




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 14, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Joan Lubamersky, ADM
David Bui, DPW
Rod Goree, MTA
Shamica Jackson/Stacey, PUC
Jolie Gines, TIS
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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
\$83,500,000	\$542,888,742	\$2,242,844,220

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1 Dr. Carlton B. Goodlett Pl., Rm. 362
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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
40348-16/17	City Admin	1
43023-16/17	Public Works	6
45784-16/17	Public Works	16
44360-16/17	Municipal Transportation Agency	39
44843-16/17	Public Utilities Commission	44
43418-16/17	Technology	56
44931-16/17	Technology	61
47813-16/17	Technology	69
Modification PSCs		
47706-16/17	Public Health	79

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR**

May 01, 2017

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2017-05-01

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40348 - 16/17	GENERAL SERVICES AGENCY - CITY ADMIN	\$5,000,000.00	The Contractor will provide high volume and high quality electronic conversion of City records to digital images in rapid time periods. The records included vary from large documents such as maps and drawings, to archival records, to books and other bound records. The contractor will take large volumes or records from City departments, convert them at a rapid pace, index the data, and then deliver the data to the departments and either return or destroy the records.	April 3, 2017	March 28, 2022	REGULAR
43023 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$10,000,000.00	General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.	July 3, 2017	November 30, 2024	REGULAR
45784 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$2,500,000.00	The Consultant will provide as-needed environmental monitoring and oversight services on projects included as part of the 2016 Public Health and Safety (PHS) Bond Program in support of construction activities involving the disturbances of asbestos, lead, and other hazardous materials in building materials, including naturally occurring asbestos (NOA) in soil. Consultant will also conduct as-needed daily air quality monitoring for all earthmoving activities during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) and SF Dust Ordinance requirements for projects. The Consultant shall also provide as-needed industrial hygiene and other environmental/hazardous material consulting services to supplement City staff where staffing resources, expertise, and/or equipment is inadequate.	May 1, 2017	May 31, 2023	REGULAR
44360 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$3,000,000.00	Contractor to conduct comprehensive environmental review (EIR) and transportation impact study of the SFMTA's Facilities Framework (Framework), the guiding document for capital improvements to SFMTA operations, maintenance, and support facilities for meeting transit fleet growth and support functions through 2040. Contractor to prepare and publish findings as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).	May 2, 2017	May 1, 2021	REGULAR
44843 - 16/17	PUBLIC UTILITIES COMMISSION	\$42,000,000.00	Contractor to provide staff, equipment, and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions, and other documents to support the San Francisco Public Utilities Commission (SFPUC) permit	August 1, 2017	August 1, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			compliance and watershed management activities under the Bioregional Habitat Restoration (BHR) project.			
43418 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$500,000.00	Configuration and Installation Services of IBM Mainframe Equipment.	May 1, 2017	December 31, 2018	REGULAR
44931 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$10,000,000.00	<p>DT performs telecommunications-related work for City departments. As part of these duties, DT performs cabling installation, inbuilding and outdoor cable installation and security systems. DT will contract for additional cabling installation, inbuilding and outdoor cable installation and security systems personnel for special projects or in times of extraordinary workload. This RFP solicits qualifications for the cabling installation, communication systems and safety and security systems portion of DT'S work.</p> <p>All work performed by the Contractor will be under the direct supervision of DT staff.</p> <p>Work is performed within new or existing City buildings that are either City-owned or City-occupied. Work required of the Contractor will be industry communication systems installation and telecommunications industry standard cabling, including but not limited to:</p> <ul style="list-style-type: none"> • Installation of conduit, copper and fiber related wiring to all communication systems; • installation of LAN cable; • installation of data cable; • installation of underground or feeder cable; • installation of fiber optic cable; • installation of video and coaxial cable; • installation of overhead copper and fiber cable; • installation of wireless systems; • installation of various video, security and alarm systems; • installation and maintenance of Wi-Fi and FTH components 	May 1, 2017	June 30, 2022	REGULAR
47813 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$10,000,000.00	<p>Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The Permit and Project Tracking System is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. The Permit and Project Tracking System will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services; including \$500K for specialized equipment installation, \$1.7M for specialized support and maintenance of software, and \$2M for software implementation and training.</p>	May 1, 2017	June 30, 2020	REGULAR

TOTAL AMOUNT \$83,000,000

DSU

Posting For May 01, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-05-01

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47706 - 16/17 - MODIFICATIONS	May 1, 2017	PUBLIC HEALTH -- DPH	\$500,000	\$595,000	The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.	04/01/2017	12/31/2019	REGULAR

TOTAL AMOUNT \$500,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Conversion of City Records to Digital Images

Funding Source: General Fund

PSC Duration: 4 years 51 weeks

PSC Amount: \$5,000,000

1. Description of Work

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

The Contractor will provide high volume and high quality electronic conversion of City records to digital images in rapid time periods. The records included vary from large documents such as maps and drawings, to archival records, to books and other bound records. The contractor will take large volumes or records from City departments, convert them at a rapid pace, index the data, and then deliver the data to the departments and either return or destroy the records.

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

The City is moving toward an environment friendly and cost effective process for records management. Some City departments are in the process of converting their paper backfiles into electronic documents. City departments need an efficient manner to convert our large number of records. Through this contract, legacy documents will become digitized in rapid time and stored in electronic document libraries, to be used and managed by City staff. This will ultimately allow the City to operate more efficiently because the City will not be required to pay storage fees for the records once they are converted, and in electronic records can be stored on site and therefore accessed much more quickly, accessed by multiple users at the same time, they can be protected from unauthorized access, and they can be safeguarded against loss and destruction by back up versions.

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.

Some individual City departments have performed digitization. This request is for a contract to be available to all City departments.

D. Will the contract(s) be renewed?

If there is a continued need.

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

not applicable

2. Reason(s) for the Request

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

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:

Digitization will be performed on an as-needed basis. During any period of time, there may be no departments requiring these services. Vendor will provide space and equipment to perform the tasks necessary.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to handle a large volume of records in a rapid time period. Extensive experience and expertise in the digitization of records and handling archival records. Expertise and software to provide comprehensive indexing schemes according to departmental specification. Expertise and software to securely deliver City record and data back to City departments. Modern facilities, high speed conversion equipment and technology to convert a large volume of varied sizes and types of records
- B. Which, if any, civil service class(es) normally perform(s) this work? 1406, Senior Clerk; 1426, Senior Clerk Typist; 1820, Junior Administrative Analyst; 1822, Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The project will be completed at the vendor's facilities and will be performed using several production level high speed scanners as well as special software to enhance image quality and to index each electronic document to departmental specifications, all in order to allow it to process a large volume of records in rapid time. The contractor will also provide a fully hosted internet based application through which it will deliver the electronic data.

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

These tasks are not performed by the City.

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

- A. Explain why civil service classes are not applicable.
These are specialized intermittent services that will be required only on an as-needed basis. The City also lacks staff with the expertise and equipment necessary to process large volumes of records at an efficient pace. City departments would be required procure office space and special scanning equipment. Work is as needed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these are specialized intermittent services that will be used only on an as-needed basis, therefore it would not be practical for each city department to hire temporary workers and supervisors for each project. This would also not solve the City's inability to process large volumes in rapid time, due to its lack of office space and equipment.

6. Additional Information

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

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

7. **Union Notification:** On 02/01/2017, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40348 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, February 01, 2017 10:44 AM
To: Lubamersky, Joan (ADM); Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@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; jtanner940@aol.com; Lubamersky, Joan (ADM); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PCS # 40348 - 16/17

RECEIPT for Union Notification for PSC 40348 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40348 - 16/17 for \$5,000,000 for Initial Request services for the period 04/03/2017 – 03/28/2022. 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/8465> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Specialized Technical Support for a JOC system for Ch. 6 Depts

Funding Source: Various projects & general funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 07/03/2017

PSC Est. End Date 11/30/2024

1. Description of Work

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

General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.

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

The proposed services are not currently performed by City staff but are necessary to implement and maintain JOC program functions, which improve the City's responsiveness for small construction projects. Denial will result in disruption to these services, which will, in effect, disrupt functionality of any department's JOC program to be covered under this PSC.

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 by PSC 4171-07/08, for the same services.

D. Will the contract(s) be renewed?

No.

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

Contract initial duration is anticipated for 5 years, however, PSC duration exceeds 5 years to account for time needed to advertise and award a contract.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a specialized service requiring expertise, resources, research and development of the construction cost catalog (which includes over 100,000 construction tasks), management software, and database. All City departments utilizing this professional service intend to set up an enterprise agreement. This new agreement is expected to be completed by August 2017, which will allow for uninterrupted functioning of each City agency's JOC program.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultant must be able to prepare a Unit Price Book containing at least 100,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the various City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, however the consultant under PSC#4171-07/08 had provided the City with the Unit Price Book and JOC management software, both copyrighted. The service provider under this PSC will be expected to do the same.

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

None due to the extensive and proprietary nature of information and software provided by the current service provider.

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

- A. Explain why civil service classes are not applicable.
The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service Classifications has developed such a program. Specialized expertise and extensive research are needed to provide over 100,000 unit prices for construction projects. The program, while adjusted for use by City staff, is also provided to several agencies across the nation.
- 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 this is a specialized service. One civil service class would not cover the breadth of services to be performed.

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.
20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502/5504/5506 Project Managers, 5211 Senior Engineer/Architect, 5174 Administrative Engineer, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer, 5201 Junior Engineer, 5268 Architect, 5366 Engineering Associate, 5265/5266 Architectural Associates, 1840/1842/1844 Management Assistants, 1820/1822/1824 Administrative Analysts. Training will be on how the JOC task order is developed and used; how to review JOC task order proposals using the JOC software and Unit Price Book; and how to prepare reports and contract documents using the JOC software.
- 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 03/28/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43023 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Tuesday, March 28, 2017 1:30 PM
To: Bui, David (DPW); amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconciello, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Dea, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43023 - 16/17

RECEIPT for Union Notification for PSC 43023 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43023 - 16/17 for \$10,000,000 for Initial Request services for the period 07/03/2017 – 11/30/2024. 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/8699> 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

June 4, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4160-07/08 THROUGH 4172-07/08; 4141-06/07; 4095-03/04; 4101-07/08; 4062-04/05; 4046-04/05; 4097-05/06; 2000-07/08; AND 2000-03/04.

At its meeting of June 2, 2008 the Civil Service Commission had for its consideration the above matter.

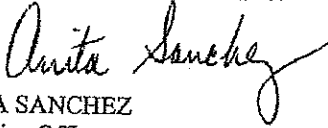
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021.
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.
- (4) Adopt the Human Resources Director's report on PSC #4165-07/08 and PSC #4166-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Rachel Buerkle, Department of the Environment
 - Micki Callahan, Human Resources Director
 - Connie Chang, Public Utilities Commission
 - Gordon Choy, Department of Public Works
 - Jacquie Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Galen Leung, San Francisco International Airport
 - Artina Lim, Department of Children, Youth & Their Families
 - Joan Lubamersky, Administrative Services
 - Sheila Maxwell, Department of Telecommunications and Information Services
 - Jonathan Nelly, Department of Human Resources
 - Mary Ng, Department of Human Resources
 - Commission File

POSTING FOR
June 02, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4170-07/08	90	Public Works	Regular	\$104,725.00	Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.	30-Jun-11
4171-07/08	90	Public Works	Regular	\$4,000,000.00	Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.	21-May-11
4172-07/08	90	Public Works	Regular	\$6,000,000.00	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	31-Dec-10

original sent to Emily Morrison 5/6/08

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2008

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Consulting services to continue the operation and maintenance of an existing Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: DPW various project fund sources including general fund

PSC AMOUNT: \$4,000,000 PSC DURATION: May 8, 2008 through May 21, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Professional services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Consultant will prepare specialized Unit Price Books with regional adjustments to costs for competitive bidding, technical specifications, training to staff and contractors in the use of a job order contracting system.

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

The proposed services are designed to streamline the contracting process for small construction projects, and will improve DPW's responsiveness by consolidating the competitive bidding requirements for small construction projects. Implementation of the JOC system will improve DPW's ability to respond to service requests in a timely and cost efficient manner. Denial of this service will result in further delays and escalating costs to such projects.

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):

This is a continuation of a new service authorized by PSC#4365-00/01. Consultant has provided the service since the initial authorization. There was no such service prior to PSC#4365-00/01.

D. Will the contract(s) be renewed:

Yes, if the department continues to utilize the JOC system.

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

<u>IFPTE Local 21</u> Union Name	<u>Mrs. Catrina C. Carlos</u> Signature of person mailing/faxing form	<u>May 6, 2008</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to <u>N/A</u> Union Name	on <u>N/A</u> Date	_____ Signature

PSC# 4171-01/08 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must be able to prepare a Unit Price Book containing at least 100,000-180,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the Department of Public Works. This PSC does not change the type of work being performed by consultant, which was previously approved by DHR through PSC#4365-00/01.

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

None; however CSC classes 5502, 5502 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate), will utilize the consultant's system to perform work.

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

No, however the consultant, The Gordian Group (TGG), had under PSC#4365-00/01 provided the City with the Construction Cost Catalog and Progen management software, both copyrighted by TGG. TGG will continue to provide both to the City under this PSC.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service classifications has developed such a program. Specialized expertise and extensive research needed to provide over 100,000 unit prices for construction projects. The program is developed for the use by City staff.

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

No. This is a specialized service.

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

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

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

20-25 employees, 8 hrs/employee; Civil Service classifications: 5502, 5504 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate). Training will be on how the JOC task order is developed and used.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Industrial Hygiene and Environmental Consultation (IHEC) Services

Funding Source: 2016 Public Health & Safety Bond

PSC Amount: \$2,500,000

PSC Est. Start Date: 05/01/2017

PSC Est. End Date 05/31/2023

1. Description of Work

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

The Consultant will provide as-needed environmental monitoring and oversight services on projects included as part of the 2016 Public Health and Safety (PHS) Bond Program in support of construction activities involving the disturbances of asbestos, lead, and other hazardous materials in building materials, including naturally occurring asbestos (NOA) in soil. Consultant will also conduct as-needed daily air quality monitoring for all earthmoving activities during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) and SF Dust Ordinance requirements for projects. The Consultant shall also provide as-needed industrial hygiene and other environmental/hazardous material consulting services to supplement City staff where staffing resources, expertise, and/or equipment is inadequate.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations, as well as the BAAQMD for the projects. Denial would result in the failure to comply with mandatory governmental regulations for ambient air monitoring, the City's dust ordinance, and the handling and consulting for abatement of asbestos, lead, and other hazardous materials. This could adversely impact the overall projects' schedules and budgets, and City's readiness to have these essential health and safety facilities ready and operational in the event of a major earthquake.

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

Similar services were provided under As-Needed Environmental Consulting and Planning Services and approved by the CSC on January 4, 2010 (PSC #4075-09/10) and As-Needed Asbestos, Lead and Industrial Hygiene Services approved by the CSC on November 1, 2010 (PSC 4046-10/11).

D. Will the contract(s) be renewed?

No.

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

The Public Health and Safety Program includes many projects that will be initiated and completed in excess of the five year duration. The CMSS Consultant must be available throughout that duration to support all active projects to ensure the success of them.

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 2016 Public Health and Safety Bond program requires specialty expertise to provide an as-needed environmental monitoring and oversight services for an array of health and safety facilities. The proposed contractual services will be utilized to supplement City staff where staffing, expertise and/or equipment is inadequate. Due to the aggressive schedule, and complexity & size of the program which only occurs periodically and targets specific projects, it would be more practical to utilize an outside consultant to focus on the deliverables, instead of adopting new civil service classifications to get trained and perform these tasks under an aggressive timeline.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will have to provide the necessary materials, equipment, and contract laboratories to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

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

Per discussion with SF Public Works and SF Department of Public Health, Civil Service classifications are applicable, but there are currently not enough qualified and certified city staff and specialized equipment available to respond to and support all projects under the 2016 PHS bond program. Due to the nature of this work considering that this service is on as-needed basis (often times work may be performed outside of regular work hours, during midnights/weekends and with short notices), and knowing that the complexity & size of the program only occurs periodically, this would be the most cost effective solution to utilize an outside consultant. The consultant can help focus on the deliverables instead of the City adopting additional service classifications to get trained to perform these tasks, and adapt to these last minute as-needed requests on top of their regular daytime duties under an aggressive timeline. SF Public Works met with Local 21 Representatives on 3/23/2017 and have mutually agreed on the following items: (1) When possible, San Francisco Public Works will use interdepartmental work orders to use 6137, 6138, and 6139 job classes to do the work outlined in this contract; (2) Public Works will include verbiage in the request for qualification (RFQ) that City employees in the classifications of 6138, 6137, and 6139 will have the first right of refusal for the work as delineated in the current PSC. (3) Sampling and Monitoring Equipment purchased with project funds will be surrendered to the City and County of San Francisco at the end of the project. (4) San Francisco Public Works is considering hiring additional permanent Civil Service workers in the classifications of 6137, 6138, and/or 6139 to keep with the growing demand for their services and to reduce the need to contract out this work.

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

A. Explain why civil service classes are not applicable.

Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We could have health and safety liability exposure for these workers for their lifetime. We would have to purchase a significant amount of expensive hazmat response gear and vehicles and will need a place to store this equipment. The cost of startup and maintenance (plus rental of office and storage space to store equipment) for each type of response make it uneconomical. The consultant contracts provide us flexibility to use consultant staff to supplement City staff for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate, and the service is only needed for a limited duration in support of projects under the Bond Program. However, as noted in Section 5A, San Francisco Public Works will consider hiring additional permanent Civil Service workers in the classifications of 6137, 6138, and/or 6139 to keep with the growing demand for their services and to reduce the need to contract out this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. The consultant may provide basic/background education and training to 2016 PHS bond program and/or SF DPH personnel as requested regarding asbestos, lead, and other hazardous materials risks, control strategies, and regulatory requirements for future references.

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

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

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

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

7. Union Notification: On 02/17/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Teamsters, Local 856 Health Workers

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45784 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: Ken Thorbourne <kthorbourne@ifpte21.org>
Sent: Friday, March 31, 2017 3:02 PM
To: Dea, Tiffany (DPW)
Cc: Ken Thorbourne
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45784 - 16/17

Hi Tiffany,

In light of the agreed upon language negotiated between IFPTE Local 21 and DPW, we agree to waive the 30-day union notification regarding PSC 45784-16/17 for Industrial Hygiene and Environmental Consultation Services.

Ken Thorbourne

IFPTE Local 21 staff representative

Sent from my iPhone

On Mar 31, 2017, at 2:26 PM, Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org> wrote:

Hi Ken,

I believe you have been in contact with Michelle Lee, from the PM team, regarding PSC 45784-16/17 for Industrial Hygiene and Environmental Consultation (IHEC) Services.

Can you please confirm whether you are willing to waive the new 30 day union notification with the changes, per attached revised PSC?

Regards,

<image002.jpg>

Tiffany Dea
Contract Analyst

Contract Administration Division | San Francisco Public Works | City and County of San Francisco
1155 Market Street, 4th Floor | San Francisco, CA 94103 | (415) 554-6416 | sfpublishing.org ·
twitter.com/sfpublishing

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Friday, February 17, 2017 3:39 PM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; amakayan@ifpte21.org; L21PSCReview@ifpte21.org;
Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 45784 - 16/17

RECEIPT for Union Notification for PSC 45784 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45784 - 16/17 for \$2,500,000 for Initial Request services for the period 04/03/2017 – 04/30/2023. 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/dhrdrupal/node/8560> 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

<mime-attachment>

<PSC Request Form - IHEC 012017 (JC Comments) (2017.03.31).pdf>

Burns, Alexander (DPW)

From: Chin, Joe (DPW)
Sent: Tuesday, April 04, 2017 10:04 AM
To: Linda Shipley; Lee, Michelle (DPW); Donnelly, Edward (DBI)
Cc: Tang, Christine (DPW); Akin-Taylor, Jumoke (DPW); Dea, Tiffany (DPW); Burns, Alexander (DPW)
Subject: RE: 2016 PHS - IHEC PSCs

Linda,

Thank you for your confirmation and concurrence to waive the 30-day notice.

Joe

Joe Chin, PE
Project Manager

Building Design and Construction / Project Management
San Francisco Public Works
City and County of San Francisco
1001 Potrero Avenue, Building 40, 3rd Floor (Mailbox 173)
San Francisco, CA 94110
(415) 206-7177 / (415) 206-7185(FAX) (SFGH)
(415) 557-4747 (30 Van Ness)
joe.chin@sfdpw.org
sfpublicworks.org · twitter.com/sfpublicworks

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

From: Linda Shipley [mailto:lshipley@ibt856.org]
Sent: Tuesday, April 04, 2017 10:01 AM
To: Lee, Michelle (DPW) <Michelle.Lee@sfdpw.org>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>
Cc: Chin, Joe (DPW) <Joe.Chin@sfdpw.org>; Tang, Christine (DPW) <Christine.Tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>; Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>
Subject: RE: 2016 PHS - IHEC PSCs

Good morning Michelle-

I apologize for the late response. The Building Inspectors Association does not have any objections to this and agrees to waive the 30 day notice.

Linda Shipley
Staff Attorney
Teamsters Local 856
Tel: (650)635-0111
Fax: (650)635-1632

From: Lee, Michelle (DPW) [Michelle.Lee@sfdpw.org]
Sent: Friday, March 31, 2017 1:31 PM
To: Linda Shipley; Donnelly, Edward (DBI)
Cc: Chin, Joe (DPW); Tang, Christine (DPW); Akin-Taylor, Jumoke (DPW); Dea, Tiffany (DPW)
Subject: RE: 2016 PHS - IHEC PSCs

Hi Linda and Ed,

How are you both?

Just wanted to keep you informed on the latest status of the IHEC (Industrial Hygiene & Environmental Consultation) PSC as both unions, Local 21 and Teamsters, are involved per Contract Administration.

The 2016 Public Health and Safety Bond Program Manager, Joe Chin, and I myself met with the Local 21 rep and members on 3/9/17 to go over the IHEC as-needed consultant's scope of work and services to supplement city staff where staffing resources, expertise and/or equipment is inadequate. Local 21 suggested to include a few clarifications on the PSC form that's already submitted to the Civil Service Commission for review in Feb 2017. We went ahead and revised the PSC as attached – can you pls review and let me know if there's any comment or endorsement from Teamster regarding this revised IHEC PSC? If it looks fine to Teamsters who has no objection with the latest IHEC PSC moving forward, can you pls reply with a quick note of acknowledgement. Contract Admin will then contact you (Teamsters) shortly to obtain a union waiver of the 30 day notice which will allow the PHS team to stay on schedule and put the IHEC PSC on the May 1st CSC meeting agenda.

Pls feel free to email or call at any time if there's any question/concern, or to discuss further.

Thank you,

[for EMAIL SFDPW-logo_RGB.jpg]
Michelle Lee, LEED AP BD+C
Assistant Project Manager

Building Design & Construction
San Francisco Public Works
City and County of San Francisco
30 Van Ness Ave, Suite 4100
San Francisco, CA 94102
(415) 557-4718
sfpublishworks.org<<http://www.sfpublishworks.org/>>
twitter.com/sfpublishworks<<http://www.twitter.com/sfpublishworks>>

From: Lee, Michelle (DPW)
Sent: Tuesday, February 21, 2017 5:54 PM
To: 'Linda Shipley' <lshipley@ibt856.org>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>
Cc: Chin, Joe (DPW) <joe.chin@sfdpw.org>; Tang, Christine (DPW) <christine.tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>; Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>
Subject: 2016 PHS - IOR, FF&E and IHEC PSCs

Hi Linda and Ed,

How are you both?

Just wanted to keep you both informed on the latest status regarding the various RFQs going through the pipeline with the 2016 Public Health and Safety Bond Program. After we met about a month ago to go over the CMSS (Construction Management Support Services) and MTSI (Materials Testing and Special Inspection) PSCs for the as-needed consulting services. Last Friday, the Public Health and Safety Team also met with Local 21 Rep to go over the IOR (Inspector of Record) and FF&E (Furniture, Fixtures and Equipment) PSCs – see attachments for your information.

Local 21 union rep does not have any comments or objections to the IOR and FF&E PSCs (IOR PSC 48659-1617; and FF&E PSC 43016-1617). Pls review the documents enclosed and let me know if there's any comment from your end with Teamsters/Building Inspector.

On a separate but related note, another PSC associated with IHEC (Industrial Hygiene & Environmental Consultation) has been submitted to the unions (Local 21 and Teamsters) last week – see attached for quick reference (IHEC PSC 45784-1617) . Pls review and let me know if there's any question. I'll be happy to schedule a meeting with Teamsters to review the IHEC as-needed scopes and consulting services if needed. The IHEC as-needed services should be the last PSC in the pipeline and conclude the PHS program's need at the moment – FYI.

Thank you for your help and time.

Regards,

[for EMAIL SFDPW-logo_RGB.jpg]

Michelle Lee, LEED AP BD+C
Assistant Project Manager

Building Design & Construction
San Francisco Public Works
City and County of San Francisco
30 Van Ness Ave, Suite 4100
San Francisco, CA 94102
(415) 557-4718
sfpublicworks.org<<http://www.sfpublicworks.org/>>
twitter.com/sfpublicworks<<http://www.twitter.com/sfpublicworks>>

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 7, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

* NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4075-09/10
THROUGH 4080-09/10; 4028-07/08; 4097-08/09 AND 4021-07/08.

At its meeting of January 4, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000.
- (2) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011.
- (4) Approve request for all remaining proposed personal services 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

RECEIVED

10 JAN -8 AM 10:41

DJPW
CONTRACT ADMINISTRATIONS

Attachment

- c:
- Micki Callahan, Human Resources Director
 - Gordon Choy, Department of Public Works
 - Sheila Arcelona, District Attorney's Office
 - Elaine Forbes, Planning Department
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Joan Lubamersky, General Services Agency
 - Mary Ng, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
1/4/2010
PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
*4075-09/10	90	Public Works	Regular	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	12/30/2016
4076-09/10	90	Public Works	Regular	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	12/30/2016
4077-09/10	40	Public Utilities Commission	Regular	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	12/31/2011
4078-09/10	40	Public Utilities Commission	Regular	\$1,000,000	Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	12/31/2013
4079-09/10	04	District Attorney	Regular	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	2/1/2012
4080-09/10	04	District Attorney	Regular	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	8/31/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 2, 2009 (revised December 7, 2009)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: As-Needed Environmental Consulting & Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$4,800,000 PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.
B. Explain why this service is necessary and the consequences of denial: These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations, complete public work projects and delays may compromise the health and safety of City employees and residents.

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): Previous contracts for As-Needed Environmental Consulting Services were awarded under PSC# 4016-06/07, approved August 7, 2006. Previous As-Needed Environmental Planning Services were awarded under PSC# 4024-06/07, approved August 21, 2006.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/7/2009
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21 Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-09/10 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws and ability to negotiate with these agencies.

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

Civil Service classifications 5620 – Regulatory Specialist and Planner from classification 5277 series may be able to perform some of the work. However, this PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

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

Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, as well as environmental testing laboratories, driller, drill rigs, archeologist and architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an if and as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

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

No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as-needed work. The work is project funded.

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

Yes No

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

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 (i.e., clerks, civil engineers, etc.) and approximate number 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?

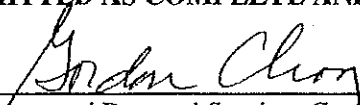
E. Has a board or commission determined that contracting is the most effective way

to provide this service? Through approval of previous as-needed contracts (SEE 1.C), Ordinance No. 253-86, Maher Ordinance", and No.286-99, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations.

F. Will the proposed work be completed by a contractor that has a current personal services

contract with your department? Unknown. An RFP is in process to select the new consultants.

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



Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

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- Neighborhood Assessment
- Pesticide Safety
- Pest and Vector Control
- Tobacco Control
- Water Quality

Hazardous Waste

Analyzing Soil for Hazardous Waste

Analyzing soil for hazardous waste by Department of Public Works regulations. The Hazardous Waste Program staff continue to review and process the reports required in the Analyzing the Soil for Hazardous Waste Ordinance (Mahar) and oversee activities in the City.

These regulations are established pursuant to ordinance no 258-86 adopted by the Board of Supervisors of the City and county of San Francisco to serve as general guidelines for preparing site history and soil analysis reports and for building permit applicants affected by the San Francisco Public Works Municipal Code, article 20.

Procedure For Soil Analysis Report

The applicant shall submit a soil sampling and analysis report to the Director of Public Works and the Director of Public Health. Pursuant to Public Works Municipal Code, article 22A soil sampling shall be under the direction of a professional Geologist, Civil Engineer, or Engineering Geologist, who is experienced in the field of soils engineering. Soil sample analysis shall be conducted by a certified laboratory in accordance with methods for analyzing samples for the California Department of Health Services or the State water resources control Board and the San Francisco Bay Regional Water Quality Control Board.

The person directing the soil sampling and analyses shall prepare the soil analysis report which must include

- the information specified in Department of Public Works Article 20 and Public Works Municipal Code, article 22A, and
- a statement that the result of the sampling program is in his judgment representative of the proposed excavation site conditions

If the Director of Public Health determines that the soil analysis report does not meet the requirements of Public Works Municipal Code, article 20, the Director shall notify the application in writing within 30 days of receipt of the report and indicate the reasons the report is unacceptable. The Director will also send a copy of the notification to the Director of Public Works.

Procedure For Building Permit Applicants

Applicants for building permits for sites located within the area described in San Francisco Planning Code, article 10, sec 1001 (a) - preservation of historical architectural and aesthetic landmarks shall be required to sign a

- receipt form that the applicants has received the informational notice provided by the Department of Public Works (DPW) and
- that the application, being incomplete, has been rejected pending receipt of written notification from the Director of Public Health that the applicant has complied with the requirements of Public Works Municipal Code, article 20

Permit applications for sites located within the above specified areas will not be rejected provided:

- The permit application states that less than 50 cubic yards of soil will be disturbed, or
- The applicant establishes that the applicants property has been continuously zoned Residential Zoned Residential under the City Planning Code Since 1921 and has been in residential use since 1921
- A letter from the Department of City Planning will satisfy this requirement

For all other sites, a site history and soil analysis report is required to be sent to Department of Public Works (DPW) and Department of Public Health (DPH).

If hazardous wastes are not present on the site per the soil analysis report, DPH will so notify DPW and the applicant in writing. DPH will accept the permit application after receipt of such notice from the applicant.

If the soil analysis report indicates that hazardous wastes are present for which there are no quantitative federal or state standards

- The applicant shall make a written request to the application federal or state agency (ies) for a written determination as to whether a site mitigation plan is required
- The applicant shall submit a copy of this request to the Director of Public Works and the Director of Public Health, indicating the date the request was made

DPW will accept the building permit application as complete for purposes of meeting the requirements of Public Works Municipal Code, article 20 Upon the receipt of the following

- Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
- Written notification from the Director of Public Health that the applicable state or federal agency(ies) has determined that no site mitigation plan (SMP) is required, or
- Written notification from the Director of Public Health that the applicant submitted a SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with Public Works Municipal Code section 1005 that mitigation measures have been completed in compliance with the SMP

Upon approval of the SMP by the applicable state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) does not make a determination as to whether a SMP is necessary within 5 months from the date the applicant seeks a determination from the applicable agency, or has not approved or disapproved the SMP within 12 months from the date the

Fee Schedule of Licenses, Permits, Fines & Service Charges

Mahar Site Map

Local Oversight Program

Site Mitigation Program

Analyzing Soil for Hazardous Wastes

Voluntary Remedial Action Program

Department of Public Health

applicant submitted the plan. DPW shall notify the City Attorney if the soil analysis report indicates that hazardous wastes are present in the soil at levels exceeding quantitative federal or state minimum standards. DPW will accept the building permit application as complete for purpose of meeting the requirements of Public Works Municipal Code, article 20 upon receipt of the following:

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Department of Public Health that the applicant submitted an SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with San Francisco Planning Code, article 10, Sec.1005 that mitigation measures have been completed in compliance with the SMP.

Upon approval of the SMP by the applicant state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) has not approved or disapproved the SMP within months from the date the applicant submitted the plan, DPW shall notify the city Attorney as specified in Public Works Municipal Code section 1004(d).

The seller or the seller's agent involved in the sale or exchange of any real property within the City and County of San Francisco shall provide a copy of ordinance 253-86 to the buyer or buyers and shall obtain a written receipt from the buyer or buyers acknowledging receipt of a copy of the ordinance. Copies of the ordinance are available from Bureau Building Inspection, Room 104, 450 McAllister Street, San Francisco, Ca 94102 or calling (415) 558-3301.

Permit warning stamp San Francisco Public Works Municipal Code, article 20(sec.1012) will affixed to the reverse side of the permit at the time issuance.

All building permits issued by the Central Permit Bureau shall bear the following printed warning:

Pursuant to Article 20 of Chapter 10, Part II of the San Francisco Municipal Code (Public Works Code), certain building permits may be issued only after the permittee analyzes the soil for the presence of hazardous wastes and, where applicable, certifies that it has completed site mitigation. No officer, employee, or agency of the City conducted the soil sampling and analyses, recommended site mitigation measures, conducted the site mitigation or checked or verified the reports submitted or work performed for accuracy, reliability or adherence to protocols. In issuing this permit, neither the City nor any of its officers or employees make any representation that the soil on or about the site is free from the presence of hazardous wastes. Nor does the City's implementation of this process relieve any person from their duties and responsibilities relating to hazardous waste contamination under state and federal law. Neither soil analysis pursuant to Article 20 of the Public Works Code nor the issuance of this permit is intended to alter, extinguish, or transfer these responsibilities.

IV.

EXEMPTIONS FROM AND ALTERNATIVES TO
COMPETITIVE BIDDING

SEC. ~~603~~ HAZARDOUS MATERIALS ABATEMENT WORK.

When the Director of Public Works (the "Director") determines: (1) that hazardous materials on public property must be expeditiously abated (the "work"); and (2) that there is inadequate time to advertise and competitively bid the work in accordance with this Chapter, then the work may be performed in accordance with the following procedures:

(A) The Department of Public Works shall advertise for and receive proposals from hazardous materials abatement contractors, which proposals shall address the qualifications of the contractors to perform the abatement work. The proposals shall be evaluated according to the requirements of this Chapter and Chapters 12B, 12C and 12D.A, relevant to professional services contracts.

(B) The Department of Public Works shall select a sufficient number of qualified contractors to perform the amount of hazardous materials abatement work anticipated to be required in the upcoming one or more years and enter into master agreements on an "if- and as-needed" basis with those contractors. Each master agreement shall state the maximum total dollar value of work each contractor is authorized to perform during the contract period.

(C) The Department shall seek price quotations for performance of the work from at least three of the contractors with master agreements. The contract for the work will be awarded to the contractor submitting the lowest quotation, except as otherwise provided herein. The Department shall keep a record of such quotations and a register of all awards made thereunder. In the event that the Department is unable to obtain three quotations, the Director shall base the award on the quotation or quotations received. If the Director believes that the public interest would best be served by accepting other than the lowest quotation, he or she is hereby authorized to accept the quotation that in his or her discretion will best serve the public interest. The Director may reject any and all quotations and request new quotations. (Added by Ord. 286-99, File No. 991645, App. 11/5/99)

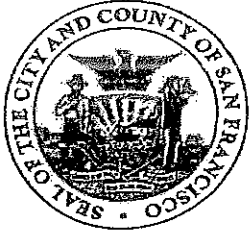
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO RECEIVED

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MAYOR

10 NOV -8 AM 9:55

DPW
CONTRACT ADMINISTRATIONS

November 4, 2010

*** NOTICE OF CIVIL SERVICE COMMISSION ACTION**

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4041-10/11 THROUGH 4049-10/11; 4163-09/10; 4088-09/10 AND 4003-08/09.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of November 1, 2010 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRONO
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.*

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to:

ANITA SANCHEZ
EXECUTIVE OFFICER

- * (1) Adopt the report; Approve request for proposed PSC #4046-10/11 on the conditions that (1) Department of Public Works/Bureau of Construction Management (DPW/BCM) has scheduled forty-two of its employees to take the HAZWOPER refresher training course in December 2010; (2) DPW will provide training for at least eight (8) employees for the HAZWOPER (either the 24-hour or the 40-hour) course during the next three years; and (3) All training will be funded from departmental or bureau training budget, if available. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for proposed PSC #4163-09/10 on the conditions that (1) the Human Rights Commission and IFPTE Local 21 will engage in good faith discussions concerning the suitability of portions of the contracted work to be performed by civil service classifications; and (2) should an agreement be reached between the Human Rights Commission and IFPTE Local 21 regarding an allocation of work, that the parties return to the Commission with a request for reopening this approval. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

Page 2
Civil Service Commission Action
November 4, 2010

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Alaric Degrafinried, Human Rights Commission
Marie de Vera, Department of Human Resources
Kahala Drain, Children & Families Commission
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Sean McFadden, Recreation & Parks
Ben Rosenfield, Controller
Neal Taniguchi, Department of Emergency Management
Commission File
Chron

POSTING FOR
11/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4041-10/11	27	Airport Commission	Regular	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	11/1/2010 - 10/31/2013
4042-10/11	27	Airport Commission	Regular	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	12/1/2010 - 11/30/2015
4043-10/11	77	Emergency Management	Regular	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	11/1/2010 - 3/31/2012
4044-10/11	35	Municipal Transportation Agency	Regular	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	11/15/2010 - 11/14/2015
4045-10/11	82	Public Health	Regular	\$200,000	The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	1/1/2011 - 6/30/2016
4046-10/11	90	Public Works	Regular	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	10/1/2010 - 10/1/2016

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CONTRACT ADMINISTRATIONS

Posting Date: October 15, 2010

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2010

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services (RFP# AC 2010)

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$3,000,000 PSC DURATION: 10/1/10 through 10/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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):

Previous contracts for As-Needed Asbestos, Lead and Industrial Hygiene Consultation Services were awarded under PSC# 4024-07/08, approved September 17, 2007 and Industrial Hygiene and Environmental Consultation Services was awarded under PSC# 4146-09/10, approved June 7, 2010.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 8/23/2010

Teamsters, Local 856 Health Workers Union Name Signature of person mailing/faxing form Date 8/23/2010

RFP sent to [] , on [] Pending RFQ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4046-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.

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

Civil Service classifications 6137 – Assistant Industrial Hygienist; 6138 – Industrial Hygienist and 6139 – Senior Industrial Hygienist normally perform some portions of this work.

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

Yes. Consultants will have to provide the necessary materials, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase a significant amount of expensive hazmat response gear and vehicles and will need storage space for the equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response make it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.

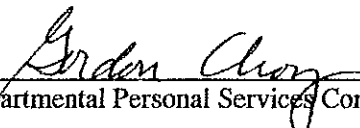
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services? <i>However, City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own hazardous abatement work.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Unknown. An RFP is in process to select the new contractors.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator
Gordon Choy (415) 554-6230

 Print or Type Name Telephone Number

875 Stevenson Street, Room 420
 San Francisco, CA 94103

 Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Environmental Impact Review and Supporting Technical Reports

Funding Source: Operating funds (local)

PSC Amount: \$3,000,000

PSC Est. Start Date: 05/02/2017

PSC Est. End Date 05/01/2021

1. Description of Work

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

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

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

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

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

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

D. Will the contract(s) be renewed?

No, this is a one-time project.

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

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

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

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

Not Applicable

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

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

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training. The SF Planning Department is responsible for environmental review. The SFMTA, as Facilities Framework sponsor must comply with environmental review requirements to the satisfaction of the Planning Department, the Planning Commission, and, if necessary, the San Francisco Board of Supervisors. The SFMTA employees individuals in the 5288-Transportation Planner II, 5289-III, and 5290-IV classifications to pursue environmental clearance for small and mid-range projects. The Planning Department maintains a list of pre-qualified environmental consultants to serve large projects such as the Facilities Framework, for which projects neither the SFMTA nor Planning Department has sufficient capacity in their civil service classifications.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44360 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, March 03, 2017 4:31 PM
To: Goree, Rodney (MTA); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Goree, Rodney (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44360 - 16/17

RECEIPT for Union Notification for PSC 44360 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44360 - 16/17 for \$3,000,000 for Initial Request services for the period 05/02/2017 -- 05/01/2021. 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/8607> For union notification, please see the

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (PRO.0066)

Funding Source: 2002 Prop. E Water Revenue Bonds

PSC Duration: 10 years 2 days

PSC Amount: \$42,000,000

1. Description of Work

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

Contractor to provide staff, equipment, and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions, and other documents to support the San Francisco Public Utilities Commission (SFPUC) permit compliance and watershed management activities under the Bioregional Habitat Restoration (BHR) project.

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

SFPUC's Water System Improvement Program (WSIP) construction required obtaining environmental permits from the California Department of Fish and Wildlife, United States Army Corps of Engineers, United States Fish and Wildlife Service, and California Regional Water Quality Control Board. WSIP environmental mitigation obligations to offset construction impacts are largely satisfied by the SFPUC's BHR program, which is expected to be mostly implemented by 2027. If the contract is denied, the SFPUC would not be able to meet its environmental regulatory and permit requirements without hiring and firing of seasonal workers and technical experts.

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, through PSC No.4009-12/13(CS-211). Costs were underestimated for the BHR project and CS-211 is anticipated to be out of available contract capacity in the next 12 to 18 months.

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.

Extended duration is required to fulfill regulatory requirements and maintain consistency of consultant teams on the same projects over the duration of the performance period for the SFPUC's WSIP mitigation projects, as required by the WSIP environmental permits. WSIP mitigation obligations to offset construction impacts through SFPUC's BHR program are expected to be mostly implemented by 2027.

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).

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:

Once the projects associated with the scope of work are implemented, much of the maintenance of the projects will be done by City staff. The level of funding and effort required during the maintenance phase will be less than required during implementation. The projects require highly specialized and diverse skills, expertise, and knowledge (botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.) The requested contract would supplement City staff during the implementation phase of WSIP projects, for the duration of the regulatory permits.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The following technical experts are required: botanists, biologists, geologists, geotechnical engineers, hydrologists, graphical information specialists, editors, habitat restoration scientists and engineers, planners, toxicologists, and other appropriate scientists and engineers with ecological, botanical, wildlife hydrology, geotechnical, and regulatory compliance expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 1804, Statistician; 1806, Senior Statistician; 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist; 2481, Water Quality Technician; 2482, Water Quality Tech III; 2483, Biologist; 2485, Supv Biologist; 5148, Water Operations Analyst; 5216, Chief Surveyor; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect; 5277, Planner 1; 5278, Planner 2; 5291, Planner 3; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5320, Illustrator and Art Designer; 5330, Graphics Supervisor; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, gages, traps) and experimental habitat (artificial nests, roosts, burrows).

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

SFPUC has hired 5 new staff to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year, and specific professionals are needed to accomplish discrete portions of the work.

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

A. Explain why civil service classes are not applicable.

Contractor is needed to supplement full-time civil service staff for episodic work, particularly during peak field and report preparation efforts, with technical expertise and training that is not required on full time basis, and during peak work load during the primary implementation phase of projects that do not have long-term work-load requirements.

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. Civil service classes already exist.

6. Additional Information

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

7. Union Notification: On 03/03/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44843 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of SJackson@sfwater.org
To: Jackson_Shamica; MRainsford@Local39.org; grojo@Local39.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Jackson_Shamica; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 44843 - 16/17
Date: Friday, March 03, 2017 3:08:33 PM

RECEIPT for Union Notification for PSC 44843 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44843 - 16/17 for \$42,000,000 for Initial Request services for the period 08/01/2017 – 08/01/2027. 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/8605> For union notification, please see the

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

Additional Attachment(s)



**San Francisco
Water Power Sewer**
Operator of the Hetch Hetchy Regional Water System

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

DATE: April 26, 2013
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

Shamica Jackson

PSC No: 4009-12/13 Approval Date: 07/16/2012

Description of Service(s): The work scopes of work will consist of professional and technical services in the following categories: Watershed resources monitoring and management services; Specialized hydrological services; Data management and analytical services; and, Watershed planning and regulatory compliance support.

SFPUC staff requires the assistance of consultants with specialized scientific or other technical expertise to supplement City staff for watershed management and monitoring of specific projects. Contractors will monitor the performance of mitigation sites for Water System Improvement Program (WSIP), plan and implement oversight of fisheries mitigation for WSIP, plan and implement Watershed Environmental Improvement Program projects, the Alameda Watershed Habitat Conservation Plan, Alameda and Peninsula Watershed Management Plans, and water quality monitoring. These comprehensive technical services will be used to perform highly specialized work for the Water Enterprise when SFPUC cannot provide the staffing necessary or SFPUC requires specialized and technical expertise that staff does not possess. The duration of the contract requires Board of Supervisor approval. (CS-211).

Original Approved Amount: \$14,000,000 Original Approved Duration: 09/01/2012 to 08/31/2026
Modification Amount: \$6,000,000 Modification of Duration: N/A
Total Amount as Modified: \$20,000,000 Total Duration as Modified: 09/01/2012 to 08/31/2026

Reason for the modification:

The solicitation (Request for Proposal) amount is being increased to take account of newly added permitting, monitoring, permit and environmental compliance requirements.

Attachments: Copy of PSC Summary sent to DHR & Civil Service Commission minutes.

- Edwin M. Lee
Mayor
- Art Torres
President
- Vinco Courtney
Vice President
- Ann Moller Caen
Commissioner
- Francesca Victor
Commissioner
- Anson Moran
Commissioner
- Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/21/2013

By: Micki Callahan, Human Resources Director

Services of the San Francisco Public Utilities Commission





**San Francisco
Water Power Sewer**
Operator of the Heich Hetchy Regional Water System

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

Date: May 16, 2013

To: Jennifer Johnston
Executive Officer, Civil Service Commission

From: Shamica Jackson *Shamica Jackson*
PSC Coordinator, Contract Administration Bureau

Subject: Contract CS-211, PSC No. 4009-12/13

Please see the attached PSC No. 4009-12/13 (CS-211), as amended to reflect that staff will be trained as requested by the Civil Service Commission during the July 16, 2012 meeting.

Cc: Lizzette Henriquez, CSC
Sandra Eng, Acting Executive Officer, CSC
Alaric Degrafinried, Professional Services Manager, SPUC
David E. Scott, Contract Analyst, SFPUC
Leorah Dang, PSC Coordinator, DHR

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caon
Commissioner

Francesca Victor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

July 18, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4004-12/13 THROUGH 4010-12/13 AND 4185-06/07.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of July 16, 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.*

SANDRA ENG
ACTING EXECUTIVE OFFICER

The Commission:

- (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Sandra Eng
SANDRA ENG
Acting Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Aleric Degrafinried, Public Utilities Commission
- Thomas DiSanto, Planning Department
- Jack Fong, Office of Contract Administration
- Shameca Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- William Lee, Department of Emergency Management
- Brent Lewis, Department of Human Resources
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPOC permit compliance and watershed management activities.	9/1/2012 - 8/31/2026
4010-12/13	90	Public Works	Regular	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

Total Amount - Regular: \$24,748,719

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/25/2012 (30-day Notice)
06/19/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (CS-211)

FUNDING SOURCE: Bond funding between 2012 and 2016 and Operational funding from 2016 to 2026

PSC AMOUNT: \$14,000,000 PSC DURATION: 09/01/2012 to 08/31/2026 (14 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.

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

Contractor will supplement full-time staff during peak field and report preparation efforts and with technical expertise and training not required on full time basis. If the contract is denied, the SFPUC would not be able to meet its permit requirements without annual hiring and firing of seasonal workers and technical experts.

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):

This service was not required before the Water System Improvement Program. The SFPUC is adding 4 to 6 full time staff to fulfill these new required services. The requested contract professional services to meet regulatory agency requirements stipulated during the permitting of the Water System Improvement Plan (WSIP) projects.

D. Will the contract(s) be renewed: Duration of 14 years was selected to fulfill the permit requirements and eliminate the need to renew a contract for WSIP permit compliance activities. See attachment A.

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

L21/L39

Union Name

Shamica Jackson

Signature of person mailing/faxing form

Shamica Jackson

04/25/2012 (30-day Notice)

06/19/2012 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 6/19/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.

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

Local 21 - 1052, 1054, 1804, 1806, 2403, 2456, 2457, 2458, 2481, 2482, 2483, 2484, 2485, 5216, 5272, 5274, 5277, 5278, 5291, 5298, 5299, 5310, 5312, 5314, 5320, 5330, 5601, 5602, 5620, 5640, 5642, 5644

Local 39 - 5148

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

Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, wells, traps) and experimental habitat (artificial nests, roosts, burrows).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFPUC is hiring 4 to 6 positions to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year and specific professionals are needed to accomplish discrete portions of the work.

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

Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

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?

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

Shanica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shanica

Jackson

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Configuration and Installation Services

Funding Source: General Funds

PSC Amount: \$500,000

PSC Est. Start Date: 05/01/2017

PSC Est. End Date 12/31/2018

1. Description of Work

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

Configuration and Installation Services of IBM Mainframe Equipment.

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

These services are necessary because of the City's substantial installed base of IBM equipment and the proprietary IBM software that runs on it. If this request is denied, then the City's data processing operations would be severely affected, putting vital City systems at risk to include but is not limited to the City Controllers' FAMIS system, Treasurer Tax Collector's property and business tax systems, and record management for law enforcement departments.

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

The services are provided by the manufacturer or its approved gold reseller partner authorized to configure and install the IBM Mainframe Equipment.

D. Will the contract(s) be renewed?

Yes, the possibility of the contract being renewed is high, in the event additional work is identified during the configuration stage.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services are needed for configuring and installing the mainframe equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of and training in IBM hardware and software. Access to IBM software source code. Engineers that are trained in IBM-copyrighted and proprietary systems.

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.

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

The Department has the classification and employees, but the software and the equipment are proprietary to the manufacturer.

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

A. Explain why civil service classes are not applicable.

The Department has the classification and employees, but the software and the equipment are proprietary to the manufacturer.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The Department has the classification and employees, but the software and the equipment are proprietary to the manufacturer.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided to City employees and installation of the equipment must be completed by the manufacturer so as not to void the equipment warranty.

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

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

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

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

7. Union Notification: On 02/17/2017, 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: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43418 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/01/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\); L21PSCReview@ifpte21.org](mailto:Gines,Jolie(TIS);L21PSCReview@ifpte21.org); [Gines, Jolie \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 43418 - 16/17
Date: Friday, February 17, 2017 3:57:29 PM

RECEIPT for Union Notification for PSC 43418 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 43418 - 16/17 for \$500,000 for Initial Request services for the period 05/01/2017 – 12/31/2018. 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/8559> For union notification, please see the

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Communication Cable and System Installations

Funding Source: General Funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 05/01/2017

PSC Est. End Date 06/30/2022

1. Description of Work

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

DT performs telecommunications-related work for City departments. As part of these duties, DT performs cabling installation, inbuilding and outdoor cable installation and security systems. DT will contract for additional cabling installation, inbuilding and outdoor cable installation and security systems personnel for special projects or in times of extraordinary workload. This RFP solicits qualifications for the cabling installation, communication systems and safety and security systems portion of DT'S work.

All work performed by the Contractor will be under the direct supervision of DT staff.

Work is performed within new or existing City buildings that are either City-owned or City-occupied. Work required of the Contractor will be industry communication systems installation and telecommunications industry standard cabling, including but not limited to:

- installation of conduit, copper and fiber related wiring to all communication systems;
- installation of LAN cable;
- installation of data cable;
- installation of underground or feeder cable;
- installation of fiber optic cable;
- installation of video and coaxial cable;
- installation of overhead copper and fiber cable;
- installation of wireless systems;
- installation of various video, security and alarm systems;
- installation and maintenance of Wi-Fi and FTH components

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

Contractor will augment DT staff by performing work either performed by DT staff or by City contractors.

Contractor will support major City construction projects as well as smaller projects, such as system upgrades. These installation projects include video, security and alarm systems for the fire and police departments. If this request is denied, the security for the fire and police departments will be compromised.

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 work was awarded to compliant and responsive vendors who submitted a proposal.

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The Department of Technology intends to issue agreements to multi-vendors instead of just one vendor to complete the Citywide Communication Cable and System Installations projects.

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:

Due to the number of City projects, the Department of Technology is seeking approval of vendors to augment its staff during peak periods of citywide Communication Cable and System Installation projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Five years of continuous experience in installation and upgrade of telecommunications cabling or safety and security systems (2011 through 2016), with three years of that experience being with entities with approximately the same number as the City (30,000). Desired qualifications of Contractor's technicians include, but are not limited to, the following: a. Certification in the installation of Category 3 wire, Category 5 wire, Category 6E wire, fiber optic, and Avaya 2071/Gigaspeed Systemax products. b. Experience in the installation of coaxial cabling for: (1) video applications and (2) data application such as IBM Shielded Twisted Pair and IBM 3270. c. Experience in safety and security systems, including panel programming, and related wiring. d. Working familiarity with cabling protocols such as Ethernet, fast Ethernet, 10 base T and 568A and 568B. In demonstrating adequate experience, training and qualifications, Proposer should provide the following information: e. The recent work experience (within the last three years) of any staff that will be assigned—either full or part-time—to City projects. f. The professional qualifications, training and certifications held by each staff member. g. A description of the tasks to be performed by each staff person. h. Workload, availability and accessibility of each staff member. i. A description of how staff usually develops, performs and completes work.

B. Which, if any, civil service class(es) normally perform(s) this work? 7308, Cable Splicer; 7432, Electrical Line Helper;

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 resources are available in the City. Due to the number of City projects, the Department of Technology is seeking approval of vendors to augment its staff during peak periods of citywide Communication Cable and System Installation projects.

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

A. Explain why civil service classes are not applicable.

The resources are available in the City. Due to the number of City projects, the Department of Technology is seeking approval of vendors to augment its staff during peak periods of citywide Communication Cable and System Installation projects.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The resources are available in the City. Due to the number of City projects, the Department of Technology is seeking approval of vendors to augment its staff during peak periods of citywide Communication Cable and System Installation projects.

6. Additional Information

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

No.

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

The vendors are expected to augment City staff to complete citywide Communication Cable and System Installations project.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 02/27/2017, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6

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

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44931 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Monday, February 27, 2017 4:48 PM
To: Gines, Jolie (TIS); oashworth@ibew6.org; khughes@ibew6.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44931 - 16/17

RECEIPT for Union Notification for PSC 44931 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 44931 - 16/17 for \$10,000,000 for Initial Request services for the period 05/01/2017 -- 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/dhrrupal/node/8576> 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

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

September 9, 2010

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4026-10/11;
4097-08/09 AND 4027-10/11.

The above matter will be considered by the Civil Service Commission at a meeting to be held on September 20, 2010 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the regular agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All nonprivileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Cynthia Hamada, Municipal Transportation Agency
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Commission File
- Commissioners' Binder
- Chron

Omit Posting Report

9/20/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Dept No	FSC No	Dept Description	Approval Type	Contract Amount	Description of Work	Duration
35	4026-10/11	Municipal Transportation Agency	Regular	\$156,000	The consultant will provide anti-terrorism training to approximately 3,000 transit "First Responders" who are the frontline and/or service-critical employees at SFMTA that operates on a 24-hour, 7-days per week schedule. Attendees will learn how to recognize, report, and react to potentially dangerous activity and behavior that might occur within their work environment. The training will include lecture, audio-visual resources, printed material, and simulated events/examples. The class is titled, "Terrorist Activity Recognition and Reaction."	6/30/2011
40	4097-08/09	Public Utilities Commission	Regular	\$1,400,000	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.	6/30/2012
75	4027-10/11	Dept of Technology	Regular	\$2,000,000	Contractor will assist DT cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunications cabling work for different installation types. Work requires pulling cable termination, labeling, testing and necessary prep and clean up.	6/31/2016

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A

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: installation, Configuration and Training-Permit and Project Tracking System

Funding Source: DBI Revenue fund DCP General Fund

PSC Amount: \$10,000,000

PSC Est. Start Date: 05/01/2017

PSC Est. End Date 06/30/2020

1. Description of Work

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

Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The Permit and Project Tracking System is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. The Permit and Project Tracking System will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services, including \$500K for specialized equipment installation, \$1.7M for specialized support and maintenance of software, and \$2M for software implementation and training.

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

The Department of Building Inspection, Department of City Planning and other City Departments are using independent systems to track permits and projects. The Department of Building Inspection & the Department of City Planning systems are over 20 years old. Manual interventions have been required to meet the growing operational demands on City Departments which impact customer service. The Board of Supervisors' Ordinance 112-04 requires an integrated system. The Department of Building Inspection's Business Processing Reengineering, Department of City Planning Action Plan & their Commissions, recognized the need for new City-wide Permit and Project Tracking System. If denied, customer service will continue to be impacted as staff will be restricted from easy access to shared data & the ability to track progress of permits & projects across depts. Denial will also impact the City in terms of cost recovery, financial & operational performance.

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

Yes, PSC 4037-09/10

D. Will the contract(s) be renewed?

Yes, there is a possibility the contract may be renewed.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The software is proprietary and City employees do not have the source codes to neither customize nor maintain the system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of proprietary out-of-the-box Permit and Project Tracking products, access to source codes, along with skills and experience to transfer knowledge to both users and Information Technology staff are required. Knowledge of City permits processing is essential, including but not limited to planning and building department business processes.
- 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.

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

The Permit and Project Tracking System proprietary off-the-shelf product is a 'black box' product (like Microsoft software) where the software can only be altered by the vendor's staff or certified dealers. Since the product is proprietary software, no City classifications will have access to the software and hence cannot perform the customization and installation of the system. However, system administration, continued training, maintenance, etc., would be performed by City staff once the implementation is complete and accepted by the City.

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

- A. Explain why civil service classes are not applicable.
The Permit and Project Tracking System proprietary off-the-shelf product is a 'black box' product (like Microsoft software) where the software can only be altered by the vendor's staff or certified dealers. Since the product is proprietary software, no City classifications will have access to the software and hence cannot perform the customization and installation of the system. However, system administration, continued training, maintenance, etc., would be performed by City staff once the implementation is complete and accepted by the City.
- 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 classification exists, however the software is proprietary and City employees do not have source codes to customize the software to the City's needs and requirements.

6. Additional Information

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

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

7. **Union Notification:** On 02/27/2017, 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: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47813 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\); L21PSCReview@fpte21.org](mailto:Gines,Jolie(TIS);L21PSCReview@fpte21.org); [Gines, Jolie \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 47813 - 16/17
Date: Monday, February 27, 2017 4:33:01 PM

RECEIPT for Union Notification for PSC 47813 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 47813 - 16/17 for \$10,000,000 for Initial Request services for the period 05/01/2017 -- 06/30/2020. 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/8586> For union notification, please see the

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTIONDept. Code: DBIType of Request: Initial Modification of an existing PSC (PSC # 4037 - 09/10)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Installation, Configuration, and Training - Permit and Project Tracking SystemFunding Source: DBI revenue fund DCP gen'l fundPSC Original Approved Amount: \$4,200,000PSC Original Approved Duration: 01/01/10 - 12/31/16 (7 years 1 day)PSC Mod#1 Amount: \$1,500,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$600,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$2,000,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$3,700,000PSC Mod#4 Duration: 01/01/17-12/31/19 (3 years)PSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The PPTS is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. PPTS will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services, including \$500K for specialized equipment installation, \$1.7M for specialized support and maintenance of software, and \$2M for software implementation and training.

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

DBI, DCP and other City Depts are using independent systems to track permits and projects. DBI & DCP systems are over 20 yrs old. Manual interventions have been required to meet the growing operational demands on City Depts which impact customer service. The Board of Supervisors' Ordinance 112-04 requires an integrated system. DBI's Business Processing Reengineering, DCP's Action Plan & their Commissions, recognized the need for new City-wide PPTS. If denied, customer service will continue to be impacted as staff will be restricted from easy access to shared data & the ability to track progress of permits & projects across depts. Denial will also impact the City in terms of cost recovery, financial & operational performance.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
yes PSC 4037-09/10

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

The modification extends term and adds funding for additional configuration, interfacing, data conversion and testing needed for the project implementation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of proprietary out-of-the-box Permit and Project Tracking products, access to source codes, along with skills and experience to transfer knowledge to both users and Information Technology staff are required. Knowledge of City permits processing is essential, including but not limited to planning and building department business processes.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The PPTS proprietary off-the-shelf product is a "black box" product (like Microsoft software) where the software can only be altered by the vendor's staff or certified dealers. Since the product is proprietary software, no City classifications will have access to the software and hence cannot perform the customization and installation of the system. However, system administration, continued training, maintenance, etc., would be performed by City staff once the implementation is complete and accepted by the City.

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 product is proprietary software.

6. Additional Information

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

No.

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

350-400 various depts. staff. Total hrs: 1200. See attachment.

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.

Board of Supervisor Ordinance 0112-04

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

Accela-21Tech, LLC.

7. **Union Notification:** On 11/14/16, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

Name: Taras Madison Phone: 415-558-6239 Email: taras.madison@sfgov.org

Address: 1660 Mission Street, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037 - 09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/22/2016

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 47706 - 16/17)

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

Type of Service: Services to support Department, Community and City initiatives

Funding Source: General Fund, Grants, Work Order

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 10/01/16 - 09/30/18 (1 year 52 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 04/01/17-12/31/19 (1 year 13 weeks)

PSC Cumulative Amount Proposed: \$595,000

PSC Cumulative Duration Proposed: 3 years 13 weeks

1. Description of Work

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

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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 47706 - 16/17

D. Will the contract(s) be renewed?

Only if there are additional projects and continued funding.

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

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

B. Reason for the request for modification:

To include 2 new grant funded projects in support of the Law Enforcement Assisted Diversion San Francisco (LEAD SF) The LEAD SF program is a pre-booking diversion program that will refer repeat, low-level drug offenders, at the earliest contact with law enforcement, to community-based health and social services as an alternative to jail and prosecution. The contractors will provide program planning, program organization, meeting facilitation, project documentation and program evaluation services through the term of the initial grant period.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable due to the project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It is not practical to adopt a new civil service class because of the short term, project-specific, topic-specific nature of the services 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.

While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.

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

No.

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

No.

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

No.

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

Contractors: Harder & Company; Hatchuel, Tabernik, & Associates

7. Union Notification: On 03/20/17, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47706 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/01/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfcdph.org
Sent: Monday, March 20, 2017 4:53 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47706 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period April 1, 2017

-- December 31, 2019. 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:

84

<http://apps.sfgov.org/dhrdrupal/node/8372>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org camaguey@sfmea.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Services to support Department, Community and City initiativesFunding Source: General Fund, Grants, Work OrderPSC Duration: 1 year 52 weeksPSC Amount: \$95,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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?

Only if there are additional projects and continued funding.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

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

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

B. Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.

B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

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

The purpose of these services is to provide project-specific, short-term assistance with relevant knowledge, skills and experience as needed to augment and assist existing civil service staff and management; it would not be practical to hire staff to perform these services full-time.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable due to the project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service class because of the short term, project-specific, topic-specific nature of the services 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.

While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.

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

7. **Union Notification:** On 09/09/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47706 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/01/2016