




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 28, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Cynthia Avakian, AIR
Diane Lim, ADP
Joan Lubamersky, ADM
William Lee, ECD
Lavena Holmes, PRT

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) 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 to date:

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$462,945,000	\$543,577,267	\$2,706,477,745

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POSTING FOR

May 15, 2017

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2017-05-15

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45852 - 16/17	AIRPORT COMMISSION	\$6,000,000.00	The San Francisco International Airport ("Airport") requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.	June 1, 2017	June 30, 2025	REGULAR
43332 - 16/17	AIRPORT COMMISSION	\$380,000,000.00	Project Management Support Services (PMSS) and Design Build (DB) teams will manage and complete the design and construction of the International Terminal Building (ITB) Refresh Project at the San Francisco International Airport (Airport). Services include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. This project includes renovation of the International Terminal to improve passenger processing, design and construction of modifications to the arrivals and departures levels, including upgrades to the security screening checkpoints, Federal Inspection Service Area, security and access control systems and equipment, Customs and Borders Protection (CBP) support areas, and various utility and support infrastructure upgrades. Of the PSC Amount requested, construction costs will account for an estimated \$322,000,000.	May 17, 2017	May 1, 2022	REGULAR
42309 - 16/17	ADULT PROBATION	\$16,000,000.00	This proposed PSC will give APD authority to continue the operations of the CASC, a one-stop reentry center that provides behavioral health case management, and a range of reentry services to high risk/high need individuals who are: 1) involved in the criminal justice system, 2) under the supervision of APD, and/or 3) that may be at great risk of becoming involved with the criminal justice system. A variety of evidence-based, individualized and group services are currently provided at the CASC. Services and programming are guided and informed by the National Institute of Corrections eight evidence-based principles for effective interventions in community corrections. The services are both by appointment and on a drop-in basis and are all considered specialized reentry services (services that support individuals in their reintegration to community after a period of incarceration). Services offered include but are not limited to case management, behavioral health assessment/referrals, substance abuse education, cognitive behavioral interventions, group and individual therapy, vocational assessment and employment training/placement, remedial and basic education and connection to opportunities for higher education, assessment for government benefits, parenting and family strengthening support/advice and housing referrals and navigation assistance.	July 1, 2017	June 30, 2022	REGULAR
49918 - 16/17	GENERAL SERVICES	\$7,500,000.00	Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost effective, and environmentally	July 1, 2017	June 30, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
	AGENCY - CITY ADMIN		sound pest control. The IPM services will employ a mix of biological, cultural, mechanical/ physical, education, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/ logs of infestation; comply with San Francisco IPM ordinance; and control mosquito and rat populations on City streets and sewers.			
40660 - 16/17	DEPARTMENT OF EMERGENCY MANAGEMENT	\$850,000.00	For the system to function properly, it requires warranty/maintenance and technical support after go-live of the system. This request covers maintenance and technical support services from year 2 to 6 after system go-live. This contract ensures that DEM will receive future system upgrades/patches, problem fixes and provide onsite and remote technical support per Service Level Agreement established by both parties.	July 1, 2018	June 30, 2023	REGULAR
45567 - 16/17	PORT	\$40,000,000.00	Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.	July 1, 2017	June 30, 2027	REGULAR
49345 - 16/17	AIRPORT COMMISSION	\$700,000.00	The San Francisco International Airport ("Airport") is seeking consulting services for concessions development and related operational and planning issues; evaluation of the Airport's aesthetic design; retail master planning; creation of concession merchandising standards and quality assurance and control services; evaluation of customer service conditions at the Airport; and analysis of options for hotel development on Airport property.	June 1, 2017	June 30, 2025	REGULAR
48159 - 16/17	AIRPORT COMMISSION	\$1,800,000.00	As-needed executive search and recruitment services are required to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds. Services include conducting nationwide searches for senior executive/managers for vacant positions, recruitment of candidates from diverse backgrounds, providing the Airport with candidates to interview, and providing reference checks.	June 15, 2017	December 31, 2022	REGULAR
49883 - 16/17	AIRPORT COMMISSION	\$10,000,000.00	Airport liaison services include serving as a third party consultant to the Airport in managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.	June 1, 2017	June 30, 2024	REGULAR

TOTAL AMOUNT \$462,850,000



Posting For May 15, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-05-15

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
34385 - 16/17 - MODIFICATIONS	May 15, 2017	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM.	\$95,000	\$195,000	Vendor will provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform City officials, the public and others on the processes, rules and protocols of the Department of Building Inspections concerning the safety of 301 Mission Street. Scope Change: Additional specialized communications support is needed to address ongoing concerns regarding 301 Mission Street and other tall buildings.	05/15/2017	05/14/2020	REGULAR

TOTAL AMOUNT \$95,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Consulting Services to Analyze/Develop Bond, Financial, Capital and Air Traffic Projects

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 06/30/2025

1. Description of Work

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

The San Francisco International Airport ("Airport") requires consulting services for: air traffic forecasting; finance, market, hotel and economic analysis; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; development of new airline routes; and general financial and capital planning.

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

Expertise is needed for specific projects to improve the Airport, reduce rates and charges in some areas and recover full costs in other areas; provide access to aviation, demographic, cargo and trade data. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Third party expertise is required for bond feasibility services, which involves the production of a Traffic and Earnings Report and an Airport consultant's certificate for potential bondholders. Denial may lead to higher interest rates on bonds due to lack of independent bond feasibility report; prevent the Airport from exploring alternatives to improve the level and quality of passenger and cargo services; and reduce the ability of the Airport to attract new airlines and/or developing new routes. Market, finance and economic analyses require aviation/airport specialists to evaluate and benchmark San Francisco operations relative to other large hub airports. Third-party expertise is required to conduct airport economic impact studies; the industry standard is to seek outside expertise because of the objectivity and credibility it provides to the results of the studies.

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, under PSC 4025-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a 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 duration will cover the contracts issued from Request for Qualifications (RFQ) 50097 for Airport Management Consulting. Contracts may be awarded for a term of up to five (5) years. The additional time is to accommodate the authorization from the RFQ pool.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9255, Airport Economic Planner;

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

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

The City does not have classifications with the requisite technical expertise in these services, and cannot provide these services where required by a third party.

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 (1823, 1824, and 9255) will work with the consultants procured under this PSC. However, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. As required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are to be prepared by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is specialized, intermittent, or must be performed by a third party and expertise cannot effectively be developed in-house.

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. None. Civil staff will not be trained as the work is specialized, intermittent, or must be performed by a third party.

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

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

- E. Has a board or commission determined that contracting is the most effective way to provide this service?
If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45852 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Cynthia Avakian (AIR); pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator; DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45852 - 16/17
Date: Monday, March 20, 2017 6:51:47 PM

RECEIPT for Union Notification for PSC 45852 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45852 - 16/17 for \$6,000,000 for Initial Request services for the period 06/01/2017 – 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8639> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4025 09/10)

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

Type of Service: Consulting services to analyze/develop bond, financial/capital, traffic projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,500,000

PSC Original Approved Duration: 09/01/09 - 08/31/14 (5 years)

PSC Mod#1 Amount: \$5,300,000

PSC Mod#1 Duration: 09/01/14-08/31/19 (5 years 1 day)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$8,800,000

PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work:

Airport consulting services for: air traffic forecasting; finance, market and economic analyses; maximization of federal assistance programs; negotiation of lease and use agreements; utilization of passenger facility charges (PFCs); assessment of Airport parking, air cargo, and airline passenger rates and charges; bond feasibility reports; Airport economic impact studies; assessment of advanced technologies to improve safety and landing capacity; and development of new airline routes. Analysis of options for hotel development on Airport property, and financial and capital planning.

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

PLEASE SEE ORIGINAL PSC

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

Yes, Prior 4025-09/10.

Explanation for 5 year duration: SFO is planning on entering into one or more 5 year contracts under this Mod#1 approval.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for at the Airport.

2. Union Notification: On 03/14/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4025 09/10

DHR Analysis/Recommendation:

04/21/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/21/2014

04/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in aviation and airport development, experience in airline route development work in major U.S. airport markets, including airport industry and trends, access to data from airlines and other airports, especially with regards to rates and charges modeling, and national recognition for preparing third party bond feasibility reports.

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

1823,1824,9255,

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

No, the contractor will not provide access to facilities or equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications will be working closely with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, & airport retailers. The Airport does not have access to the data needed, & Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Also, as required by the Airport's 1991 Master Bond Resolution, bond feasibility reports are prepared by a 3rd party.

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

No, see the answer to the question above.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes, LeighFisher, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 03/14/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support Services & Design Build for International Terminal Refresh Project

Funding Source: Airport Capital Funds

PSC Amount: \$380,000,000

PSC Est. Start Date: 05/17/2017 PSC Est. End Date 05/01/2022

1. Description of Work

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

Project Management Support Services (PMSS) and Design Build (DB) teams will manage and complete the design and construction of the International Terminal Building (ITB) Refresh Project at the San Francisco International Airport (Airport). Services include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. This project includes renovation of the International Terminal to improve passenger processing, design and construction of modifications to the arrivals and departures levels, including upgrades to the security screening checkpoints, Federal Inspection Service Area, security and access control systems and equipment, Customs and Borders Protection (CBP) support areas, and various utility and support infrastructure upgrades. Of the PSC Amount requested, construction costs will account for an estimated \$322,000,000.

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

With significant international passenger growth and continued forecasted growth over the long term, as well as a goal to increase efficiencies to passenger processing, the Airport will upgrade and refresh the existing ITB. Changes in Federal security standards, technology advances in passenger processing, & significant airline growth in the international market require upgrading of the existing facility. Denial will result in project delays, and loss of potential long-term business for international carriers & revenue from planned concession expansions. Delays may decrease the level of service to passengers who face long processing times. Additionally, denial would cause delays to follow-on projects, impacting the long term development plan for the western half of the Airport.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are directly related to the ITB Refresh Project, a short-term capital project that requires expertise in airport terminal design and management. Specifically, knowledge in baggage handling system, TSA and CBP requirements and passenger processing security, fuel hydrant systems, aircraft systems and operations, airport planning, and integration of airline operations and construction management are necessary.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport terminal development, baggage handling systems, design management, integration of airline business requirements, and project and construction management are required.

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; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide construction equipment to build the project and will also provide construction office space for the project team.

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

On December 15, 2016, a Notice of Intent (NOI) for PMSS and DB services was issued to the following departments: Department of Public Works, Port of San Francisco, Public Utilities Commission, and the San Francisco Municipal Transportation Agency. No responses with interest in participating were received by the deadline of January 3, 2017.

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

A. Explain why civil service classes are not applicable.

Existing classes do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport terminal redevelopment project. Airport systems & airline operations knowledge in baggage handling system, Transportation Security Administration (TSA) and CBP requirements and passenger processing security, fuel hydrant systems, aircraft systems and operations, airport planning, and integration of airline operations and construction management are necessary.

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 an Airport terminal redevelopment project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 as redevelopment projects of this scope do not occur frequently.

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

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

No.

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

No.

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

No.

7. **Union Notification:** On 03/06/2017, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43332 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flvsfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); L21PSCReview@ifpte21.org; [Christina Chiong \(AIR\)](mailto:Christina.Chiong@AIR); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43332 - 16/17
Date: Monday, March 06, 2017 4:21:50 PM

RECEIPT for Union Notification for PSC 43332 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43332 - 16/17 for \$380,000,000 for Initial Request services for the period 05/10/2017 -- 05/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8598> 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

Christina Chiong (AIR)

From: Paul Kim <pkim@ifpte21.org>
Sent: Thursday, April 13, 2017 4:57 PM
To: Christina Chiong (AIR)
Cc: DHR-PSCCoordinator, DHR (HRD); Cynthia Avakian (AIR)
Subject: RE: SFO PSC #43332

Hi Christina,

* The information you gave was very helpful. The union doesn't have any more questions at this time and we have no objection with PSC #43332 from moving forward. Thank you.

Paul Kim
Representative/Organizer
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 914-7351

From: Christina Chiong (AIR) [mailto:christina.chiong@flysfo.com]
Sent: Monday, April 10, 2017 2:28 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>
Subject: RE: SFO PSC #43332

Hi Paul,

I hope this email finds you well. Following up on the voicemail I left for you on Friday, 4/7/17 regarding PSC 43332-16/17 for Project Management Support Services and Design Build for International Terminal Refresh Project.

Please confirm there are no additional questions, or let me know if you'd like additional information.

Thanks in advance.

Best Regards,
Christina

Christina Chiong

Senior Contracts Analyst | Administration and Policy
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2030 | flysfo.com

[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

From: Christina Chiong (AIR)
Sent: Wednesday, April 05, 2017 6:04 PM
To: 'Paul Kim' <pkim@ifpte21.org>
Cc: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>
Subject: FW: SFO PSC #43332

Hi Paul,

Below is a response to your request for additional information regarding PSC 43332-16/17 for Project Management Support Services and Design Build for International Terminal Refresh Project.

Please review at your earliest convenience. Let me know if there are any additional questions, or confirm you have no additional questions. Your response is much appreciated.

Best Regards,
Christina

1. Why outside consultants are needed?

The International Terminal Refresh Project requires Project Management Support Services and Design Build contractors specifically with airport terminal design, construction and management expertise. Outside consultants are required as existing classes do not have the level of expertise for the development, design, construction and management of a large-scale airport terminal redevelopment project.

Airport systems and airline operations knowledge is required for this service. Specifically, outside consultants with knowledge in baggage handling system, Transportation Security Administration (TSA) and Customs and Border Protection (CBP) requirements and passenger processing security, fuel hydrant systems, aircraft systems and operations, airport planning, and integration of airline operations and construction management is necessary.

San Francisco International Airport continues to experience domestic and international growth so this project is necessary to allow the Airport to meet current and forecasted demand and continue creating revenue generation opportunities for the City & County of San Francisco. This project will be implemented in a fully operational terminal so airport experience for the design, construction and management of the project is critical to ensure safety, security and a smooth airport operation at all times. Outside consultants with expertise in the systems and agencies listed above are essential for the successful delivery of the International Terminal Refresh Project.

2. How much of the \$60 million requested cannot be performed by the City workforce?

While City project managers will provide oversight on the International Terminal Refresh Project, the estimated \$60 million must be performed by consultants with airport systems and airline operations knowledge, as well as terminal design and management expertise, as detailed below.

3. Specific skills & expertise required

As listed above, airport and aircraft systems and airline operations knowledge is required. Specific skills and expertise required include management of architectural and engineering scope of work with specialized knowledge of airport planning, TSA and CBP requirements and passenger processing security, baggage handling systems, fuel hydrant systems, aircraft systems and operations, integration of airline operations and construction management.

4. Information on the Notice of Intent to other City departments

Information on the Notice of Intent issued to other departments was included in the original PSC Form 1 submission which stated the following:

“What efforts has the department made to obtain these services through available resources within the City?:

On December 15, 2016, a Notice of Intent (NOI) for PMSS and DB services was issued to the following departments: Department of Public Works, Port of San Francisco, Public Utilities Commission, and the San Francisco Municipal Transportation Agency. No responses with interest in participating were received by the deadline of January 3, 2017.”

Christina Chiong

Senior Contracts Analyst | Administration and Policy
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From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Friday, March 17, 2017 10:11 AM
To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>
Subject: SFO PSC #43332

Hi Cynthia,

The union, IFPTE Local 21, has an objection with the Personal Service Contract coming from the San Francisco Airport. In the summary provided in the database it does not properly justify why the use of outside consultants is needed. The summary estimates that close to \$60 million will be needed for PMSS and Design Build teams to manage and complete the design of a new terminal building.

A general statement is made, but no specific skill or expertise is identified in the summary which city work force cannot do, in addition the summary doesn't explain how much of the \$60 million that the city force cannot do, nor does it detail which departments in the city were contacted to inquire about doing the work. Please provide me the details so I can better understand the justification. Otherwise I will have objections when this is brought forward to the civil service commission. Thank you.

Paul Kim
Representative/Organizer
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 914-7351

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION -- ADP

Dept. Code: ADP

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

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

Type of Service: Manage & monitor a Community Assessment & Services Center for criminal justice-involved indivi

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$16,000,000

1. Description of Work

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

This proposed PSC will give APD authority to continue the operations of the CASC, a one-stop reentry center that provides behavioral health case management, and a range of reentry services to high risk/high need individuals who are: 1) involved in the criminal justice system, 2) under the supervision of APD, and/or 3) that may be at great risk of becoming involved with the criminal justice system. A variety of evidence-based, individualized and group services are currently provided at the CASC. Services and programing are guided and informed by the National Institute of Corrections eight evidence-based principles for effective interventions in community corrections. The services are both by appointment and on a drop-in basis and are all considered specialized reentry services (services that support individuals in their reintegration to community after a period of incarceration). Services offered include but are not limited to case management, behavioral health assessment/referrals, substance abuse education, cognitive behavioral interventions, group and individual therapy, vocational assessment and employment training/placement, remedial and basic education and connection to opportunities for higher education, assessment for government benefits, parenting and family strengthening support/advice and housing referrals and navigation assistance.

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

The CASC is a core strategy of the San Francisco Public Safety Realignment and Post Release Community Supervision Implementation Plans (AB 109/Realignment). The success of Realignment in San Francisco has been contingent on the successful implementation of all strategies contained in these implementation plans, including the CASC. For the past five years the CASC has provided critical reentry services to justice-involved individuals including those on probation supervision and those being released from San Francisco county jail and various California state prisons. In addition, CASC has become a corner stone service site within the purview of the City and County of San Francisco's Re-Envisioning the Jail Project, and within the scope of developing projects such as the Department of Public Health led, LEAD (Law Enforcement Assisted Diversion Program) project. Denial of this request would result in a critical disruption of vital services for high risk supervisees of APD, as well as many other justice-involved San Francisco residents. Without these services, people currently enrolled in CASC services will be more likely to re-offend, relapse, and/or remain disconnected from critically needed social and behavioral health services. This will have a significant negative effect on the City's public safety.

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

The service has been provided through PSC 4077 11/12 which was approved by Civil Service Commission on February 6, 2012. PSC 4077 11/12 expires on 6/30/2017.

D. Will the contract(s) be renewed?

The contract under this PSC 4077 11/12 expires on 6/30/2017. APD will not renew this contract. APD is in the process of releasing a Request for Proposals (RFP) for a new contract to continue CASC operations and services. We do not know if the contract resulting from that RFP will 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.

This PSC is for managing and monitoring the operations of the Adult Probation Department's (APD) Community Assessment and Services Center (CASC). The CASC has been in operation since Fall of 2012. The operation of the CASC is ongoing, therefore the need for the PSC duration to be five years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

CASC services are provided on an as-needed basis. The specific needs of service recipients vary from day to day and multiple skill sets are required of Contractor's team that encompasses more than a single City classification. Thus, several different classifications may perform some of the service of this contract, however, there is no one classification that performs the full range of services. See Attachment for additional information.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: - Ability to advance clinical-level, behavioral health and reentry services specifically to an adult, criminal justice involved forensic population from dawn to dusk, seven days a week, with an on-call services at night. - Established relationships with local public, non-profit and private care providers that leverage services and support needed for CASC clients to be successful. - Lived experience in communities highly impacted by crime, violence, incarceration and poverty. - Ability to provide program support, intake/assessment, intensive case management; substance abuse assessment, referrals, and education; employment readiness and job placement services, assessment for government benefits; individual and group therapy; cognitive behavioral groups; parenting and family-focused services; housing referrals and assistance.

B. Which, if any, civil service class(es) normally perform(s) this work? 8529, Probation Assistant; 8529, Probation Assistant;

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

No. The City holds the lease of 564 6th Street, where the CASC operates. The facility is fully furnished and equipped for the operations of the CASC.

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

The CASC is a public and private partnership. On site, there are several resources of the City. Civil service positions funded by the Adult Probation Department, Department of Public Health, Human Services Agency, and Department of Child Support Services work in tandem with private, community based agencies and staff. This is in line with evidence based criminal justice reentry practices which recommend partnerships between government entities and contracted service providers to successfully meet the reentry needs of clients. In addition, the cost of offering the CASC's comprehensive services through the City's workforce with the required

coverage (from dawn to dusk, seven days a week, with an on-call services at night) would make the project prohibitively expensive.

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

A. Explain why civil service classes are not applicable.

A combination of civil service and community based staff will be required to operate the CASC. APD plans to use of 8529 Probation Assistants to support the CASC's intake and reception operations. All other services provided at the CASC require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

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. Besides the 8529 probation assistant class, all other services provided at the CASC require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

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 by Contractor.

C. Are there legal mandates requiring the use of contractual services?
Yes. The CASC is the result of the Criminal Justice Realignment Act of 2011, which gave California probation departments greater responsibilities to manage the State's criminal justice population.

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 02/16/2017, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42309 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/15/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Lim, Diane (ADP); Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigilliana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; itanner940@aol.com; Martinez, Veronica (ADP); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42309 - 16/17
Date: Thursday, February 16, 2017 10:58:06 AM

RECEIPT for Union Notification for PSC 42309 - 16/17 more than \$100k

The ADULT PROBATION -- ADP has submitted a request for a Personal Services Contract (PSC) 42309 - 16/17 for \$16,000,000 for Initial Request services for the period 07/01/2017 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8456> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Choi, Suzanne (HRD)

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Sent: Wednesday, April 05, 2017 11:06 AM
To: Martinez, Veronica (ADP); Lim, Diane (ADP)
Cc: Arcelia Montoya; DHR-PSCCoordinator, DHR (HRD); David Canham; Bell, Lauren (ADP); Street, Eric (ADP); Wheaton-Howell, Monica (DAT)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42309 - 16/17

Hello Veronica,

* Thank you for all your information. After reviewing it with our team the Union is okay with this PSC for this duration. There's no need to meet tomorrow.

Cheers,

Xiu Min Li
Field Supervisor
SEIU 1021 SF Office
350 Rhode Island, South Building Suite 100 San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

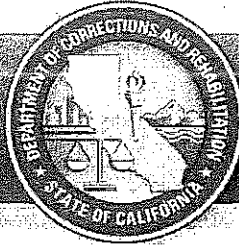
Member Resource Center (MRC): 1-877-687-1021 For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>

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

From: Martinez, Veronica (ADP) [mailto:veronica.martinez@sfgov.org]
Sent: Tuesday, April 04, 2017 10:44 AM
To: XiuMin Li; Lim, Diane (ADP)
Cc: Arcelia Montoya; DHR-PSCCoordinator, DHR (HRD); David Canham; Bell, Lauren (ADP); Street, Eric (ADP)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42309 - 16/17

Hi Xiu,

Additional Attachment(s)



For Informational Purposes
December 19, 2013

(916) 445-4950

2011 Public Safety Realignment

The cornerstone of California's solution to reduce prison overcrowding, costs, and recidivism

In 2011, Governor Edmund G. Brown Jr. signed Assembly Bill (AB) 109 and AB 117, historic legislation to enable California to close the revolving door of low-level inmates cycling in and out of state prisons. It is the cornerstone of California's solution to the U.S. Supreme Court order to reduce the number of inmates in the state's 33 prisons to 137.5 percent of original design capacity.

All provisions of Assembly Bill (AB) 109 and AB 117 were prospective and implementation of the 2011 Realignment Legislation began October 1, 2011. **No inmates currently in state prison were or are transferred to county jails or released early.**

Prior to Realignment, more than 60,000 felon parole violators returned to state prison annually, with an average length of stay of 90 days. On September 30, 2011, the felon parole violator population was 13,285; by the end of November 2013, that population was down to 25 due to the fact that most felon parole violators now serve revocation time in county jail.

Under Realignment, newly-convicted low-level offenders without current or prior serious or violent offenses stay in county jail to serve their sentence; this has reduced the annual admissions to less than 36,000 a year. Prior to Realignment, there were approximately 55,000 to 65,000 new admissions from county courts to state prison.

Overall, the diversion of low-level offenders and parole violators to county jail instead of state prison since October 2011 has resulted in a population decrease of about 25,000.

Funding of Realignment

AB 109 provides a dedicated and permanent revenue stream to the counties through Vehicle License Fees and a portion of the State sales tax outlined in trailer bills AB 118 and Senate Bill 89. The latter provides revenue to counties for local public safety programs and the former establishes the Local Revenue Fund 2011 (Fund) for counties to receive the revenues and appropriate funding for 2011 Public Safety Realignment.

This funding became constitutionally guaranteed by California voters under the passage of Proposition 30 in 2012.

\$400 million was provided to the counties in the first partial fiscal year of Realignment, growing to more than \$850 million last year and more than \$1 billion in 2013-2014.

The following trailer bills were signed to secure sufficient funding for counties:

- AB 111
 - Gives counties additional flexibility to access funding to increase local jail capacity for the purpose of implementing Realignment.

- AB 94 (2011 Realignment Legislation Addressing Public Safety)
 - Came into effect upon the passage of AB 111.
 - Authorizes counties that have received a conditional award under a specified jail facilities financing program to relinquish that award and reapply for a conditional award under a separate financing program.
 - Lowers the county's required contribution from 25 percent to 10 percent and additionally requires CDCR and the Corrections Standard Authority to give funding preference to those counties that relinquish local jail construction conditional awards and agree to continue to assist the state in siting re-entry facilities.
- AB 118
 - Outlines the financial structure for allocating funds to a variety of accounts for realignment.
 - Establishes the Local Revenue Fund 2011 for receiving revenue and appropriates from that account to the counties.
 - Directs the deposit of revenues associated with 1.0625 percent of the state sales tax rate to be deposited in the Fund.
 - Establishes a reserve account should revenues come in higher than anticipated.
 - The reallocation formulas will be developed more permanently using appropriate data and information for the 2012-13 fiscal year and each fiscal year thereafter.
 - Implements sufficient protections to provide ongoing funding and mandated protection for the state and local government.
 - The smallest of counties that benefitted from the minimum grant each received approximately \$77,000 in 2011-12.
- SB 89
 - Dedicates a portion (\$12) of the Vehicle License Fee to the Fund.
 - Revenue comes from two sources: freed up VLF previously dedicated to DMV administration and VLF that was previously dedicated to cities for general purpose use.
 - Estimated total amount of VLF revenue dedicated to realignment was \$354.3 million in 2011-2012.
- SB 87
 - Provided counties with a one-time appropriation of \$25 million to cover costs associated with hiring, retention, training, data improvements, contracting costs, and capacity planning pursuant to each county's AB 109 implementation plan.

Local Planning Process

The Community Corrections Partnership (CCP), which was previously established in Penal Code § 1230, developed an implementation plan for their respective county. The Executive Committee from the CCP members is comprised of the following:

- Chief probation officer
- Chief of police
- Sheriff
- District Attorney
- Public Defender
- Presiding judge of the superior court (or his/her designee)
- A representative from either the County Department of Social Services, Mental Health, or Alcohol and Substance Abuse Programs, as appointed by the County Board of Supervisors.

Community, Local Custody

AB 109 allows non-violent, non-serious, and non-sex offenders to serve their sentence in county jails instead of state prisons. However, counties can contract back with the State to house local offenders.

Under AB 109:

- **No inmates are transferred from state prisons to county jails.**
- **No state prison inmates are released early.**
- All felons sent to state prison prior to the implementation of Realignment will continue to serve their entire sentence in state prison.
- All felons convicted of current or prior serious or violent offenses, sex offenses, and sex offenses against children will go to state prison.
- There are nearly 70 additional crimes that are not defined in the Penal Code as serious or violent offenses but at the request of law enforcement and district attorneys were added as offenses that would be served in state prison rather than in local custody.

Post-Release (County-Level) Community Supervision

CDCR continues to have jurisdiction over all offenders who were on state parole prior to the implementation date of October 1, 2011. County-level supervision for offenders upon release from prison includes current non-violent, current non-serious (irrespective of priors), and some sex offenders. County-level supervision does not include:

- Inmates paroled from life terms to include third-strike offenders;
- Offenders whose current commitment offense is violent or serious, as defined by California's Penal Code §§ 667.5(c) and 1192.7(c);
- High-risk sex offenders, as defined by CDCR;
- Mentally Disordered Offenders; nor
- Offenders on parole prior to October 1, 2011.

Offenders who meet the above-stated conditions continue to be under state parole supervision.

In all 58 counties, the Probation Department is the designated agency responsible for post-release supervision.

CDCR must notify counties of an individual's release at least one month prior, if possible. Once the individual has been released, CDCR no longer has jurisdiction over any person who is under post-release community supervision. Currently, CDCR is working to ensure counties receive inmate packets 120 days prior to the ordered release date.

No person shall be returned to prison on a parole revocation except for those life-term offenders who paroled pursuant to Penal Code § 3000.1 (Penal Code § 3056 states that only these offenders may be returned to state prison).

Parole Revocations

As of October 1, 2011, all parole revocations are served in county jail instead of state prison and can only be up to 180 days.

As of July 1, 2013 the parole revocation process is now a local court-based process. Local courts, rather than the Board of Parole Hearings, are the designated authority for determining parole revocations.

Contracting back to the state for offenders to complete a custody parole revocation is not an option.

Only offenders previously sentenced to a life term can be revoked to prison.

The Board of Parole Hearings continues to conduct:

- Parole consideration for lifers;
- Medical parole hearings;
- Mentally disordered offender cases; and
- Sexually Violent Predator cases.

AB 109 also provides the following under parole:

- Allows local parole revocations up to 180 days
- Authorizes flash incarceration at the local level for up to 10 days

Inmates released to parole after serving a life-term (e.g., murderers, violent sex offenders, and third-strikers) will be eligible for parole revocation back to state prison if ordered by the Board.

Effects on Conservation Camps

- Conservation camps are currently at capacity
- CDCR is currently working with CAL FIRE and the counties to use county inmates to help fill the vacancies.

Effects on Female Population

As a substantial portion of female offenders fall under the definition of non-serious, non-violent, and non sex-offenders, the female inmate population at CDCR has dropped by a third, approximately 3,100 inmates.

The California Prisoner Mother Program (CPMP) in Pomona will remain open. CPMP was designed for pregnant or parenting women, convicted of a low-level offense, with children under the age of six, who could participate in a community substance abuse treatment program while caring for their children.

The Female Rehabilitative Community Correctional Center in Bakersfield will stay open until its contract expires in 2018. The facility currently has 75 beds available for women who were convicted of a non-serious, non-violent, and non-sex offense and who have 36 months or less to serve of their sentence. However, as that population diminishes based upon AB109, the FRCCC will begin housing Civil Addicts for the duration of the contract.

The Division of Juvenile Justice

There were no changes to DJJ during the 2011 realignment.

CDCR Adult Programs

As CDCR's population changes due to Realignment, the Division of Adult Programs will utilize projection information to review appropriate programming to address offender needs. While exact dates for program adjustments are still under evaluation, Adult Programs is dedicated to serving as many offenders as possible by maximizing existing resources.

###

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATION Dept. Code: ADP

Type of Request: Initial Modification of an existing PSC (PSC # 4077 11/12)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Develop, Monitor, and Manage a Community Assessment Center

Funding Source: <u>General Fund</u>	
PSC Original Approved Amount: <u>\$6,142,957</u>	PSC Original Approved Duration: <u>06/01/12 - 06/30/17 (5 years 4 we</u>
PSC Mod#1 Amount: <u>\$3,071,000</u>	PSC Mod#1 Duration: <u>no duration added</u>
PSC Mod#2 Amount: <u>\$3,786,043</u>	PSC Mod#2 Duration: <u>no duration added</u>
PSC Cumulative Amount Proposed: <u>\$13,000,000</u>	PSC Cumulative Duration Proposed: <u>5 years 4 weeks</u>

1. Description of Work

A. Scope of Work:

This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.

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

The Community Assessment and Services Center (CASC) is a core strategy of the San Francisco Public Safety Realignment and Post Release Community Supervision 2011 Implementation Plan, and the success of realignment in San Francisco is contingent on the successful implementation of all strategies contained in the plan. Denial of this request would result in a complete absence of vital services for high risk supervisees of the Adult Probation Department (APD). Without this service, Clients of APD will be more likely to re-offend, relapse, and/or remain disconnected from critically needed social and behavioral health services.

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

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

2. Union Notification: On 07/03/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077 11/12

DHR Analysis/Recommendation:

09/21/2015

Commission Approval Required

Approved by Civil Service Commission with condi

DHR Approved for 09/21/2015

09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to deliver services dawn to dusk, seven days a week, with on-call services at night. knowledge of local public, non-profit and private care providers to support CASC on a referral basis. Ability to provide case management, provide substance abuse assessment and referrals, and employment skills, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening advise and housing referrals and assistance.

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

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

Yes. Contractor will provide a facility in which services will be provided and in which four City employees (2 Deputy Probation Offices (8444) and 2 Social workers (2932)) will work performing tasks different but complementary to those provided by Contractor, e.g., supervision and monitoring of clients, including electronic monitoring, collecting samples for drug testing and developing Court reports.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Services are to be provided on an as-needed basis. The specific needs of service recipients will vary from day to day and multiple skill sets will be required of Contractor's team that encompasses more than one CCSF classification. Thus, several different classification may perform some of the service of this contract, however, there is no one classification that performs the full range of services. See Attachment for additional information.

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

No. The services to be provided require more than one individual to perform a variety of tasks with a combination of varied skills and abilities.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/03/15 BY:

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street Room 200 San Francisco, CA 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
September 21, 2015

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

DOUGLAS S. CHAN
PRESIDENT

GINA M. ROCCANOVA
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

CALL TO ORDER

2:05 p.m.

ROLL CALL (Item No. 1)

MICHAEL L. BROWN
EXECUTIVE OFFICER

President Douglas S. Chan	Present
Vice President Gina M. Roccanova	Present
Commissioner Kate Favetti	Present
Commissioner Scott R. Heldfond	Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of August 17, 2015

Action: Adopted the minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Michael Brown made three (3) announcements to the Agenda. First, on Item #5 (Department of Human Resources' Report on the City and County of San Francisco Pre-Employment Conviction History Program), Mr. Brown made it clear that the recommendation is to adopt the report. Second, on the Ratification Agenda, the Department of Public Health requested postponement for Personal Services Contract #45417-14/15 to October 5, 2015 to allow program staff to attend. Third, on the Regular

Agenda Item #10, the Department of Public Health requested postponement for Personal Services Contract #41467-14/15 to October 5, 2015 to provide program staff more time to gather information.

0297-15-1 Department of Human Resources' Report on the City and County of San Francisco Pre-Employment Conviction History Program (Item No. 5)

Speakers: Kimberlee Walden, Department of Human Resources
Micki Callahan, Department of Human Resources

Action: Adopted the report. (Vote of 4 to 0)

0298-15-1 Year-End Report on the Civil Service Commission's Activities and Achievements in Fiscal Year 2014-2015. (Item No. 6)

Speakers: Michael Brown, Executive Officer
Sandra Eng, Assistant Executive Officer

Action: Adopted the report. (Vote of 4 to 0)

RATIFICATION AGENDA

0299-15-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42319-14/15	Human Resources Department	\$400,000	Administer a 24-hour, 7-day a week, as-needed drug and alcohol testing program for employees who meet Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) criteria, non-safety-sensitive employees who meet pre-employment, reasonable suspicion, or post-Accident criteria to be established by the City and pursuant to applicable memoranda of understanding with the City's labor unions, and Airport Commission Employees as indicated in the supplemental agreement to the SEIU Miscellaneous collective bargaining agreement.	Regular	12/31/2019
45799-15/16	Municipal Transportation Agency	\$2,000,000	The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.	Regular	12/30/2016
48010-15/16	Municipal Transportation Agency	\$1,500,000	The contractor will provide Certified Designated Underground Storage Tank (UST) Operator and Licensed UST Technician services such as the required monthly, annual and tri-annual testing for forty-four (44) underground and above-ground storage tanks located at seven (7) Divisions/locations that comprise the San Francisco Municipal Transportation Agency (SFMTA) fuel storage tank system. This service includes troubleshooting, repairs, modifications, and replacement or updating of equipment. The contractor will ensure compliance with all applicable Federal, State and Local codes and regulations. The contractor will provide an annual educational session on the related regulations for the SFMTA maintenance staff.	Regular	9/21/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48231-15/16. Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	\$1,300,000	As the San Francisco General Hospital Rebuild project reaches the substantial completion phase of construction, the responsibility for site security will transfer from the construction contractor to the City until the hospital opens, at which time the Sheriff's Office will assume responsibility. These services are temporary, for 6 months, to provide appropriate security 24 hours a day, 7 days a week to secure the construction zone and \$170 million of information technology, furniture, fixtures and equipment located at the site from the point of substantial completion until the hospital's opening and first delivery of clinical services, currently scheduled for Spring 2016.	Regular	3/31/2016
48662-15/16	Municipal Transportation Agency	\$500,000	The contractor will develop research studies, analyze data and provide documented, valid and reliable reports on resulting data. Projects may include, but are not limited to, Muni rider surveys, customer perception surveys, focus groups, message testing, and other public and internal research as needed. The contractor will provide narrative analysis of the data and resulting recommendations to the San Francisco Municipal Transportation Agency's (SFMTA) staff and Board of Directors.	Regular	8/31/2020
49607-15/16	Department of Public Health	\$2,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	Regular	6/30/2020
45417-14/15	Department of Public Health	\$424,908	Contractor will be responsible for claims management to be used by Community Behavioral Health Services (CBHS) Patient Billing, the Adult Immunization and Travel Clinic and other Public Health clinics. Vendor will provide patient insurance eligibility verification, claims scrubbing and editing to reduce the number of denied claims, claim management and tracking, and analytical tools and reports to manage claims. Vendor provides access to third party insurance eligibility in a single application. In addition, DPFI needs access to clearinghouse services to submit electronic claims to Medicare and third party payers and to receive payment information in a HIPAA approved electronic format. The vendor is the largest submitter to Medicare and their proprietary application allows claims to be submitting using one submitter ID number. DPFI current submits claims individually.	Regular	12/31/2020
34581-15/16	Treasurer/Tax Collector	\$200,000	Perform title searches and to prepare tax sale reports on identified parcels of real property within the City and County of San Francisco for the purposes of determining the identity of "parties of interest," in order to provide legally required notice of tax sales and the termination of the right to redemption of tax defaulted property.	Regular	8/28/2020

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4105-11/12	General Services Agency – City Admin	Current Approved Amount \$7,500,000 Increase Amount Requested \$2,490,000 New Total Amount Requested \$9,990,000	Contractor will provide structural pest control work for City facilities. This includes inspection of buildings, recommendations for pest prevention, use of mechanical, physical and chemical controls (including pesticides, monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with Integrated Pest Management (IPM) managers at the Department of the Environment and individual City facility managers to identify IPM needs and review work completed and potential changes to IPM plans at monthly IPM meetings conducted by the Department of the Environment.	Modification	7/31/2017
4132-09/10	Airport Commission	Current Approved Amount \$1,350,000 Increase Amount Requested \$500,000 New Total Amount Requested \$1,850,000	Ongoing representation of the Airport in Washington, DC, for federal issues involving aviation legislation, security mandates and funding opportunities.	Modification	12/31/2017
40778-14/15	Controller's Office	Current Approved Amount \$1,500,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$2,500,000	Identify and correct sales and use tax allocation errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of the State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits; develop and maintain a database of sales tax information for use by City employees, provide as-needed tax revenue enhancement services, develop a website for sales and use tax data.	Modification	6/30/2020
4047-07/08	General Services Agency	Current Approved Amount \$8,098,000 Increase Amount Requested \$3,600,000 New Total Amount Requested \$11,698,000	Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual contract service orders will define job/task specific scopes of work.	Modification	01/30/2023
42142-12/13	Fire Department	Current Approved Amount \$1,200,000 Increase Amount Requested \$800,000 New Total Amount Requested \$2,000,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	Modification	12/31/2017

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-12/13	Port of San Francisco	Current Approved Amount \$1,060,000 Increase Amount Requested \$285,000 New Total Amount Requested \$1,345,000	Organize, implement, and administer a program to primarily provide economically disadvantaged and/or at-risk San Francisco youth ages 16 through 24 with paid work experience to help maintain the Port's property including weed abatement, hand watering and manual fertilization of Port plants, graffiti removal, and litter removal. The grantee will hire, provide work readiness training and supervision for up to ten youth employees, during the summer and school breaks. During the school year, the grantee will also provide work readiness training and supervision for up to ten youth employees but for fewer hours per week than during the summer and school breaks. The grantee will need to provide two first-line supervisors. In order to adequately perform program overview, the grantee will also need to employ at least one (1) Program Coordinator.	Modification	8/31/2019
4065-10/11 Appealed by SEIU, Local 1021 and moved to the Regular Agenda	Department of Public Health	Current Approved Amount \$13,797,907 Increase Amount Requested \$4,370,000 New Total Amount Requested \$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call professional availability, 7 days per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	Modification	6/30/2016

Speakers: None.

Action: 1) Postponed PSC #45417-14/15 to October 5, 2015 to allow the Department of Public Health's program staff to attend. (Vote of 4 to 0)
2) Adopted the report and approved the request for all remaining Personal Services Contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

CONSENT AGENDA

0303-15-1 San Francisco Municipal Transportation Agency's Report on Position-Based Testing Program. (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0305-15-1 Department of Human Resources' Report on Appointments Exempt Under Charter Sections 10.104.16 through 10.104.18. (Item No. 9)

Speakers: Shawn Sherburne, Department of Human Resources
Benjamin McCloskey, Mayor's Office
Anabel Simonelli, Mayor's Office
Tammy Wong, General Services Agency

Action: Adopted the report. Commissioner Favetti requested a trend analysis and action plan of expired appointments be included in future reports. (Vote of 4 to 0)

REGULAR AGENDA

0265-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 41467-14/15 from the Department of Public Health. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
41467-14/15	Department of Public Health	\$900,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic Signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	12/31/2016

August 17, 2015: Postponed Personal Services Contract #41467-14/15 to the next meeting of September 21, 2015 to allow all parties to be present for the appeal. (Vote of 4 to 0)

Action: Postponed Personal Services Contract #41467-14/15 to the next meeting of October 5, 2015 to allow the Department of Public Health more time to gather information. (Vote of 4 to 0)

0307-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 4077-11/12 with Adult Probation. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12 *	Adult Probation	Current Approved Amount \$9,213,957 Increase Amount Requested \$3,786,043 New Total Amount Requested \$13,000,000	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and grouped services will be provided from dawn until dusk. The services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have serious mental illness, substance abuse assessment/referrals, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	6/30/2017

August 17, 2015: Postponed PSC #4077-11/12 to the next Commission meeting of September 21, 2015 at the request of the Department of Adult Probation and SEIU, Local 1021 to allow more time for discussions. (Vote of 4 to 0)

Speakers: Veronica Martinez, Adult Probation Department
Eric Street, Adult Probation Department
Harold Taylor, Adult Probation Department
Joe Brenner, SEIU, Local 1021

Cont. 0307-15-8

Action:

Conditionally approved Personal Services Contract Number 4077-11/12 with the following conditions: (1) All training opportunities provided to Contractor staff will be offered and provided to the Civil Service staff at Adult Probation Department (APD) as soon as possible; (2) APD will continue to meet with SEIU, Local 1021 to explore the extent to which work currently performed by contract staff may be transitioned to Civil Service staff. APD will work with SEIU, Local 1021 to identify Civil Service classifications which may perform this work. If current Civil Service classifications may perform this work, APD will work with SEIU, Local 1021 to transition identified work of to those identified Civil Service classifications upon expiration of the current PSC. If we (APD and SEIU, Local 1021) believe no current Civil Service classifications exist which may perform this work, APD will work with the DHR to explore the creation of a new classification or classifications into which to transition this work, over the next two years, starting within 2-3 months;(3) APD will report back to the Civil Service Commission in one year regarding progress. (4) Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0263-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 39548-13/14 with the San Francisco Municipal Transportation Agency. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
39548-13/14	San Francisco Municipal Transportation Agency	Current Approved Amount \$100,000 Increase Amount Requested \$200,000 New Total Amount Requested \$300,000	The consultant will provide creative support for the San Francisco Municipal Transportation Agency's (SFMTA) Communications division during peak periods. Will respond to design and multi-media demands using; infographic; dynamic signage; animated/film video production; preparation and design of format; page/screen layouts; in-house production videos; interactive illustrations; and interactive publishing.	Modification	6/30/2017

August 17, 2015: Postponed PSC #39548-13/14 to the next Commission meeting of September 21, 2015 at the request of the San Francisco Municipal Transportation Agency to allow more time for discussions with SEIU, Local 1021.

Speakers: Deanna Desedas, Municipal Transportation Agency
Joe Brenner, SEIU, Local 1021

Action: Conditionally approved Personal Services Contract Number 39548-13/14 with the proviso that the Municipal Transportation Agency continues to work with SEIU, Local 1021 to explore how the work can be completed in-house and to report back in one (1) year. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

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: City wide integrated pest management

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$7,500,000

1. Description of Work

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

Contractor will provide a comprehensive structural Integrated Pest Management (IPM) program to be implemented City wide at various City facilities in order to achieve long-term, cost effective, and environmentally sound pest control. The IPM services will employ a mix of biological, cultural, mechanical/physical, education, and least toxic chemical strategies and tactics to control pests on City property. Contractor will utilize mechanical, physical, and chemical controls; monitor pest populations; keep records/logs of infestation; comply with San Francisco IPM ordinance; and control mosquito and rat populations on City streets and sewers.

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

The City needs these as-needed integrated pest management services in order to control pests in an efficient, cost effective, and environmentally sound manner. A denial would lead to increased pest numbers that will certainly cause damage and nuisance to City property, and create risks to public health and safety with hazards such as West Nile virus, various rat-borne diseases, and contamination of food by cockroaches.

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, under PSC 4105-11/12.

D. Will the contract(s) be renewed?

Only if needed.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

1. Services are required on an as-needed basis 2. There are no City positions for Integrated Pest Management (IPM). The City doesn't have the specialized equipment to be used for these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in the implementation of IPM programs. Depending on the services needed, the contractor may be called on to supply State licensed individuals with current licensing, or certificates as an Agricultural Pest Control Advisor, a Pest Control Aircraft Pilot, a Qualified Applicator, Field Representative, Operator, or Maintenance Gardener. Additionally the contractor may also be required to hold a current State Structural Pest Control license in pest control by any combination of three branches: 1.) fumigation, 2.other than fumigation, 3. insecticides, structural repairs and corrections excluding fumigation.

B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide a variety of specialized sprayers, vacuums, dust injection equipment, and inspections and identification equipment. If necessary, contractor may also perform authorized structural repairs and corrections where it is standard industry practice.

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

The City reviewed its existing classifications and under existing labor agreements, there is no Union agreement in place to perform these types of services.

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

A. Explain why civil service classes are not applicable.

Civil Service positions do not provide the range of pest control services that are needed for this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work will be done on an as-needed basis. Creating the capability of performing all types of pest control would add continuing training, licensing and staffing overhead greatly in excess of anticipated demand.

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 consultation, training, and technical support, by phone or in person, to City facilities managers and the Department of the Environment's IPM manager on an as-needed basis in order to fulfill IPM ordinance requirements. This will also include training on what types of IPM specialists might be needed to address incidents.

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 01/23/2017, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

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

Address: Room 362, 1 Dr Carlton B Goodlett Place San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49918 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, January 23, 2017 5:45 PM
To: Lubamersky, Joan (ADM); LiUNA.local261@gmail.com; Miyashiro, Rand (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49918 - 16/17

RECEIPT for Union Notification for PSC 49918 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49918 - 16/17 for \$7,500,000 for Initial Request services for the period 07/01/2017 - 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8434> 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)



OFFICE OF THE
CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

January 23, 2017

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Training Memorandum for Pest Control Personal Services Contract
PSC 49918-16.17

When these services were first performed, the Department reported that training would be provided as follows:

100 City employees, e.g., Maintenance Managers Class 7263, Carpenters Classes 7266 and 7272, Airport Facilities Services Managers Class 9248, may be trained on how to prevent pest infestations, recording pest sightings and their responsibilities under the IPM Ordinance.

To the extent that new employees are now in these classifications, new training will be provided.

We would be pleased to provide you additional information.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 5, 2012

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4102-11/12 THROUGH 4107-11/12; 4056-10/11; 3027-11/12; 4033-10/11; AND 4093-09/10.

At its meeting of April 2, 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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission adopted the following:

Adopted the report; Approved request for proposed personal services 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

Sandra
ANITA SANCHEZ FOR
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Jacque Hale, Department of Public Health
- Greg Kato, Treasurer/Tax Collector
- William Lee, Department of Emergency Management
- Joan Lubamersky, General Services Agency
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Jeannie Wong, Controller's Office
- Commission File
- Chron

POSTING FOR
4/2/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4102-11/12	77	Emergency Management	Regular	\$6,566,042	DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	4/1/2012 - 11/30/2017
4103-11/12	31	Fire Department	Regular	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	1/1/2012 - 6/30/2015
4104-11/12	70	General Services Agency	Regular	\$90,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	1/1/2012 - 6/30/2012
4105-11/12	70	General Services Agency	Regular	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and Individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	4/1/2012 - 3/31/2015
4106-11/12	82	Public Health	Regular	\$1,800,000	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, enrollment system, and eligibility system for program providers. One an annual basis, 200 trained application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system and users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	7/1/2012 - 6/30/2017

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: NICE DLR Annual Maintenance and Technical Support

Funding Source: Operating Budget

PSC Amount: \$850,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date: 06/30/2023

1. Description of Work

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

For the system to function properly, it requires warranty/maintenance and technical support after go-live of the system. This request covers maintenance and technical support services from year 2 to 6 after system go-live.

This contract ensures that DEM will receive future system upgrades/patches, problem fixes and provide onsite and remote technical support per Service Level Agreement established by both parties.

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

The City requires maintenance service on the NICE DLR system so that updates and optimizations can be applied periodically to meet DEM requirements and CCSF directives. The maintenance includes telephone and radio recording system support, software updates, bug fixes, hardware/software support, and configuration management assistance. Denial of this request will put DEM in a situation which we may not fulfill our duties as a public safety service 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.

This service was approved by CSC before since year 2004. It was approved again on 2014 with PSC #43465-13/14

D. Will the contract(s) be renewed?

Maybe. Based on the lifespan of the NICE system, we may need to extend the maintenance and support agreement with the selected product vendor.

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 of Emergency Management (DEM) has submitted a PSC request (#42376-15/16) for Digital Logging Recorder (DLR) System Replacement Project to replace the current obsolete NICE recording system. The same vendor has been selected with their newer generation product as the new replacement system. DEM provides 911 emergency and non-emergency Police, Fire and emergency medical call taking and dispatch services for the City and County of San Francisco. As a public safety agency, DEM is currently equipped with 48 work stations in the call center which are in operation on a 24x7x365 basis and all 9-1-1 calls and radio communication are required to be recorded in real time fashion for call analysis and legal service when needed. The new NICE Recording system will be gone live around summer of 2017. Based on our past experiences of life span of the product, the system will last for more than 5 years. For this request, DEM is plan to have 5-year maintenance contract established with NICE to ensure necessary system upgrade and technical support to ensure continuity of business and operation.

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 type of service is provided by the software vendor only in general.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Understanding and abilities to understand the core design and coding schedule of the NICE system.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No unless it's replacement parts.

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

SFO is the only other City Department who uses the same product of NICE system and they have a support contract with the vendor as well.

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

A. Explain why civil service classes are not applicable.

This type of service will require the software vendor to provide due to proprietary knowledge of software design and development in a very specialized business area (digital logging recording).

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 type of knowledge in general would be possessed by the software vendor (or their partners)

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. Initial training will be provided in the project implementation stage. This is during the maintenance and technical support period, no training is 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 03/08/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: 1011 Turk St. San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40660 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Wednesday, March 08, 2017 3:34 PM
To: Lee, William (ECD); L21PSCReview@ifpte21.org; Chen, Jun (ECD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40660 - 16/17

RECEIPT for Union Notification for PSC 40660 - 16/17 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 40660 - 16/17 for \$850,000 for Initial Request services for the period 07/01/2018 -- 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/8609> 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)



Edwin M. Lee
Mayor

Department of Emergency Management
1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services
Phone: (415) 487-5000 Fax: (415) 487-5043



Anne Kronenberg
Executive Director

MEMORANDUM

TO: Suzanne Choi, DHR PSC Coordinator
Department of Human Resources

FROM: Jun Chen, Manager, PMO
Department of Emergency Management

DATE: March 3, 2017

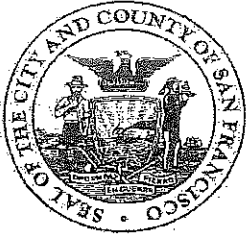
RE: PSC Duration for 5 Years – NICE DLR System Maintenance and Supports

The Department of Emergency Management (DEM) has submitted a PSC request (#42376-15/16) for Digital Logging Recorder (DLR) System Replacement Project to replace the current obsolete NICE recording system. The same vendor was selected with later generation system as the new replacement system in year 2016.

DEM provides 911 emergency and non-emergency Police, Fire and emergency medical call taking and dispatch services for the City and County of San Francisco. As a public safety agency, DEM is currently equipped with 48 work stations in the call center which are in operation on a 24x7x365 basis and all 9-1-1 calls and radio communication are required to be recorded in real time fashion for call analysis and legal service when needed. The new NICE Recording system will be going live around summer of 2017. Based on our past experiences of life span of the product, the system will last for more than 5 years. For this request, DEM plans to have 5-year maintenance contract established with NICE to ensure necessary system upgrade and technical support for continuity of business and operation.

Given the consideration of the above plan, DEM is requesting that the duration of this PSC request be allowed for five(5) years.

If you have any questions regarding this matter, please feel free to contact me at 415-558-3890.



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

June 6, 2014

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE HAVETHI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 49321-13/14; 45611-13/14; 44918-13/14; 43465-13/14; 47233-13/14; 48059-13/14; 3048-10/11; 30933-13/14; 31218-13/14; 4115-11/12 AND 4099-09/10.

At its meeting of June 2, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

1) Continued PSC# 30933-13/14 to the Commission meeting of June 16, 2014 so that the Sheriff's Department can provide proper notice to the Transport Workers Union Local 250A. (Vote of 5 to 0)

* 2) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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

JENNIFER JOHNSTON
Executive Officer

Attachment

- Cc: Angela Auyong, San Francisco Public Defender
Cynthia Avakian, Airport Commission
Henry Gong, San Francisco Sheriff's Department
Shamica Jackson, Public Utilities Commission
William Lee, Department of Emergency
Stacey Lo, Public Utilities Commission
Sean McFadden, Recreation & Park Department
Merrick Pascual, Economic & Workforce Development
Kendall Warrington, Department of Technology
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

Civil Service Commission - June 2, 2014 - Meeting Minutes

MINUTES

Regular Meeting

June 2, 2014

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Scott R. Helfond	Present	
Vice President E. Dennis Normandy	Present	
Commissioner Douglas S. Chan	Present	
Commissioner Kate Favetti	Present	
Commissioner Gina M. Rocanova	Present	(Arrived at 2:05 p.m.)

President Scott R. Helfond presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION
BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of May 19, 2014

Action: Adopted the minutes. (Vote of 5 to 0)

ANNOUNCEMENTS (Item No. 4)

Executive Officer Jennifer Johnston announced one change to the Agenda. On Item #9, the General Service Agency requested that the request for Personal Services Contract #4070-09/10 be continued to the Commission meeting of June 16, 2014.

0122-14-1 **ELECTION OF OFFICERS (Item No. 5)**

Action: Vice President E. Dennis Normandy was elected President for the term ending May 31, 2015. (Vote of 5 to 0)

Commissioner Douglas S. Chan was elected Vice President for the term ending May 31, 2015. (Vote of 5 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Human Resources Director Micki Callahan reported that all of the City's labor negotiations, including those with the Registered Nurses, have been completed. The Municipal Transportation Agency has also complete the remainder of its negotiations. Ms. Callahan acknowledged and thanked the department representatives who assisted the management team and the City Attorney's staff for their invaluable assistance during the negotiations process. Ms. Callahan also announced that on June 4, 2014 the Department of Human Resources will be unveiling the City's new testing center located at Caesar Sanchez street, and that the entry area will be named in honor of Anita Sanchez and the large testing room will be named in honor of Donald Casper.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Executive Officer Jennifer Johnston announced that the Commission's budget submission is scheduled for hearing before the Board of Supervisors' Budget Committee on June 16, 2014, and that she hopes to have a positive report for the Commission at its meeting later that day on June 16th. Ms. Johnston also announced that the Board of Supervisors' Neighborhood Services Safety Committee will be holding a hearing on Thursday, June 5, 2014 to review the City's implementation of Rule 15, which provides for the transition of persons with severe disabilities into permanent civil service employment.

Review of Request for Approval of Proposed Personal Services Contracts.

0118-14-8

(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
49321-13/14	Public Utilities Commission	\$2,000,000		Regular	5/31/2019

			<p>The scope of services consists of: (1) Software license purchase and software implementation services for replacing the electric power scheduling software; (2) Software training for users of the implemented software product; and (3) Annual software maintenance and license renewal including software customizations. As a part of this project, City staff will be trained in how to use the power scheduling software. Approximately eight (8) Utility Specialists (5602) and five (5) Utility Analysts (5601) will be trained on how to use the software features and functionality. In addition, two (2) IT principal engineers (1044) will be trained to learn to become administrators of the software. Water engineers (5241) may also be trained in the use of the software if they benefit from use of the software. The training will be given at end of the project and training by vendor will not be ongoing. It is anticipated that 40-60 hours of training will be provided in total.</p>		
45611-13/14	General Services Agency - Technology	\$500,000	<p>The Department of Technology is soliciting proposals from firms to build and deploy a microwave network connecting the public safety building and public safety radio communication sites. It is expected that the microwave communication will provide the resilience and redundancy to public safety communications. The services include planning, design, engineering and technical support to maintain the system.</p>	Regular	12/31/2014
44918-13/14	Recreation and Park Commission	\$2,000,000	<p>Provide full Landscape Architectural, Architectural, Engineering, and Outreach services for the Portsmouth Square Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.</p>	Regular	7/1/2019
43466-13/14	Department of Emergency Management	\$300,000	<p>Nice System provides the department's Digital Voice Logging Recorder (DVLR) system which is an integrated solution with both hardware and software. The system records all of 9-1-1 calls that are made in San Francisco, as well as the emergency radio communications with Police, Fire and Dispatch. The contract is for maintenance and software support services to keep the system online and operational. The system was purchased in 2004, through a competitive Request for Proposal (RFP) process, and NICE Systems has been maintaining the system since then.</p>	Regular	7/9/2017
47233-13/14	Recreation and Park Commission	\$1,000,000	<p>Provide full Landscape Architectural, Architectural, Engineering, Outreach, and Historic Resource Evaluation services for the Willie Woo Woo Wong Playground Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include preparation of historic resource evaluation report and facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.</p>	Regular	3/1/2019
48059-13/14	Airport Commission	\$3,900,000	<p>Procure, install, and maintain an Automated Passport Control (APC) kiosk system consisting of 40 kiosks with connectivity to the U.S. Customs and Border Protection (CBP/Customs) data system. Each APC kiosk will have a full range passport reader with e-Passport capability, a fingerprint scanner and digital camera to capture the user's picture. All kiosks must be maintained in compliance with CBP's APC requirements. Kiosks will serve passengers arriving on international flights by</p>	Regular	6/30/2019

			capturing travel data and electronically transmitting the information to CBP for processing mandated entrance formalities. Approximately \$1,300,000 will be used towards professional services.		
		Current Approved Amount	In addition to renewing the current modules the department subscribes to, the department would like to add newly developed modules for next three years which include mobile applications for jobseekers, a customer relationship management (CRM) tool for staff to better track business contracts and job leads generated and document imaging and management. The department is also asking for authorization to cover additional training hours from the vendor around these new products. Additional tools may be developed and added on or swapped out in future years as business needs change. (See attached document(s).	Modification	6/30/2017
3048-10/11	Economic and Workforce Development	\$277,300			
		Increase Amount Requested			
		\$462,000			
		New Total Amount Requested			
		\$739,300			
		Current Approved Amount			
		\$65,000			
30933-13/14	Sheriff	Increase Amount Requested	Operate a shuttle service from Civic Center BART station and Balboa Park BART station to San Bruno Jail. The shuttle service operates on weekends and all major holidays from 7:00am - 2:30pm.	Modification	3/31/2015
		\$70,000			
		New Total Amount Requested			
		\$135,000			
		Current Approved Amount	Design and fabrication of prototype Common Use Self Service (CUSS) ticketing units for the San Francisco International Airport (SFO). The CUSS ticketing units will be used in SFO's International Terminal to replace existing units that are at the end of their useful life. Once the prototype design has been approved by SFO, Office of Contract Administration will work with the Airport to purchase approximately 80-100 units for installation in the International Terminal. The professional service portion of this work will be less than \$100,000. (See attached document(s).	Modification	12/31/2016
31218-13/14	Airport Commission	\$100,000			
		Increase Amount Requested			
		\$300,000			
		New Total Amount Requested			
		\$400,000			
		Current Approved Amount	Center on Juvenile and Criminal Justice (CJCJ) youth advocate services are necessary to provide community support and monitoring to youth at their school sites, in Court, in their homes and in their communities. CJCJ will provide an intensive case management approach to promote each youth's school and community adjustment by ensuring access to appropriate educational supports. The youth advocate will work as a team with the Public Defender education attorney. The Legal Educational Advocacy Program (LEAP) attorney is the team leader and the education youth advocate works under the daily supervision of the LEAP attorney. The youth advocate is an agent of the attorney and protected by the attorney - client privilege. See additional attachment.	Modification	3/31/2015
4115-11/12	Public Defender	\$144,332			
		Increase Amount Requested			
		\$65,000			
		New Total Amount Requested			
		\$209,322			
		Current Approved Amount	The scope of services will add work for: 1) Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svcs. required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life; 2) International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog for design & construction mgmt. svcs. Required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3) Airport Wide Safety & Optimization Proj. for design-build svcs. Required for safety & maintenance access improvements for the TSA's in-line explosives detection screening (EDS) & associated BHS equipment.	Modification	6/30/2017
4099-09/10	Airport Commission	\$12,700,000			
		Increase Amount Requested			
		\$4,000,000			
		New Total Amount Requested			
		\$16,700,000			

- Speakers:**
- Jolie Gines and John Marian from the General Services Agency – Department of Technology spoke on PSC# 46611-13/14.
 - Dawn Kamalanathan from the Recreation and Park Department spoke on PSC# 44918-13/14.
 - Tan Chow, Advocate for China Town Community Development, provided public comment in support of PSC# 44918-13/14.
 - Joshua Switsky from the Planning Department also provided public comment in support of PSC# 44918-13/14.
 - Mitch Sutton from the Department of Emergency Management spoke on PSC# 43465-13/14.
 - Bree Mawhorter from the Sheriff's Department spoke on PSC# 30933-13/14.
- Action:**
- 1) Continued PSC# 30933-13/14 to the Commission meeting of June 16, 2014 so that the Sheriff's Department can provide proper notice to the Transport Workers Union Local 250A. (Vote of 5 to 0)
 - 2) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0119-14-8 Review of Request for Approval of Proposed Personal Services Contract Number 4070-09/10. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4070-09/10	General Services Agency – Technology	Current Approved Amount	As needed, project specific services for a variety of highly specialized Telecommunications and Information Technology (IT) projects. Services will include system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture, and will vary depending on the requirements that are developed by the requesting department. Services are to be provided in conjunction with the acquisition of new information technology and telecommunications equipment.	Medi- fication	8/31/2016
		\$15,000,000			
		Increase Amount Requested			
		\$26,000,000			
		New Total Amount Requested			
		\$41,000,000			

Action: Postponed to the Commission meeting of June 16, 2014 so that the department representative can attend. President Heldfond requested that the department clarify at the meeting of June 16th what "piggybacking on the Airport" means; and Commissioner Favetti also requested that the department provide clarification on pages 5 and 7 of the department's submission with regard to the training and notification to SEIU, Local 1021. (Vote of 5 to 0)

0120-14-8 Human Services Agency's Annual Report on Contracts Awarded under Personal Services Contracts with Continuing Approval. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resiliency Project

Funding Source: PRT General Fund; Harbor Fund; and other TBD PSC Duration: 10 years 1 day

PSC Amount: \$40,000,000

1. Description of Work

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

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

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

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

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 Seawall is over 100 years old and has not been significantly modified or reconstructed. In the recent past, other City departments have procured services for major seismic improvement programs using private consultants (e.g. the PUC Water System Improvement Program (WSIP) and Sewer System Improvement Program (SSIP)). It is also common for the Port to procure private consultant services for design of major new or complex marine infrastructure (e.g. Brannan Street Wharf, Pier 43 Bay Trail Link, Justin Herman Cruise Terminal, and the Seawall Earthquake Vulnerability Study).

D. Will the contract(s) be renewed?

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract at this time.

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

This is a major infrastructure Project with an estimated duration of 10 years. This contract will provide services needed throughout the Project including services for planning, preliminary design, environmental review, and final design/construction review. It is important to keep a single integrated team together throughout the Project to ensure efficiency, timeliness, and quality. This is an earthquake and flood safety project, staying on schedule is important for life safety and maintaining critical City functions.

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.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This is an urgent earthquake safety and flood protection Project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, limit suffering, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. Major improvements to the Seawall were not included in the Port and City's 10 year Capital Plan until this year, but need to take place within the next decade. Port and City have not staffed for this major public works Project. Project execution requires specialized engineering expertise and experience in the fields of earthquake engineering, coastal engineering, environmental analysis, and marine construction. Earthquake behavior of existing waterfront structures, seawalls, filled lands, and utilities is an evolving field with worldwide expertise and knowledge continually improving through University, government, and private research and study after each new earthquake. Geotechnical understanding of earthquake hazards such as liquefaction, lateral spreading, slope stability, and settlement is also highly specialized. Construction techniques to improve soils and to strengthen, retrofit, or replace coastal structures are also unique with equipment and techniques rapidly changing. Getting the engineering, science, and constructability right is essential to minimizing cost and achieving a schedule that meets the goals of public safety and protection of critical assets. Opportunities for Port and City Staff during Planning, Preliminary Design, and Environmental Review Phases: The Seawall Project will create the following Port positions: Project Manager III, Principle Administrative Analyst, Public Relations Officer, Planner V, and Mayor's Senior Fellow. In addition, existing Port staff will be assigned to assist the Project in the areas of Structural Engineering, Civil Engineering, Utility Engineering, Environmental Planning, Waterfront Planning, Architecture, ADA coordination, Real Estate, Legal, and facility Operations and Maintenance. City Staff opportunities include CEQA Analysis (Planning Department), Transportation Planning/Engineering (MTA), Utility Planning/Engineering (SFPUC, SFPW), and Civil Engineering (SFPW). Opportunities for Port and City Staff during Final Design and Construction Phase: The overall Project will create significant opportunities for Port and City staff during final design and construction phases. Extent of projects and delivery type will not be known until planning and preliminary design work is nearing completion. Likely final design and construction work includes utility engineering, civil engineering, traffic engineering, structural engineering, landscape architecture, architecture, and construction management. The Port will engage Port Staff and City Departments as opportunities become evident in order to forecast work type, amount, and dates for resource planning to maximize opportunity.

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

- A. Specify required skills and/or expertise: Planning and program development for reconstruction/replacement of major infrastructure, Urban Planning, Environmental analysis for waterfront construction including CEQA and NEPA, Coastal Engineering, Planning and Design of Flood Protection Infrastructure, Marine Structural Engineering, Geotechnical Engineering, Earthquake Engineering, Civil Engineering, Utility Engineering, Marine Construction, Cost Estimating, Transportation Engineering and Planning, Historic Architecture and Preservation, Biological and Bay Habitat, Marine Science.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5207, Assoc Engineer; 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector; 7328, Operating Engineer, Universal;
- 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?

Significant expertise is needed in the initial engineering areas related complex marine infrastructure given the stakeholders, project complexity, and location. The greatest opportunity for the use of City services will take place during the final design and construction phases. Preliminary contact with City Departments has taken place, and Port plans to meet with City Departments to forecast potential work types and available resources.

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

A. Explain why civil service classes are not applicable.

The existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, seawall replacement/reconstruction only occurs every 50 to 100 years.

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 workshops will be developed for seismic analysis and design of waterfront structures that will be useful for both Port and Public Works Engineering in designing other City projects. While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops with 16 hours of preparation materials for each workshop.

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

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

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

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 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Operating Engineers, Local 3; 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: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of lavena.holmes@sfpport.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@ifpte21.org); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Braganza, Lorceli \(PRT\)](mailto:Braganza.Lorceli@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR.HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17
Date: Monday, March 20, 2017 11:59:21 AM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 45567 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45567 - 16/17 for \$40,000,000 for Initial Request services for the period 07/01/2017 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8655> 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: Braganza, Lorceli (PRT)
To: "dgossman@oe3.org"; teamsters@ibt856.org
Cc: Holmes, Lavena (PRT); Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17
Date: Monday, March 20, 2017 12:40:00 PM
Attachments: image001.png
Importance: High

Hello,

As an fyi... please see below Union Notification for submitted PSC 45567 – 16/17

Thank you,
Lorceli Braganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of lavena.holmes@sfport.com
Sent: Monday, March 20, 2017 11:59 AM
To: Holmes, Lavena (PRT); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

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Additional Attachment(s)

MEMORANDUM

March 9, 2017

TO: MEMBERS, PORT COMMISSION
Hon. Willie Adams, President
Hon. Kimberly Brandon, Vice President
Hon. Leslie Katz
Hon. Eleni Kounalakis
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to Issue a Request for Proposals for Program Management / Engineering Consultant Services to Support the Seawall Resiliency Project

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposals ("RFP") for a Program Management / Engineering Consultant ("PMEC") services to lead the Seawall Resiliency Project (the "Project").

This high profile and critical Project for the Port and City requires a wide array of specialized engineering, planning, and environmental expertise in the fields of civil works program development and planning, seismology, marine structural engineering, coastal engineering, civil engineering, geotechnical engineering, utility engineering, historic preservation and architecture, economic analysis, urban design, constructability evaluation, cost estimating, environmental review, and environmental permitting. The PMEC will be chosen based upon qualifications and the final contract scope and fee will be negotiated. It is anticipated that this contract will last 10 years with a budget estimate of \$40M. The contract will be phased and include specific tasks during the major phases of the Project (planning, preliminary design & entitlement, and final design and construction). Phases will be awarded as funding allows. The intent of the RFP

THIS PRINT COVERS CALENDAR ITEM NO. 13A

is to procure the specialized services needed to complete planning and preferred alternative, advance Project engineering and design to 35% of completion, complete CEQA/NEPA approval, advance environmental and other permitting for construction, develop and recommend final design and construction delivery methods, and to assist with managing and review of final design and construction of the project.

STRATEGIC OBJECTIVE

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

Engagement:

By promoting seawall knowledge using various media and outreach efforts, and by leading an inclusive stakeholder process to develop goals, values, and ensure consideration of all issues during development and implementation of the Seawall improvement program.

Livability:

By increasing the proportion of funds spent by the Port on LBEs and micro-LBEs contracts.

Resiliency:

By leading the City's efforts to address threats from earthquakes and flood risk through research and infrastructure improvements to the Seawall and Port property.

Sustainability:

By enhancing the quality of the Bay water and habitat with the improvements, by limiting construction impacts and waste, and by sustainable design and construction best management practices.

Stability:

By seeking traditional and innovative funding solutions and by maximizing external investment.

BACKGROUND

The Seawall, which stretches approximately three miles from Pier 45 at Fisherman's Wharf to the north bank of Mission Creek at the 3rd St Bridge (Lefty O'Doul Bridge), is vulnerable to damage in the next major earthquake, an earthquake the USGS predicts has a 72% chance of occurring by 2044. During a major earthquake, damage is expected to occur from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall.

Earthquake damage to the Seawall is likely to exacerbate damage to adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery.

In addition to earthquakes, portions of the Seawall have settled compromising flood protection to portions of the City including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond.

The Port of San Francisco, in partnership with the City and County of San Francisco, has formed a team to plan, design, entitle, and implement measures that will significantly improve earthquake safety and performance of the Seawall and associated assets over the next 10 years. In addition, the team will develop strategies and the long term plans to improve flood protection over the next 100 years based on best available science for sea level rise and climate change projections. To assist with this effort, the Port envisions the following consulting opportunities:

Contract Type	Scope	Value (\$M)	Term (Years)
Program Management/Engineering	Program management and controls, engineering, urban planning & design, environmental analysis, CEQA & NEPA Support.	\$ 40.0	<10
Communications	Marketing and advertising, strategic communications and public relations, public outreach and project engagement, innovative engagement, photography, graphic design, collateral production and distribution, and translation services.	\$ 1.7	5
Final Design	Final Design & Engineering, Bidding, and Design Construction Support for specific projects (multiple).	TBD	2-6
Construction	Construction contracts for specific projects (multiple). Contracts may include traditional Design/Bid/Build, Design/Build, CM/GC.	TBD	2-6
Construction Management	Construction management, testing, and inspection services.	TBD	2-6

Schedule and Budget – Initial \$500M Investment

Improvements to address immediate life safety risk are estimated to cost \$500 million over the next 10 years.

<u>Phase</u>	<u>Budget</u>	<u>Duration</u>	<u>Start</u>	<u>Finish</u>
Vulnerability Study	\$1.0 M	1.5 yr	January 2015	COMPLETE
Planning	\$8.5 M	2.5 yr	July 2016	December 2018
Preliminary Design & Environmental	\$ 25.5 M	2.0 yr	January 2019	December 2020
Final Design & Construction	\$465.0 M	5 yr	January 2021	December 2025

Vulnerability Study: The Vulnerability Study Phase is complete and includes both an Earthquake Vulnerability Study¹ (Port Commission Meeting, 4/13/2016) and Sea Level Rise Vulnerability Study² (Port Commission Meeting, 3/22/2016). Information from both of these studies and from Port and City Staff evaluations have been used to advance the Project including budget and scope estimates.

Phase 1 - Planning Phase: The Planning Phase will advance and complete a multi-hazard feasibility study, develop Project alternatives, and culminate in a recommended Project alternative for the initial phase of improvements. The Planning Phase will also advance and recommend an overall vision for subsequent phases and for long-term improvements necessary to protect against sea level rise. Current total estimated costs for long term improvements range from \$2 Billion to \$5 Billion and total estimated costs for initial improvements is \$500 Million. The Planning Phase will advance and potentially alter these estimates. Project funding will be sought and secured during the Planning Phase including a \$350 M General Obligation Bond that will go to San Francisco voters in November 2018.

Phase 2 – Preliminary Design & Environmental Approval: This phase will advance the preferred alternatives for initial improvements to 35% design level. It will also start and complete compliance with both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). At this point, it is expected that a programmatic (or phased) approach will be used to consider improvements to the entire Seawall on a high level, and then to specifically analyze the initial phase improvements. This strategy will be subject to further consideration and review as the Project advances. Background studies

¹<http://sfport.com/sites/default/files/Commission/Documents/Commission%20Meeting%20Staff%20Reports/2016%20Commission%20Meeting%20Items/APR12/Item%2011A%20Seismic%20Study.pdf>

²http://sfport.com/sites/default/files/Executive/Docs/Commission/Item%2012A%20-%20Sea%20Level%20Rise%20Action%20Plan%20Final_1.pdf

and engagement with regulatory agencies for environmental permits and approvals will continue during this phase including coordination with the Bay Conservation and Development Commission (BCDC), U. S. Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board (Water Board), National Marine Fisheries Service (NMFS), and US and California Fish & Wildlife. It is expected that permits will be secured for project(s) during Phase 3.

Phase 3 – Final Design & Construction: This phase will advance and complete the design, permitting, and construction of the initial improvements. This may be accomplished with a variety of projects and delivery methods (design/bid/build, design/build, CM/GC) that have been established in Phase 2. A goal will include pilot projects that can inform final design/construction (potentially included in Phase 2) and to break out early win projects that can be executed quickly to reduce safety hazards.

CONTRACT SCOPE

The intended scope for the PMEC Contract is to provide the specialized and expert services needed to complete planning studies, develop and assess alternatives, select and define a preferred alternative, advance engineering and design to 35%, complete CEQA/NEPA approval, advance environmental and other permitting for construction, develop and recommend final design and construction project(s) delivery methods, and to assist with managing and review of final design and construction of the project(s). Final design, construction, and construction management will be handled via separate contracts.

The PMEC contract is expected to include the following services:

Phase 0: Program Management and Controls (10 years)

Support the Port's Project Management team by providing the following services:

- Consultant Team Project Manager, single point of contact.
- Technical Team Leaders for: Structural Engineering, Coastal Engineering, Geotechnical Engineering, Civil Engineering, Utility Engineering, Transportation Engineering, Urban Planning and Design, Historic Preservation, Environmental Planning and Permitting
- Quarterly Project Reports
- Monthly Project Updates
- Meeting scheduling and minutes
- Develop and maintain a Risk Register
- Assist the Port in refining and actively managing the Project Management Plan

Phase 1: Planning (2 years)

Lead and carry out all work necessary to complete a multi-hazard feasibility study of the seawall that culminates in a framework to address the dual threats of

seismic and flood risk and a recommendation for initial improvements to be implemented by this Project. Include conceptual designs, cost estimates, construction impacts and schedule, environmental impacts and benefits, economic impacts and benefits.

- Feasibility Study (including USACE requirements)
 - Identify problems and opportunities
 - Inventory and forecast conditions
 - Formulate alternatives
 - Evaluate alternatives
 - Compare alternatives
 - Select a recommended program for initial improvements and a framework for responding to the dual threat of seismic and flood risk.
- Supporting Studies and Scope
 - Condition Assessment of Bulkhead Wall & Wharves, Embarcadero Promenade and Roadway, Light Rail, Utilities.
 - Advance existing screening level earthquake vulnerability assessment including developing and implementing a subsurface exploration program.
 - Advance existing flood assessment including developing coastal modeling, transects for wave run-up and effects, and consideration of sea level rise and other climate change impacts such as storm intensity.
 - Assessing existing environmental conditions and potential impacts and benefits with various improvement concepts.
 - Constructability analysis and impact assessment of various improvement concepts
 - Economic analysis with direct and indirect considerations of various improvement concepts.
 - Developing and supporting the Port to complete a stakeholder engagement process that includes public workshops, engages Port tenants, and key stakeholders.
 - Cost estimating
 - Implementing a project area specific HAZUS analysis with customized inputs for piers, wharves, bulkhead buildings, shed buildings, seawall and geotechnical conditions.

Phase 2: Preliminary Design & Entitlements (2 years)

During this Phase, the consultant will advance design of initial improvements to 35% level and complete both CEQA and NEPA. Specific scope tasks will include:

- CEQA, Programmatic and Initial Improvements
- NEPA, Programmatic and Initial Improvements
- Advance Design & Engineering of Initial Improvements to 35% Level, including Plans, Specifications, Estimate, and supporting Design & Engineering Documents

- Constructability Review and Analysis
- Value Engineering
- Design and Construction Delivery Options and Recommendations
- Develop an approach to permitting pilot studies and initial improvements, develop alternatives analysis, environmental mitigation and enhancement concepts, generate information needed for permitting construction; apply for permits and approvals from BCDC, Water Board, USACE and resource protection agencies. Finalizing environmental permits for construction is expected to continue through Final Design
- Continuation of stakeholder engagement

Phase 3: Final Design and Construction (6 years)

During this Phase, the P MEC consultant will support the Port as other consultants and contractors complete final design, permitting, construction, and mitigation and monitoring plans. Others will also provide construction management services.

- Review final designs and engineering studies, reports, plans, specifications, calculations, cost estimates, and construction schedules completed by the other consultant teams.
- Develop and complete a value engineering process for each project.
- Provide constructability review for each project.
- Design, engineer, and implement for pilot projects (small scale projects that may be necessary to understand design and viability of specific construction techniques).
- Assist in oversight of construction management.

As detailed more fully in Attachment 1, the P MEC shall have expertise in the following areas:

- infrastructure planning, program development, and management
- marine infrastructure assessment, planning, and engineering
- structural engineering
- geotechnical exploration and engineering
- earthquake engineering and seismology
- coastal engineering
- marine construction
- geology
- transportation planning and engineering
- civil engineering
- utility engineering
- waterfront urban design and planning
- historic structures and buildings
- NEPA and CEQA
- environmental assessment and permitting
- economic analysis

- cost estimating
- USACE Civil Works

SELECTION PROCESS

Port staff proposes to issue a RFP to procure the requested services through a fair and competitive process that CMD will facilitate and monitor. Port staff and a CMD representative will convene a selection panel consisting of a least two Port staff member and two non-Port representatives. The selection panel will have substantial expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals that CMD determines. Port staff envisions the selection process to include the following steps:

1. Screening of Written Proposals
Port and CMD staff will review each proposal to determine if they are responsive and responsible. Proposals will be reviewed for completeness, minimum format requirements, verifiable references, and responsiveness to LBE requirements. Only those proposals that are properly completed, meet the minimum format requirements, and are responsive to LBE requirements will be considered in the written proposal evaluation process.
2. Written Proposal Evaluation, Ranking and Short List
After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFQ. Expected criteria include an understanding of services objectives, experience of the firm and project staff, and management approach. Port staff intends to short list the highest ranked consultant teams for oral interviews.
3. Oral Interviews
Interviews will include responses to a list of standard questions. The selection panel members will individually score each firm based upon the RFP criteria, and a total score will be tabulated. Following the completion of the interviews, Port staff intends to make recommendations to the Port Commission to award a contract to the highest-ranked consulting teams.
4. Contract Negotiation and Award
Port staff will seek Port Commission authorization to negotiate and enter into an agreement with the highest-ranking firm based on a Port-determined scope of work and budget acceptable to the Port. The agreement will be based on the City's standard agreement for professional services, a copy of which will be included in the RFP. If staff cannot complete successful negotiations with the highest-ranked firm, Port staff may elect to negotiate with the next highest-ranked firm in descending order.

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of LBE firms in its contracting opportunities. Potential roles for LBEs in this contract include geotechnical engineering, structural engineering, civil engineering, cost estimating, environmental services, and testing / inspection services.

The City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination Ordinance empowers CMD to set a project specific goal for LBE subconsultant participation. CMD set the LBE subconsultant goal for this contract at 15% based on the scope and LBE availability data. CMD also determined the availability of Minority Business Enterprise ("MBE"), Woman Business Enterprise ("WBE"), and Other Business Enterprise ("OBE") to perform subconsultant work on this project is as follows: 6% MBE, 3.4% WBE, and 5.6% OBE.

CMD and Port staff reviewed goals for City projects of similar size and scope prior to setting a LBE subcontracting goal for this solicitation. The Sewer System Improvement Program Manager Contract ("SSIP") issued by the San Francisco Public Utilities Commission ("PUC") is a \$105 million project to upgrade the City's sewer infrastructure. The SSIP LBE subcontracting goal is 10%. The PUC's Water System Improvement Program ("WSIP") was a \$45 million contract to renovate San Francisco's water supply storage and distribution. The WSIP had a 13% Disadvantaged Business Enterprise goal. Port staff believe a 15% LBE subcontracting goal is ambitious given the current availability of LBE firms, however, staff is committed to achieving the goal and will work with the selected proposer to identify LBE subcontracting opportunities.

The City's administrative code does not allow the application of rating discounts to LBE prime contractors or Joint Ventures with LBE prime contractors for contracts in excess of \$10 million. LBE bid discounts do not apply for the services procured under this RFP.

OUTREACH EFFORTS

Prior to Port Commission authorization, to advertise this RFP, Port staff held a contract opportunities open house on March 1, 2017. The event provided a networking opportunity for large and small firms to meet and collaborate on upcoming contracting opportunities. Over 180 individuals attended the open house. The Seawall Resiliency Project and this RFP were prominently featured.

Following the Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and Office of Contract Administration websites. Micro-LBE firms certified to provide public relations and marketing services will be contacted directly through phone calls and emails.

Additionally, Port staff will send copies of the RFP to interested parties compiled through industry market research and the contract opportunities open house. The Port will host a pre-submittal conference to review the RFP, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFP using the following resources:

- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- Chinese Chamber of Commerce, San Francisco
- City and County of San Francisco Bids and Contracts Database
- Contract Monitoring Division Directory of Certified LBEs
- Hispanic Chamber of Commerce of San Francisco
- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Local Business Enterprise Advisory Committee, San Francisco
- Port of San Francisco digital magazine
- Port of San Francisco social media platforms
- Port of San Francisco Website
- San Francisco African American Chamber of Commerce
- San Francisco Chamber of Commerce

SCHEDULE

Port staff anticipates the following schedule for the proposed solicitation and award of these contracts.

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	March 14, 2017
Commence RFP Advertisement	March 20, 2017
Pre-submittal Conference	April 6, 2017
Submission Due Date	April 28, 2017
Port Commission Authorization to Award Contract	June 13, 2017
Board of Supervisors Authorization to Award Contract	July 2017
New Contracts Commence	August 1, 2017

FUNDING

This contract will be initially funded by \$8,000,000 included in the FY 2016-17 and 2017-18 Capital Budgets, comprised of \$2,000,000 from Port Fund Balance, \$4,000,000 from the General Fund, and \$2,000,000 from the Planning Department and the Municipal Transportation Agency. Port staff is working diligently with the Mayor's Office and other City partners to identify additional funding required to fully implement the \$500 million project.

CONCLUSION

Port staff is ready to seek competitive proposals for a Program Management / Engineering Consultant to lead the Seawall Resiliency Project as described in this report. Therefore, staff requests that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Proposals.

Prepared by: Boris Delepine, Contracts Coordinator
Finance & Administration Division

Meghan Wallace, Finance &
Procurement Manager
Finance & Administration Division

And

Steven Reel, Project Manager
Engineering Division

For: John Woo, Acting Deputy Director
Finance & Administration Division

and

Uday Prasad, Acting Deputy Director of
Engineering

PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 17-14

- WHEREAS, the Port's Seawall, also known as the Northern Waterfront or Embarcadero Seawall, stretches just over three continuous miles from Pier 45 in the north to Mission Creek in the south, and is a significant Port and City asset that stabilizes filled land, provides shoreline protection, and supports historic piers and wharves; and
- WHEREAS, the Seawall is of advanced age, has settled and deteriorated, is vulnerable to earthquake damage, and may become functionally compromised as a flood protection structure for adjacent areas due to sea level rise and climate change; and
- WHEREAS, the Port, in cooperation with the Mayor and other City departments, established the Seawall Resiliency Project (the "Project"), an effort the Port is leading, to plan, design, entitle, and construct one or more Seawall improvement projects that will significantly lower earthquake safety and flood damage risks; and
- WHEREAS, the Port is currently estimating total costs for the Project at \$500 million subject to further investigation and planning; and
- WHEREAS, staff seek the services of a Program Manager / Engineering Consultant ("PMEC"), a multi-disciplinary engineering and architecture consulting team, to advance the Project from planning through preliminary design and environmental approvals, and to assist the Port with management, oversight and review during final design and construction; and
- WHEREAS, the PMEC contract will be approved in phases as funding becomes available, with a term of up to 10 years and a value of up to \$40 million; and
- WHEREAS, the contract will be initially funded by up to \$8,000,000 included in the FY 2016-17 and 2017-18 Capital Budgets, comprised of \$2,000,000 from Port Fund Balance, \$4,000,000 from the General Fund, and \$1,000,000 respectively from the Planning Department and the Municipal Transportation Agency; and

- WHEREAS, Port staff is seeking approval from the Civil Service Commission to contract with a private engineering firm for these important consulting services to support the Project; and
- WHEREAS, Port staff has drafted a Request for Proposals ("RFP") to solicit consulting services for engineering services required for the Project; and
- WHEREAS, Port staff will incorporate a 15% sub-consulting requirement for Local Business Enterprises in the proposed RFP as recommended by the City's Contract Monitoring Division; now, therefore, be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to solicit engineering consulting services for a program manager / engineering consultant, and for contract award to be recommended at a future Port Commission meeting.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of March 14, 2017.

Amy Quesada

Digitally signed by Amy Quesada
DN: cn=Amy Quesada, o=Port of San Francisco, ou=Port Secretary,
email=amy.quesada@portofsanfrisco.org,
date=2017.03.14 16:42:00Z

Secretary

ATTACHMENT 1

The PMEC shall have expertise in the following areas:

- Infrastructure Planning, Program Development, and Management
 - HAZUS implementation incorporating non-standard structures
- Marine Infrastructure Assessment, Planning, and Engineering
- Structural Engineering
 - Historic building structures, condition, seismic assessment, and retrofit
 - Historic pier and wharf structures, condition, seismic assessment, and retrofit
 - Bulkhead and retaining wall structures
 - Pile and deep foundations including soil/structure interaction and kinematic loading
 - Displacement ductility analysis
 - Non-linear time history analysis
 - Non-ductile concrete structures
- Geotechnical Exploration and Engineering
 - Landside and Waterside borings, cpt's, and in-situ testing
 - Pseudostatic slope stability analysis techniques
 - Advanced numerical modeling methods for slope stability incorporating structures and non-linear functions for liquefaction and Bay Mud (FLAC, PLAXIS, OPENSEES, UBCSAND), consideration of 3-dimensional effects.
 - Advanced liquefaction prediction methods, field testing and analysis
 - Soil-structure analysis techniques
 - Soil strengthening techniques (Soil Mixing, Jet Grouting, Chemical Grouting)
- Earthquake Engineering and Seismology
 - Site Specific Probabilistic Seismic Hazard Analysis
 - Response Spectra and Matched Time History Generation
 - Third Uniform California Earthquake Rupture Forecast (UCERF3)
- Coastal Engineering
 - Coastal Flood Hazard Analysis for San Francisco Bay
 - Total water levels and wave run-up
 - Shoreline protection analysis
 - Wave and current modeling and forces on structures
 - Sea level rise and climate change science and impact analysis
 - Marine Surveying
- Marine Construction
 - Seawall construction techniques and equipment
 - Pile driving techniques and equipment
 - Concrete repair techniques
 - Tidal construction windows
- Geology
- Transportation Planning and Engineering

- Traffic Engineering
- Light Rail Engineering
- Multi-Use Trails
- Temporary construction measures
- Civil Engineering
 - Roadway Pavement
 - Stormwater Management and Design
 - Surveying
 - Utility Mapping
- Utility Engineering
 - Combined sewer systems
 - Water Supply
 - Fire water (including AWSS)
 - Natural Gas
 - Telecommunications
- Waterfront Urban Design and Planning
 - Open spaces
- Historic Structures and Buildings
 - National Historic Districts and Resources
 - Section 106 Compliance, State Historic Preservation Office
- Secretary Standards Environmental Assessment and Permitting
 - NEPA (USACE Lead Agency)
 - Programmatic Level EIS for entire seawall program
 - Project level EIS/EA for Initial Project(s)
 - CEQA (SF Planning Department, Lead Agency)
 - Programmatic EIR
 - Project level EIR
 - Biological Assessment
 - San Francisco Bay Ecology
 - NOAA National Marine Fisheries Service Permitting
 - Endangered Species Act
 - Marine Mammal Protection Act
 - US Fish & Wildlife Permitting
 - USACE Permitting
 - San Francisco Bay Regional Water Quality Control Board Permitting
 - BCDC Permitting
- Economic Analysis
 - Replacement Cost
 - Direct and Indirect Impacts
 - USACE Benefit/Cost analysis
- Cost Estimating
 - Roadwork, Utility, Marine Construction, Historic Rehabilitation, Earthquake Retrofit
- USACE Civil Works
 - General Investigation Feasibility Study

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Consulting Services to Analyze/Develop Retail Concessions, Operations and Airport Projects

Funding Source: Airport Operating Funds

PSC Amount: \$700,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 06/30/2025

1. Description of Work

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

The San Francisco International Airport ("Airport") is seeking consulting services for concessions development and related operational and planning issues; evaluation of the Airport's aesthetic design; retail master planning; creation of concession merchandising standards and quality assurance and control services; evaluation of customer service conditions at the Airport; and analysis of options for hotel development on Airport property.

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

Consultants are needed to prepare presentations to attract a greater variety of airlines, hotel and airport concessions and to increase the level of passenger service at the Airport. This includes retail, food and beverage, general services, hotel, airline and cargo services which generate revenues at the Airport. Third party expertise is also required to attract new, revenue-generating international air service and to provide independent testing and verification (i.e. audits) of concessionaires' claims regarding food items, products, and services. Denial would leave the Airport without the assistance of subject matter experts and would limit the Airport's ability to increase 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.

Yes, under PSC 4026-09/10.

D. Will the contract(s) be renewed?

Yes, if there continues to be a 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 duration will cover the contracts issued from Request for Qualifications (RFQ) 50097 for Airport Management Consulting. Contracts may be awarded for a term of up to five (5) years. The additional time is to accommodate the authorization from the RFQ pool.

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:

The work is specialized, intermittent, or expertise cannot effectively be developed in-house.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in retail master programming in large-hub airports, airport hotels, and other Airport revenue-related projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9206, Airport Property Specialist 1; 9255, Airport Economic Planner;
- 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. The City does not maintain resources with requisite expertise in developing concessions and other non-airline revenue sources at large-hub airports.

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 (1823, 1824, 9206, and 9255) will work with the consultants procured under this PSC. However the work requires in-depth industry knowledge and access to specialized data related to airports, airlines, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third party. Furthermore the services are often required on an as-needed, intermittent, or periodic basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, not at this time.

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. None at this time because of the specialized and intermittent nature of 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.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49345 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Cynthia Avakian (AIR); pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49345 - 16/17
Date: Monday, March 20, 2017 7:08:47 PM

RECEIPT for Union Notification for PSC 49345 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49345 - 16/17 for \$700,000 for Initial Request services for the period 06/01/2017 -- 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8640> 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

August 19, 2009

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

DONALD A. CASPER
COMMISSIONER

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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

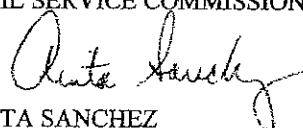
ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Vivian Day, Department of Building Inspection
Jacquie Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sheila Maxwell, Department of Technology
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PEG No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4025-09/10	27	Airport Commission	Regular	\$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	31-Aug-14
4026-09/10	27	Airport Commission	Regular	\$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	31-Aug-14
4027-09/10	19	Dept. of Building Inspection	Regular	\$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	31-Oct-14
4028-09/10	70	GSA - Fleet Management	Regular	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	23-Aug-12

[Handwritten mark]

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4026-09/10)

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

Type of Service: Consulting services to analyze and develop retail concessions, operations and airport projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 09/01/09 - 08/31/14 (5 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 06/25/14-02/28/17 (2 years 26 weeks)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$2,250,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

A. Scope of Work:

Airport consulting services for: concession development; evaluation of Airport's aesthetic design and analysis of options for hotel development on Airport property retail master programming.

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

Third-party expertise is required to prepare presentations to attract a greater variety of airlines and concessions to increase the level of passenger service. This includes retail, food and beverage, services, airline and cargo. Consultant will assist with obtaining new revenue-generating international flights. Refer to attached document.

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

Yes, under PSC 4026-09/10

D. Will the contract(s) be renewed? Yes, if services are still required.

2. Union Notification: On 06/25/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 07/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in retail master programming in large hub airports, developing hotels on airport property, and other airport trends.

B. Which, if any, civil service class(es) normally perform(s) this work?
1823,9206,9255,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications (1823, 9206, and 9255) will be working with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third-party.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? AC Resolution 09-0013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Leighfisher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/25/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 22, 2009

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Consulting services to analyze and develop retail concessions, operations, and airport projects

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$1,500,000 TOTAL PSC DURATION: 9/1/09 - 8/31/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Airport consulting services for: concession development; evaluation of Airport's aesthetic design and analysis of options for hotel development on Airport property retail master programming.

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

Third-party expertise is required to prepare presentations to attract a greater variety of airlines and concessions to increase the level of passenger service. This includes retail, food and beverage, services, airline and cargo. Consultant will assist with obtaining new revenue-generating international flights. Access to data from other airports is needed to develop benchmarks, identify and analyze revenue-generating opportunities, analyze alternatives for the development of a hotel on airport property, and assist and attract desired retail tenants. The Airport requires expertise in long-term retail concession planning, support for redevelopment of Domestic Terminal 2 and assistance with the evaluation process including review and comparison of proposals for 22 concession spaces. Use of a third party assures prospective and current tenants that the methods used match airline industry standards. Denial may prevent the Airport from exploring alternatives to improve the level and quality of passenger services; reduce the ability of the Airport to attract new airlines and/or developing new routes and optimize concession revenue to successfully develop programs and projects that may maximize revenues to the Airport, and eventually to the City's General Fund.

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):

Similar services have been previously provided through contracts under PSC #4013-04/05 and PSC #4088-04/05.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

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

IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form JUL 22 2009 Date

RFP sent to: IFPTE, Local 21 Union Name on July 17, 2009 Date [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4026-09/10

STAFF ANALYSIS/RECOMMENDATION: approved 8/17/09

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in retail master programming in large hub airports, developing hotels on airport property, and other airport trends

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

No one classification normally performs this work. Portions of the work may be performed by 182x series Administrative Analysts, 9206 Airport Property Specialist, and 9255 Airport Economic Planner; however, the Airport does not have access to data on airport retail, food and beverage and services and industry trends or feasibility models on airport hotels, and non-airline revenue-generating services.

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

No, the contractor will not provide access to facilities or equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classifications (1823, 9206, and 9255) will be working with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third-party.

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

No. Please see answer to 4a above.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0013.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A RFQ was issued July 17, 2009 and it is unknown at this time the outcome of that process.

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Executive Search and Recruitment Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,800,000

PSC Est. Start Date: 06/15/2017

PSC Est. End Date 12/31/2022

1. Description of Work

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

As-needed executive search and recruitment services are required to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds. Services include conducting nationwide searches for senior executive/managers for vacant positions, recruitment of candidates from diverse backgrounds, providing the Airport with candidates to interview, and providing reference checks.

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

Recruitment and outreach services are necessary to fill senior management and specialized vacancies. If denied, federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprise will also be delayed or not realized resulting in loss of considerable revenue to the Airport.

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

Prior approval for this service was granted through PSC #4065-11/12.

D. Will the contract(s) be renewed?

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

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

The requested duration covers the 5-year anticipated total contract term, through the end of the calendar year.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Specific recruitment services are required on an as-needed, intermittent basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required expertise includes executive recruitment networking knowledge and nation-wide and world-wide recruitment contacts for recruiting persons with experience in airport operations, safety and security, aviation planning and airport finance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

An email was sent to the Department of Human Resources (DHR) Workforce Development Director on 3/8/17 detailing the Airport's notice of intent to award contracts for this service. DHR responded that the department does not have staff to conduct Executive Searches, nor the expertise to conduct specialized recruitments.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not have the nation-side and world-wide recruitment contacts, knowledge of various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as the need for this service is as-needed and infrequent.

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

7. Union Notification: On 03/16/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48159 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/15/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of cynthia.avakian@flvsfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); L2PSCReview@ifpte21.org; [Christina Chiong \(AIR\)](mailto:Christina.Chiong@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48159 - 16/17
Date: Thursday, March 16, 2017 3:23:27 PM

RECEIPT for Union Notification for PSC 48159 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 48159 - 16/17 for \$1,800,000 for Initial Request services for the period 06/15/2017 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8533> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4065 11/12)

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

Type of Service: As-Needed Executive Search and Recruitment Services

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 01/11/12 - 12/31/16 (4 years 50 w
PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 01/01/17-06/30/19 (2 years 25 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$750,000 PSC Cumulative Duration Proposed: 7 years 24 weeks

1. Description of Work

A. Scope of Work:

As-needed executive search firms with specialized recruitment expertise (e.g., industry national- and world-wide contacts, specialized backgrounds and security experience) are needed to assist the Airport Commission (Airport) in meeting its hiring needs for senior managers and other employees with specialized knowledge of airport facilities, operations, safety and security, or financial and aviation planning backgrounds.

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

Federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprises will also be delayed or not realized resulting in loss of considerable revenue to the Airport Commission and City and County of San Francisco.

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

PSC 4065-11/12

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. Union Notification: On 09/01/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/11/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Specific skills include executive recruitment networking knowledge and nation-wide and world-wide recruitment contacts. Contractor will possess experience in recruiting persons with experience in airport operations, safety and security, aviation planning, and airport finance.

B. Which, if any, civil service class(es) normally perform(s) this work?
1244,1246,

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:

The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff. In those cases where current staff members do not have the nation- and world-wide recruitment contacts, knowledge of the various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions.

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

No, it would not be practical to adopt a new civil service classification as the need for this service is infrequent and does not justify full-time staffing.

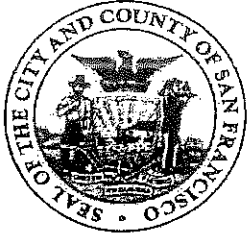
5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No training is anticipated as services not required on a consistent basis.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Unknown at this time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 09/01/15 BY:

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

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



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

December 22, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4065-11/12
THROUGH 4068-11/12; 4026-06/07; 4009-08/09 AND 3111-06/07.

At its meeting of December 19, 2011 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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission adopted the report; Approved request for proposed personal services 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

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Jacquie Hale, Department of Public Health
Naomi Kelly, Office of Contract Administration
Rebekah Krell, Arts Commission
William Lee, Department of Emergency Management
Ben Rosenfield, Controller
Maria Ryan, Department of Human Resources
Jeannie Wong, Controller's Office
Commission File
Chron

POSTING FOR

12/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4065-11/12	27	Airport Commission	Regular	\$500,000	As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and world-wide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.	1/1/2012 - 12/31/2016
4066-11/12	27	Airport Commission	Regular	\$8,000,000	The SMPOB Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction expertise to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	1/1/2012 - 2/28/2013
4067-11/12	09	Controller	Regular	\$500,000	Augment City staff in the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by 1) analyzing and documenting high level department accounting operations and financial system requirements; 2) assessing and analyzing requirements through stakeholder workshops, meetings and interviews to develop a replacement system concept design; and 3) managing vendor solicitation and selection.	12/23/2011 - 2/28/2014
4068-11/12	77	Emergency Management	Regular	\$200,000	Under the direction of the General Services Agency and the Department of Emergency Management, the Citywide Post-Disaster Resilience and Recovery Initiative requires highly specialized consulting services to support long-term recovery and reconstruction projects. Consultant will develop a policy paper and strategy to guide the City's efforts over the next several years.	11/1/2011 - 10/31/2013

Total Amount - Regular: \$9,200,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: As-Needed Executive Search and Recruitment Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$500,000 TOTAL PSC DURATION: 1/1/12 - 12/31/16

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

As-needed executive search firms with specialized recruitment expertise (e.g., industry nation- and world-wide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.

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

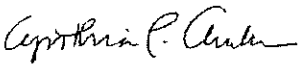
Federally mandated security implementations will be significantly delayed resulting in possible non-compliance and penalties. Expansion of business enterprises will also be delayed or not realized resulting in loss of considerable revenue to the Airport Commission and City and County of San Francisco.

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):

These services have been provided through previous as-needed service contracts (PSC approval # 4065-05/06).

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

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

<u>IFPTE, Local 21</u>		<u>October 21, 2011</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: <u>IFPTE, Local 21</u>	on <u>Before the end of</u>	
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4065 - 11/12
STAFF ANALYSIS/RECOMMENDATION: Approved 12/19/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Executive recruitment networking knowledge, skill and experience in recruiting persons with airport operations, safety and security experience, aviation planning, and airport financial experience.

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

Classifications that can perform at least part of the recruitment work are senior or principal personnel analysts (1244 or 1246).

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: The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff. However, in those cases where current staff members do not have the nation- and world-wide recruitment contacts, knowledge of the various background or employment experience for the recruitment of senior-level management positions, specialized airport finance, security and planning positions. In 2009, the Controller's Office conducted a Request for Qualifications (RFQ) for Executive Search Consulting and on January 12, 2010, a pre-qualified pool of ten (10) consultants was established. The Airport will use existing HR personnel analysts unless a particular job search cannot be completed with existing staff.

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

No. The services requested are as-needed or intermittent and depend on the number of job vacancies.

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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the 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 numbers to be trained. | | |
| 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? No, however, Airport Commission has approved Resolution #11-0207 to issue a RFP for 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 Airport is preparing an RFP and the results of that process are not known at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airline Liaison Office Consulting Services

Funding Source: Operating Funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 06/30/2024

1. Description of Work

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

Airport liaison services include serving as a third party consultant to the Airport in managing the airport/airline relationship; facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.

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

An independent, neutral, third party is needed by the airlines and the airport to resolve disputes and provide objective analytic assessments of proposed changes. Denial of these services will affect the ability of the Airport to secure approval from all airlines for proposed Rates & Charges, as well as for the Airport Capital Improvement Plan.

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

This service was previously provided under PSC 4116-08/09.

D. Will the contract(s) be renewed?

Yes, if these services are needed at SFO.

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

The requested duration correlates to the maximum duration of the anticipated contract, should the Airport Commission exercise all options to extend, through the end of the calendar year.

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:

The work will be performed by an independent third party entity.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: An independent third party that has the ability to analyze proposed changes in rates, policies and capital facilities; ability to resolve disputes and manage relationships; expertise in technical and operational airline affairs.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9206, Airport Property Specialist 1; 9255, Airport Economic Planner;

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, at this time.

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

A. Explain why civil service classes are not applicable.

The services must be provided by an independent third party entity. While the classifications listed can perform some of the services, the staff would not be independent of the City or the Airport.

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, not at this time.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The work can only be performed by an independent third party entity.

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

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

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

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

7. Union Notification: On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49883 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/15/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Cynthia Avakian (AIR); pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49883 - 16/17
Date: Monday, March 20, 2017 6:46:52 PM

RECEIPT for Union Notification for PSC 49883 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49883 - 16/17 for \$10,000,000 for Initial Request services for the period 06/01/2017 -- 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8619> 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)

For all PSCs if the duration requested is 5 years or more, an explanation is required- historical PSC required:

The duration includes the five (5) year term on the contract for the development of the Solution. It is followed by a three (3) year maintenance agreement. Additional time was included for contract negotiations.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4116 08/09)

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

Type of Service: Airline Liaison Office services

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$4,800,000 PSC Original Approved Duration: 07/01/09 - 06/30/17 (8 years 1 day)
PSC Mod#1 Amount: \$2,400,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$2,800,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$10,000,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

A. Scope of Work:

Airport liaison services include serving as a third-party consultant to both the Airport and the SFO Airline Airport Affairs Committee (AAAC), managing the airport/airline relationship, facilitating airline approvals required by Airline Lease and Use Agreements for changes in rates, policies, and capital facilities, and providing analyses and technical expertise for all stakeholders in resolving airport/airline issues.

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

An independent, neutral, third party is needed by the airlines and the airport to resolve disputes and provide objective analytic assessments of proposed changes. Denial of these services will affect the ability of the Airport to secure approval from all airlines for proposed Rates & Charges, as well as for the Airport Capital Plan.

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

Yes, PSC 4116-08/09

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

2. Union Notification: On 03/16/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4116 08/09

DHR Analysis/Recommendation:

04/20/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/20/2015

04/20/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Ability to analyze proposed changes in rates, policies and capital facilities; ability to resolve disputes and manage relationships; expertise in technical and operational airline affairs.

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

1823,1824,

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

No; however the contractor will provide independent analysis of proposed rates and charges so that all airlines can use the results instead of replicating the work by doing it themselves or distrusting the Airport if staff of the Airport were to do the work. This level of independence is critical for maintaining trust between the airport and the airlines.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable, however, an independent third-party is needed to provide the liaison services between the airlines and the Airport, resolve disputes and provide objective assessments of proposed changes to rates, policies and capital facilities. Civil Service classification employees will not be seen as a neutral third-party who can advocate effectively for the airlines.

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

No, there are already civil service classifications to perform this work. Please see answer to 4a above.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Airport & Aviation Professionals, Inc	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

ON 03/16/15 BY:

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

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 34385 - 16/17)

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

Type of Service: information and communications

Funding Source: General fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 12/15/16 - 08/15/17 (34 weeks 4 days)

PSC Mod#1 Amount: \$95,000

PSC Mod#1 Duration: 05/15/17-05/14/20 (2 years 39 weeks)

PSC Cumulative Amount Proposed: \$195,000

PSC Cumulative Duration Proposed: 3 years 21 weeks

1. Description of Work

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

Vendor will provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform City officials, the public and others on the processes, rules and protocols of the Department of Building Inspections concerning the safety of 301 Mission Street.

Scope Change

Additional specialized communications support is needed to address ongoing concerns regarding 301 Mission Street and other tall buildings.

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

The building at 301 Mission presents issues of public safety and concern. The Department of Building Inspection has performed and ordered various inspections and reports on the building. This information is complicated and should be clearly and effectively communicated to the policy makers and to the public.

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

Services have been provided in the past through earlier PSC request. See 34385 - 16/17

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need for these services is immediate regarding communication about safety of the building.

B. Reason for the request for modification:

Additional work needed with Department of Building Inspection and City Administrator

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Broad experience in communications including research, writing, creation of information piece and graphics to convey to a range of parties complicated data sets. Ability to work quickly and anticipate needs to correctly and accurately inform policy makers, the public and others

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer;

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 service classes do not have the broad range of skills and knowledge to perform these tasks.

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 need for these services is short term and as needed.

6. Additional Information

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

No.

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

Knowledge transfer will occur as DBI and City Administrator staff work with vendor on communications methods and techniques

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.
We are modifying the contract of a current vendor.

7. Union Notification: On 04/11/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: One Carlton Goodlett Place Room 362, San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34385 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, April 11, 2017 1:58 PM
To: Lubamersky, Joan (ADM); pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 34385 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$95,000 for services for the period May 15, 2017 – May 14, 2020. 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/8754>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org

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: information and communications

Funding Source: General fund

PSC Duration: 34 weeks 4 days

PSC Amount: \$100,000

1. Description of Work

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

Vendor will provide communications support to City staff, working to assist the Department of Building Inspection and City Administrator in creation of a clear public information effort to accurately, thoroughly and effectively inform City officials, the public and others on the processes, rules and protocols of the Department of Building Inspections concerning the safety of 301 Mission Street.

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

The building at 301 Mission presents issues of public safety and concern. The Department of Building Inspection has performed and ordered various inspections and reports on the building. This information is complicated and should be clearly and effectively communicated to the policy makers and to the public.

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

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The need for these services is immediate regarding communication about safety of the building.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Broad experience in communications including research, writing, creation of information piece and graphics to convey to a range of parties complicated data

sets. Ability to work quickly and anticipate needs to correctly and accurately inform policy makers, the public and others

- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

These services are not available within the City

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

- A. Explain why civil service classes are not applicable.
civil service classes do not have the broad range of skills and knowledge to perform these tasks.
- 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 need for these services is short term and as needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
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 12/09/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

Address: One Carlton Goodlett Place Room 362 San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34385 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/19/2016