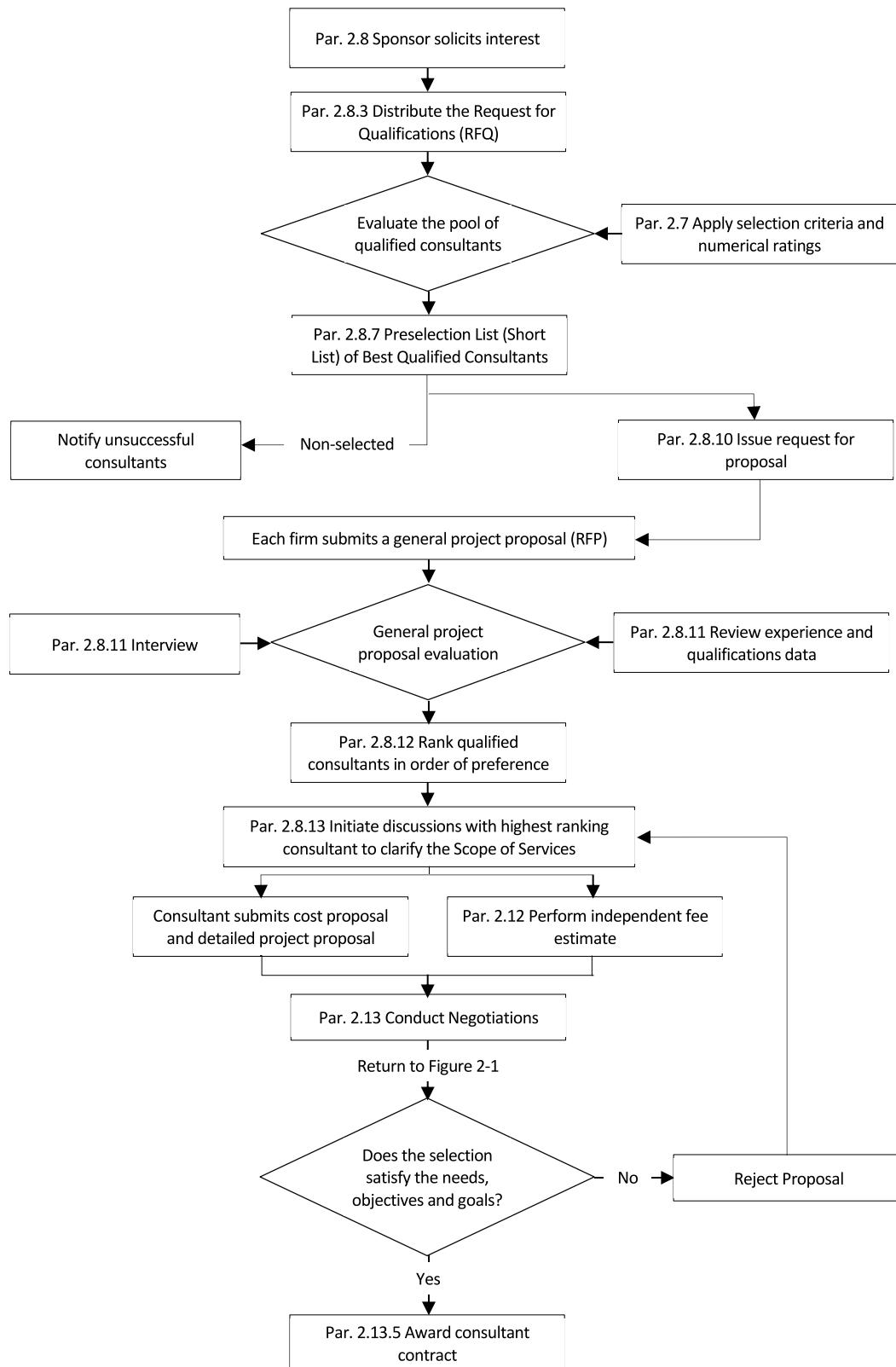
## 2.7 **Selection Criteria.**

- 2.7.1 Based on the proposed scope of service(s) and prior to evaluating consultants, a sponsor(s) must develop a list of selection criteria to be used in evaluating potential consultants. Numerical rating factors (ranges) should be assigned to each criterion on the basis of the sponsor's priorities and conception of the importance of each factor in the attainment of a successful project. The sponsor(s) should include the criteria with a Request for Qualifications (RFQ) in advance of the selection process.
- 2.7.2 Based on a sponsor's goals/objectives for each project, the list of selection criteria will vary for each RFQ and must be appropriate for the proposed scope of services. Suggested selection criteria include, but are not limited to, the following:
1. Capability to perform all or most aspects of the project and recent experience in airport projects comparable to the proposed task.
  2. Key personnel's professional qualifications and experience and availability for the proposed project; their reputation and professional integrity and competence; and their knowledge of FAA regulations, policies, and procedures.
  3. Capability to meet schedules or deadlines.
  4. Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns.
  5. Qualifications and experience of sub-consultants regularly engaged by the consultant under consideration.
  6. Capability of a branch office that will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office. The use of geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
  7. Ability to furnish qualified inspectors for construction inspection if applicable.
  8. Understanding of the project's potential challenges and the sponsor's special concerns.
  9. Degree of interest shown in undertaking the project and their familiarity with and proximity to the geographic location of the project.

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

## 2.8 Selection Procedures.

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

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

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

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

[http://www.faa.gov/airports/news\\_information/contact\\_info/regional/](http://www.faa.gov/airports/news_information/contact_info/regional/)

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

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

## 2.9 Alternate Selection Procedures.

### 2.9.1 Proposals Requested with Qualification Data.

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

### 2.9.2 Informal Procedures.

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

2.9.2.2 Under this procedure, a sponsor must contact at least three firms and discuss their qualifications to perform the work. Negotiations must then be conducted with the best-qualified firm to arrive at a fee. These negotiations may be conducted via telephone or e-mail. After selection, using this procedure, the sponsor must document their procurement action and then submit a statement to the FAA explaining the basis for the selection and method used to determine reasonableness of the fee.

2.9.2.3 The informal selection process may not be used to select a firm for multiple projects.

2.9.3 **Non-competitive Procedures.**

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

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

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

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

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

## 2.11 Scope of Services.

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

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

## 2.12 **Independent Fee Estimate.**

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

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

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

## 2.13 **Negotiations.**

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

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

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

## 2.14 **Sponsor Force Account Projects.**

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

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

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

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## CHAPTER 3. CONTRACT FORMAT AND PROVISIONS

### 3.1 General.

- 3.1.1 The relationship of the consultant with the sponsor should be clearly defined by a written agreement before commencement of actual work. All of the terms should be clearly defined in the agreement. It should state the parties to the contract and define the complete extent and character of the work to be performed as well as conditions relating to any time limitations that may be involved. The terms and payments for various services should be included. The scope of the consultant effort should be described in complete detail to determine the sufficiency of the supervisory and inspection staff and to determine whether some services will need to be otherwise contracted for or be provided by the sponsor.
- 3.1.2 Consultant contracts usually cover highly technical services. Therefore, to assure the soundness of a legal document, it is essential that someone who has thorough knowledge of the project prepare the sections describing services to be performed, sequence of work, information to be furnished by the sponsor, and terms of payment.

### 3.2 Contract Format.

Many government agencies, business firms, and engineering organizations have developed standardized forms for engineering and planning contracts. The American Council of Engineering Companies, the National Society of Professional Engineers, and the American Society of Civil Engineers have developed such standardized forms. Some State aviation departments have developed standardized forms for engineering services provided in their own states. The American Institute of Architects has standardized forms for architectural contracts. It is often necessary to modify these standard agreements to reflect the specific terms and conditions applicable to a particular project, as well as the mandatory contract provisions in paragraph 3.4.

### 3.3 Division of Responsibility and Authority.

- 3.3.1 It is common to have one firm provide the basic services and one or more firms provide special services. In these cases, the firm providing the basic consultant services is considered the primary engineer or principal consultant as defined in Appendix A. As such, the principal consultant represents the sponsor in coordinating and overseeing the work of other engineering/consultant firms and has the overall responsibility to coordinate the work and to review the work products for general conformance to the requirements of the sponsor. Therefore, it is extremely important that the contract documents clearly specify the division of responsibility and authority between all parties involved in carrying out elements of the project.
- 3.3.2 The contract between the sponsor and consultant is based on the scope of services established earlier in the process (see paragraph 2.11) and involves carrying out professional duties under the requirements of law. The contract must not attempt to

make the consultant an indemnitor of the sponsor such as in the event of the sponsor's negligence or the absence of any wrongdoing by the consultant. The consultant must fully stand behind their services and indemnify the sponsor for damages and expenses caused by their own errors, omissions, and negligent or wrongful acts.

- 3.3.3 Expanding the consultant's liability beyond the scope or purpose of a contract could affect the competitive process of contract award in a way that conflicts with the requirements of 2 CFR §200.319 and may impact Federal eligibility.

#### **3.4 Mandatory Contract Provisions.**

- 3.4.1 Federal laws and regulations prescribe that certain provisions be included in federally funded contracts. For purposes of this section, the term "contract" includes subcontracts. The type of contract must be appropriate for the particular procurement.
- 3.4.2 The provisions that pertain to consultant contracts, including the source of each requirement are listed in Table 3-1. Specific wording of Federal contract provisions is available on the FAA website at <http://www.faa.gov/airports/aip/procurement/>.

**Table 3-1. Mandatory Federal Contract Provisions for Professional Services (A/E) Contracts**

<b>Provision</b>	<b>Law/Statute</b>
Provisions for all A/E Contracts	
Civil Rights Act of 1964, Title VI - Contractor Contractual Requirements	49 CFR part 21
Airport and Airway Improvement Act of 1982, Section 520	49 USC § 47123
Participation by Disadvantaged Business Enterprises	49 CFR part 26
New Restrictions on Lobbying	49 CFR part 20
Access to Records and Reports	2 CFR 200. Appendix II
Breach of Contract Terms	2 CFR 200. Appendix II
Rights to Inventions	2 CFR 200. Appendix II
Trade Restriction Clause	49 CFR part 30
<b>Additional Provisions for A/E Contracts Exceeding \$10,000</b>	
Termination of Contract	2 CFR 200

Provision	Law/Statute
	Appendix II
<b>Additional Provisions for A/E Contracts Exceeding \$25,000</b>	
Debarment and Suspension	2 CFR part 180; 2 CFR part 1200

### 3.5 Time Overruns Beyond Control of the Consultant.

Frequently, the consultant is called upon to continue technical inspection services on construction contracts overrunning the program schedule contemplated at the time of negotiation. In most instances, the time element is beyond the control of the consultant. To provide for the contingency of overrun of time, the agreement between the sponsor and the consultant should state the period for which the compensation applies and that the consultant must be reimbursed for services in excess of the specified period of time at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known. The cost of additional consultant technical inspection services that would result from contractor caused construction delays should be included in the liquidated damages established for construction contracts.

### 3.6 Ownership of Drawings and Contract Documents.

- 3.6.1 Original documents, such as tracings, plans, specifications, maps, basic survey notes and sketches, charts, computations, and other data prepared or obtained under the terms of the contract, are instruments of service and remain the property of the consultant unless otherwise agreed to by both parties. Reproducible copies of drawings and copies of other pertinent data should be made available to the sponsor upon request. Electronic copies containing all drawings should be furnished to the sponsor. Terms and conditions for sponsor's reuse of documents/data on other projects should be addressed in the contract.
- 3.6.2 When a contract is only for preliminary plans, no commitment that would constitute a limitation on the subsequent use of the preliminary plans or ideas incorporated therein should be stated or implied.

### 3.7 Contract Checklist.

The following checklist identifies important items and provisions to be considered in preparing any contract for consultant services. It is not all-inclusive because each contract will vary based on the unique requirements of the project scope of services.

- 1. Effective date of contract.
- 2. Names and descriptions of the parties to the agreement with their addresses and, in the case of a corporate body, the legal description of the corporation.

3. Nature, extent, and character of the project, the location thereof, and the time limitations.
4. Services, including performance and delivery schedules, to be rendered by the consultant.
5. Delineation of responsibilities of the consultant, the sponsor, and other consultants and parties involved in the performance of the project, particularly key personnel such as the project manager.
6. Delineation of the duties and responsibilities of the resident engineer/inspector.
7. Inclusion of mandatory contract provisions identified in paragraph 3.4.
8. Provision for renegotiation of the contract on the basis of change in the scope of the project, changes in conditions, additional work, etc.
9. Provision that reproducible copies of planning and design drawings and specifications be made available to the sponsor upon request.
10. Compensation, including methods of payment and payment schedules, for services to be rendered by consultants.
11. Provision for the termination of the consultant services before completion of work.
12. Provision for preparation of a Quality Control Plan as required by the special provisions of the grant agreement.
13. Provision for preparation of an Engineer's Design Report and Final Report.

### 3.8 **FAA Contract Review.**

- 3.8.1 FAA Airports field office personnel are available to assist the sponsor and provide guidance on:
1. The scope of services to be provided;
  2. The appropriate type of contract;
  3. The mandatory contract provisions to be included; and
  4. Sponsor certification requirements.
- 3.8.2 If deemed necessary by the FAA, a draft of the contract will be submitted to ensure that:
1. The scope of the engineering is described completely;
  2. The fees and reimbursements are reasonable and eligible as shown by a cost/price analysis;
  3. The type of contract is appropriate; and
  4. The engineering/consulting firm and the proposed contract terms are acceptable.
- 3.8.3 Pre-award review of proposed contracts is required under certain circumstances. Additional guidance is available in Order 5100.38, Section 10.

### 3.9     **FAA Contract Approval.**

FAA Airports offices are authorized to accept certifications from sponsors that they will comply with statutory and administrative requirements. Use of sponsor certifications for selection of engineering, architectural, professional services, and planning consultants is encouraged. Acceptance by the FAA of the sponsor's certification does not limit the FAA's ability to request and review documentation to ensure the accuracy of the certification. Reference Order 5100.38, Chapter 5, Subsection 5-23(g), *Sponsor Certification Forms*, "Selection of Consultants;" and 49 USC 47105 (d).

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## CHAPTER 4. METHODS OF CONTRACTING AND ALLOWABLE COSTS

### 4.1 General.

The method of contracting selected for consultant services is dependent on the types of services required and specific circumstances relating to the individual project. The various types of contracts and methods of compensation are discussed in this chapter and listed in Table 4-1. Contracts may be negotiated to include a combination of two or more of these methods. With all of the following methods, the Sponsor must negotiate profit as a separate element of the price for each contract and supplemental agreement. When establishing a fair and reasonable profit, consideration must be given to the complexity of the work to be performed; the risk borne by the firm; the firm's investment; the amount of sub-consultants; the firm's record of past performance; and industry profit rates in the surrounding geographical area for similar work.

### 4.2 Direct Personal Services.

- 4.2.1 Direct personal services are usually charged on a per diem basis. This method is particularly suited to court work or similar efforts involving intermittent personal service.
- 4.2.2 When such consulting or expert services are furnished, the consultant is compensated for the time devoted to the work and travel. The per diem charge should be based on the complexity of the work involved and the experience of the consultant. In addition to the compensation based on per diem, the consultant is reimbursed for travel and other out-of-pocket expenses incurred while away from the normal place of business provided they are reasonable, allocable, and of a generally allowable nature. Additionally, reimbursable expenses at the normal place of business may be reimbursed, such as special computer work, rendering, exhibits, provided they are reasonable, allocable, and of a generally allowable nature.
- 4.2.3 Each direct personal services contract must include a ceiling price that the contractor exceeds at their own risk. Furthermore, the Sponsor must assert oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- 4.2.4 For services in court or on other engagements in which the consultant appears as an expert, a per diem charge is considered to be earned for each day of such appearance, although the consultant may not be called to testify or, if called, may finish his/her testimony in a fraction of a day.
- 4.2.5 On occasion, the urgency of the engagement requires the consultant to work longer than the normal day. In some instances, this requirement is a necessary feature of the services, and an understanding should be made with the sponsor as to what constitutes a day. In such cases, the per diem rate may be based on the normal number of working

hours per day, or the per diem rate may be increased to take into consideration the extended work day.

- 4.2.6 For certain kinds of work, compensation based on hourly rates is an equitable arrangement. Compensation for consultant service on an hourly basis demands a higher rate per hour than would be represented in a per diem rate. Also, the hourly rates should apply to time for travel involved, plus reimbursement for travel costs, subsistence, and other out-of-pocket expenses. Depending on the duration of the services, compensation on an hourly basis may include an agreement on a preset minimum amount or retainer in addition to the payments based on the hourly rates.
- 4.2.7 If public hearings are involved in the consultant services, determination of the fee could present a problem since extensive hearings and follow-up work may be required. In these instances, the per diem approach may be considered as an appropriate method of payment for services rendered subsequent to the initial hearing. An estimated upper limit should be set forth in the contract. The contract should provide for renegotiation of the upper limit if unforeseeable conditions are encountered.

**Table 4-1. Contracting Methods and Allowable Costs**

<b>Contracting Method</b>	<b>Compensation</b>	<b>Allowable Cost</b>
<b>§4-2. Direct Personal Services</b>	<ul style="list-style-type: none"> <li>• Per Diem.</li> <li>• Hourly Rate (§4-2.6).</li> </ul>	
<b>§4-3. Retainer</b>	<ul style="list-style-type: none"> <li>• Fixed sum.</li> <li>• Paid monthly.</li> <li>• Some other mutually agreeable basis.</li> </ul>	Costs must be allowable, reasonable, and allocable to the project. Costs must be consistent with 2 CFR 200.459, FAA Order 5100.38 and 48 CFR Part 31.
<b>§4-4. Cost-Plus-a-Fixed-Fee (NTE)</b>	Fixed sum.	
<b>§4-5. Fixed Lump-Sum Payment</b>	Fixed sum.	
<b>§4-6. Cost-Plus-a-Percentage-of-Cost</b>	Prohibited method.	Prohibited.
<b>§4-7. Specific Rates of Compensation</b>	Hourly Rate	Costs must be allowable, reasonable, and allocable to the project. Costs must be consistent with 2 CFR 200.459, FAA Order 5100.38 and 48 CFR Part 31.
<b>§4-8. Phasing of Work</b>	May include two or more of the above methods of compensation.	Costs must be allowable, reasonable, and allocable to the project. Costs must be consistent with 2 CFR 200.459, FAA Order 5100.38.

**Note:** See Paragraph 4.10 for non-allowable costs for all types of service.

See Appendix G for Alternative Project Delivery Systems.

#### 4.3      **Retainer.**

- 4.3.1    The engagement of consultants on a retainer basis is a common practice. This practice assures the sponsor of always having the services of a certain individual engineer or organization available for future work. This method is used in cases of protracted litigation or for work over the years when the services of the consultant may be intermittent. It is also used in the development of undertakings for which the services of a consultant specialist are not required on a full-time basis. On large projects, this method enables the sponsor to have the specialists who prepared the original plans and specifications on hand for maintenance or additions.
- 4.3.2    The retainer fee varies with the character and value of the services to the sponsor and with the reputation and standing of the consultant in his/her profession.

- 4.3.3 The terms of agreement for services on a retainer basis vary widely. Compensation may be based on a fixed sum, paid monthly, or on some other mutually agreeable basis, with per diem or hourly rates in addition to time spent at the request of the sponsor. In any case, the same principles, explained previously for per diem or hourly charges, govern under retainer contracts.
- 4.3.4 This type of contract is rarely used for grant projects. However, it is permissible to use a firm on retainer for projects without further procurement action if:
1. The retainer contract was awarded as a result of competition.
  2. The parties competing for the retainer were advised that subsequent grant funded projects (including the scope of work for those projects) would be performed under the retainer contract.
  3. The price for the work performed under the grant will be fair and reasonable and supported by a price or cost analysis.
- 4.3.5 Detailed records should be kept to identify the work that is part of a Federal grant project and eligible for reimbursement.
- 4.4 Cost-Plus-a-Fixed-Fee (Not to Exceed (NTE)).**
- 4.4.1 The cost-plus-a-fixed-fee contract is frequently used when the consultant is required to start work before the cost and scope of the project can be accurately determined. It is recommended that services for the construction phase of a project be paid for under a cost-plus-a-fixed-fee type contract.
- 4.4.2 This type of contract provides for reimbursement of allowable costs such as salary, overhead, and direct non-salary expenses, plus a fixed fee.
- 4.4.3 A cost-plus-a-fixed-fee proposal should be accompanied by the consultant's estimate. The estimate should detail the direct labor costs by categories of employees, work hours, and hourly rate; overhead; direct non-salary expenses; and the fixed fee.
- 4.4.4 The fee is fixed and does not vary no matter what the costs turn out to be. In most instances, however, a ceiling is applied which establishes an upper limit on the allowable costs. In establishing the upper limit, an allowance for contingencies should be included so that, as such contingencies are encountered, renegotiation of the upper limit will not be necessary. The intent of the upper limit is to ensure that the allowable costs do not exceed an agreed-upon ceiling without prior approval of the sponsor. (If Federal participation is desired in the increased cost, the sponsor must obtain the prior approval of the FAA.) Such contracts should contain provisions that provide for renegotiation of both the upper limit and the fixed fee if the scope of work described in the contract has changed.
- 4.4.5 Any increase in costs should be fully justified by the consultant prior to approval by the sponsor. As the consultant is approaching the upper limit and it becomes apparent that

the project cannot be completed within that limit, the consultant should alert the sponsor. Approval must be obtained before the upper limit is exceeded.

- 4.4.6 Overhead charges will vary according to the nature, type, diversity, size of firm, and number/amount of contracts currently held by the firm. The consultant should be prepared to validate the overhead costs with a certified statement from the sponsor's auditor, state's auditor, or consultant's accountant. A firm can demonstrate that the non-allowable costs are not included in its overhead calculation rather than requiring a complete audit in advance of contracting. Otherwise, if the consulting firm has been audited by an agency of the Federal Government within the previous 12 months, the overhead rate determined by this audit may be used.
- 4.4.7 Fixed-fee is in addition to reimbursement for salary, overhead, and direct non-salary expenses. The consultant is paid a fixed amount for profit, willingness to serve, and assumption of responsibility. This may be an amount based on the estimated design cost of the project at the time the consultant is engaged and will vary with the scope of the services involved.

#### **4.5 Fixed Lump-Sum Payment.**

- 4.5.1 The fixed lump-sum payment contract is normally used when the scope of work can be clearly and fully defined at the time the agreement for services is prepared.
- 4.5.2 The fixed amount of compensation is determined by estimating the allowable costs such as salary, overhead, and direct non-salary expenses, plus a reasonable margin of profit all expressed as a single lump sum. A lump sum proposal must be accompanied by the consultant's estimate. The estimate must detail the direct labor costs by categories of employees, work hours, and hourly rate; overhead; direct non-salary expenses; and profit.
- 4.5.3 Where consultation is undertaken on a lump-sum basis, the agreement must contain a clearly stated time limit during which the services will be performed. In design contracts, there should be a provision for changes required after the approval of preliminary designs with a clear understanding as to where the final approval authority lies.
- 4.5.4 Lump-sum contracts must contain a clause that provides for renegotiation if the scope of work described in the contract has changed.
- 4.5.5 Overhead charges will vary according to the nature, type, diversity, size of firm, and number/amount of contracts currently held by the firm. Guidance is provided in paragraph 4.4.6.

#### **4.6 Cost-Plus-a-Percentage-of-Cost.**

Cost-plus-a-percentage-of-cost (CPPC) methods of contracting are prohibited for consultant services under airport grant programs. CPPC contracts may be defined as a

payment formula based on a fixed predetermined percentage rate of actual performance costs by which the sum of the consultant's entitlement, uncertain at the time of agreement, increases commensurately with increased performance costs. The types of contracts discussed below are based on the CPPC methods of contracting and, therefore, are prohibited:

1. Salary Cost Times a Percentage Multiplier, Plus Direct Non-salary Expense. This type of contract contains CPPC methods of contracting because the consultant's indirect cost and profit are not fixed at the time the contract is signed.
2. Percentage of Construction Costs. This type of contract contains CPPC methods of contracting since a portion of the consultant's fee that does not reflect actual costs constitutes a profit that is not fixed at the time the contract is executed.

#### **4.7 Specific Rates of Compensation (Not to Exceed (NTE)).**

- 4.7.1 The "specific rates of compensation" contracting method should only be used when it is not possible at the time of procurement to estimate the extent or duration of the work or to estimate costs with any reasonable degree of accuracy. Sponsor must get advanced approval from the FAA for all work conducted under this method.
- 4.7.2 The "specific rates of compensation" contracting method provides for reimbursement for consultant services on the basis of direct labor hours at specified fixed hourly rates (including direct labor costs, indirect costs, and fee (profit)) plus any other direct expenses/costs, subject to an agreed maximum amount.
- 4.7.3 While the inclusion of fee (profit) in the loaded hourly rate(s) established for a contract allows the fee earned to be based on the labor hours worked on the project, this is not considered a "cost plus a percentage of cost" contracting method. A key distinction for the "specific rates of compensation" contracting method is that indirect costs and fee must be recovered as a component of the established, fixed hourly billing rates for labor hours worked. The negotiated rate is typically fixed for the life of the project, however, the Sponsor must reserve the right (by contract) to audit and adjust multiplier rates.
- 4.7.4 Use of this contracting method requires close monitoring to ensure efficient methods and cost controls are employed by the consultant.

#### **4.8 Phasing of Work.**

Design projects may be negotiated to be performed in phases and include two or more of the foregoing methods of compensation. For example, the first phase of a project might cover the development of the precise scope of work for a project and be paid for under a cost-plus-fixed-payment contract. The follow-on work could then be negotiated on the basis of information developed in the first phase and might be accomplished under a lump-sum contract.

**4.9 Allowable Costs.**

Costs incurred must be consistent with the Federal cost principles contained in 48 CFR part 31, 2 CFR §200 Subpart E, and FAA Order 5100.38 to be reimbursable under an airport planning or development grant. The following are typical expenses allowable under the above regulations:

1. Direct Salary Costs.
  - a. Direct salary costs include the cost of salaries of engineers, planners, computer aided design and drafting (CADD) technicians, surveyors, stenographers, administrative support etc., for time directly chargeable to the project.
  - b. Salaries or imputed salaries of partners or principals, to the extent that they perform technical or advisory services directly applicable to the project, are to be added to salary cost.
2. Overhead Costs. Overhead costs include overhead on direct salary costs and general and administrative overhead. Refer to 48 CFR Part 31 for additional information on allowable overhead costs.
3. Direct Non-salary Expenses. Direct non-salary expenses usually incurred may include the following (detailed records must be kept to support charges and allow auditing):
  - a. Living and traveling expenses of employees, partners, and principals when away from the home office on business connected with the project. (Records must include employee name, dates, points of travel, mileage rate, lodging, and meals.)
  - b. Identifiable communication expenses such as long-distance telephone, telegraph, cable, express charges, and postage, other than for general correspondence.
  - c. Services directly applicable to the work such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, laboratory charges, commercial printing and bindings, and similar costs not applicable to general overhead.
  - d. Identifiable computer and office supplies and stenographic supplies and expenses charged to the sponsor's work as distinguished from such supplies and expenses that are applicable to two or more projects.
  - e. Identifiable reproduction costs applicable to the work.
  - f. Advertising costs that are solely for the recruitment of personnel required for the performance by the consultant of obligations arising under the contract.
  - g. Sub-consultant and outside services including administrative costs associated with managing said services, either by a reasonable percentage mark-up or time and expenses.

**4.10 Non-Allowable Costs.**

Costs incurred must be consistent with the Federal cost principles contained in 48 CFR part 31, 2 CFR §200 Subpart E, and FAA Order 5100.38 to be reimbursable under an airport planning or development grant.

**4.11 Fixed Fee.**

A percentage rate is applied to determine payment for profit, willingness to serve, and assumption of responsibility. Expenses and any pass-through costs may not be included when applying profit to the price.

## APPENDIX A. DEFINITIONS

Some common terms used in this AC are defined below. Additional definitions of terms and phrases are available in Order 5100.38, Airport Improvement Program Handbook, current version.

1. **Architectural/Engineering (A/E) Services.** The term “architectural and engineering services” means:
  - a. Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services as described in this paragraph;
  - b. Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
  - c. Such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soil engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
2. **Consultant.** A firm, individual, partnership, corporation, or joint venture that performs architectural, engineering or planning services as defined in paragraphs 1 and 4, employed to undertake work funded under an FAA airport grant assistance program.
3. **Fee.** Compensation paid to the consultant for professional services rendered.
4. **Planning Services.** Professional services of a planning firm include: airport master and system plan studies, airport noise compatibility plans (14 CFR part 150 studies), and environmental assessments and related studies.
5. **Primary Engineer or Principal Consultant.** A firm that is held responsible for the overall performance of the service, including that which is accomplished by others under separate or special service contracts.
6. **Sponsor.** A public agency or private owner of a public-use airport that submits to the Secretary an application for financial assistance for the airport (49 USC § 47102(19)).
7. **Bridging Documents.** Preliminary engineering documents intended to define a scope of work for a subsequent design and construction efforts. These documents are typically prepared by a professional services firm who is not eligible to bid on the proposal.

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## APPENDIX B. BIBLIOGRAPHY

This bibliography covers Public Law, FAA Orders, Advisory Circulars (ACs), and Code of Federal Regulations (CFRs) referenced within this AC.

### B.1     **Public Law.**

1. Brooks Act: Federal Government Selection of Architects and Engineers. Public Law 92-582, 92nd Congress, H.R. 12807, October 27, 1972. (See <http://www.usa.gov/>.)
2. *United States Code*. Title 40 Subtitle I, Chapter 11 Selection of Architects and Engineers. (See <http://uscode.house.gov>.)
3. *United States Code*. Title 42 Chapter 55 USC 4321 National Environmental Act of 1969. (See <http://uscode.house.gov>.)
4. *United States Code*. Title 49 Subtitle VII, Aviation Programs, USC §47123 Nondiscrimination. (See <http://uscode.house.gov>.)
5. *United States Code*. Title 49 Subtitle VII, Aviation Programs, §47107(a) (17), Project Grant Application Approval Conditioned on Assurances About Airport Operations. (See <http://uscode.house.gov>.)
6. *United States Code*. Title 49 Subtitle VII, Chapter 471 USC §47102 Definitions. (See <http://uscode.house.gov>.)
7. *United States Code*. Title 49 Subtitle VII, Chapter 471 USC §47105 Project Grant Applications. (See <http://uscode.house.gov>.)

### B.2     **Code of Federal Regulations.**

Access the Code of Federal Regulations online at

<http://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>.

1. Airport Noise Compatibility Planning. *Code of Federal Regulations*. Title 14 CFR part 150.
2. Contract Cost Principles and Procedures. *Code of Federal Regulations*. Title 48 CFR part 31.
3. Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction. *Code of Federal Regulations*. Title 29 CFR part 5.
4. New Restrictions on Lobbying. *Code of Federal Regulations*. Title 49 CFR part 20.
5. Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964. *Code of Federal Regulations*. Title 49 CFR part 21.

6. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor. *Code of Federal Regulations*. Title 41 CFR part 60.
7. Participation by Disadvantaged Business Enterprises (DBE) in Department of Transportation Financial Assistance Programs. *Code of Federal Regulations*. Title 49 CFR part 26.
8. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. *Code of Federal Regulations*. Title 2 CFR part 200.

| **B.3 FAA Orders and Advisory Circulars.** Please refer to current versions.

1. U.S. Department of Transportation. Federal Aviation Administration. Order 1050.1, Environmental Impacts: Policies and Procedures. (See [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/).)
2. U.S. Department of Transportation. Federal Aviation Administration. Order 5050.4, Airport Environmental Handbook. (See <http://www.faa.gov/airports/resources/publications/orders/>.)
3. U.S. Department of Transportation. Federal Aviation Administration. Order 5100.38, Airport Improvement Program Handbook. (See <http://www.faa.gov/airports/resources/publications/orders/>.)
4. U.S. Department of Transportation. Federal Aviation Administration. Advisory Circular 150/5300-15, Use of Value Engineering for Engineering and Design of Airport Grant Projects. (See [http://www.faa.gov/airports/resources/advisory\\_circulars/](http://www.faa.gov/airports/resources/advisory_circulars/).)

## APPENDIX C. SCOPE OF SERVICES SAMPLES

C.1 This appendix contains three different examples of Scope of Services. Example 1 is a Design Services scope, Example 2 is a Planning Services scope, and Example 3 is a Construction Services scope. Samples may not necessarily include all provisions and terms required by this AC. If a conflict exists between these examples and the AC, the AC will prevail.

C.2 **Example 1. Design Services Scope.**

TAXIWAY A SOUTH AND HOLDING APRON RECONSTRUCTION AND NEW HARDSTAND

ABC INTERNATIONAL AIRPORT

The consultant will provide the required professional services to design the reconstruction of Taxiway A South and holding apron and the proposed hardstand (attach a drawing or exhibit if necessary). This work will be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the airport.

Taxiway A South will be constructed in Portland Cement concrete and will be widened to 100 feet and have new 40-feet-wide asphalt shoulders added. The South Holding Apron will be reconstructed to essentially the same configuration as presently exists. Centerline taxiway lighting will be added to the taxiway and through the holding apron to Runway 18L/36R. Control panels in the FAA tower and field lighting electrical vault will also be modified for the new centerline lighting.

The new hardstand will be located north of the Airlift Airlines Maintenance Facility (currently under construction) south of the northeast Cargo Taxilane and west of the flying Bears hardstand. The hardstand will be a Portland Cement concrete apron with lighting similar to other hardstands, drainage to the Industrial Waste Sewerage System (IWS), and other utilities including fire protection. No downstream IWS changes are anticipated. It is anticipated that utilities are immediately available for fire protection adjacent to hardstand.

Professional services to be provided by the consultant will include civil, electrical and structural, and geotechnical engineering services required to accomplish the following items:

**PHASE 1 - PRELIMINARY DESIGN**

The preliminary design phase is intended to identify and evaluate alternatives to assure cost effective and practical solutions for the work items identified. The consultant will complete its evaluation of alternatives through contacts with local authorities and review of the preapplication, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project and ensure competitive construction bids. Activities include:

1. Coordinate with airport operations, FAA tower, and the airlines to minimize impacts in day-to-day operations of the airlines and air cargo lines. Also coordinate with facilities and

maintenance and fire department. (This will require four coordination meetings throughout the design.)

2. Prepare a preliminary estimate of probable construction costs and schematic design for each element of the project.
3. Provide all geotechnical investigation and analysis and pavement and other nondestructive testing and analysis required for the design.
4. Coordinate with the airport's project manager for required survey information.
5. Prepare an overall construction phasing plan in order to maximize project constructability and minimize interference with airport operations. The consultant's phasing plan must take into account other airport construction projects.
6. Determine aircraft usage through coordination with Airport staff and information furnished by the sponsor. Design the pavements to meet the anticipated aircraft traffic.

## PHASE 2 - ENGINEERING PHASE ACTIVITIES

1. Evaluate local conditions.
  - a. Evaluate local material suppliers, sources, and capabilities.
  - b. Evaluate drainage alternatives.
  - c. Review electrical lighting layouts and determine system relocation capacities.
2. Review and evaluate project layout.
  - a. Verify master plan dimensions and data.
  - b. Review findings and recommendations with airport personnel.
3. Complete a soils investigation, soils report, and recommendations including:
  - a. Field Exploration.
    - i. Conduct test pit explorations with a rubber-tired backhoe at various locations to a maximum depth of 8 feet in the runway, taxiway, and apron areas. Log and field classify soils and obtain samples for laboratory testing.
  - b. Laboratory Testing.
    - i. Perform laboratory index and strength tests as follows:
      - (1) Compacted CBR test (3 compaction points/test).
      - (2) Standard Proctor (4 point) compaction tests.
      - (3) Atterberg limit determinations.
      - (4) Sieve analysis.
      - (5) Unit weight and water content determinations.
      - (6) FAA soil classifications for all samples.
4. Complete necessary topography and site surveying, including establishment of project control points.

5. Complete pavement section alternatives analysis and provide recommendations including:
  - a. Conduct an initial cost analysis, life-cycle cost analysis, and analysis of locally available resources for up to three alternatives.
  - b. Strategize bidding procedures and pavement section alternatives to provide a basis for competitive bidding.
6. Complete preliminary plan and profile design for the runway, taxiway, and apron area.
7. Complete preliminary runway lighting, signing, and system circuitry layout.
8. Provide recommendations for construction phasing to the sponsor for their review.
9. Complete estimates of probable construction costs for the recommended alternatives.
10. Provide five sets of review documents.
11. Complete the preliminary design report including:
  - a. Geotechnical investigation.
  - b. Topographical survey.
  - c. Preliminary plans.
  - d. Pavement section design and analysis.
  - e. Drainage design analysis.
  - f. Estimates of probable construction costs.
  - g. Final summary and recommendations.
  - h. Phasing and scheduling recommendations.
12. Solicit comments on preliminary design from airport personnel and the FAA.

### PHASE 3 - FINAL DESIGN

In the decision phase, the consultant will provide well-defined construction requirements, with selected bid alternatives as appropriate to provide a basis for competitive construction bids. Construction schedules will be closely coordinated to endeavor the best possible weather conditions and the least possible interference with airport operations. Assist the airport with the advertisement, notification of local airport users, and generally complete the final construction contract documents for the project. The following outline describes in greater detail the tasks and products.

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Provide final design drawings, specifications, and final estimate of probable construction costs and schedule for the project.
3. Provide Engineering Report.
4. Develop specifications using Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports, as amended, and utilize standard provisions supplied by the sponsor.

5. Develop a safety plan in accordance with AC 150/5370-2, Operational Safety on Airports During Construction.
6. Design all improvements in accordance with FAA standards and guidelines and in accordance with the Airport Certification Manual.
7. Coordinate the design of the project with existing and ultimate grades established at adjacent areas.
8. Provide for all required design of utilities and services within the area defined in the preliminary design.
9. Complete final quantity calculations.
10. Solicit sponsor and FAA review and approval.
11. Provide \_\_\_\_ sets of contract documents.
12. Assist airport with advertising and interpretation of project requirements.
13. Assist airport with preparation of the FAA application.
14. Provide review of all submittal and shop drawings during construction.
15. Provide technical assistance and recommendations to the sponsor during construction.
16. The following project schedule will be utilized unless otherwise approve by the sponsor:  
Taxiway A South and the Holding Apron portion of the project will be phased to be constructed on an accelerated basis to be completed within two (2) months of the construction consultant's notice to proceed or earlier, if possible. During construction, runway 18L/36R will be kept in service at all times. The project limits will be defined such that the construction activities will not impact the operation of the runway as defined by airport and FAA operational criteria.
17. The construction budget for the project is \$\_\_\_\_, including construction change order contingency. The consultant will evaluate the feasibility of this budget and keep the sponsor apprised during each phase of the design. The consultant will advise the sponsor as to options available for reducing construction costs to stay within the budget, if it appears that likely consultant bid prices will exceed this budget.

The design schedule is anticipated to be as follows:

Commission Authorization of Consultant Contract - 10/10/XX  
Contract Execution - 10/10/XX  
Start Design - 10/11/XX  
50 Percent Design Review - 11/22/XX  
Complete Design, Submit Estimates, Plans and Specs for Review 1/12/XX

Advertise for Bids - 3/21/XX  
Open Bids - 4/11/XX  
Prepare Award Memo - 4/12/XX  
Award Construction Contract - 4/25/XX  
Construction Contract Executed - 5/08/XX  
Construction Notice to Proceed - 5/14/XX

Complete Taxiway A South & Holding Apron - 7/13/XX  
Complete Hardstand Construction - 11/01/XX

#### PHASE 4 - CONSTRUCTION SERVICES

During the construction phase of the project, the consultant will assist the sponsor to monitor and document progress for quality and cost. Review consultant payment requests, complete necessary quality control testing, establish necessary survey control, continually inform the sponsor on project progress and problems, conduct the final project inspection, and complete the associated certification.

#### ACTIVITIES

1. Assist with prebid conference and bid opening. Issue addenda, prepare an abstract of bids, and make recommendations for award.
2. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders.
3. Solicit and review bonds, insurance certificates, construction schedules, etc.
4. Conduct preconstruction conference.
5. Complete construction staking, provide horizontal and vertical control.
6. Provide resident project representative to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc.
7. Prepare change orders and supplemental agreement, if required.
8. Prepare and submit inspection reports.
9. Prepare and confirm monthly payment request.
10. Conduct necessary quality control testing.
11. Conduct and document periodic wage rate interviews.
12. Conduct a final project inspection with airport personnel, the FAA, and the consultant.
13. Prepare as-constructed drawings and the final project from information furnished by the consultant.

#### C.3 Example 2. Planning Services Scope.

##### AIRPORT LAYOUT PLAN UPDATE

##### ANYTOWN MUNICIPAL AIRPORT

The purpose of this Airport Layout Plan Update (ALPU) is to identify potential development options specifically associated with closed Runway 10-28 at Anytown Municipal Airport. The existing Airport Layout Plan (ALP) is an integral component of the Airport Master Plan Update (AMPU) completed in 2005, which was based on data compiled in the mid-2000s, which is now nearly 10 years old. Since that time, a number of critical growth and operational issues have

surfaced that need to be assessed and factored into the preferred layout plan. Included in this assessment is a fresh look at terminal area development, growth within the adjoining (off-airport) industrial park, and an evaluation of airport land usage for aeronautical/nonaeronautical purposes.

This ALPU will help the community focus on the best course of action for continued development of the airport, by identifying the key critical issues the airport faces in the next five to ten years.

## CRITICAL ISSUES

Anytown is in a multiyear airport development plan that includes the reconstruction of Runway 15-33, expansion of hangar and aircraft parking facilities, construction of an airport access road, plus plans for the development of a new terminal building, expanded aircraft parking, and fueling facilities.

The airport is now in a position to start focusing on long-term landside development, particularly along the closed runway, with a realistic assessment of the existing terminal area configuration on the east end of the closed runway. An equally important component of this study is the identification of aviation development limits on the west end of the closed runway over the next 20 years. These limits are critical to future expansion of both the airport and adjacent industrial park.

## TASKS

XYZ Company proposes to provide the following services. To the maximum extent possible, and unless otherwise noted, data from the most recent AMPU and ALP will be used. In the interest of cost savings, updated aerial mapping will not be obtained for this project. XYZ Company will rely on existing data.

## CONCEPT

XYZ Company will prepare a written report and update the ALP, focusing on development of airport landside facilities, with emphasis on the closed runway, and the limits of compatible aviation development. Findings will be presented in written form at key phases through the term of this project, with each subsequent part building on previously submitted information. This concept will result in the development of a complete draft report that will then be updated to reflect agreed upon changes, resulting ultimately in the final ALPU.

## TASK A - STUDY DESIGN/ADMINISTRATIVE

1. Project Scoping Meeting. The consultant will arrange and attend a project scoping meeting with the FAA, state, and city of Anytown (Sponsor) to review the project scope and tasks and to confirm the specific requirements of the ALPU.
2. Refine Scope of Services. XYZ Company will refine and prepare a detailed scope of services and fee to complete the defined tasks for submission to the sponsor, state, and FAA.
3. Prepare Grant Application. XYZ Company will prepare and submit applications for Federal assistance. The sponsor will sign and distribute the applications to state and FAA. The grant application will be submitted on or about April 15, 20XX.

4. Attend City Council Meeting. XYZ Company will attend a regularly scheduled city council meeting for the purpose of answering questions and addressing issues concerning this project.
5. Grant Administration.
  - a. XYZ Company will submit a monthly invoice to the sponsor, including supporting documentation which specifically describes the work and other items for which the billing is submitted. The billing report will also include an estimate of the percent complete of each task appearing on the report. The sponsor will be billed on a monthly basis for all work conducted in association with this project.
  - b. The FAA and state will reimburse the sponsor for these fees through the grant reimbursement process. XYZ Company will prepare these grant reimbursement requests for the sponsor's signature and distribution to the FAA and state. It is anticipated that seven grant reimbursement requests will be prepared during the life of this project.

## TASK B - ALPU REPORT

XYZ Company will prepare an ALPU report consisting of five chapters and various appendices, developed in two phases (draft and final).

### Chapter 1 - Inventory and Forecasts

1. Update Existing Activity: This task will update existing based aircraft totals and evaluate current aircraft operations using industry standards, observations, and discussions with airport operators and users. The sponsor will provide XYZ Company will an accurate list of all based aircraft by aircraft make and model, sorted by hangared aircraft and aircraft parked on open aprons.
2. Field Inventory: XYZ Company will conduct a site field investigation of the airport that will provide an update of recently constructed facilities as well as potential development areas.
3. Identify On-Airport Developable Land: XYZ Company will use existing base mapping superimposed by the airport property line and resource protection limits to identify areas of airport property that can be "disturbed" or used for future airport development. This task will focus on the closed runway.
4. Evaluate Existing Lease Agreements. XYZ Company will obtain and evaluate existing airport lease agreements for compliance with FAA grant assurances.
5. Review SASP: XYZ Company will obtain and review aircraft and operational data in the current State Aviation Systems Plan (SASP) as applicable to Anytown.
6. Update 19XX Forecasts. The 20XX AMPU forecasts will be updated based on current aircraft loading and operations and projected forward 5, 10 and 20 years using SASP forecasts, as applicable.
7. Forward Draft Findings. XYZ Company will prepare and submit a draft Inventory and Forecasts Chapter, providing 10 copies of the draft chapter to the sponsor and one copy each to the state and FAA. It is recommended that the sponsor post this report on its website. XYZ Company will provide a copy of the report as it progresses, in Adobe® PDF format, to the sponsor's webmaster or information technology (IT) department.

8. Meeting. XYZ Company will present the Inventory and Forecast data to the sponsor; answering questions and resolving any conflicts prior to starting the next phase of the project.

Chapter 2 - Demand/Capacity Analysis & Facility Requirements. Pending receipt and resolution of comments from the sponsor, state, and the FAA on Chapter 1, XYZ Company will prepare Chapter 2. XYZ Company will review and respond to comments to all parties.

1. Landside Facility Capacities: XYZ Company will identify the capacity of the existing landside facilities including, but not limited to aviation facilities: hangars, aircraft parking, fuel facilities; compatible non-aviation facilities: industrial park; and common facilities: automobile parking and access roads
2. Airside Facility Requirements: This ALPU will not evaluate airside facilities (runway, taxiways, etc).
3. Landside Facility Requirements: XYZ Company will evaluate existing landside facilities and compliance with FAA safety and design requirements. Based on the safety and capacity computations as well as the forecasts of aviation demand for the airport, XYZ Company will identify the needed improvements for the landside facilities (i.e., hangars, aircraft parking, automobile parking and access, and aircraft fueling facilities).
4. Forward Draft Findings: XYZ Company will prepare and submit the Capacity and Facilities Chapter, providing 10 copies of the draft chapter to the sponsor and one copy each to the state and FAA.
5. Meeting. XYZ Company will present its findings from the first two chapters to the sponsor; answering questions and resolving any conflicts prior to starting the next phase of the project.

Chapter 3 - Alternative Developments. Pending receipt and resolution of comments from the sponsor, state, and FAA on Chapter 2, XYZ Company will prepare Chapter 3. XYZ Company will review and respond to comments to all parties.

1. Identify Limits of Short-Term Aviation Development. Based on previously developed forecasts (Chapter 1) and identified facility needs (Chapter 2), XYZ Company will identify areas of airport property that can be used for future airport development. Emphasis will be placed along the entire close runway corridor, with particular attention given to realistic development of the existing terminal area.
2. Identify Potential Nonaeronautical Use. XYZ Company will analyze future aviation needs (projected in 5, 10, and 20 year periods) and then identify on-airport areas potentially available for compatible nonaeronautical use. Emphasis will be placed on development in the area along or in the vicinity of the west end of the closed runway.
3. Identify Development Alternatives: The objective of this task is to identify feasible landside alternative development plans for the airport based on Tasks A and B above. While a variety of alternative solutions could be considered, for the purposes of this study, XYZ Company will develop a series of possible alternatives consistent with the needs of the sponsor.
4. Forward Draft Findings: XYZ Company will prepare and submit the Alternatives Chapter addressing the tasks in this chapter, providing 10 copies of the draft chapter to the city, and one copy each to the state and FAA.

5. Preferred Alternative Meeting: XYZ Company will meet with the sponsor to assist him in evaluating and selecting the preferred alternative. Subsequent to the selection of the preferred alternative, XYZ Company will complete and submit an updated Alternatives Chapter to all parties.

Chapter 4 - Environmental Evaluation. Pending receipt and resolution of comments from the sponsor, state, and FAA on Chapter 3, XYZ Company will prepare Chapter 4. XYZ Company will review and respond to comments to all parties.

1. Identify Existing Environmental Conditions.
2. This task will include the collection of data to identify protected resources and environmental issues as defined by the 23 impact categories found in FAA Order 5050.4, Airport Environmental Handbook, in the vicinity of the airport that are anticipated to be impacted by the proposed capital improvements or existing operations. A review of existing data and coordination with appropriate regulatory agencies will identify potential protected resources and issues important to the human and natural environment that may require additional data collection beyond the scope of this study. XYZ Company will conduct one site visit to compare existing conditions to written data.
3. In addition, XYZ Company will review previous environmental permitting and, if applicable, protected resource mitigation performed as part of previous airport and industrial park improvement projects. This information will be useful to the sponsor when future environmental permits need to be obtained.
4. Delineated flagged wetlands will be identified and evaluated using the current Federal and State (and local, if applicable) methodologies. These wetland boundaries, which are already digitized, will be placed on the appropriate airport plans and figures.
5. Identify Potential Adverse Impacts: Based upon the recommended airport improvements identified as the preferred alternative, potential impacts to the environment that are protected by local, State, and Federal regulations will be identified for the first five years of the planning period.
6. Describe Regulatory Requirements: XYZ Company will identify the permit requirements for the anticipated first five years of airport improvements. This information can then be used to plan the phasing requirements for each project (refer to Chapter 5 – Implementation Schedule & Financial Analysis).
7. Forward Draft Findings: XYZ Company will prepare and forward the Environmental Chapter covering the tasks described in this section. This chapter will provide the basis for the environmental permitting requirements and financial impacts presented in Chapter 6. XYZ Company will provide copies as previously described above.

Chapter 5 - Implementation & Financial Analysis. Pending receipt and resolution of comments from the sponsor, state, and FAA on Chapter 4, XYZ Company will prepare Chapter 5. XYZ Company will review and respond to comments to all parties.

1. Implementation Schedule. Based on the adopted preferred alternative, a phased implementation schedule will be developed. This schedule will be based on demand levels and their estimated timeframes for realization. This schedule will not only include the

development previously mentioned, but also major maintenance projects that were identified and necessary to maintain the viability of the airport.

2. Capital Improvement Plan. The ALPU will include a CIP using planning-level opinions of cost for each of the projects, both for development and maintenance of the airport. The distribution of eligible costs between the sponsor, state, FAA, and private investors will be evaluated for the presence of extensive financial burdens during any one timeframe; if necessary, projects may be shifted to offset this burden.
3. Funding Sources: XYZ Company will identify typical and potential funding sources for paying for proposed airport improvements or necessary maintenance projects.
4. Forward Draft Findings. XYZ Company will prepare and forward the Implementation Schedule and Financial Analysis Chapter covering the tasks described in this section. This chapter will provide the basis for future capital planning considerations on the part of the state and FAA. XYZ Company will provide copies as previously described above.

#### TASK C – UPDATE ALP

Three key components of the ALP will be updated: Existing Airport Layout Plan, Terminal Plan, and Ultimate Airport Layout Plan. The Approach Plan and Profile, Land-Use, and CFR Part 77 Analysis sheets **will not** be updated. Based on the selection of the preferred alternative, several drawings of the existing ALP set will require revisions and updating. All plans will be prepared to conform to state and FAA CADD standards and will be made available in electronic format.

1. Existing Airport Facilities Plan: This drawing will be updated reflecting changes since completion of the existing drawing. This drawing will be prepared at a scale of either 10 = 3009 or 10 = 4009.
2. Ultimate Airport Layout Plan: This drawing will be revised reflecting the preferred alternate layout. This drawing will be prepared at a scale of either 10 = 3009 or 10 = 4009.
3. Terminal Area Plan: This drawing will be prepared at a scale of either 10 = 509 or 1009 reflecting the revised preferred layout.
4. Forward Draft Findings: XYZ Company will prepare and submit the revised ALP drawings. One full-size 240 x 360 set will be provided each to the sponsor, FAA, and the state. In addition, a reduced 110 x 170 set will be provided in Adobe PDF to the sponsor's webmaster for inclusion on the city's website.

#### TASK D – FINAL DOCUMENTATION

1. Final Meeting. XYZ Company will hold a final project meeting with the sponsor, state, and FAA to review the project and solicit all final comments.
2. Final Report. Pending receipt of comments from all interested parties, a final ALPU report will be prepared. Bound, printed copies will be distributed to the sponsor, state, and FAA. Additional copies of the final report will be available upon request on CD-ROM in Adobe PDF format.
3. Airport Layout Plan. Four (4) full-size sets of the final ALP set will be distributed to the sponsor, state, and FAA for approval signatures. All signatory parties and XYZ Company will receive one (1) signed ALP set for their files.

## ANTICIPATED PROJECT SCHEDULE

The following anticipated project schedule is based on the timely receipt and resolution of comments from the sponsor, state, and FAA:

### **Anticipated Project Schedule**

Task	Date
Study Design	May 20XX
Inventory and Forecasts	June 20XX
Capacity Analysis and Facility Requirements	August 20XX
Alternatives Development	September 20XX
Environmental Evaluation	October 20XX
Financial Analysis	November 20XX
Airport Plans	December 20XX
Final Documentation	January 20XX

#### C.4      **Example 3. Construction Services Scope.**

##### DESIGN AND CONSTRUCT 6-UNIT HANGAR

##### ANYTOWN MUNICIPAL AIRPORT

##### ARTICLE A - DATA COLLECTION AND PROJECT DEVELOPMENT

1. Predesign Conference - A representative of the engineer will attend a predesign meeting at the offices of the state to provide the representatives of the owner, the FAA, and the state with the opportunity to review and discuss the nature and extent of the project and to establish the project design criteria, budget, and schedule. The engineer will coordinate the date and time of the predesign conference via teleconferences, letters, faxes and emails to the representatives of the owner, the FAA and the state. The engineer will prepare a presentation of the project components for discussion at the predesign conference. The engineer will use the Airports Division Predesign Conference Form XX to determine the design and construction parameters that will be used for this project.
2. Review and Evaluate Existing Data - The engineer will compile the existing data that was prepared for previous projects at the airport, that is germane to the project, and that might be useful in the design of the project. The existing data includes airport master plan, airport Exhibit "A" property plan, engineering drawings, airspace obstruction analyses, aerial photogrammetry data, and aerial photographs. The engineer will utilize the pertinent data and information as appropriate to prepare worksheets to facilitate the development of the project. The engineer will review the existing data for accuracy and completeness and to determine the feasibility of utilizing the data to prepare plans and specifications for the design and construction of the project.

3. Site Location Survey - The engineer will retain a professional land surveyor who is licensed in the State to provide site location survey services in the vicinity of the proposed hangar project area sufficient to prepare the project plans. The land surveyor may be required to locate the pertinent existing physical features within the vicinity of the project including pavements, drainage structures, swales and ditches, fence lines, property lines, rights-of-way, and tree and brush lines. The engineer will incorporate the results of the survey into the project plans to supplement the available existing data for the project locations.

Expenses - The engineer will incur certain miscellaneous project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey materials, long distance telephone calls from the field, newspaper advertisements, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

Outside Services - The engineer will incur certain project related costs during the data collection and project development phase of the work in the form of subconsultant costs for land surveying. These costs will be included in the engineer's contract with the owner.

## ARTICLE B - DESIGNS, PLANS AND SPECIFICATIONS

1. Project Plans - The engineer will prepare preliminary and final plans based on the existing conditions plans that were prepared during the data collection phase of the project. The engineer will prepare the plans based on the locations of pavements, buildings, wetlands, tree lines, pole lines, fences, property lines, aviation easements, rights-of-way and other considerations to sufficiently depict the project area for the construction of the hangar. The engineer will evaluate the project work area to identify other necessary incidental improvements that should be included in the project. The engineer will incorporate the electrical and structural plans into the project plans. The engineer will coordinate the development of the project plans with the staff of their aviation planning and environmental departments including:

- Title sheet
- Site plan
- Grading Plan
- Civil Details
- Cross Sections
- Hangar Elevations and Details
- Floor Plan and Details
- Foundation Plan and Details
- Building Details and Typical Sections
- Electrical Layout Plan
- Electrical Schedules and One-Line Diagram
- Electrical Specifications

- a. The engineer will distribute the preliminary plans to the owner, the state, and the FAA for review. The engineer will provide the owner with one (1) set of preliminary plans for review and comments. The engineer will provide the state with two (2) sets of preliminary plans for review and comments. The engineer will provide the FAA with five (5) sets of preliminary plans for review and comments. The engineer will further develop the preliminary plans into final plans subsequent to the review and comment period.
  - b. The engineer will distribute the final plans to the owner, the state, and the FAA. The engineer will provide the owner with one (1) set of final plans. The engineer will provide the state with one (1) set of final plans. The engineer will provide the FAA with one (1) set of final plans.
2. Project Specifications and Contract Documents – The engineer will prepare preliminary and final specifications and construction contract documents based on the preliminary and final plans. The engineer will incorporate the electrical and structural specifications into the project specifications. The specifications will establish the requirements for the project in accordance with the current version of and changes to FAA AC 150/5370-10, *Standards for Specifying Construction of Airports*, including general provisions and technical specifications.
    - a. The contract documents will include: Invitation to Bid, Information for Bidders, Bid Proposal, Schedule of Items, consultant's Qualifications and Certifications, Buy American Requirements, Contract Agreement, Notice to Bidders (Bonding), Bid Bond, Payment Bond, Performance Bond, Maintenance Bond, and Insurance Requirements. The contract documents will include Federal special provisions including: Federal Requirements for Construction Contracts \$100,000 and Over, Instructions to Bidders, Certification for Nonsegregated Facilities, Required Assurances, Disadvantaged Business Enterprise Eligibility Requirements, and Federal wage rate requirements for Anytown USA.
    - b. The engineer will distribute the preliminary specifications and contract documents to the owner, the state, and the FAA for review and approval. The engineer will provide the owner with one (1) set of preliminary specifications and contract documents for review and comment. The engineer will provide the state with one (1) set of preliminary specifications and contract documents for review and comment. The engineer will provide the FAA with one (1) set of preliminary specifications and contract documents for review and comment. The engineer will further develop the preliminary specifications and contract documents into final specifications and contract documents subsequent to the review and comment period.
    - c. The engineer will distribute the final specifications and contract documents to the owner, the state, and the FAA. The engineer will provide the owner with one (1) set of final specifications and contract documents. The engineer will provide the state with one (1) set of final specifications and contract documents. The engineer will provide the FAA with one (1) set of final specifications and contract documents.
  3. Estimates - The engineer will prepare estimates of material quantities and construction costs based on the plans, specifications, and environmental permitting requirements. The engineer will incorporate the electrical and structural estimates into the project estimates. The

estimates will be distributed to the owner, the state, and the FAA for review and modification. The owner, the state and the FAA each will be provided with one (1) copy of the estimates.

**Note:** The construction cost estimates will reflect the engineer's opinion of probable construction costs and will be based on the engineer's experience with similar recent construction. The engineer has no control over the actual cost of consultant labor and materials or over the competitive bidding and construction market conditions. The engineer cannot guarantee the accuracy of the construction cost estimates when compared to the consultants' construction bids or to the final project construction cost.

4. Electrical Design, Specifications and Estimates - The engineer will utilize the staff of their electrical division for the design of the electrical components of the hangar building. The engineer will visit the project site to determine the availability and suitability of the existing electrical system for the proposed project. The engineer will prepare electrical plans in the form of one line diagrams, electrical service installation details, panel schedules, lighting plan, power plan, and fixture schedule. The engineer will prepare electrical specifications and cost estimates for the construction of a pre-engineered metal building. The engineer will incorporate the electrical plans, specifications, and cost estimates into the project plans, project specifications and project cost estimates.
5. Structural Design, Specifications and Estimates - The engineer will utilize the staff of their structural division for the design of the structural components of a hangar building measuring approximately 33-feet wide by 252-feet long. The engineer will visit the project site to determine the suitability of the proposed site for the hangar building. The engineer will utilize the geotechnical data compiled for the recent runway, taxiway, and apron reconstruction projects to evaluate the suitability of the existing soils to design the building foundation. The engineer will prepare structural plans in the form of building elevations, floor plans, foundation plans, reinforcing plans, structural cross sections, and details suitable for establishing the requirements of a pre-engineered metal building. The engineer will prepare structural specifications and cost estimates for the construction of the pre-engineered metal building. The engineer will incorporate the structural plans, specifications, and cost estimates into the project plans, project specifications and project cost estimates.
6. Quality Control and Design Review - The engineer will conduct in-house quality control and design review meeting with experienced representatives of the engineer. The engineer will provide staff members with the opportunity to perform independent analyses of the final plans and specifications to ensure clarity, accuracy, completeness, and constructability. The electrical and structural plans will be reviewed separately by senior staff members in those disciplines. Subsequent to the independent reviews, a special in-house project review meeting will be conducted to discuss and consolidate the findings of the reviewers. The recommendations of the design review team will be incorporated into the final plans and specifications.

Expenses - The engineer will incur certain miscellaneous project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey materials, long distance telephone calls from the field, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

## ARTICLE C - ENVIRONMENTAL SERVICES

1. Regulatory Review - The engineer will evaluate the preliminary design of the project to determine the environmental impacts of the project. The engineer will review the latest pertinent Federal, State, and local environmental regulatory measures for recent changes and compliance issues. The engineer will contact the appropriate Federal, State, and local regulatory authorities to ascertain the permitting requirements for the project based on the anticipated final design and its potential environmental impacts. The engineer will contact regulatory authorities through telephone calls, letter correspondence, fax, and email to confirm environmental, aviation, and municipal zoning regulations. The engineer will review the available environmental documents including the airport master plan and wetlands studies for environmental issues and recommendations. The engineer will incorporate the recommendations of the regulatory agencies into the final design of the project to mitigate the environmental aspects of the project.
2. Facility Storm Water Pollution Prevention Plan - The engineer will amend the owner's airport Storm Water Pollution Prevention Plan (SWPPP) which was prepared in 1996 for the owner's airport industrial use as required by the National Pollution Discharge Elimination System (NPDES) regulations. The engineer will prepare a revised airport base map depicting the hangar development and other incidental changes. The engineer will prepare a narrative describing the changes at the airport. The engineer will deliver the revised base map and narrative to the owner for inclusion in the SWPPP as an appendix.

Expenses - The engineer will incur certain miscellaneous project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey materials, long distance telephone calls from the field, newspaper advertisements, permit application fees, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

## ARTICLE D - PROJECT ADMINISTRATION

1. Scope of Services and Contract - The engineer will communicate and coordinate with the owner via telephone, letters, fax, and email requesting the authority to proceed with the preliminary phases of the proposed project pending the execution of the engineering services agreement. The engineer will prepare an engineering services agreement including a detailed work scope narrative and itemized fee schedules for submission to the owner, the state, and the FAA for review and approval. The engineer will coordinate the preparation of the contract with the staff of their planning, CADD, and environmental departments.
  - a. The engineer will make changes to the work scope narrative and the fee schedules of the selected proposal. The engineer will make changes to the contract document standard provisions at the request of the owner's legal counsel and with the approval of the engineer's executive management. The engineer will prepare letters of transmittal and will distribute three (3) copies the final contract to the owner and the engineer's executive management for original authorized signatures. The engineer will prepare letters of transmittal and will distribute one (1) signed original copy of the fully executed contract to the owner, one (1) signed original copy to the engineer's executive management, one (1) signed photocopy to the state, and one (1) signed photocopy to the FAA.

2. FAA Grant Application - The engineer will prepare seven (7) copies of the formal FAA grant application including letters of transmittal, Standard Form 424, Standard Form 5100-100, project narrative, cost estimate, project schedule, location sketch, statement of environmental action, statement of airport user coordination, statement of intergovernmental coordination, statement of owner DBE program status, sponsor certifications, and grant assurances. The engineer will submit the grant application to the owner with transmittal letters for signatures and forwarding to the FAA and state. The engineer will review the Federal grant offer and assist the owner in complying with the terms and conditions of the grant offer.
3. Executive Order 12372 - The engineer will communicate with the Anystate Office of State Planning to confirm the requirements of the submission package for intergovernmental agency review in accordance with Executive Order 12372. The engineer will prepare and submit six (6) copies of the submission package with a cover letter. The engineer will also prepare and deliver one (1) submission package with a cover letter directly to the U.S. Fish and Wildlife Service to facilitate Federal agency review of the proposed project. The engineer will obtain response letters at the end of the review period identifying specific requirements to be incorporated into the proposed project.
4. Reimbursement Requests - The engineer will prepare the Federal and State reimbursement requests using FAA Forms 5100-X and 5100-6X and State Form 55XX including letters of transmittal to the FAA and state. The engineer will compile the sponsor administration costs, engineering costs, subconsultant costs and construction costs. The engineer will submit five (5) copies of each reimbursement request package to the owner with transmittal letters for signature and forwarding to the FAA and the state for payment. It is anticipated that a total of six (6) reimbursement request packages including the final reimbursement request will be prepared and submitted during the course of the project.
  - a. The engineer will compile, review, and approve the consultant's construction cost data and will prepare FAA Form 51XX-8 periodic cost estimates. The engineer will submit seven (7) copies of the periodic cost estimates to the consultant for signature and return to the engineer for inclusion in the reimbursement request packages. It is anticipated that a total of four (4) periodic cost estimates will be prepared and submitted during the course of the project.
5. In-House Administration - The engineer will provide general project administration and coordination including in-house staff review of the project's progress, in-house staff communication, and dissemination of project data and information to in-house staff in the form of internal memos, discussions, meetings, and updates to apprise the project team of new developments throughout the design phases of the project. The engineer will prepare an in-house project work plan for distribution to the engineer's design team members to inform them of the project goals and objectives including scope of work, team assignments and responsibilities, project budget, project schedule, project contacts, and contract requirements, obligations, and limitations.
6. Outside Administration - The engineer will provide general project administration and coordination including disseminating interim project data and information to the owner, the state, the FAA, and the engineer's subconsultants in the form of telephone conversations, letters, faxes, email, copies, etc. to apprise the owner, the state, and the FAA of new developments throughout the design phase of the project.

7. Accounting Administration - The engineer will provide general project administration and coordination with the staff of their accounting department. The engineer will prepare the internal close out forms. The engineer will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The engineer will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The engineer will prepare and submit monthly invoices to the owner for services provided to the owner and for costs incurred by the engineer and their subconsultants. It is anticipated that a total of six (6) invoices will be prepared and submitted during the course of the project.
8. Miscellaneous Administration - The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the owner, the state, the FAA, and other interested parties; disseminating interim project information to the owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.
9. Disadvantaged Business Enterprise Program - The engineer will update the airport Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The engineer will review the methodology for evaluating the availability of DBE businesses to provide services and products for airport projects in the Federal fiscal year 20XX. The engineer will review the airport's service area by analyzing the utilization of DBE businesses on previous airport projects. The engineer will prepare a legal advertisement describing the revised DBE utilization goal and methodology. The engineer will deliver the advertisement to the owner to publish in one (1) newspaper as a public notice to provide a thirty day public comment period. The engineer will submit the revised DBE program to the FAA Office of Civil Rights review and comments. The engineer will prepare the DBE program annual update on Form 4XXX at the conclusion of Federal fiscal year 20XX to reflect the actual DBE utilization on airport projects.

Expenses - The engineer will incur certain miscellaneous project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey materials, long distance telephone calls from the field, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

#### ARTICLE E - BIDDING SERVICES AND CONSTRUCTION ARRANGEMENTS

1. Bid Documents - The engineer will prepare XX sets of bid documents comprising the construction plans, construction specifications, and construction contract in accordance with the requirements of the owner, the state, and the FAA.
2. Bid Advertisement - The engineer will prepare a legal advertisement and deliver it to three (3) newspapers to publish as a solicitation for construction bids in accordance with the owner's bidding procedures. The engineer will deliver the bid advertisement to five (5) plan viewing rooms for publication in order to maximize the project exposure and generate widespread consultant interest in the project. The engineer will communicate with the plan viewing rooms and similar industry entities to provide technical information for their publications. The engineer will notify the state and the FAA of the project's advertisement.

3. Distribute Bid Documents - The engineer will contact consultants who are potential bidders in order to maximize consultant participation in the project. The engineer will issue the bid documents to the interested bidders and to five (5) plan viewing rooms. The engineer will maintain a list of the bid document recipients including the recipient's name, overnight mailing address, telephone number, and fax number for use in issuing addenda. The engineer will distribute the bid document recipient list to interested parties if requested by potential bidders.
4. Pre-Bid Conference - The engineer will attend the pre-bid conference at the airport to present the project to interested parties and to answer consultants' and subconsultants' questions. The engineer will conduct a site walk of the project area to allow the consultants and subconsultants to observe the existing conditions first-hand and to ask questions regarding their observations. The engineer will prepare written responses to questions that require additional information that is not available at the time of the pre-bid conferences. The engineer will distribute the responses to the bid document recipients and pre-bid conference attendees.
5. Bid Questions and Addenda - The engineer will answer questions and provide technical advice to the potential bidders concerning the bid documents. The engineer will answer questions and provide technical advice to the owner concerning the bid documents. The engineer will prepare and issue one (1) addenda to the bid document recipients to clarify, modify, or correct the bid documents.
6. Bid Analyses, Recommendation and Award - The engineer will conduct a detailed analysis of the consultants' bids for completeness and accuracy and will note omissions and discrepancies. The engineer will compile a bid summary comprising the results of the bids for distribution to the bid document recipients. The engineer will write a letter to the owner recommending the award of the construction contract to the apparent low bidder based on the bid analyses. With the concurrence of the owner, the state and the FAA, the engineer will issue a written notification to the successful bidder informing the bidder of the bid results. The engineer will disseminate the bid results to the plan viewing rooms.
7. Bid Sureties - The engineer will issue letters to the unsuccessful bidders returning the bid sureties, distributing the bid summary, and describing the bid results. The engineer will return the bid surety to the successful bidder after the bidder has executed the construction contract. The engineer will return the bid surety to the second low bidder after the successful bidder has executed the construction contract.
8. Consultant Coordination - The engineer will prepare six (6) copies of the consultant's bid proposal package for use as the construction contract document. The engineer will coordinate with and provide information to the consultant to facilitate the preparation and execution of the construction contract document. The engineer will review the consultant's construction contract for accuracy and completeness before submitting the document to the owner for final signatures. The engineer will prepare a checklist of tasks to be performed by the owner to fully execute the construction contract. The engineer will distribute the construction contract documents at the preconstruction conference.

Expenses - The engineer will incur certain project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey

materials, long distance telephone calls from the field, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

## ARTICLE F - CONSTRUCTION ADMINISTRATION

1. Preconstruction Conference - The engineer will coordinate the time, date, and location of the preconstruction conference. The engineer will notify the owner, the FAA, the state, the consultant, the resident engineer, and other interested parties of the preconstruction conference and will invite their representatives to attend. The engineer will conduct the preconstruction conference in accordance with FAA AC 150/5300-9, *Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects*, to ensure that the attendees are aware of the design, construction, and safety requirements of the project and are informed of their individual responsibilities.
2. Shop Drawing Review - The engineer will review the shop drawings and materials submittals that are furnished by the consultant as required by the construction contract documents. The engineer will either fully approve, conditionally approve, or reject the shop drawings and materials. The engineer will return conditionally approved and rejected shop drawings and materials submittals to the consultant for changes or revisions prior to the use of the materials on the project. The engineer will review only one resubmission of a conditionally approved or rejected shop drawing or submittal. The engineer will prepare and maintain a submittal register identifying the submittal number, description, specification section, specification paragraph, received date, action date, and action taken. The engineer will distribute copies of the submittals and the updated submittal register to the owner and the consultant.
3. Construction Administration - The engineer will provide general consultation and advice to the owner during the construction phase of the project. The engineer will provide general coordination between the owner, the state, and the FAA during the construction phase of the project. The engineer will assist the owner with the preparation and issuance of change orders, recommend construction specification waivers, and advise the owner as to the consultant's performance. The engineer will review daily progress reports, monthly construction progress reports, wage survey records, and certified payrolls. The engineer will distribute copies of the monthly construction progress reports to the owner, the FAA, and the state.
  - a. The engineer will provide general supervision and support to the resident engineer including, but not limited to, coordinating field survey personnel, processing the resident engineer's weekly time sheets and expense sheets, providing technical documentation, providing field office supplies and materials, performing construction contract interpretation, analyzing unusual or unique developments or complications during construction, and communicating and corresponding with the consultant regarding contract administration, project changes, bonding and insurance issues, and other construction related matters.
  - b. The engineer will communicate and coordinate with the consultant on a regular basis throughout the construction phase of the project in the form of teleconferences, letters, memos, faxes, and email.
4. Site Visits - The engineer will make visits to the construction site to observe the progress, safety, and quality of the construction. The engineer will coordinate the site visits with the

owner and representatives of the electrical and structural divisions. The engineer's representatives will meet with the representatives of the owner and the consultant to discuss the project's progress and to identify areas of concern to facilitate the construction.

5. Final Inspection - The engineer will conduct a site walk and final inspection of the project to confirm the completeness and quality of the construction. The engineer will coordinate the date and time of the final inspection via teleconferences, letters, faxes and email to the owner, the FAA, the state, the resident engineer, and the consultant. The engineer will prepare a summary report of the final inspection, including a punch list of work items that the consultant must accomplish to complete the project. The engineer will distribute the summary report to the owner, the FAA, the state, the resident engineer, and the consultant.
6. Record Drawings - The engineer will prepare four (4) sets of paper copies of the record drawings and final quantities representing the completed project and reflecting the actual work accomplished during construction. The engineer will distribute the four (4) sets of record drawings to the owner, the FAA, and the state for signatures. The engineer will prepare and distribute one (1) set of mylar copies of the record drawings to the owner after the record drawings have been signed by all parties. The engineer will provide the owner with electronic files of the record drawings in AutoCAD DWG format and PDF format on CD-ROM.
7. Airport Layout Plan Drawing - The engineer will update the electronic versions of the Ultimate Airport Layout Plan drawing which is identified as Sheet 3 of the Airport Layout Plan drawing set. The engineer will update the drawing to reflect the actual work accomplished by the project.
8. Airport Terminal Area Plan Drawing - The engineer will update the electronic version of the Airport Terminal Area Plan drawing which is identified as Sheet 4 of the Airport Layout Plan drawing set. The engineer will update the drawing to reflect the actual work accomplished by the project and previous airport development.
9. Project Close Out Report - The engineer will prepare the final project documentation in the form of a project close out report that consolidates the project related information that will be required by the FAA to formally close out the project. The engineer will include in the close out report all general, fiscal, miscellaneous, engineering and construction information, and submissions/certifications listed on the FAA project closure summary checklist. The engineer will distribute one (1) copy of the project close out report each to the owner, the FAA and the state.

Expenses - The engineer will incur certain project related expenses during this phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, plans, photocopies, photographic materials, equipment rental, survey materials, and long distance telephone calls from the field. These expenses will be included in the engineer's contract with the owner.

Outside Services - The engineer will incur certain project related costs during the construction administration phase of the work in the form of subconsultant costs for geotechnical testing services. These costs will be included in the engineer's contract with the owner.

## ARTICLE G - TECHNICAL OBSERVATION OF CONSTRUCTION

1. Resident Engineer - The engineer will provide a qualified construction resident engineer to observe that the construction is carried out in reasonable conformity with the contract documents and in accordance with the customary practices of professional engineers and consultants. The resident engineer will be available for both full-time and part-time construction observation services during the 90 calendar day duration of the project as required by the nature of the ongoing construction activities.
  - a. For budgeting purposes, the resident engineer can be available sixteen (16) hours per week for twelve (12) weeks including travel time for a total of 192 hours during the course of the construction. The resident engineer can also be available for eight (8) hours to attend the final inspection. Variations to this proposed manhour distribution may be necessary as the work progresses but must not exceed 200 manhours. Additional manhours for the resident engineer must be addressed by a supplemental agreement.
  - b. The resident engineer will be the engineer's primary contact with the consultant and their subconsultants during the course of construction. The resident engineer will be available to meet with the representatives of the owner, the FAA, the state, and other interested parties at the project location. The resident engineer will coordinate and supervise the engineer's subconsultants and personnel who are performing on-site testing, surveying, or other project related services.
  - c. The resident engineer will monitor and coordinate the construction progress; will coordinate with the owner, the engineer, and the consultant; will provide construction oversight to ensure that the work is proceeding according to the construction contract documents; and will notify the engineer if problems, disputes, or changes arise during the course of construction.
  - d. The resident engineer will prepare and maintain cost estimates and construction quantity estimates for use in preparing monthly payment reimbursement requests and for monitoring the progress of the consultant's work. The resident engineer will prepare daily construction progress reports of the construction activities that are observed and will submit the reports to the engineer for review. The resident engineer will prepare monthly construction summary reports of completed work that has been accepted and approved by the consultant and will submit the reports to the engineer for review.
  - e. The resident engineer will conduct Federal wage rate surveys with the consultant's personnel and their subconsultants' personnel to ensure compliance with the U.S. Department of Labor regulations for federally funded construction projects. The resident engineer will submit the wage rate survey records to the engineer for review.
  - f. The resident engineer will assist the consultant with construction surveying to identify the limits of work, to determine elevations and grades, to locate physical features discovered during the course of construction, and to calculate quantities of materials either removed or utilized on the project. The consultant's construction survey data will be incorporated into the record drawings at the completion of the project. The engineer will provide the resident engineer with CADD support to plot the results of

the construction survey data and to generate electronic drawings, sketches, and details at the request of the resident engineer to facilitate the construction.

**Expenses** - The engineer will incur certain project related expenses during the course of the technical observation of construction phase of the work which may include but will not be limited to: meals, lodging, mileage cost at \$0.405 per mile, tolls, overnight shipping, blueprints, photocopies, photographic materials, equipment rental, survey materials, long distance telephone calls from the field, and miscellaneous vendor invoices. These expenses will be included in the engineer's contract with the owner.

**Outside Services** - The engineer will incur certain project related costs during the technical observation phase of the work in the form of geotechnical subconsultant costs for quality assurance testing of construction materials and practices. These costs will be included in the engineer's contract with the owner.

## **APPENDIX D. CONSULTANT SERVICES FEE/COSTS SAMPLE**

This example can be modified as necessary for any type of project.

Airport: \_\_\_\_\_

### Project:

Date: \_\_\_\_\_

THIS IS A SAMPLE  
ANY SIMILAR FORM MAY BE  
USED

**TASKS**

**TOTAL HOURS**

**HOURS**

**EMPLOYEE CLASSIFICATIONS VARY WITH EACH CONSULTANT AND PROJECT**

**HOURS WILL VARY BY LEVEL OF WORK AND AS NEGOTIATED**

**TOTAL HOURS IS THE SUM OF EACH COLUMN**

**HOURLY RATE VARIES BY CONSULTANT**

**DIRECT SALARY COST ARE TOTAL HOURS MULTIPLIED BY HOURLY RATE**

	DIRECTOR AVIATION	PROJECT MANAGER	AIRPORT PLANNER	ENVIRO. ANALYST	CADD TECH	CLERICAL
1 Project Scoping Meeting						
2 Refine Scope and Fee						
3 Prepare Grant Application						
4 Attend City Council Meeting						
5 Update Existing Activity						
6 Field Inventory						
7 Identify On-Airport Developable Land						
8 Evaluate Existing Lease Agreements						
9 Update 1999 Forecasts						
10 Review and Respond to Comments						
11 Landside Facility Capacity & Requirements						
12 Meeting						
13 Review and Respond to Comments						
14 Identify Limits of Aviation Development						
15 Identify Development Alternatives						
16 Review and Respond to Comments						
17 Identify Existing Environmental Conditions						
18 Describe Regulatory Requirements						
19 Prepare and Forward Draft Findings						
20 Implementation Plan & Capital Improvement Plan						
21 Existing Airport Facilities Plan						
22 Ultimate Airport Layout Plan						
23 Final Meeting						
24 Prepare and Forward Final Report						
25 Prepare and Forward Final Airport Layout Plan						
<b>TOTAL HOURS</b>	0	0	0	0	0	0
<b>HOURLY RATE</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIRECT SALARY COST</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Direct Nonsalary Expenses</b>						Total Direct Salary Costs \$0.00
Travel (x miles at \$x.xx/mile)						Overhead (xxx % of Direct Labor Costs) \$0.00
Per Diem						<b>Total Labor Cost</b> \$0.00
Reproduction						Fixed Fee (xx % of Total Labor Cost) \$0.00
Testing						<b>Subtotal</b> \$0.00
Consultants/Outside Services						Total Direct Nonsalary Expenses \$0.00
Other						<b>TOTAL COST (Total Labor, Fixed Fee &amp; Expenses)</b> \$0.00
<b>Total Direct Nonsalary Expenses</b>						

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**APPENDIX E. DETAILED FEE/COST ANALYSIS SAMPLE**

DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

ESTIMATED CONSTRUCTION COSTS (ECC): \$ \_\_\_\_\_

ESTIMATED CONSTRUCTION DURATION: \_\_\_\_\_  
i.e. calendar days

**THIS IS A SAMPLE  
ANY SIMILAR FORM MAY BE  
USED**

ITEM	SPONSOR'S INDEPENDENT ESTIMATE	CONSULTANT FEE PROPOSAL	NEGOTIATION	
			DIFFERENCE	OBJECTIVE
<b>Wages and Overhead</b>	\$	\$	\$	
Overhead Percent				
Principal \$/Hour				
Project Manager \$/Hour				
Civil Engineer \$/Hour				
Electrical Engineer \$/Hour				
CADD Technician \$/Hour				
Resident Engineer \$/Hour				
Inspector \$/Hour				
Project Engineer (Construction) \$/Hour				
Surveyor \$/Hour				
2-Man Crew				
<b>WORKHOURS</b>				
Principal				
Project Manager				
Civil Engineer				
Electrical Engineer				
CADD Technician				
Resident Engineer				
Inspector				
Project Engineer (Construction)				
Surveyors				
Workhour Totals				
Geotech	\$	\$	\$	
Travel	\$	\$	\$	
Printing	\$	\$	\$	
Total Fee	\$	\$	\$	
As percent of ECC				

EMPLOYEE  
CLASSIFICATIONS AND THEIR  
TITLES VARY WITH EACH  
CONSULTANT AND THE  
PROJECT SCOPE

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**APPENDIX F. RECORD OF NEGOTIATIONS SAMPLE****ARCHITECTURAL AND ENGINEERING SERVICES**

DATE:

Job Title

Location:

Anticipated A.I.P. Grant:

1. The consulting firm of XYZ was selected on January 21, 20XX, from those consultants who submitted their qualifications. A scope of work and detailed independent cost estimate in the amount of \$44,364 for the design phase and \$54,956 for the construction phase were prepared by the sponsor on February 21 and submitted to the ADO on February 23.
2. The scope of work and request for fee proposal were sent to XYZ Consultants on February 23.
3. The meeting was held on February 27 with the sponsor, consultant, and FAA to ensure the consultant had a thorough understanding of the scope of work.
4. The consultant submitted their fee proposal for the work on March 2, broken down as follows:

Design Phase \$58,224

Construction Phase \$66,345

5. A detailed cost analysis comparing the detailed independent estimate with the consultant's fee proposal was done on March 6 and negotiation objectives were established.
6. The sponsor's negotiator, Mr. A called Mr. X of XYZ Consultants on March 7 to discuss the fee proposal. It was agreed that the construction duration of 60 days was adequate. The consultant was told that their overhead rate appeared high and asked to submit a detailed statement of overhead expenses for the previous year to verify their rate. Also the man hours for the principal and project manager seemed excessive. It was also noted that both a resident engineer and an inspector were not needed on the construction site fulltime. The surveying manhours during construction were also excessive. The consultant agreed to revise their fee proposal and resubmit it to the sponsor.

7. The consultant submitted a revised fee proposal for the work on March 9, broken down as follows:

Design Phase \$51,286

Construction Phase \$59,432

8. The detailed cost analysis was revised on March 12 to reflect the consultant's revised fee proposal.
9. The sponsor's negotiator met with Mr. X of XYZ Consultants at the sponsor's office on March 13. Ineligible costs for entertainment and interest expense were deleted from the consultant's overhead and an acceptable overhead rate of 134 percent was agreed upon. A combined time of 60 man hours for the principal and project manager were agreed upon allowing 15 for the principal and 45 for the project manager. The consultant's figures of 302

civil work hours, 120 electrical work hours, and 410 drafting work hours were accepted. The consultant agreed to have a full time inspector on the job with a resident engineer also on the job one third of the time. The construction surveying work hours were reduced to 32 hours of a three-man crew. The consultant agreed to make the discussed changes and submit a final fee proposal.

10. The consultant submitted a final fee proposal for the work on March 14, broken down as follows:

Design Phase \$47,324  
Construction Phase \$56,658

11. The final fee proposal is considered reasonable by the sponsor. A contract has been prepared for the agreement between the sponsor and consultant. The scope of work, draft contract, sponsor's independent cost estimate, consultant's fee proposals with revisions and detailed cost analysis are attached to this record of negotiation and hereby submitted to the ADO for a reasonableness of cost determination.
12. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14 have been followed.

Sponsor's Signature

1

## **APPENDIX G. ALTERNATIVE PROJECT DELIVERY SYSTEMS**

### **G.1 Alternative Project Delivery Systems.**

- G.1.1 Alternative project delivery systems (APDS) are popular construction methods in State and local governments. The philosophy behind these types of delivery systems is that there is a potential to reduce delivery time and minimize change orders that results in overall lower costs and greater efficiency.
- G.1.2 Before undertaking alternative project delivery for an AIP funded project, the conditions for the project must be evaluated to determine if alternative delivery is more beneficial than the traditional design-bid-build method. The information contained in this appendix is offered to provide Sponsors with some insight when pursuing alternative project delivery. Sponsors should follow all applicable State and local laws but must include the required Federal contract clauses and provisions in the procurement documents. See Title 2 CFR § 200.326.

### **G.2 Alternative Project Delivery System Requirements.**

The ADO must approve the use of an alternative project delivery system in advance of the project starting. The Sponsor must submit the following documentation to the ADO for review:

1. A description of the delivery system to be used.
2. A full description of the project with preliminary drawings of the proposed work.
3. Documentation that provides the reason and justification for using the alternative delivery system.
4. Documentation that the selection process is allowed under State or local law.
5. An organizational chart that shows contractual relationships between all the parties.
6. A statement describing what safeguards are in place to prevent conflicts of interest.
7. Documentation that the system will be as open, fair and objective as the traditional design-bid-build project delivery system.
8. Documentation of the amount of experience the parties involved in the project have in the proposed project delivery method.

### **G.3 Alternative Project Delivery Items Not Allowed Under AIP.**

Because of federal contract and procurement requirements, some of the characteristics of APDS are not eligible on AIP funded projects. Some of these include:

1. Early completion bonuses
2. Cost overruns greater than 15%
3. Shared cost savings

4. Sponsor contingency costs
5. Price escalation
6. Sponsor insurance costs
7. In-state or local preferences

#### G.4 **Design-Build Project Delivery.**

G.4.1 49 U.S.C §47142 establishes design-build contracting as an approvable form of project delivery under AIP. Under the statute, design-build contracting is defined as an agreement that provides for both design and construction of a project by a single contractor. That contractor holds responsibility for the entire contract. Design-build may provide cost savings because of time savings in the contracting process as well as earlier start of construction.

G.4.2 Design-build project delivery can be performed by a single company with both design and construction ability in-house, or by a joint venture working under a single design-build contract. Design-build services can be performed under all the contractual methods used for construction including lump-sum, cost reimbursable with not-to-exceed ceiling (excluding cost-plus-percentage of costs) and time and material. If an outside firm is used to develop the initial qualifications package, that firm may not participate as a competing party or sub-party in step 2. However, they may participate as a Sponsor representative on the selection board. Design fees are part of the overall contract price, but are separated as a subset of the total price. Contracting for design-build services can be done through a two-step Competitive Proposal Selection (CPS) as described below:

1. **Step one:** The Sponsor prepares a design criteria package for the project using in-house staff or a separate professional services firm. The Sponsor also advertises for Design-Build firms or Joint Ventures to submit a qualifications package for consideration of the proposed project. Interested firms will respond to the solicitation, and are short-listed using a similar process used for QBS.
2. **Step two:** The design criteria package is issued to the short listed firm or teams, who respond with separate technical and price proposals. 49 U.S.C §47142 requires at least 3 firms submit proposals. Technical proposals which include preliminary drawings, outline specifications, and project schedules, are evaluated first, using a numerical **points earned** system. Then, price proposals are opened and prices are factored into the **points earned** system to decide the final selection

#### G.5 **Construction Manager-At-Risk (CM-A-R).**

G.5.1 Utilizing the CM-A-R delivery system, the Sponsor engages a professional services design firm and in the early design phase, a construction manager/general contractor (CM-A-R) is selected.

- G.5.2 The design firm is selected using professional services QBS. The CM-A-R is selected using a two-step competitive proposal.
1. **Step one:** The sponsor and design firm prepare a RFQ with preliminary project information and use qualifications based criteria to rank and short list the top firms.
  2. **Step two:** More detailed design information is provided to the short listed firms who reply with price information for various items such as, profit/contractor fee, insurance, bonding and general conditions.
- G.5.3 The CM-A-R is then selected with qualifications and price as a consideration.
- G.5.4 After selection, the sponsor then negotiates the fees for pre-construction services that may include:
1. Design document reviews
  2. Construction scheduling and sequencing
  3. Cost Estimating at various stages of the design
  4. Constructability reviews with recommended cost savings based on construction expertise.
- G.5.5 At some point either in the design stage or after subcontractor bidding, the CM-A-R and the Sponsor negotiate a Guaranteed Maximum Price (GMP) for the project. The GMP is generally comprised of construction/ materials, contractor fee, general conditions, insurance, bonding and a contingency percentage which varies depending on the state of the design. The Sponsor and the design firm are directly involved in fixing the GMP through cost estimating at different levels of design completion, typically the 30, 60, and 90% completion levels. Some State and local laws require that the GMP can only be fixed after the CM-A-R publically bids the project design packages.
- G.5.6 If the CM-A-R and the Sponsor cannot agree on a GMP, the project may be converted to the traditional design-bid-build method. Please consult the FAA program manager to discuss any consequences associated with such a change.
- G.5.7 During the construction phase, the CM-A-R role is of a general contractor. Since the GMP is designed to prevent cost overruns for the Sponsor, the CM-A-R bears the responsibility for ensuring the project stays on schedule, within budget and conforms to the plans and specifications.

# 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: Project Controls and Construction Management Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$24,000,000 PSC Est. Start Date: 06/01/2021 PSC Est. End Date 05/31/2027

## **1. Description of Work**

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

Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis. Public Works intends to issue two Request for Qualifications (RFQ): one RFQ under the Regular LBE Program seeking to award up to six (6) contracts for \$3M each and one RFQ through the Micro-LBE Set Aside Program awarding up 4 contracts to \$1.5M each contract.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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

Yes, this service has been provided in the past. Most recent personal services contract approval numbers are PSC#45682-16/17 approved on 08/07/2017, and PSC#47167-1617 approved on 03/06/2017.

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

No. New RFQ's will be advertised.

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

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

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

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

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

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

### B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Consultants must have extensive experience in project management, construction management, scheduling, cost estimating, value engineering, claim analysis, and partnering with appropriate licensing or certification.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

- A. Explain why civil service classes are not applicable.  
Several positions do not exist in Civil Service: Scheduling Engineers, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these consultant services will be utilized when the following conditions exist: (1) City staff is working at full capacity and postponement of pending projects would be contrary to the public interest, or (2) Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. 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. There is no ongoing demand that justifies hiring of permanent City staff.

### **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. Cost Estimating, scheduling, and Constructability Review Training. Approximately 40 hours.  
Approximately 30 Engineers.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
Yes.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 05/06/2021, 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: 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# 48865 - 20/21

DHR Analysis/Recommendation:

action date: 07/19/2021

Commission Approval Required

Approved by Civil Service Commission

07/19/2021 DHR Approved for 07/19/2021

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Multi-Discipline Construction Management ServicesFunding Source: Interdepartmental Work OrdersPSC Amount: \$12,000,000 PSC Est. Start Date: 07/01/2017 PSC Est. End Date 06/30/2023**1. Description of Work**

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

Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services for various types of engineering work on an as-needed basis and other as-needed services to be determined.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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

Previous contracts for As-Needed Multi-Discipline Construction Management Services were awarded to: Avila and Associates, CPM/AGS JV, CM Pros, Environmental & Construction Solutions, Dabri (Micro), DCMS (Micro), and Joe Hill (Micro) under PSC#4149-07/08 approved on 4/21/2008.

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

No. New RFQ's will be advertised.

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

The PSC duration exceeds 5 years to account for time needed to advertise and award. However, the contract duration will not exceed 5 years.

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

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

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

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

## B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Licensed and/or certified resident engineers, assistant resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, preconstruction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

- A. Explain why civil service classes are not applicable.  
Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Yes. The City has been contracting out services for Cost Estimators and Scheduling Engineers and anticipates that these services will continue to 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.  
No. No training will be provided, as the City currently has qualified Construction Managers on staff. These services will only be utilized when and if the work cannot be prudently performed by internal staff. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

Yes. Certain federal or state grants require a third party Contractor for quality control purposes. In these instances, contractual services must be utilized. Project Quality Assurance oversight personnel needed to be independent from production pressure...The level of Quality Program specified in the contract will depend upon the complexity and importance of the service or product. For some projects, all fifteen elements of these Quality Management System Guidelines might be specified. In other cases, the contractor, consultant, or supplier may be required to use only its existing quality programs or standards or other quality standards if specified by the grantee or any stakeholders. In addition, FTA Circular 4220.1F, Third Party Contracting Guidance, provides contracting guidance to assist grantees in procuring third-party services on capital projects receiving federal funding." "FAA AC 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, identifies items that should be included in a contract for engineering services. In some cases, the sponsor may retain an independent firm to perform testing for project control. It is, therefore, extremely important that the contract clearly delineate the division of responsibility and authority between the sponsor, the consultant, and the testing firm. For example, the agreement should define the party responsible for designating the location and number of tests, for interpreting test results, and for follow-up procedures for failing test results."

- 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 06/08/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45682 - 16/17

DHR Analysis/Recommendation:

action date: 08/07/2017

Commission Approval Required

Approved by Civil Service Commission

08/07/2017 DHR Approved for 08/07/2017

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING      Dept. Code: HOM

Type of Request:  Initial  Modification of an existing PSC (PSC # 46897 - 21/22)

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

Type of Service: Housing Inspection Services

Funding Source: Federal funding

PSC Original Approved Amount: \$450,000      PSC Original Approved Duration: 06/01/22 - 06/30/27 (5 years 4 weeks)

PSC Mod#1 Amount: \$1,065,216      PSC Mod#1 Duration: 04/01/24-06/30/25 (0 sec)

PSC Cumulative Amount Proposed: \$1,515,216      PSC Cumulative Duration Proposed: 3 years 4 weeks

**1. Description of Work**

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

The purpose of the contract is to provide inspection services related to federal subsidized housing required by the U.S Department of Housing and Urban Development (HUD).

**Scope Change**

The change in scope from the original approved PSC is inspection services will be expanded to include locally subsidized housing units in addition to federally subsidized housing units in PSH sites.

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

Federal subsidized housing inspections and rent reasonableness analyses and studies are required by the U.S Department of Housing and Urban Development (HUD) as a condition of receiving federal funding. Federally subsidized housing must meet the applicable housing quality standards (HQS). Federal funds are a key source of funding for the City and County of San Francisco's homelessness services. Failure to receive federal HUD funding would significantly impair the County's ability to achieve its goal to stably house people experiencing 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.

Yes, the contractor's current contract for these services runs from July 1, 2022 through June 30, 2027 and was authorized by the Civil Service Commission via PSC 46897 21-22 on December 20, 2021.

D. Will the contract(s) be renewed?

Yes if there is additional need for these services.

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

The additional time in the PSC duration was to allow for processing and awarding the contract. The contract itself will have a five year term. Yes, NMAI, LLC has a current contract authorized via PSC # 46897-21/22.

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

A. Display all that apply

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

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

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).

Explain the qualifying circumstances:

Civil Services classes are not applicable because the inspections do not have a regular, recurring schedule and certification is required. Federal subsidized housing inspections and rent reasonableness analyses and studies are required by the U.S Department of Housing and Urban Development (HUD) as a condition of receiving federal funding. Federally subsidized housing must meet the applicable housing quality standards (HQS). Failure to receive federal HUD funding would significantly impair the County's ability to achieve its goal to stably house people experiencing homelessness. As the work is funded by federal grant dollars, annual renewal of such dollars is uncertain.

B. Reason for the request for modification:

The Department of Homelessness and Supportive Housing (HSH) is requesting to increase the contract amount to expand the unit inspections to include locally subsidized housing units in Permanent Supportive Housing (PSH) sites in addition to federally subsidized housing units. HSH anticipates this contract will annually cover initial inspections for approximately 380 federally subsidized units and 3,200 locally subsidized units (3,580 total units); re-inspections for 401 federally subsidized units and 1,500 locally subsidized units (1,901 total units), and annual inspections for 1,337 federally subsidized units.

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

- A. Specify required skills and/or expertise:  
Minimum Qualifications:
  - Minimum of three years of experience in conducting annual and interim HQS inspections within required time frames, determining what repairs need to be made, and the ability to resolve concerns between owners/landlords and tenants.
  - Minimum of three years of experience in determining and documenting that the rent to owner/landlord is reasonable based on current rents.Required Certification:
  - Staff Certified HUD HQS Inspector
- 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?**

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil Services classes are not applicable because the inspections do not have a regular, recurring schedule and certification is required. In addition, the work is funded by federal grant dollars. Annual renewal of such dollars is not guaranteed.
- 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 civil service class because the work is funded by federal grant dollars. Annual renewal of such dollars is uncertain.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
There is no training as there are no civil service classifications that have the qualifications listed to perform this work.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

Not at this time.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Services will continue under the current PSC 46897-21/2

7. **Union Notification:** On 02/12/24, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street, San Francisco, CA 94102

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46897 - 21/22

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org  
**To:** Colon, Monique (HOM); kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jeqy.sering@seiu1021.org; joshv@smw104.org; umar.fall@seiu1021.org; umar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; President; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger.marencio; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfspo@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@sfspo.org; @sfspo.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); 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; Kbasconcillo@swwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbctglobal.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@scfwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; itanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbctglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdenvoter@aol.com; Thomas Vitale; Garcia, Rachel (HOM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 46897 - 21/22 - MODIFICATIONS  
**Date:** Monday, February 12, 2024 11:52:19 AM

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#### PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$1,065,216 for services for the period April 1, 2024 – 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/22015>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM      Dept. Code: HOM

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

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

Type of Service: Housing Inspection Services

Funding Source: Federal funding

PSC Amount: \$450,000      PSC Est. Start Date: 06/01/2022      PSC Est. End Date 06/30/2027

**1. Description of Work**

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

The purpose of the contract is to provide inspection services related to federal subsidized housing required by the U.S Department of Housing and Urban Development (HUD).

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

Federal subsidized housing inspections and rent reasonableness analyses and studies are required by the U.S Department of Housing and Urban Development (HUD) as a condition of receiving federal funding. Federally subsidized housing must meet the applicable housing quality standards (HQS). Federal funds are a key source of funding for the City and County of San Francisco's homelessness services. Failure to receive federal HUD funding would significantly impair the County's ability to achieve its goal to stably house people experiencing 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.

These services were previously awarded through competitive RFP processes administered by the Human Services Agency (HSA). The resulting agreements were authorized by the Civil Service Commission through PSC#2004-08/09. The services were transitioned to HSH upon its creation as a new agency in FY16-17. HSH is requesting its own PSC authority to re-procure the services to create a new contract.

D. Will the contract(s) be renewed?

Yes if there is additional need for these services.

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

The additional time in the PSC Duration is to allow for processing and awarding the contract. The contract will have a 5 year term.

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

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

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

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

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:

Civil Services classes are not applicable because the inspections do not have a regular, recurring schedule and certification is required. Federal subsidized housing inspections and rent reasonableness analyses and studies are required by the U.S Department of Housing and Urban Development (HUD) as a condition of receiving federal funding. Federally subsidized housing must meet the applicable housing quality standards (HQS). Failure to receive federal HUD funding would significantly impair the County's ability to achieve its goal to stably house people experiencing homelessness. As the work is funded by federal grant dollars, annual renewal of such dollars is uncertain.

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

A. Specify required skills and/or expertise: Minimum Qualifications: • Minimum of three years of experience in conducting annual and interim HQS inspections within required time frames, determining what repairs need to be made, and the ability to resolve concerns between owners/landlords and tenants. • Minimum of three years of experience in determining and documenting that the rent to owner/landlord is reasonable based on current rents. Required Certification: • Staff Certified HUD HQS Inspector

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

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

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

None. There are no Civil Service Classifications that have the qualifications listed to perform this work.

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

A. Explain why civil service classes are not applicable.

Civil Services classes are not applicable because the inspections do not have a regular, recurring schedule and certification is required. In addition, the work is funded by federal grant dollars. Annual renewal of such dollars is not guaranteed.

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 civil service class because the work is funded by federal grant dollars. Annual renewal of such dollars is uncertain.

**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 are no Civil Service Classifications that have the qualifications listed to perform this work.

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

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

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

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
- Yes. The work is currently being completed by a contractor that was selected through competitive RFP processes administered by the Human Services Agency. The resulting agreement was authorized by the Civil Service Commission through PSC#2004-08/09. HSH is requesting its own authority to re-procure the services.

7. **Union Notification:** On 11/08/2021, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 440 Turk Street San Francisco, CA 94102  
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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46897 - 21/22

DHR Analysis/Recommendation:

action date: 12/20/2021

Commission Approval Required

Approved by Civil Service Commission

12/20/2021 DHR Approved for 12/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 48509 - 20/21)

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

Type of Service: Temperature Monitoring System

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 03/01/22 - 12/31/27 (5 years 43 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/08/22-12/31/29 (2 years 1 day).

PSC Mod#2 Amount: \$8,200,000 PSC Mod#2 Duration: 03/01/24-12/31/31 (2 years)

PSC Cumulative Amount Proposed: \$16,200,000 PSC Cumulative Duration Proposed: 9 years 43 weeks

**1. Description of Work**

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

This PSC is for a system to monitor and track the temperature of equipment, including scientific, diagnostic, kitchen, medical and other equipment. In addition, contractors may support building thermostat, environmental climate, or other temperature monitoring, control, and related systems. System(s) may also include hosted or on-premises IT solutions specific to temperature and climate control systems. The proposed services are above and beyond routine maintenance and repairs performed by City workers.

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

This is necessary to maintain quality of environmental conditions at Department of Public Health facilities and equipment. The consequences of denial would be a negative impact on the quality of care provided by 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.

Services have been provided in the past through earlier PSC request. See 48509 - 20/21

D. Will the contract(s) be renewed?

Yes, if there remains a need.

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

Services are expected to be needed on an ongoing basis because the City does not manufacture, develop or maintain proprietary applications for building management systems nor does the City develop, maintain or manufacture applications for temperature control.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

B. Reason for the request for modification:

This modification is to account for the inclusion of maintenance services for existing building management systems and for planned system upgrades at various Department of Public Health locations, including building management systems (BMS), systems to monitor and track the temperature of equipment, including scientific, diagnostic, kitchen, medical and other equipment, as well as other systems. In addition, contractors may support building thermostat, environmental climate, or other temperature monitoring, control, and related systems. System(s) may also include hosted or on-premises IT solutions specific to temperature and climate control systems. The proposed services are above and beyond routine maintenance and repairs performed by City workers.

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

- A. Specify required skills and/or expertise: Contractor(s) are typically Original Equipment Manufacturers (OEMs), or are authorized Value Added Resellers or channel partners with specialized training and skills to perform support, maintenance, and as-needed customization on installed items in order to maintain warranties, performance standards, and proper calibrations of equipment and software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition, some systems will require information technology applications that may be hosted in the cloud or on-premises.

**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.  
Due to the proprietary nature and specialized components of the systems, civil service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of modern temperature and climate control 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, since the services are related to proprietary systems and equipment with specialized components, they must be maintained by Original Equipment Manufacturers or their authorized representatives in order to maintain warranties, performance standards, and proper calibrations of equipment and software.

**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.  
Department staff will receive training on how to handle certain aspects of systems, such as basic day-to-day maintenance. Staff will primarily be facility personnel and IT professionals.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 02/15/24, the Department notified the following employee organizations of this PSC/RFP request: Stationary Engineers, Local 39; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48509 - 20/21

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

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# **Receipt of Union Notification(s)**

**Fw: Receipt of Modification Request to PSC # 48509 - 20/21 - MODIFICATIONS**

Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Thu 2/15/2024 4:07 PM

To:Larry Mazzola Jr. <larryjr@ualocal38.org>

1 attachments (149 KB)

48509-2021 Mod 2 Submitted 2.15.24.pdf;

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**From:** dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of reanna.albert@SFDPH.org <reanna.albert@SFDPH.org>  
**Sent:** Thursday, February 15, 2024 3:38 PM  
**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>; cpark@local39.org <cpark@local39.org>; Stan Eichenberger <seichenberger@local39.org>; MRainsford@local39.org <MRainsford@local39.org>; grojo@local39.org <grojo@local39.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jnuti@ifpte21.org <jnuti@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Rossi, Ron (DPH) <ron.rossi@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** Receipt of Modification Request to PSC # 48509 - 20/21 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$8,200,000 for services for the period March 1, 2024

– December 31, 2031. 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/19245>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org

Page 253

tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com  
ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org  
mweirick@ifpte21.org  
jharding@ifpte21.org kdavis@ifpte21.org jnuti@ifpte21.org  
amakayan@ifpte21.org  
agarza@ifpte21.org sportillo@ifpte21.org junko.laxamana@sfgov.org  
grojo@local39.org MRainsford@Local39.org seichenberger@local39.org  
cpark@local39.org

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 48509 - 20/21)

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

Type of Service: Temperature Monitoring System

Funding Source: General Fund

PSC Original Approved Amount: \$8,000,000 PSC Original Approved Duration: 03/01/22 - 12/31/27 (5 years 43 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/08/22-12/31/29 (2 years 1 day).

PSC Cumulative Amount Proposed: \$8,000,000 PSC Cumulative Duration Proposed: 7 years 43 weeks

**1. Description of Work**

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

This PSC is for a system to monitor and track the temperature of equipment, including scientific, diagnostic, kitchen, medical and other equipment. In addition, contractors may support building thermostat, environmental climate, or other temperature monitoring, control, and related systems. System(s) may also include hosted or on-premises IT solutions specific to temperature and climate control systems. The proposed services are above and beyond routine maintenance and repairs performed by City workers.

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

This is necessary to maintain quality of environmental conditions at Department of Public Health facilities and equipment. The consequences of denial would be a negative impact on the quality of care provided by 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.

Services have been provided in the past through earlier PSC request. See 48509 - 20/21

D. Will the contract(s) be renewed?

Yes, if there remains a need.

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

Services are expected to be needed on an ongoing basis.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

B. Reason for the request for modification:

End date is being extended in anticipation of these services being needed on an ongoing basis.

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

- A. Specify required skills and/or expertise: Contractor(s) are typically Original Equipment Manufacturers (OEMs), or are authorized Value Added Resellers or channel partners with specialized training and skills to perform support, maintenance, and as-needed customization on installed items in order to maintain warranties, performance standards, and proper calibrations of equipment and software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition, some systems will require information technology applications that may be hosted in the cloud or on-premises.

**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.  
Due to the proprietary nature and specialized components of the systems, civil service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of modern temperature and climate control 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, since the services are related to proprietary systems and equipment with specialized components, they must be maintained by Original Equipment Manufacturers or their authorized representatives in order to maintain warranties, performance standards, and proper calibrations of equipment and software.

**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.  
Department staff will receive training on how to handle certain aspects of systems, such as basic day-to-day maintenance. Staff will primarily be facility personnel and IT professionals.
- 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 11/30/22, the Department notified the following employee organizations of this PSC/RFP request:  
Stationary Engineers, Local 39; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 4th Floor, San Francisco, CA 94103

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48509 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/19/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Temperature Monitoring System

Funding Source: General Fund

PSC Duration: 5 years 43 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

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

This PSC is for a system to monitor and track the temperature of equipment, including scientific, diagnostic, kitchen, medical and other equipment. In addition, contractors may support building thermostat, environmental climate, or other temperature monitoring, control, and related systems. System(s) may also include hosted or on-premises IT solutions specific to temperature and climate control systems. The proposed services are above and beyond routine maintenance and repairs performed by City workers.

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

This is necessary to maintain quality of environmental conditions at Department of Public Health facilities and equipment. The consequences of denial would be a negative impact on the quality of care provided by 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.

In the past, this has been obtained through a Purchase Order process administered by the Office of Contract Administration.

D. Will the contract(s) be renewed?

Yes, if there remains a need.

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

These services are expected to be needed on an ongoing basis. The equipment and systems that are needed to effectively run a modern health network need to be maintained and supported, and the City does not have the resources to maintain this equipment and systems above and beyond routine maintenance and repairs performed by City employees.

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

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

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

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

B. Explain the qualifying circumstances:

The Contractor(s) are typically the Original Equipment Manufacturer, authorized Value Added Reseller or channel partner with special skills and training to perform support, maintenance, and as-needed customization on the installed items in order to maintain warranties, performance standards, calibrations of equipment and software. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition some systems will require information technology applications that may be hosted in the cloud or on premises.

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

- A. Specify required skills and/or expertise: Contractor(s) are typically Original Equipment Manufacturers (OEMs), or are authorized Value Added Resellers or channel partners with specialized training and skills to perform support, maintenance, and as-needed customization on installed items in order to maintain warranties, performance standards, and proper calibrations of equipment and software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V; 2846, Nutritionist; 7203, Bldg & Grounds Maint Sprv; 7334, Stationary Engineer; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor(s) will provide all required equipment to operate a given system, and any specialized tools needed to service, tune or maintain the system. In addition, some systems will require information technology applications that may be hosted in the cloud or on-premises.

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

The majority of the work are to systems related to specific products and software applications. When applicable, and there are City resources which can work on these systems City staff will be used.

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

- A. Explain why civil service classes are not applicable.  
Due to the proprietary nature and specialized components of the systems, civil service classes are not applicable. Civil services classes will be working with contractors and will have the opportunity to gain specialized knowledge and skills in the area of modern temperature and climate control 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, since the services are related to proprietary systems and equipment with specialized components, they must be maintained by Original Equipment Manufacturers or their authorized representatives in order to maintain warranties, performance standards, and proper calibrations of equipment and software.

**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. Department staff will receive training on how to handle certain aspects of systems, such as basic day-to-day maintenance. Staff will primarily be facility personnel and IT professionals.
- 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 05/17/2022, 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; Stationary Engineers, Local 39

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street, 4th Floor San Francisco, CA 94103  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48509 - 20/21

DHR Analysis/Recommendation:

action date: 07/18/2022

Commission Approval Required

Approved by Civil Service Commission

07/18/2022 DHR Approved for 07/18/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR

Dept. Code: TTX

Type of Request:  Initial  Modification of an existing PSC (PSC # 39401 - 20/21)

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

Type of Service: Drupal Website Support

Funding Source: General & Grant

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/21 - 06/30/24 (3 years)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: 02/13/24-06/30/27 (3 years)

PSC Cumulative Amount Proposed: \$200,000 PSC Cumulative Duration Proposed: 6 years

**1. Description of Work**

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

Long-term Drupal support for the Treasurer and Tax Collector (TTX), the Office of Financial Empowerment (OFE) and the Financial Justice Project (FJP) websites to provide:

- Drupal updates and module upgrades
- Design and development support and modifications
- Monthly meetings to review status and support needs for website
- Maintain automated deployment preview environments
- Deliver City and County of San Francisco (CCSF) base theme module packages to each site's code base
- Bug fixes and security patches
- Updating content types/views
- Third-party integrations and commerce updates
- CSS/HTML changes
- Performance enhancements and user experience strategy
- Google Analytics, Technical SEO and user research
- Content Entry, Consulting and Training

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

This project will allow TTX to continue customizable Web content management solutions that offer the flexibility to build fully custom websites components beyond the capabilities currently available.

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, PSC 39401-20/21

D. Will the contract(s) be renewed?

No, but possible extension.

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:

TTX requires on-going, though intermittent, updates to our Drupal hosted websites.

**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:

These services would be short-term, intermittent and utilized on an as-needed basis. These services are necessary because TTX staff has been doing similar work, but sporadic increases in work volume create too much work for current staff, but not enough to create a new position. Some services require short-term expertise currently not held by TTX staff, such as Drupal support and design work, but there is not enough work volume to create a new position.

B. Reason for the request for modification:

TTX will exercise an option to extend the agreement and add funds.

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

A. Specify required skills and/or expertise: Requires Drupal design and support expertise including Open Source Frameworks, Drupal Core & OpenPub WCM, Drupal Modules, PHP, MySQL, Responsive Web technologies, Apache, Memcache, Varnish, SSL, AWS, HTML/CSS, Javascript/Jquery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-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.

Given the huge variation and continuous innovation of web and open source technologies, TTX staff will need to work with vendors for these services as the team does not have the required skill sets.

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 is short-term intermittent work. TTX will continue to invest in transferring knowledge from the vendor to TTX staff.

**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, given the huge variation and continuous innovation of web and open source technologies, contractor will provide approximately 10 hours of training on how to implement new Drupal web solutions so TTX staff can perform appropriate updates.
- 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, this PSC 39401 - 20/21

7. **Union Notification:** On 02/13/24, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21;

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

Name: Amanda Wentworth Phone: 14155544871 Email: amanda.wentworth@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140, San Francisco, CA 94102  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 39401 - 20/21

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/18/2024

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [amanda.wentworth@sfgov.org](mailto:amanda.wentworth@sfgov.org)  
**To:** Wentworth, Amanda (TTX); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21pscreview@ifpte21.org](mailto:L21pscreview@ifpte21.org); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 39401 - 20/21 - MODIFICATIONS  
**Date:** Tuesday, February 13, 2024 3:37:15 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The TREASURER/TAX COLLECTOR -- TTX has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period February 13, 2024 – June 30, 2027. 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/22052>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org  
wendywong26@yahoo.com WendyWong26@yahoo.com ewallace@ifpte21.org  
agarza@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org  
kdavis@ifpte21.org  
sportillo@ifpte21.org jnuti@ifpte21.org

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: TREASURER/TAX COLLECTOR -- TTX

Dept. Code: TTX

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

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

Type of Service: Drupal Website Support

Funding Source: General & Grant

PSC Duration: 3 years

PSC Amount: \$100,000

**1. Description of Work**

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

Long-term Drupal support for the Treasurer and Tax Collector (TTX), the Office of Financial Empowerment (OFE) and the Financial Justice Project (FJP) websites to provide:

- Drupal updates and module upgrades
- Design and development support and modifications
- Monthly meetings to review status and support needs for website
- Maintain automated deployment preview environments
- Deliver City and County of San Francisco (CCSF) base theme module packages to each site's code base
- Bug fixes and security patches
- Updating content types/views
- Third-party integrations and commerce updates
- CSS/HTML changes
- Performance enhancements and user experience strategy
- Google Analytics, Technical SEO and user research
- Content Entry, Consulting and Training

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

This project will allow TTX to continue customizable Web content management solutions that offer the flexibility to build fully custom websites components beyond the capabilities currently available.

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.  
Through PSC 42585-15/16.

D. Will the contract(s) be renewed?

No, but possible extension.

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:

These services would be short-term, intermittent and utilized on an as-needed basis. These services are necessary because TTX staff has been doing similar work, but sporadic increases in work volume create too much work for current staff, but not enough to create a new position. Some services require short-term expertise currently not held by TTX staff, such as Drupal support and design work, but there is not enough work volume to create a new position.

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

A. Specify required skills and/or expertise: Requires Drupal design and support expertise including Open Source Frameworks, Drupal Core & OpenPub WCM, Drupal Modules, PHP, MySQL, Responsive Web technologies, Apache, Memcache, Varnish, SSL, AWS, HTML/CSS, Javascript/Jquery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-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?**

The Office of the Treasurer and Tax Collector utilizes current TTX staff to conduct some of this work but staff does not have the expertise to fully support the variety of upgrades needed.

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

A. Explain why civil service classes are not applicable.

Given the huge variation and continuous innovation of web and open source technologies, TTX staff will need to work with vendors for these services as the team does not have the required skill sets.

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 is short-term intermittent work. TTX will continue to invest in transferring knowledge from the vendor to TTX staff.

**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, given the huge variation and continuous innovation of web and open source technologies, contractor will provide approximately 10 hours of training on how to implement new Drupal web solutions so TTX staff can perform appropriate updates.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 04/21/2021, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21

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

Name: Kimmie Wu Phone: 415-554-4513 Email: Kimmie.wu@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 140 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 39401 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/13/2021