



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 21, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
David Bui, DPW
Rod Goree, MTA
Lavena Holmes, PRT
Shamica Jackson/Stacey Lo, PUC
Henry Gong, SHF

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) 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 FY2017-2018	Total for FY2017-2018
\$443,600,000	\$54,011,941	\$514,360,691

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POSTING FOR**August 07, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-08-07

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42611 - 15/16	AIRPORT COMMISSION	\$20,000,000.00	<p>The Contractor will develop an enterprise architecture data solution for the San Francisco International Airport ("Airport"). This project is called the Airport Information Integration Solution ("Solution"), which includes providing technical expertise and professional services to develop and implement the system, and provide support and maintenance. The Solution will allow data from various systems to be collected, analyzed and distributed from one central location to meet the Airport's strategic business needs.</p> <p>The Solution is necessary in order to interconnect information systems, centralize the collection of data, and analyze and electronically distribute and report information. The Airport shall utilize this data to provide business value in areas such as security, passenger experience, operations, and tenant and concessionaire services, as well as allow the Airport to serve as a broker of information between Airport stakeholders. Once the Solution is implemented, the Contractor will provide support and maintenance of the Solution.</p>	June 15, 2017	May 31, 2026	REGULAR
49810 - 16/17	AIRPORT COMMISSION	\$8,000,000.00	<p>The proposed work consists of providing on-site and on-call support and remote technical and engineering support 24 hours per day for the airport-wide baggage handling system (BHS) controls.</p> <p>On-site and on-call support entails: Level One support. Dedicated, full-time, qualified, on-site professional technicians, with BHS controls, networks, and software experience available on-site or on-call twenty-four (24) hours per day, and three hundred sixty-five (365) days per year. On-site working hours will vary in accordance with BHS operations and emergency support response events. Duties include systems monitoring and scheduled maintenance of software and hardware, diagnosing and correcting faults, perform repairs, and verify operations. Technician may also initiate escalation process, mitigation and communication plans and other serious disruption responses and work with Level Two and Level Three support to resolve more complicated systems issues.</p> <p>Remote technical and engineering support entails: Level Two and Level Three Support. Qualified engineers and specialized technicians generally working from a central, off-site location with secure remote access to SFO's BHS controls systems. They are available 24/7/365 to provide application level support, including advanced diagnostic, configuration, and programming functions in order to restore, maintain and improve functionality and performance of the BHS controls. These support elements have access to proprietary applications which is available only to the Original Equipment Manufacturer's or licensees of the applications and is not otherwise available. They frequently work in conjunction with the on-site technician to remotely diagnose and resolve complex issues.</p>	September 1, 2017	June 30, 2023	REGULAR
47501 - 16/17	AIRPORT COMMISSION	\$280,000,000.00	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are</p>	August 1, 2017	August 1, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.</p> <p>The PMSS portion will be approximately \$20,000,000.</p> <p>The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.</p>			
40888 - 16/17	AIRPORT COMMISSION	\$100,000,000.00	<p>Project Management Support Services (PMSS) & Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco International Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by stationary engineers with 1 centralized system. The EMCS will comply with American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 36 guidelines, the most recent industry-standard nationally-recognized uniform standards for heating, ventilating, and air-conditioning systems, (http://gpc36.savemyenergy.com/download/360/) to connect all buildings, provide campus-level management and control, and transfer data to Information Technology and Telecommunications (ITT). This project includes creating the building management system for both terminal and non-terminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the project manager. A staffing plan will be developed and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000.</p>	July 21, 2017	June 30, 2021	REGULAR
43977 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,200,000.00	<p>Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.</p>	July 1, 2017	October 31, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45682 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$12,000,000.00	Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services for various types of engineering work on an as-needed basis and other as-needed services to be determined.	July 1, 2017	June 30, 2023	REGULAR
42545 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$200,000.00	The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about and brand design system for the San Francisco Municipal Transportation Agency (SFMTA), addressing its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign including graphic design development, messaging and strategy. The consultant will conduct quantitative and qualitative research for the agency as well.	July 1, 2017	June 30, 2019	REGULAR
43791 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$1,000,000.00	The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.	September 1, 2017	August 31, 2020	REGULAR
45186 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$2,000,000.00	The proposed service is to streamline the SFMTA's construction project management processes by facilitating electronic access to construction documents, thereby improving response times and reducing the filing and consumption of paper. The service provider will procure a limited number of Primavera Unifier computer software licenses, customize each to SFMTA needs and requirements, install and make operational per SFMTA standards, train staff, and provide technical support on as-needed bases.	July 1, 2017	June 30, 2020	REGULAR
45363 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$2,000,000.00	Professional services to: prepare technical specifications and develop Job Order Contract System Unit Price Books (JOC UPB) containing 150,000-200,000 items of work; train staff and contractors for an SFMTA-customized JOC system; and provide proprietary software and management tools to administer the SFMTA's JOC program. This consultant contract is performance-based, and fees are paid as percentages of actual construction task orders issued after the master construction contracts are awarded.	October 2, 2017	October 1, 2022	REGULAR
48979 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$10,500,000.00	The project scope requirements shall ensure that Automatic Train Control System (ATCS) track layout configuration and train control software will support the new and extended crossovers in the Twin Peaks tunnel, construction of which is planned for Q2 2018. The services under this proposed contract involve updating the ATCS's sole-source (proprietary) delivered, maintained, and supported subsystem hardware and software and performing factory and field testing sufficient to ensure that all safety and functional requirements are met.	August 14, 2017	August 13, 2020	REGULAR
45678 - 16/17	PORT	\$900,000.00	Through this contract the Port is seeking as-needed public relations, communications and media services. These services will include, but are not limited to, working with the Port's Communications Director and Communications Division to develop and execute a proactive media	August 1, 2017	July 31, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			relations campaign and comprehensive strategic marketing program for Port projects to target local, regional, national, and worldwide audiences. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.			
48562 - 16/17	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award a \$4 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the execution and delivery of SFPUC's new Treasure Island (TI) Wastewater Treatment Plant (WWTP) and Recycled Water Facility (RWF).</p> <p>Given the Project's urgent schedule demands, it is likely that the Project will be implemented through an alternative project delivery method. The Project Manager (PM) for the project will be within the SFPUC and will be ultimately responsible for the delivery of this contract and the alternative delivery construction project to follow. The SFPUC will direct the Consultant through task orders on an as-needed basis depending on our needs and the available staff within the organization. The Engineering Management Bureau (EMB) will be involved for some design aspects, and Bureau of Environmental Management (BEM) for environmental permitting.</p> <p>The planning and design of the Project will proceed in two distinct phases:</p> <ul style="list-style-type: none"> •Phase 1 – Planning and Preliminary Design •Phase 2 – Detailed Design, Contractor Procurement and Engineering Support during Construction <p>Phase 1 work will include completing an Alternatives Analysis Report (AAR), Conceptual Engineering Report (CER), and specifications completed to a 35% design package level. Phase 2 is the detailed design phase and will encompass the engineering aspects of the Project from 35% design through construction, facility acceptance, and start up. The Consultant's role(s) in Phase 2 is dependent on the outcome of Phase 1 and the alternative delivery method selected.</p>	December 1, 2017	December 1, 2022	REGULAR
40784 - 16/17	SHERIFF	\$800,000.00	<p>Contractor will review the Sheriff's Department's (SFSD) policy and procedure manuals and make revision recommendations. SFSD's policies and procedures will be vetted by contractor to align specific policies to federal and state law and industry best practices. Work collaboratively with SFSD on policy and procedure manual updates to reflect the agency's mission and philosophy. Utilize a structured method of policy editing and content merging. Integrate the policy manuals and training online to efficiently edit, review, acknowledge latest updates and to complete training. Contractor will provide regular updates in response to legislative mandates, case law and evolution in best practices.</p>	January 1, 2018	December 31, 2022	REGULAR

TOTAL AMOUNT \$442,600,000

CSV

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For August 07, 2017****Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2017-08-07

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4038-13/14 - MODIFICATIONS	August 7, 2017	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$1,000,000	\$1,400,000	Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.	01/01/2019	08/31/2023	REGULAR

TOTAL AMOUNT \$1,000,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Information Integration Solution

Funding Source: Airport Capital Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 06/15/2017

PSC Est. End Date 05/31/2026

1. Description of Work

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

The Contractor will develop an enterprise architecture data solution for the San Francisco International Airport ("Airport"). This project is called the Airport Information Integration Solution ("Solution"), which includes providing technical expertise and professional services to develop and implement the system, and provide support and maintenance. The Solution will allow data from various systems to be collected, analyzed and distributed from one central location to meet the Airport's strategic business needs.

The Solution is necessary in order to interconnect information systems, centralize the collection of data, and analyze and electronically distribute and report information. The Airport shall utilize this data to provide business value in areas such as security, passenger experience, operations, and tenant and concessionaire services, as well as allow the Airport to serve as a broker of information between Airport stakeholders. Once the Solution is implemented, the Contractor will provide support and maintenance of the Solution.

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

Consequences of denial may result in the inability of the Airport to utilize data to provide business value in areas such as security, passenger experience, operations, and tenant and concessionaire services, as well as a lost opportunity for the Airport to serve as a broker of information between Airport stakeholders.

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

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The duration includes the five (5) year term on the contract for the development of the Airport Information Integration Solution. It is followed by a three (3) year maintenance agreement. Additional time was included for contract negotiations.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a unique one-time project for the Airport. The City's ITT staff lack the skills to design, configure, implement, maintain and support the Solution.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized technical expertise in designing, configuring, implementing, maintaining and supporting the Solution using best in class technologies and standards. The required skills include experience with providing a data hub that leverages big data technologies to support data services at scale, integrating a messaging infrastructure for distributed processing of events combined with workflows and complex event processing in real time at scale, and implementing services architecture using RESTful patterns to exchange information at scale for large companies or municipalities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1070, IS Project Director; 1093, IT Operations Support Admn III; 1094, IT Operations Support Admin IV; 0933, Manager V;

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

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

None. Due to the specialized expertise required for this project and the cutting edge technology that will be used, City staff lack the expertise to designing, configuring, implementing, maintaining and supporting the Solution.

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

A. Explain why civil service classes are not applicable.

Civil service classifications lack the technical expertise necessary to develop, maintain, and support an enterprise architecture data system of the scale required to leverage all of the Airport's diverse data systems.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a one-time project.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. At the completion of the development and implementation of the Solution, the contractor will train select Airport Information Technology & Telecommunications (ITT) staff on the use of the Solution. It is expected that approximately forty (40) Airport ITT staff will receive a total of approximately 1500 hours of training (in total, approximately 37 hours/employee) over a 3 - 6 month period. The employee classifications who will receive training are: 1044, 1054, 1070 and 1094.

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

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

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

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

7. **Union Notification:** On 06/12/2017, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42611 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Cynthia Avakian (AIR); kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguev@sfmea.com (contact); staff@sfmea.com; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42611 - 15/16
Date: Monday, June 12, 2017 1:16:07 PM

RECEIPT for Union Notification for PSC 42611 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42611 - 15/16 for \$20,000,000 for Initial Request services for the period 06/15/2017 – 05/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/6830> 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)

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

At the completion of the development of the Solution, the contractor will train select Airport staff on the use and maintenance of the Solution. It is expected that approximately forty (40) Airport ITT staff will receive approximately 40 hours of training over a 3 - 6 month period. The employee classifications who will receive training are: 1044,1054, 1070 and 1094.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Maintenance and Support of Baggage Handling Control Systems

Funding Source: Airport Operating Funds

PSC Amount: \$8,000,000

PSC Est. Start Date: 09/01/2017

PSC Est. End Date 06/30/2023

1. Description of Work

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

The proposed work consists of providing on-site and on-call support and remote technical and engineering support 24 hours per day for the airport-wide baggage handling system (BHS) controls.

On-site and on-call support entails:

Level One support. Dedicated, full-time, qualified, on-site professional technicians, with BHS controls, networks, and software experience available on-site or on-call twenty-four (24) hours per day, and three hundred sixty-five (365) days per year. On-site working hours will vary in accordance with BHS operations and emergency support response events. Duties include systems monitoring and scheduled maintenance of software and hardware, diagnosing and correcting faults, perform repairs, and verify operations. Technician may also initiate escalation process, mitigation and communication plans and other serious disruption responses and work with Level Two and Level Three support to resolve more complicated systems issues.

Remote technical and engineering support entails:

Level Two and Level Three Support. Qualified engineers and specialized technicians generally working from a central, off-site location with secure remote access to SFO's BHS controls systems. They are available 24/7/365 to provide application level support, including advanced diagnostic, configuration, and programming functions in order to restore, maintain and improve functionality and performance of the BHS controls. These support elements have access to proprietary applications which is available only to the Original Equipment Manufacturer's or licensees of the applications and is not otherwise available. They frequently work in conjunction with the on-site technician to remotely diagnose and resolve complex issues.

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

The systems supported are vital to airport operations and safety and include: programmable logic controls (PLC), baggage sortation computer systems, baggage tracking computer systems, baggage handling device control systems, device and system level diagnostic and monitoring systems, Transportation Security Agency (TSA) baggage screening equipment interfaces, and network integration with all of these BHS elements. Failures of these systems can result in flight delays, mishandled passenger baggage, and potentially and most significantly, failure to insure that only TSA cleared baggage is allowed on a departing flight. Consequences of denial include failure to insure that only TSA cleared baggage is allowed on a departing flight: TSA regulations require that all baggage loaded on flights departing the U.S. must be screened by the TSA prior to flight. As a partner in providing baggage screening and handling services to the aircraft operators (airlines), the Airport

insures the Airport-owned components, including hardware and BHS controls functions properly so that baggage is transported to and from TSA screening locations by the BHS in a manner that insures that all baggage has been deemed as "cleared" by the TSA prior to being routed to the airline(s) for loading. Failure to insure that only "cleared" baggage is loaded on an aircraft may result in serious service disruptions and passenger inconvenience if it is necessary to locate and remove baggage from an aircraft after loading but prior to departure, significant monetary penalties to the aircraft operator if a flight is found by TSA to have departed with "unclear" baggage on board, and, in the worst case, damage or destruction of aircraft and/or injury or death of persons should an "unclear" item contain hazardous devices or materials.

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 previously provided through a contract, most recently under PSC # 4044-12/13

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
Maintenance and Support of the Baggage Handling Control Systems is an on-going service needed as an essential professional service at the Airport as long as there is a need for Baggage Handling systems.

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 contractor will provide a laboratory testing environment that architecturally and functionally simulates at the hardware and application levels the installed baggage handling system controls at SFO. This is in order to test and validate the proper functionality and compatibility of patches and other updates developed for operating systems and applications/software in use at SFO prior to installation and operational use. Due to the complexity of the baggage handling system controls such a test environment is costly and in itself complex.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge of industrial controls programming and integration, computers, software and networks applied to materials handling systems incorporating advanced baggage tracking and sorting systems interfaced with TSA baggage screening systems, flight information systems, and airline host computer systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 1011, IS Technician Assistant; 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1071, IS Manager; 7318, Electronic Maintenance Tech;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Contractor will provide a laboratory testing facility that simulates the installed SFO baggage handling systems environment.

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

The department has reviewed possibly relevant City classifications (IT related, Electronic Technicians and Electricians) and none have the necessary combination of skills, knowledge and experience nor the breadth of scope to successfully perform these services.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable since the scope of services require extensive knowledge of industrial controls programming and integration, computers, software and networks applied to materials handling systems incorporating advanced baggage tracking and sorting systems interfaced with TSA baggage screening systems, flight information systems, and airline host computer systems.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work because the knowledge, skills, and experience needed requires current industry and regulatory knowledge that is gained through work at the organization and /or individual level throughout the very limited baggage handling system controls industry. Absent the industry connection required to remain current and fluent in the very much "niche" industry it would be very likely that isolation within the City and County of San Francisco would lead to rapidly diminishing skills and industry expertise.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training has not been provided by the department as the knowledge, skills, and experience needed requires current industry and regulatory knowledge that is gained through work at the organization and /or individual level throughout the very limited baggage handling systems control industry.

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

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

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

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

7. Union Notification: On 06/09/2017, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49810 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@fysfo.com
To: [Cynthia Avakian \(AIR\); kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; caraquev@sfmea.com \(contact\); staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; Ricardo Valle \(AIR\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Cynthia.Avakian(AIR);kgeneral@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;caraquev@sfmea.com(contact);staff@sfmea.com;oashworth@ibew6.org;khughes@ibew6.org;RicardoValle(AIR);DHR-PSCCoordinator,DHR(HRD)@sfmea.com)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49810 - 16/17
Date: Friday, June 09, 2017 5:40:15 PM

RECEIPT for Union Notification for PSC 49810 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49810 - 16/17 for \$8,000,000 for Initial Request services for the period 09/01/2017 -- 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8653> 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

DATE: September 7, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: High-Tech Maintenance and Support of Baggage Handling Controls

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$5,000,000

PSC DURATION: 11/15/12 - 11/14/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Maintenance and repairs of specialized programmable logic controls, baggage sortation and diagnostic equipment for baggage handling systems, integrated with Transportation Security Administration (TSA) screening equipment. Inspection of airline maintenance of Airport owned baggage conveyor equipment.

B. Explain why this service is necessary and the consequences of denial: Baggage handling and screening systems are essential to 24 hour per day, 365 days a year operations of the baggage processing airport-wide through the Explosive Detection Systems (EDS). Any interruption in service would cause flight delays and financial exposure to the Airport. High tech systems are certified by the TSA, and must accurately track and divert bags to provide passenger security in accordance with TSA guidelines. Without support, both security and operations are at risk of preventing the Airport and the airlines from processing passenger checked baggage.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been previously provided through a contract, most recently under PSC # 4115-08/09.

D. Will the contract(s) be renewed? If there continues to be the need for such services at SFO.

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

IFPTE Local 21 September 7, 2012
IBEW Local 6
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE Local 21 on September 7, 2012
IBEW Local 6
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4044-12/13
STAFF ANALYSIS/RECOMMENDATION:

Approved 11/5/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Baggage Handling Systems logic controls, sortation and diagnostics engineering and maintenance are unique to this specialized industry. This work requires expertise in the integration of networks, controls, and computer systems that operate baggage handling systems plus TSA protocols for Explosives Detection Systems. Qualifications and experience are critical to maintain uninterrupted secure operations. Baggage handling conveyor inspections require an understanding of: electro-mechanical preventative maintenance, operational requirements of specialized equipment, and systems design.

B. Which, if any, civil service class normally performs this work? There are no current civil service classes that perform In-line Explosives Detection and Baggage Handling System Controls maintenance and support. However many civil service classes are participating in other Airport security projects in capacities such as electrician classes (9240, 9241, 9242) for electrical and building infrastructure design and several electronic maintenance technicians (7318) personnel for the wiring and installation of security devices.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: There are currently no civil service classes that have the technical expertise in the design, programming, and integration of these specialized security systems.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, maintenance and support of Baggage Handling Control Systems is a unique engineering discipline that integrates specialized controls with conveyors, electrical equipment, and TSA screening equipment. The work performed is on an on-call basis which would not justify creating a new civil service classification.

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.

The baggage handling conveyor inspector will provide on-site training to Facilities Electricians so as to become familiar with the baggage handling conveyor discipline and to perform future electrical inspections.

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

Two Electricians Class 7345

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

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

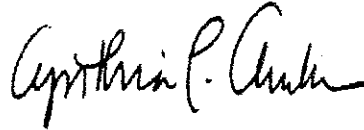
E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however the Airport Commission has approved Resolution #11-0279 authorizing issuance of a RFP.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued and it is unknown at this time the outcome of that process.

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

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Amount: \$280,000,000

PSC Est. Start Date: 08/01/2017 PSC Est. End Date 08/01/2022

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

Current contract duration is planned through 2022.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

A Notice of Intent for PMSS was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017. A Notice of Intent for DB services was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017.

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

A. Explain why civil service classes are not applicable.

The existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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

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

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

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

7. Union Notification: On 06/09/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47501 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
To: [Cynthia Avakian \(AIR\); kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ricardo Valle \(AIR\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Cynthia.Avakian(AIR); kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; RicardoValle(AIR); DHR-PSCCoordinator, DHR (HRD)@flysfo.com)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47501 - 16/17
Date: Friday, June 09, 2017 12:31:51 PM

RECEIPT for Union Notification for PSC 47501 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47501 - 16/17 for \$280,000,000 for Initial Request services for the period 08/01/2017 – 08/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9066> 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: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Mgmt Support Svcs & Design Build Svcs for the Energy Mgmt Control System Program

Funding Source: Airport Capital Funds

PSC Amount: \$100,000,000

PSC Est. Start Date: 07/21/2017 PSC Est. End Date 06/30/2021

1. Description of Work

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

Project Management Support Services (PMSS) & Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco International Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by stationary engineers with 1 centralized system. The EMCS will comply with American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 36 guidelines, the most recent industry-standard nationally-recognized uniform standards for heating, ventilating, and air-conditioning systems, (<http://gpc36.savemyenergy.com/download/360/>) to connect all buildings, provide campus-level management and control, and transfer data to Information Technology and Telecommunications (ITT). This project includes creating the building management system for both terminal and non-terminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the project manager. A staffing plan will be developed and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000.

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

Services are necessary to replace the existing segmented building management systems that are unable to communicate with one another. Some systems are beyond their useful lives, which increases their risk of failure, affecting the reliability of mechanical and electrical equipment. The EMCS project will enable Facilities and Operations to more easily manage the Airport's energy usage, increase energy efficiency, and decrease operational costs. If denied, the project will be delayed, resulting in continually increased operations and maintenance costs and decreased ability to meet the Airport's strategic initiative for Net Zero Energy by 2021.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services are directly related to the EMCS program, a short-term capital project that requires specialized skills and expertise in airport facility development, building automation system design, energy management system design, and compliance with ASHRAE 36 guidelines.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized skills and expertise in airport facility development, building automation system design, energy management system design, design management, integration of airline and tenant business requirements, and project and construction management are required. Expertise in Building Automation and Control network (BACnet) programming, an industry-standard language designed to allow building systems to communicate, per ASHRAE 36 guidelines is required so that the EMCS is compatible with ITT standards.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

On February 8, 2017, a Notice of Intent (NOI) for PMSS and DB services was issued to the following departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and the San Francisco Municipal Transportation Agency. No responses with interest in participating were received by the deadline of February 22, 2017.

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

- A. Explain why civil service classes are not applicable.
Existing classes do not have the required specialized skills necessary for the design and construction of a large-scale Airport facility project, specifically in regard to the design and development of the proposed building management system, the integration of multiple legacy systems into the proposed system, and the commission of systems once they have been integrated into the new system. Existing classes also do not have the required expertise in BACnet programming per ASHRAE 36 guidelines.
- 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, an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

6. Additional Information

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

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

No.

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

No.

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

No.

7. **Union Notification:** On 05/22/2017, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40888 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Andrew Kukis (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Monday, May 22, 2017 3:42 PM
To: Cynthia Avakian (AIR); kgeneral@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Andrew Kukis (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40888 - 16/17

RECEIPT for Union Notification for PSC 40888 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40888 - 16/17 for \$100,000,000 for Initial Request services for the period 07/21/2017 -- 06/30/2021. 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/dhrdrupal/node/8856> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Christina Chiong (AIR)

From: Paul Kim <pkim@ifpte21.org>
Sent: Wednesday, July 05, 2017 12:31 PM
To: Christina Chiong (AIR)
Cc: Cynthia Avakian (AIR); Andrew Kukis (AIR); Lisa Randall (AIR)
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

X Yes, that's fine. Thank you.

From: Christina Chiong (AIR) [mailto:christina.chiong@flysfo.com]
Sent: Monday, July 03, 2017 3:41 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Paul,
Thanks for providing samples from other departments.

I've updated the record for PSC 40888-16/17 with the following information in the Concise Description of Proposed Work. The highlighted fields reflect additional language from our emails:
Project Management Support Services (PMSS) & Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco Int'l. Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by Stationary Engineers with 1 centralized system. The EMCS will comply with ASHRAE 36 guidelines, the most recent industry-standard nationally-recognized uniform standards for heating, ventilating, and air-conditioning systems, (<http://gpc36.savemyenergy.com/download/360/>) to connect all buildings, provide campus-level management, and control to transfer data to Information Technology (ITT). This project includes creating the building management system for both terminal and non-terminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the Project Manager. A staffing plan will be developed and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000.

The Training Information document attached to the PSC reflects the following:
Five (5) SFO Engineers (5201-521.1) and one (1) SFO Project Manager (5502-5508) will receive 60 hours and 32 hours of training, respectively, focused on using EMCS equipment to generate data.
Ten (10) SFO Stationary Engineers (7205, 7314, 7333-7335) will receive 96 hours of training focused on controlling and maintaining the EMCS equipment and system.

Please confirm Local 21 is satisfied with the response.

Thanks in advance.

Best Regards,
Christina

Christina Chiong

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

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

From: Christina Chiong (AIR)

Sent: Monday, June 12, 2017 2:54 PM

To: 'Paul Kim' <pkim@ifpte21.org>

Cc: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Lisa Randall (AIR) <Lisa.Randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <josh.heth@flysfo.com>

Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Paul,

Thanks for the email. As mentioned in my voicemail, updates have been made to the PSC database, but the PSC Form 1 fields do not capture the full content housed in the database.

Attached is a print version of the information currently in the PSC database with highlighted updates, along with the Training Information PDF.

Let me know if you have questions.

Thanks,
Christina

Christina Chiong

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

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

From: Paul Kim [<mailto:pkim@ifpte21.org>]

Sent: Friday, June 09, 2017 4:37 PM

To: Christina Chiong (AIR) <christina.chiong@flysfo.com>

Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <Josh.Heth@flysfo.com>

Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

I'm sorry but I don't see any changes made to the body of the PSC summary (besides 5B).

From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]

Sent: Friday, June 09, 2017 4:18 PM

To: Paul Kim <pkim@ifpte21.org>

Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <Josh.Heth@flysfo.com>
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Paul,
Thanks for the email. The changes have been added to the PSC Summary for 40888-16/17. I've added green text to the email on 5/24/17 below indicating which fields the updated information resides in the PSC database entry.
Upon review, please provide email confirmation that Local 21 is satisfied with the response and the PSC can move forward.

Best Regards,
Christina

Christina Chiong

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

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

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Wednesday, June 07, 2017 3:05 PM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>
Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <Josh.Heth@flysfo.com>
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Christina,

I'm following up to get an update on my request. Thank you.

Paul

From: Paul Kim
Sent: Friday, June 02, 2017 11:41 AM
To: 'Christina Chiong (AIR)' <christina.chiong@flysfo.com>
Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <Josh.Heth@flysfo.com>
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Christina,

I apologize, but I am just now reading this email you sent to me. I went over the information you provided in this email to the members of the committee. They responded favorably to the information, however, they are asking that the information could be reflected in the actual PSC summary. If you could make the necessary changes to the summary and forward it to me, I don't think there will be any objection with the PSC moving forward. Let me know if this is a problem, thank you.

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

From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]
Sent: Friday, May 26, 2017 4:49 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>; Josh Heth (AIR) <Josh.Heth@flysfo.com>
Subject: Re: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Paul,
I hope this email finds you well. Please review the Airport's response in the **bolded text**, directly following the questions below.
Let me know if everything is in order and you have no further questions.

Best Regards,
Christina

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

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

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Wednesday, May 24, 2017 3:03 PM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>
Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>
Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Thank you Christina,

I looked up the link you sent me, but it's not specific to what kind of training it will be. Do you have a more specific breakdown of what the trainings will be and its relevance to the project and the maintenance of the project?
-Five (5) SFO Engineers (5201-5211) and one (1) SFO Project Manager (5502-5508) will receive 60 hours and 32 hours of training, respectively, on using EMCS equipment to generate data.
-Ten (10) SFO Stationary Engineers (7205, 7314, 7333-7335) will receive 96 hours of training focused on controlling and maintaining the EMCS equipment and system.

Added to Training Information attachment.

Also, is there a staffing plan in place for how this project will be maintained?

A staffing plan will be developed. SFO Stationary Engineers (7205, 7314, 7333-7335) will maintain the EMCS equipment and system.

Information updated following the response to: **What support will the department provide to help build internal capacity to do this work?**

Finally, is there a plan to hire more personnel because of this project?

No. However, all work will be supervised by the Project Manager. Information updated following the response to: **What support will the department provide to help build internal capacity to do this work?**

The EMCS will replace the multiple systems currently used by Stationary Engineers with one centralized system.

Information added in the field for Concise Description of Proposed Work

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

From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]

Sent: Tuesday, May 23, 2017 3:49 PM

To: Paul Kim <pkim@ifpte21.org>

Cc: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <lisa.randall@flysfo.com>; Andrew Kukis (AIR) <andrew.kukis@flysfo.com>

Subject: RE: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Paul,

Thanks for your email regarding PSC 40888-16/17 PMSS and DB for the Energy Management Control System.

A Training Information PDF was included with the database submission. The PDF provides high level information on the classifications (Engineers, a Project Manager, and Stationary Engineers) receiving training in relation to this PSC.

In addition to the PSC database, the PDF should also be accessible directly through this

link: http://apps.sfgov.org/dhrrupal/sites/default/files/training_docs/training_information.pdf

I hope this helps. Please let me know if this answers your question.

Best Regards,
Christina

Christina Chiong

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

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

From: Paul Kim <pkim@ifpte21.org>

Date: May 23, 2017 at 2:07:05 PM PDT

To: "Cynthia Avakian (AIR)" <Cynthia.Avakian@flysfo.com>

Subject: SFO PSC #40888 Project Management Support and Design Services for the Energy Management Control System

Hi Cynthia,

I saw this PSC summary come up in the database and had some questions. Obviously this is a big amount proposed by SFO. The Union would like to see training and small related tasks / involvement (drafting? Managing? Peer review?).

More involvement/training for our members would be good so they could possibly design it in the future or strengthen their design skill set, what to look for in the future, how to respond to client requests and upgrades in the future, etc. Is there any commitment from SFO on helping to make that happen in this PSC?

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

Additional Attachment(s)

PSC No. 40888 – 16/17

Project Mgmt Support Svcs & Design Build Svcs for the Energy Mgmt Control System Program

Five (5) SFO Engineers (5201-5211) and one (1) SFO Project Manager (5502-5508) will receive 60 hours and 32 hours of training, respectively, focused on using EMCS equipment to generate data.

Ten (10) SFO Stationary Engineers (7205, 7314, 7333-7335) will receive 96 hours of training focused on controlling and maintaining the EMCS equipment and system.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Landscape Architectural Services

Funding Source: Departmental Work Orders

PSC Amount: \$1,200,000

PSC Est. Start Date: 07/01/2017

PSC Est. End Date: 10/31/2023

1. Description of Work

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

Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.

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

When consultant services are needed, we utilize subcontractors under the As-Needed Civil and As-Needed Architecture contracts. This contract will provide a direct contract with a Prime Consultant for Landscape Architecture services. If these services are denied, Public Works will continue to rely on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup).

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.

Landscape Architectural services have been provided by in-house staff. However, during peak work loads, consultant services are utilized through subconsultants under the as-needed Civil Engineering contracts (PSC 4102-10/11) and as-needed Architectural Design contracts (PSC 4095-09/10). This proposed contract will allow Public Works to have dedicated prime consultants to provide Landscape Architecture design and constructability review services.

D. Will the contract(s) be renewed?

No, there are no plans to renew this contract at this time.

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when staff is at full capacity or when a project requires a third party reviewer.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultant must be experienced in landscape architecture design and constructability reviews. Consultants must have a minimum of 10 years experience that demonstrate the capability to provide landscape architecture designs and constructability reviews. Consultant must have staff who have current license in California as a Landscape Architect.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5262, Landscape Architect Assoc 1; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are currently provided by existing staff. However, these consultants will be utilized when a project requires a third party reviewer, or when current staff is at full capacity.

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

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

6. Additional Information

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

7. Union Notification: On 06/08/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43977 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Williams, Hyun (DPW)

From: Bui, David (DPW)
Sent: Thursday, June 08, 2017 10:43 AM
To: Dea, Tiffany (DPW); Williams, Hyun (DPW)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 43977 - 16/17

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Thursday, June 08, 2017 10:42 AM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; pkim@ifpte21.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 # 43977 - 16/17

RECEIPT for Union Notification for PSC 43977 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43977 - 16/17 for \$1,200,000 for Initial Request services for the period 07/01/2017 – 10/31/2023. 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/8807> 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)

Carlos, Carina

From: Carlos, Carina
Sent: Monday, May 09, 2011 2:09 PM
To: Caranto, Severino
Cc: Choy, Gordon
Subject: RE: PSC: Civil/Structural Engineering Services
Attachments: CSC Notice of Action - Civil-Structural Engineering PSC# 4102-1011.pdf; CSC Approval Memo.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Jun,

Your PSC for Civil/Structural Engineering Services on an As-Needed Basis was approved by the CSC on 5/2/2011. Please see attached CSC Notice of Action and approval memo.

Thanks,

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Tel: (415) 554-6416 | Fax: (415) 554-6232
Carina.Carlos@sfdpw.org

From: Carlos, Carina
Sent: Monday, April 25, 2011 11:53 AM
To: Caranto, Severino
Cc: Choy, Gordon
Subject: RE: PSC: Civil/Structural Engineering Services

Good morning Jun,

Please see the attached CSC Notice of Meeting. Your PSC for Civil/Structural Engineering Services on an As-Needed Basis (PSC# 4102-10/11) is scheduled for the **05/02/2011** CSC Meeting at **2:00PM** at City Hall **Room 400**. It is advisable that you or an authorized representative be present to address any questions raised by the Commission or Unions.

Thank you,

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Tel: (415) 554-6416 | Fax: (415) 554-6232
Carina.Carlos@sfdpw.org

From: Carlos, Carina
Sent: Tuesday, March 01, 2011 12:45 PM

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

None.

ADJOURNMENT (Item No. 13)

4:03 p.m.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORROND
COMMISSIONER

MARY V. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 5, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4101-10/11
THROUGH 4103-10/11 AND 4090-09/10**

At its meeting of May 2, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the report, approve request for approval of personal service 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

- c. Micki Callahan, Human Resources Director
- Carma Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kan Hui, Arts Commission
- Naomi Kelly, Office of Contract Administration
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Cliron

RECEIVED
MAY - 6 PM 11:07
DPM
CONTRACT ADMINISTRATION

POSTING FOR
5/2/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4100-10711	28	Art Commission	Regular	\$240,000	Three separate negotiations with arts programming will be selected through a competitive public application process by community based submission packet to address: short-term, one time only, temporary projects in form of the Central Subway outside neighborhoods to mitigate the impact of construction on the neighborhood and promote the Central Subway in the neighborhood.	5/2/2011 - 12/31/2015
4100-10711	30	Public Works	Regular	\$1,000,000	Contract will perform highly specialized (3) civil engineering tasks that include roadway, site work, and some site improvement design, plan, and services reservation related work, traffic and speed data collection (2) hydraulic engineering tasks that include preparation of sewer system strategic planning, flood control improvements including, new development studies, watershed water system studies, overflow and consultative impact studies, assessment reports, field investigation, post storm, video capturing, and monitoring the various types of structures within Rainwater Zone 4. The Department of Public Works (DPW) intends to award four (4) awarded contracts not to exceed \$2,000,000 and a maximum of 3 years each. The additional task in the FSC decision is to allow for any delays in procuring and installing the contracts.	7/1/2011 - 12/31/2015
4100-10711	59	Public Works	Regular	\$11,000,000	The proposed work includes sidewalk strengthening, 260 utility upgrades and associated side project improvements, facility preservation and modernization of the War Memorial Veterans Building, a historic landmark. Sidewalk strengthening includes addition of concrete curb walls, drainage collection, lateral bracing of columns. Facility improvements include disabled access improvements, replacement of 18-year old mechanical equipment, electrical system upgrades, roof and elevator replacement, and tenant improvements.	6/15/2011 - 6/30/2015

Total Amount - Regular: \$19,240,000

RECEIVED
11 MAY -6 PM 4:07
OFFICE OF THE
GENERAL MANAGER

Posting Date: April 15, 2011

Page 1 of 1

CCSF-DEPT FSC/CP Posting



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 18, 2010

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

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 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 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) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

RECEIVED
10 MAR 22 AM 11:00
DPW
GENERAL ADMINISTRATIONS

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED
 10 MAR 22 AM 11:00
 DPW
 CONTRACT ADMINISTRATIONS

POSTING FOR
 3/1/2010
 PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
* 4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	6/30/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 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 Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: \$3,000,000* PSC DURATION: 5/1/2010 - 8/30/2015

* Aggregate fee cap: \$3,000,000; individual fee cap: \$500,000 to \$1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments o existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

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

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 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 2/2/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-09/10 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

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

The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

The services are only going to be utilized on an as-needed basis.

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

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|-------------------------------------|
| 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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

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: Multi-Discipline Construction Management Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$12,000,000

PSC Est. Start Date: 07/01/2017

PSC Est. End Date 06/30/2023

1. Description of Work

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

Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services for various types of engineering work on an as-needed basis and other as-needed services to be determined.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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

Previous contracts for As-Needed Multi-Discipline Construction Management Services were awarded to: Avila and Associates, CPM/AGS JV, CM Pros, Environmental & Construction Solutions, Dabri (Micro), DCMS (Micro), and Joe Hill (Micro) under PSC#4149-07/08 approved on 4/21/2008.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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

The PSC duration exceeds 5 years to account for time needed to advertise and award. However, the contract duration will not exceed 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed and/or certified resident engineers, assistant resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, preconstruction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.
Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Yes. The City has been contracting out services for Cost Estimators and Scheduling Engineers and anticipates that these services will continue to be utilized.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided, as the City currently has qualified Construction Managers on staff. These services will only be utilized when and if the work cannot be prudently performed by internal staff. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

Yes. Certain federal or state grants require a third party Contractor for quality control purposes. In these instances, contractual services must be utilized. Project Quality Assurance oversight personnel needed to be independent from production pressure...The level of Quality Program specified in the contract will depend upon the complexity and importance of the service or product. For some projects, all fifteen elements of these Quality Management System Guidelines might be specified. In other cases, the contractor, consultant, or supplier may be required to use only its existing quality programs or standards or other quality standards if specified by the grantee or any stakeholders. In addition, FTA Circular 4220.1F, Third Party Contracting Guidance, provides contracting guidance to assist grantees in procuring third-party services on capital projects receiving federal funding." "FAA AC 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, identifies items that should be included in a contract for engineering services. In some cases, the sponsor may retain an independent firm to perform testing for project control. It is, therefore, extremely important that the contract clearly delineate the division of responsibility and authority between the sponsor, the consultant, and the testing firm. For example, the agreement should define the party responsible for designating the location and number of tests, for interpreting test results, and for follow-up procedures for failing test results."

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

No.

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

No.

7. **Union Notification:** On 06/08/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45682 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: Bui, David (DPW)
Sent: Thursday, June 08, 2017 8:05 AM
To: Dea, Tiffany (DPW); Burns, Alexander (DPW); Williams, Hyun (DPW)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45682 - 16/17

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

From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Thursday, June 08, 2017 8:03 AM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Williams, Hyun (DPW) <hyun.williams@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 45682 - 16/17

RECEIPT for Union Notification for PSC 45682 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45682 - 16/17 for \$12,000,000 for Initial Request services for the period 07/01/2017 -- 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9127> 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

DATE: March 24, 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: Multi-Discipline Construction Management Services

FUNDING SOURCE: Individual Project Funding

PSC AMOUNT: \$4,000,000.00 PSC DURATION: 6/16/08 - 6/16/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services on an as needed basis for various types of engineering work on an as-needed basis and other as-needed services to be determined. The Department of Public Works (DPW) intends to award four (4) contracts for \$1,000,000 each.

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

Services are required to augment the workload of the Bureau of Construction Management (BCM) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

C. 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 were awarded to: AGS Inc; CPM/TMI Joint Venture; Environmental & Construction Solutions; and PGH Wong Engineering, Inc., through PSC #4135-03/04, approved July 6, 2004.

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):

<u>Local 21</u> Union Name	<u>May M. C. Ly</u> Signature of person mailing/faxing form	<u>3-24-2008</u> Date
<u>Local 1021(790)</u> Union Name	<u>May M. C. Ly</u> Signature of person mailing/faxing form	<u>3-24-2008</u> Date
RFP sent to <u>Local 21, 1021</u> Union Name	on <u>When available</u> Date	Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4149-07/06
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and/or certified resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, pre-construction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection

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

Resident Engineers are provided by the following Civil Service Classes: Administrative Engineer-5174, Junior Engineer-5201, Associate Engineer-5207, Senior Engineer -5211, Engineer-5241 and Mechanical Engineer-5256. Construction Inspection is provided by the following Classes: Construction Inspector-6318, Junior Engineer -5201, Assistant Engineer-5203. Administrative and clerical support by Civil Service Classes: 1406, Sr. Clerk; 1408, Principal Clerk; 1424, Clerk Typist; 1426, Sr. Clerk Typist; 1630, Account Clerk; 1632, Sr. Account Clerk; 1634, Principal Account Clerk.

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

Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.

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

Yes. The City has been contracting out services for Cost Estimators and Scheduling Engineers and anticipates that these services will continue to be utilized.

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. *The training will be approximately 100 hours each in cost estimating and scheduling.*
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. - *Construction Inspectors and Resident Engineers - 10 to 20 each category.*

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"/>
--------------------------	-------------------------------------

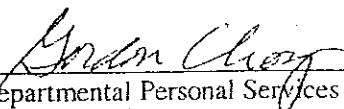
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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? *Unknown. An RFP solicitation is in process to select new consultants.*

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

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



 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 23, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of ~~April 21, 2008~~ 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.

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

- It was the decision of the Commission to:
- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
 - (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

- c: Shawn Allison, Department of Telecommunications & Information Services
Parveen Boparai, Municipal Transportation Agency
Eugene Clendinen, District Attorney
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Galen Leung, San Francisco International Airport
Julian Low, Mayor's Office of Business & Economics
Joan Lubamersky, Administrative Services
Patti Martin, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Shawn Wallace, Police
Commission File
Chron

POSTING FOR
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4140-07/08	38	Police Department	Regular	\$2,720,000.00	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	30-Jun-12
4141-07/08	40	San Francisco Public Utilities Commission	Regular	\$28,000,000.00	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4142-07/08	40	San Francisco Public Utilities Commission	Regular	\$27,700,000.00	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4143-07/08	40	San Francisco Public Utilities Commission	Regular	\$17,700,000.00	Will provide Sunol Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4144-07/08	40	San Francisco Public Utilities Commission	Regular	\$65,000.00	Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened Californian red-legged frog (CRLF) at three locations on the Peninsula Watershed.	31-Dec-08
4145-07/08	40	San Francisco Public Utilities Commission	Regular	\$405,000.00	Will provide independent technical review to ensure that the Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	31-Jul-10
4146-07/08	70	Risk Management/GSA-City Administrator	Regular	\$9,500,000.00	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support service.	30-Jun-15
4147-07/08	75	Dept of Telecommunications and Information Services	Regular	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	21-Apr-09
4148-07/08	75	Dept of Telecommunications and Information Services	Regular	\$500,000.00	Will provide at the approval of in house staff, as needed printing and bindery services to include low color printing, collating, folding and binding.	14-Apr-13
4149-07/08	90	Public Works	Regular	\$4,000,000.00	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	16-Jun-13

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: strategic communications

Funding Source: operating funds

PSC Duration: 1 year 52 weeks

PSC Amount: \$200,000

1. Description of Work

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

The consultant will provide strategic communications advice, and develop and produce an umbrella campaign that conveys a comprehensive story about and brand design system for the San Francisco Municipal Transportation Agency (SFMTA), addressing its services and the value it provides to San Francisco's transportation systems. The consultant will produce a comprehensive marketing campaign including graphic design development, messaging and strategy. The consultant will conduct quantitative and qualitative research for the agency as well.

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

The contractor will develop a comprehensive communications/marketing campaign in support of the SFMTA's 6-Year Strategic Plan. The SFMTA cannot produce this service due to limited resources and staffing. If this service is denied, the ability of SFMTA to achieve key goals outlined in the Plan would be critically challenged.

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

This service has been provided in the past by under a personal services contract (PSC # 4047 - 14/15)

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This project is to promote initiatives of the Agency six-year Strategic Plan. It is of a limited duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must have experience and proven success with projects requiring: 1. Strategic communications message development, stakeholder analysis and statistical research analysis 2. Marketing creative campaign development including storyboards, production and message testing 3. Full-service communications across a wide variety of media (print, online, video, etc.)
- B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5320, Illustrator and Art Designer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. This project is of limited duration, requiring various areas of expertise in which the service provider's employees are working concurrently on specific areas of the project.

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

- A. Explain why civil service classes are not applicable.
Positions in the 9252-Communications Specialist; 5320-Illustrator and Art Designer; 1314-Public Relations Officer; and Administrative Analyst series (1824-Principal and 1823-Senior) classifications could be able to perform parts of this multifaceted, work intensive project. However, the services to be provided require various areas of expertise where service to be provided over short period of time and with service providers working simultaneously on specific portions of the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, classifications 9252-Communications Specialist; 5320-Illustrator and Art Designer; 1314-Public Relations Officer; and Administrative Analyst series (1824-Principal and 1823-Senior) could be able to perform parts of this project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. All services for this limited project will be provided 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 05/05/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42545 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, May 05, 2017 1:11 PM
To: Goree, Rod; camaguey@sfmea.com; staff@sfmea.com; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 42545 - 16/17

RECEIPT for Union Notification for PSC 42545 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42545 - 16/17 for \$200,000 for Initial Request services for the period 07/01/2017 -- 06/30/2019. 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/8858> 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: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4047-13/14)

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

Type of Service: Strategic Communications

Funding Source: Operating Funds

PSC Original Approved

Amount: \$200,000PSC Mod#1 Amount: \$200,000PSC Cumulative Amount Proposed: \$400,000PSC Original Approved Duration: 11/18/13 -11/30/15 (2 years 1 week)PSC Mod#1 Duration: 05/20/14-06/30/16
(30 weeks 2 days)PSC Cumulative Duration Proposed: 2 years
32 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

There is no change in scope. The modification is due to an error in noting \$200,000.00 for a two-year duration instead of \$200,000.00 per each year of the two-year contract. The extension of duration is because of the lengthy contracting process and resulting delay to the actual start date. See attached document(s).

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

This expert consulting support will develop the comprehensive marketing campaign that the SFMTA cannot produce due to limited resources and staffing. If this service is denied, the ability of SFMTA to achieve goals outlined in our 2-year Strategic Action plan would be critically challenged.

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. Prior 4047-13/14

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. Check all that apply****B. Explain the qualifying circumstances:**

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must have 5 years of experience and proven success with similar types of projects. • Strategic Communications message development, stakeholder analysis and statistical research analysis • Marketing Creative campaign development including storyboards, production and message testing

B. Which, if any, civil service class(es) normally perform(s) this work? 1823: Senior Administrative Analyst; 5320: Illustrator and Art Designer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: This work requires many types of marketing, strategizing, and creative expertise working simultaneously on a specific portion of

the project for a short period of time to develop this creative campaign.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This work requires many types of marketing, strategizing, and creative expertise working simultaneously on a specific portion of the project for a short period of time to develop this creative campaign.

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.

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.

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.

D & A Communications

7. Union Notification: On 05/08/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, 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: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94013

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-13/14

DHR Analysis/Recommendation:

06/16/2014

Commission Approval Required

Approved by Civil Service Commission with conditions

06/16/2014 DHR Approved for 06/16/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Development Feasibility Analysis for SFMTA Bus YardsFunding Source: Operating fundPSC Duration: 3 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.

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

The SFMTA's Real Estate and Facilities Vision for the 21st Century (Vision Report) identified the need for the reconstruction of transit facilities along with the potential to generate additional revenue for the Agency by developing the airspace above those facilities. In order to move forward, the SFMTA needs to have a better understanding of the feasibility of such a project and how it would best be programmed, financed, and implemented. The project is time-sensitive as it will need to be coordinated with the timeline for the rehabilitation of the SFMTA's facilities. Without the study, the SFMTA would not be able to move forward with the development of any non-transit uses above its bus yards and would forego an opportunity to generate additional revenue for the Agency.

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

This service has not be provided in the past.

D. Will the contract(s) be renewed?

Although the contract is envisioned to be for a three-year period, there is option to renew twice, each time up to three years.

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

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

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

B. Explain the qualifying circumstances:

Services to be provided require an expertise and skills in real estate (private and public development, finance, cost estimation) required for limited duration, and on an as-needed basis. This expertise, although not held by city employees, would likely be diffused over several civil service classes, making it more practical to utilize professional services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team will consist of individuals with experience in engineering, architecture, transit facility design, cost estimating, and real estate finance/development. The consultants will need experience working on transit facilities, creating architectural models, and developing financial pro formas as well as generating various scenarios based on market analyses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5241, Engineer; 5268, Architect; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

None.

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

- A. Explain why civil service classes are not applicable.
City civil services classes cannot perform this work because the synthesis of expertise and skill required for this project—in private real estate development and finance, construction cost estimating for real estate development, knowledge of similar public-private partnerships around the globe—are beyond the resources of City staff.
- 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 classifications already exist but, because of the depth and breadth of expertise required and the “as-needed” nature of the work required in the project of this duration, it would not be practical to perform the work with civil service employees.

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. Not applicable
- C. Are there legal mandates requiring the use of contractual services?
No.

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

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

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

7. **Union Notification:** On 06/12/2017, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43791 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Monday, June 12, 2017 1:47 PM
To: Goree, Rod; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 43791 - 16/17

RECEIPT for Union Notification for PSC 43791 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 43791 - 16/17 for \$1,000,000 for Initial Request services for the period 09/01/2017 – 08/31/2020. 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/9221> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: construction management procedures review

Funding Source: operating fund

PSC Duration: 3 years

PSC Amount: \$2,000,000

1. Description of Work

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

The proposed service is to streamline the SFMTA's construction project management processes by facilitating electronic access to construction documents, thereby improving response times and reducing the filing and consumption of paper. The service provider will procure a limited number of Primavera Unifier computer software licenses, customize each to SFMTA needs and requirements, install and make operational per SFMTA standards, train staff, and provide technical support on as-needed bases.

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

Successful implementation of these services will provide the SFMTA with a centralized, Web-based filing location which would be accessible from any of the SFMTA's worksites and remote locations. If this service is denied, all project management processes will require continuation with paper processes. Valuable construction and engineering staff time will continue to be spent in filling, tracking, sorting, copying, and disseminating.

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.

Currently and in the past, these services have been performed manually by SFMTA employees, utilizing hardcopy documents and, more recently, emails.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Installation and use of the Primavera Unifier software is an expertise not currently possessed by an SFMTA employee. The time to review current project management processes, install the project management software, and train employees will be of a limited duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: These services require and expert knowledge of the Primavera Unifier program.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will purchase licenses for the Primavera Unifier software for installation on SFMTA hardware.

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

None. The SFMTA does not have licenses to use the software. Both the SF Airport and Public Utilities Commission departments are utilizing consultants to train their employees in use of the Primavera Unifier program.

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

- A. Explain why civil service classes are not applicable.
Employees in the 1054-IS Principal Business Analyst and 1070-IS Project Director classifications normally perform this type of information systems work. However, this project requires an expertise in the Primavera Unifier software that no one at the SFMTA or in the City and San Francisco possesses.
- 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, there are currently civil service classifications that can perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The selected contractor will provide no more than 100 hours of group setting training to Section employees in use of the Primavera Unifier program followed by "help desk" assistance on as-needed bases. Internal "power users," to include engineers and construction inspectors, will be trained to resolve usage issues.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 05/05/2017, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45186 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, May 05, 2017 4:45 PM
To: Goree, Rod; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45186 - 16/17

RECEIPT for Union Notification for PSC 45186 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 45186 - 16/17 for \$2,000,000 for Initial Request services for the period 07/01/2017 – 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/8859> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Specialized technical support in preparation of bid documents and construction unit price

Funding Source: federal funds

PSC Duration: 5 years

PSC Amount: \$2,000,000

1. Description of Work

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

Professional services to: prepare technical specifications and develop Job Order Contract System Unit Price Books (JOC UPB) containing 150,000-200,000 items of work; train staff and contractors for an SFMTA-customized JOC system; and provide proprietary software and management tools to administer the SFMTA's JOC program. This consultant contract is performance-based, and fees are paid as percentages of actual construction task orders issued after the master construction contracts are awarded.

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

Similar in purpose and function to as-needed construction contracts, JOCs enable the SFMTA to get smaller construction projects started without need for design and bid/awarded processes to be completed first. The Agency uses a JOC system for simple jobs, reducing need to declare emergencies. With a JOC system in place, time-consuming construction contract bidding, awarding, and compliance processes are more effectively managed with the help of an expert JOC consultant. Denial of this request will delay completion of the Agency's small construction projects, and thus negatively impact delivery of transit services to the public.

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

These services have been provided in the past under PSC # 4034-08/09, approved by the Civil Service Commission on October 6, 2008, and under PSC # 4071-09/10, approved by the Civil Service Commission on January 4, 2010.

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 may exceed 5 years due to 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):

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

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

B. Explain the qualifying circumstances:

This is a specialized service requiring expertise, resources, research and development of the construction cost catalog, 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 September 2017, which will allow for uninterrupted functioning of San Francisco Municipal Transportation Agency (SFMTA) JOC program.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in research/preparation of JOC UPB with up to 200,000 unit prices covering material, equipment, and labor costs for various construction units within the Bay Area; expertise in preparing technical specifications, means, and methods; abilities in providing procurement support and procedures execution; and expertise in developing compatible software to manage SFMTA construction contracts.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

None, due to the extensive and proprietary nature of information and software provided by the current service provider. The consultant specializing in developing this alternative, specialized contracting system. This will be expected of the provider in this contract. No civil service classification has positions capable developing 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 nationwide.

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

- A. Explain why civil service classes are not applicable.
No civil service class has duties with knowledge of all construction means and methods, and a specialty in developing a JOC system, requiring expertise in extensive research and software development needed for the SFMTA's JOC UPB of up to 200,000 unit prices for construction jobs. Employees in the following classes will be involved in the performing JOC system-related tasks: Engineer (5201, 5203, 5207, 5211, 5212), 6319-Senior Construction Inspector, Management Assistant (1840, 1842, and 1844), and Administrative Analyst (1820, 1822, 1823, and 1824).
- 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 required on an as-need basis only. It would be not be practical or feasible to adopt one civil service class to cover the as-needed but broad scope of services better provided by a vendor.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. Approximately 20-25 employees will receive 30-40 hours of training in JOC processes, including task order development, usage, and review (using JOC software and UCB); and reports and documents preparation using JOC software. The occupational types will include engineers, management assistants, and administrative analysts.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 06/02/2017, 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: Rod Goree Phone: 415-646-2553 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45363 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, June 02, 2017 11:38 AM
To: Goree, Rod; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45363 - 16/17

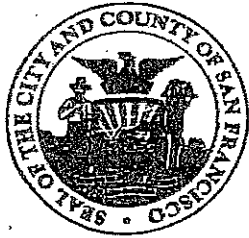
RECEIPT for Union Notification for PSC 45363 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45363 - 16/17 for \$2,000,000 for Initial Request services for the period 10/02/2017 – 10/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9093> 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

4034-08/09 \$300K
4035-08/09 \$456,250-

DONALD A. CASPER
PRESIDENT

September 25, 2008

MORGAN R. GORRONO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION MEETING

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4031-08/09 THROUGH 4042-08/9 AND 4014-05/06.

E. DENNIS NORMANDY
COMMISSIONER

The above matter will be considered by the Civil Service Commission at a meeting to be held on October 6, 2008 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

YU-YEE WU SHERIDAN
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

Attendance by you or an authorized representative is preferable. 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 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: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Rion Dugan, Department of Telecommunications and Information Services
- Nancy Gonchar, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- William Lee, Department of Emergency Management/Division of Emergency Services
- Artina Lim, Department of Children, Youth and Their Families
- Sean McFadden, Recreation & Parks Department
- Brigitte Rockett, Department of Human Resources
- Shawn Wallace, Police Department
- Commission File
- Commissioners Binder
- Chron

POSTING FOR
October 06, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4031-08/09	23	Department of Children, Youth & Their Families	Regular	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	31-Oct-09
4032-08/09	28	Arts Commission	Regular	\$262,208.00	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally-disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	30-Jun-09
4033-08/09	31	Fire Department	Regular	\$460,600.00	Will perform physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	30-Jun-10
4034-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$300,000.00	Will provide professional services to prepare technical specifications and Unit Price Books containing 60,000-100,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system.	30-Sep-11
4035-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$456,250.00	Will provide replacement of database, the Section's existing fare media sales and cash fare processing system, with Quickbooks Enterprise Solutions.	30-Apr-10
4036-08/09	38	Police	Regular	\$100,000.00	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	31-Oct-09
4037-08/09	38	Police	Regular	\$110,000.00	Will provide recycling and shredding of Confidential Documents.	31-Jan-14
4038-08/09	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will provide coordination and work plan preparation, environmental document scoping, environmental background and field studies.	31-Dec-09
4039-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	28-Feb-10
4040-08/09	42	Recreation and Park Department	Regular	\$1,000,000.00	Will provide JOC Implementation services including program development and procurement support.	30-Jun-13
4041-08/09	75	Dept. of Telecommunications and Information Services	Regular	\$2,661,284.00	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-09
4042-08/09	77	Dept. of Emergency Management	Regular	\$152,000.00	Will implement the 3rd phase in the development of a web-based, shelter database system. Expanded functionality will include the addition of a mapping component to the current database system.	31-Dec-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/09/08

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 35

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

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

TYPE OF SERVICE: Document Preparation Services and Implementation Support for Job Order Contracting

FUNDING SOURCE: Federal, State, and Local funds

PSC AMOUNT: \$300,000.00

PSC DURATION: 10/1/2008-9/30/2011

1. DESCRIPTION OF WORK:

A. Concise description of work: Professional Services to prepare technical specifications and Unit Price Books containing 60,000-100,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

B. Explain why this service is necessary and the consequences of denial: A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit service to the public.

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 the first time SFMTA is using this contract delivery method. Other City departments such as DPW and PUC have extensively used JOC Contracts with the help of consultants in the past.

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

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

<u>Local 21</u>	<u><i>Farheen Boparai</i></u>	<u>9/09/08</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____	on _____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ~~2000~~ 4034-08/09

SFMTA Approved

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:

9-9-08

RB



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge and expertise in researching over 100,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

B. Which, if any, civil service class normally performs this work? There is no current civil service class performing this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Specialized expertise, software and extensive research needed to provide over 100,000 unit prices for construction jobs, including detail of all construction means and methods.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No, work is needed on an as needed basis only.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

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

YES NO

B. Will the contractor train City & County employees?
Describe the training and indicate approximate number of hours. Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.
Two Construction Inspectors 6318 will receive approximately 30-40 hours of training on JOC contracting processes

YES NO

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

YES NO

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

YES NO

E. Has a board or commission determined that contracting is the most effective way to provide this service?
SFMTA Resolution No. 06-139 adopted on November 7, 2006

YES NO

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

YES NO

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-554-4160
Telephone

SFMTA, Human Resources

401 Van Ness Ave. Rm 320, SF CA 94102
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 06-139

WHEREAS, The Job Order Contracting system ("JOC") provides for an indefinite quantity contract with a predefined set of bid items that are assigned on a task order basis for the performance of public work maintenance, repair and construction projects; and,

WHEREAS, The Municipal Transportation Agency (MTA) wishes to develop a JOC system for the purpose of performing construction and maintenance work in an efficient and expeditious manner; and,

WHEREAS, It is necessary to obtain the services of the best qualified consulting firm to provide contract documents and implementation support for a JOC for the MTA; and,

WHEREAS, The San Francisco Public Utilities Commission recently issued a Request for Qualifications (RFQ) for development and implementation of a JOC system and received only one responsive proposal – from The Gordian Group, Inc.; and,

~~WHEREAS, The Gordian Group pioneered development of the JOC system and remains the only available source for preparation of bid documents and implementation of the JOC system; and,~~

WHEREAS, The estimated cost of services of the Gordian Group is \$300,000, based on a participation license fee for the value of construction contract work performed; and,

WHEREAS, The contract will be for a duration of three years, with two one-year options; and,

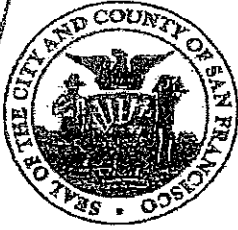
WHEREAS, The Contract Compliance Office has not established a DBE participation goal for this contract as there are no subcontracting opportunities; now, therefore, be it

RESOLVED, That the MTA Board of Directors authorizes the Executive Director/CEO to negotiate and execute a sole-source professional services agreement, Contract No. CS-144, Document Preparation Services for Job Order Contracting, with The Gordian Group, Inc., for an amount not to exceed \$300,000, and with a duration of three years, with two-one year options.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of NOV 07 2006

R. Boerner

Secretary, Municipal Transportation Agency Board



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4071-09/10 #2M
continuances
to 1-4-10

December 24, 2009

MORGAN R. GORRONO
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4069-09/10 THROUGH 4072-09/10; 4029-05/06; 4073-09/10; 4125-07/08 AND 4017-07/08.

JOY Y. BOATWRIGHT
COMMISSIONER

At its meeting of December 21, 2009 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
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.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to

- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances.
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.
- (3) Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

- c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Kendall Gary, Department of Technology
Jacquie Hale, Department of Public Health
Kan Htun, Art Commission
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Mary Ng, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
12/21/2009

PROPOSED PERSONAL SERVICES CONTRACTS

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4069-09/10	28	Art Commission	Regular	\$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	12/31/2011
4070-09/10	75	Dept. of Technology	Regular	\$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	12/31/2013
4071-09/10	35	Municipal Transportation Agency	Regular	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SPMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	1/14/2015
4072-09/10	81	Dept. of Public Health	Regular	\$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	6/30/2015

OK

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 23, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Document Preparation Services and Implementation Support for Job Order Contracting

FUNDING SOURCE: Federal, State, and Local funds

PSC AMOUNT: \$2,000,000.00 PSC DURATION: 1/15/2010-1/14/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

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

A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit service to the public.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided under PSC # 4034-08/09 approved on 10/6/08.

D. Will the contract(s) be renewed:

Yes it may.

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

<u>Local 21</u>	<u>Parveen Bopara</u>	<u>11-23-09</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to N/A, on _____, on _____

Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

SFMTA approved
11-23-09

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise in researching over 200,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

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

There is no current civil service class performing this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods.

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

No, work is needed on an as needed basis only.

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

Yes No

- | | | |
|---|-----|-----|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees? | (X) | () |
| - Describe training and indicate approximate number of hours.
<i>Approximately 30-40 hours of training on JOC contracting processes.</i> | | |
| - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
<i>Two 6319 Senior Construction Inspectors</i> | | |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?
<i>SFMTA Board to approve contract on January 6, 2010.</i> | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
<i>The Gordian Group</i> | (X) | () |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave, 7th Floor, SF CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 20, 2015

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 4071-09/10)

TYPE OF SERVICE: Document Preparation Services and Implementation Support for Job Order Contracting

FUNDING SOURCE: Federal, State, and Local Funds

PSC ORIG AMOUNT: \$2,000,000.00 PSC ORIG DURATION: January 15, 2010-January 14, 2015
PSC MOD 1 AMOUNT: \$.00 PSC MOD 1 DURATION: January 15, 2015-October 31, 2016
PSC TOTAL AMOUNT: \$2,000,000.00 PSC TOTAL DURATION: January 15, 2010-October 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

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

A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit services to the public.

Explain how this service n contracts and could negatively impact transit service to the public.

C. has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided under PSC #4034-08/09 approved on 10/6/08 and PSC #4071-09/10.

D. Will the contract(s) be renewed:

Yes.

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

All Unions Union Name Signature of person mailing / faxing form Date 7/20/15

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4071-09/10 Modification 1

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

A. **Specify required skills and/or expertise:**

Knowledge and expertise in researching over 200,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

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

There is no current civil service class performing this work.

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

No.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

A. **Explain why civil service classes are not applicable:**

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods.

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

No, work is needed on an as needed basis only.

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

Yes No

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

B. Will the contractor train City and County employees? (X) ()

- Describe training and indicate approximate number of hours.

Approximately 30-40 hours of training on JOC contracting processes.

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

Two 6319 Senior Construction Inspectors

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

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

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

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

The Gordian Group

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia Hamada
Print or Type Name

415-701-5381
Telephone Number

San Francisco Municipal Transportation Agency

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Automatic Train Control System Twin Peaks computerware updates

Funding Source: FTA funds and local funds

PSC Duration: 3 years

PSC Amount: \$10,500,000

1. Description of Work

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

The project scope requirements shall ensure that Automatic Train Control System (ATCS) track layout configuration and train control software will support the new and extended crossovers in the Twin Peaks tunnel, construction of which is planned for Q2 2018. The services under this proposed contract involve updating the ATCS's sole-source (proprietary) delivered, maintained, and supported subsystem hardware and software and performing factory and field testing sufficient to ensure that all safety and functional requirements are met.

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

This service is necessary so that trains entering and existing the new Twin Peaks crossover tracks can be under automatic controls. This requires new installation of wayside ATCS hardware and update of system software. Because the SFMTA's ATCS is a proprietary technology, all equipment hardware, system and subsystem software, and specialized technical service can be procured only from the proprietor. If this service is denied, trains will not operate safely or efficiently when entering and exiting new and extended Twin Peaks tunnel crossovers.

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 service has been provided in the past by personal services contract approved by the Civil Service Commission. On May 4, 2009, the CSC approved PSC # 4136-08/09 and its modification on June 16, 2014.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

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

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

B. Explain the qualifying circumstances:

The ATCS is a specialized, proprietary system that is critical to the functioning of the SFMTA's train operations. It can only operate with vendor-provided equipment and their as-needed and periodic maintenance, support, and upgrades. New and extended Twin Peaks crossovers cannot be used until ATCS updates are completed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Performance of this work requires skills and expertise in solid state design and development background in proprietor's integrated systems; expertise in command and control application software and operations systems; and experience in IO driver software, all in complex, regulated rail environments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes, the contractor will provide its proprietary equipment and services used to control and monitor ATCS switches and signals.

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

None, as these installation, maintenance, and support service can only be provided by the proprietary owner of the computerware.

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

- A. Explain why civil service classes are not applicable.
Due to the proprietary nature of the ATCS, no employee in a civil service class possesses knowledge of the hardware design or software source coding. Updates to ATCS and any installations and support must be provided by the contractor.
- 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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS.

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. Not applicable
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

7. **Union Notification:** On 06/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Electrical Workers, Local 6; Prof & Tech Eng, Local 21

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 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48979 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Wednesday, June 21, 2017 5:39 PM
To: Goree, Rod; amakayan@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48979 - 16/17

RECEIPT for Union Notification for PSC 48979 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 48979 - 16/17 for \$10,500,000 for Initial Request services for the period 08/14/2017 – 08/13/2020. 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/9369> 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)

THALES

Thales Transport & Security, Inc.
5500 Corporate Drive, Suite 500
Pittsburgh, PA 15237
Tel : 412-366-8814
Fax : 412-366-8817
www.thalesgroup.com

08 February 2017

Mr. Kenny Ngan
Program Manager
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 3rd Floor
San Francisco, CA 94103

Subject: MUNI Metro Subway Twin Peaks Upgrade Project

Dear Mr. Ngan,

Thales Transport & Security is pleased to provide the following offer to upgrade the ATCS to control and monitor the new switches and signals that will be installed as part of the MUNI Metro Subway Twin Peaks Upgrade Project in San Francisco

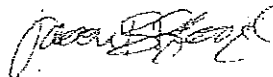
Please see the attached Statement of Work and conditions of offer attached for the specific scope of supply including the estimated project schedule.

TOTAL PRICE: \$10,280,500.00

The offer is based on the terms and conditions of the Framing Agreement executed by the parties in 2009. The pricing includes a one (1) year warranty excluding warranty for used or out of service equipment. Bonds, insurance and taxes are excluded.

If you have any questions or comments, please don't hesitate to contact me.

Best Regards,



Jason B. Blough
Customer Care Account Manager

412-358-8007

Attachments: SFMTA Twin Peaks Statement of Work; Conditions of Offer; Thales General Terms and Conditions of Sale

THALES

MUNI Metro Subway Twin Peaks Upgrade Project

Conditions of Offer: San Francisco Municipal Transportation Agency

1. SFMTA is to assure that the existing axle counter equipment that will be recovered and reused, will be in working order
2. Successful completion of the track work project is precondition to this Twin Peaks Wayside Upgrade project
3. The modified West Portal crossover cannot be used before ATCS updates are completed as part of this project.
4. SFMTA is responsible for supplying any new or refurbished signals required for the new crossovers installed under the track work project.
5. The Warranty Provisions for this contract are:
 - a. Warranty on the Software and of Cutover Devices supplied to support the scope of work defined in the Statement of Work shall conform to the functions described in the Purchase Order for a period of twelve (12) months after the Date of Substantial Completion, as agreed upon by both Parties.
 - b. The Warranty on any repaired parts, if required, will be 1 year from the repair date
 - c. The Warranty will not apply to used or out of service equipment, or be extended for any equipment moved from Eureka to the new switch areas.

6. The Parties shall mutually agree upon Key Dates in respect of the delivery or project schedule and also mutually agree to a corresponding amount of liquidated damages for each day of delay, solely and directly attributable to Thales, beyond the mutually agreed date of Substantial Completion. Thales's liability for LD's to extent caused by failures in legacy hardware/delays in moving legacy equipment/time to repair or replace legacy equipment will be excluded. This date will commence within a mutually agreed time frame (in working days) when the axle counters and signals have been installed around the new switches, which is confirmed to be SFMTA's scope.

7. Substantial Completion is defined as the mutually agreed date when Thales Safety Certification is issued for this project, resulting from the successful commissioning of the new switches for revenue service.

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Thales Transport & Security, Inc.
5500 Corporate Drive
Suite 500
Pittsburgh, PA 15237
Tel: 412-366-8814
Fax: 412-366-8817
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SFMTA TWIN PEAKS UPGRADE

STATEMENT OF WORK

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SFMTA TWIN PEAKS UPGRADE
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SFMTA TWIN PEAKS UPGRADE
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1. INTRODUCTION

1.1 Introduction

This document will detail the scope of work necessary for Thales to upgrade the ATCS to control and monitor the new switches and associated signals that will be installed by SFMTA as part of the MUNI Metro Subway Twin Peaks Rail Replacement Project in San Francisco. The related civil works (rail replacement and installation of new switches) will be performed by a separate contractor under the "Rail Replacement Project" in advance of this project. While Thales will support that project (to ensure ongoing operations can continue within the MUNI Metro Subway in advance of ATCS upgrades), those supporting Thales activities are not included within this project's scope and funded separately.

Within this project (Twin Peaks Wayside Upgrade) ATCS equipment will be installed in the West Portal and Castro equipment rooms. The software will be updated to include the new switch control and monitoring, routing, and displaying the new crossovers on the line overview.

1.2 Background

SFMTA is replacing all of the tracks inside the Twin Peaks Tunnel, a portion of the Market Street tunnel under ATCS control. The Tunnel covers the area between the West Portal and Castro Muni Stations. The rail in the Twin Peaks Tunnel was last replaced in 1975; the tunnel itself opened in 1918. Over 80,000 passengers ride through the tunnel daily.

Trains run through this area with a speed restriction due to the limitations of the existing rail. There is also only one crossover by the West Portal Station; limiting the ability to move trains around any issues in that area. By replacing the rail and installing additional crossovers, the speed restrictions can be lifted to provide better throughput and greater flexibility in routing trains around any potential issues at either the West Portal or Forest Hill Station. This project (Rail Replacement Project) is currently underway, with civil construction starting in January 2017.

The crossover switches installed as part of the Rail Replacement contract will be locked in the tangent direction until the ATCS can be upgraded to control and monitor the switches. Switches that are being replaced for the existing West Portal crossover (W1A/B) are also expected to be locked in place, subject to Thales Safety Engineering recommendations during the Rail Replacement project.

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1.3 Acronyms and Definitions

Table 1 – Acronyms and Definitions

Acronym	Definition
ACB	Axle Counter Block
ACE	Axle Counter Evaluator
ATC	Automatic Train Control
ATCS	Automatic Train Control System
FAT	Factory Acceptance Test
I/O	Input/Output
JOC	Job On Call contractor
NTP	Notice to Proceed
SCS/STC	Station Controller Subsystem
SFMTA	San Francisco Municipal Transit Authority
SMC	System Management Centre
VCC	Vehicle Control Centre

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2. **OVERVIEW**

As a result of replacing one crossover and adding three more in the Twin Peaks Tunnel area; Thales will update the ATCS as follows:

- Reconfigure (remove / combine) axle counter blocks in the Eureka Portal area to reflect removal of two independently controlled ('single') switches (U1A, U3A),
- Recover and refurbish (if and as necessary) trackside equipment (for removed axle counter blocks) in Eureka Portal area,
- Specify the trackside equipment for additional (and relocated) axle counter blocks for the new crossovers,
- Update Castro and West Portal SCS interfaces as required for the new / relocated signals at the new crossovers,
- Connect the new switch machines to the ATCS equipment at West Portal and Castro, updating the Castro and West Portal SCS switch interfaces as required.
- Provide updated signaling design for SFMTA to install new loop cable throughout the Twin Peaks tunnel area,
- Provide the necessary software updates to control and monitor the new switches and signals through ATCS,
- Provide the necessary software updates to include the new routes and line overview

The overall strategy is to provide the necessary ATCS software updates without upgrading the existing hardware platform in the tunnel. In order to accomplish this axle counters, signals, and ATCS control in the Eureka Portal area will be decommissioned. This provides the necessary I/O in the Castro Station Controller to accommodate two of the new crossovers. The other crossovers will be connected to the Station Controller at West Portal; where the additional I/O is already present. The axle counters removed from Eureka Portal will be used around the new crossovers to provide the new axle counter blocks required to track NCT trains and protect the switches in the new crossover area. This approach allows the focus to be on the software functionality; any hardware platform upgrades (i.e. ACE, SCS, or VCC) will be part of a future project with SFMTA.

Figure 1 provides an overview of how the track work will be changed after the Rail Replacement project is complete. Figure 1 also depicts proposed changes to the ATCS trackside elements (Axle Counters and Signals) to accommodate the additional crossovers. Locations for these elements will be finalized during the design process.

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This will also be an opportunity to evaluate the axle counter block lengths to improve NCT movements through the area and reduce the time between a NCT and communicating train, noting that any design changes to ACB boundaries implemented in this project will be limited to only those ACBs directly affected by the interlocking modifications. Any additional NCT routing enhancements (i.e. additional ACBs) are constrained by the number of ACBs that can be supported with the baseline ACE and SCS HW platforms, and should be considered for a future upgrade project.

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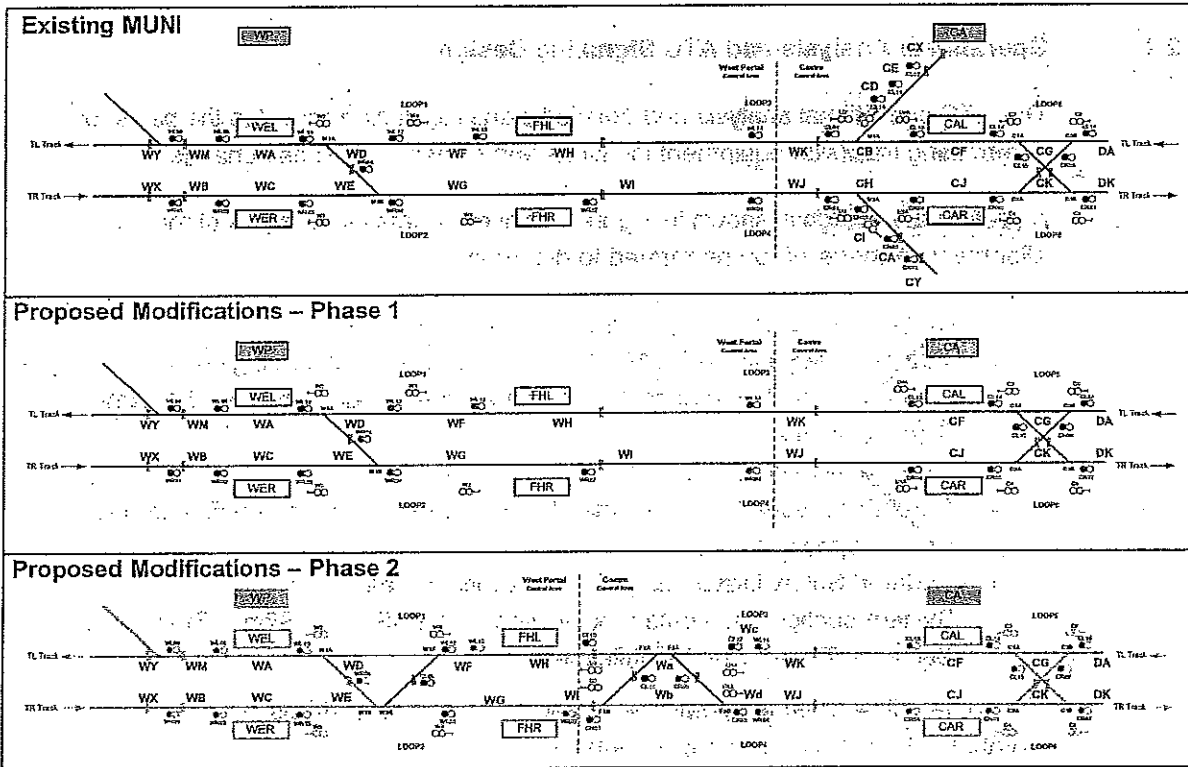


Figure 1 – Twin Peaks Tunnel: Before and After Rail Replacement Project

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Table 2 – Scope of Delivery (service)

Item/Description
Installation Support for new crossovers installed in tunnel
Training/Manuals
Testing/Commissioning
Safety Certification

2.1 Operational Analysis and ATC Signaling Design

The ATC operational analysis and detailed signaling design provides the basis for determining trackside equipment locations and software database changes.

A preliminary design is shown in Figure 1 above. A detailed analysis of the GW alignment changes will be performed to determine / confirm:

- Interlocking routes to be added / modified / removed
- ACB boundary locations (AC Heads) based on switch fouling points (provided by customer based on geometry of switches, track alignment and LRV dimensions)
- Signal placement
- Signal aspect control logic
- Operational speed profiles (based on customer provided / confirmed never to exceed speed profiles)
- Updated Safety Distances (SDs) for affected area
- System configuration data modifications (ACB, Switch, Signal, Track, Track Sections, Route, Line Identifications)

This data will be used to update the project documentation (ICDs) and databases (GW database) for HW and SW implementation.

2.2 Hardware

2.2.1 Station Controller

The STC provides vital control and monitoring of wayside devices including signals, switches, Intrusion Devices, and Platform Emergency Stop buttons. The current STC hardware is the 8085 based Thales IS-Loop legacy platform. The STC is the interface between the axle counter system, the switches, and the rest of the Train Control System.

Wiring and new relay racks will be added to the existing Station Controllers at West Portal and Castro to accommodate the new crossovers and associated over-switch blocks. The interface with new crossovers and signals will be through new relay racks.

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This will avoid changing the existing racks and simplify the cutover design. Wiring for the WP and Castro Station Controllers and Axle Counter Evaluators (ACEs) will be modified to accommodate the relocated axle counters and signals.

These changes will be coordinated (including installation of cutover equipment, as necessary) to accommodate separate steps of Eureka Portal decommissioning and new crossover commissioning.

No other STC hardware platform changes will be made at this time.

2.2.1.1 Cutover

Cutover methods will be developed to allow required commissioning testing to occur without affecting or delaying revenue service.

Power to axle counters that are connected to the ACE can be switched off, or the data communications links can be removed at the CTF when they are not being used.

The new loop cable can be connected and existing disconnected at the terminal block in the FID for testing.

The new CTFs will provide the interface between the new and existing field wiring. Jumper blocks or similar method can be used to provide a means of switching between the new and existing configurations.

2.2.1.2 Axle Counters

The Axle Counter System provides vital detection of trains independent of train communication with the VCC. In addition to occupancy status, it provides an axle count for each ACB that is used by the VCC or SMC to determine train length for non-communicating trains and to track movement of these trains through the ATC territory when the communication-based train positioning is not available.

The crossovers added in this project require new axle counters to provide vehicle detection and deadlock protection around the new switches. The axle counter equipment recovered from the decommissioned Eureka Portal will be installed and tested as part of the overall commissioning program.

2.2.1.3 Signals

Trackside signals are used to provide routing information to non-ATCS controlled trains. Signal aspects are set based on routes set by the ATCS and managed by the Station Controllers.

The crossovers require new signals corresponding to additional routes through the

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SFMTA TWIN PEAKS UPGRADE
STATEMENT OF WORK

interlockings. The signals are in SFMTA's scope of supply and will be installed at the locations agreed based on completion of Thales' operational design. The ATCS signal interfaces will be updated to control the aspects for the new signals.

2.2.2 Loop Cable Replacement and Remote Loop Boxes

The loop cables in the Twin Peaks Tunnel will also need to be replaced to account for the new track layout. Crossover locations and cable lengths will be updated based on updated ATCS guideway design. New Remote Loop Boxes (loop feed in and termination) will also be provided if the locations need to be changed (i.e. moved). These will replace the existing equipment when cutover is complete.

2.3 Software

2.3.1 VCC

The VCC provides the vital oversight for train operation and includes:

- The Safe Braking model
- Train location calculations
- Stopping locations, including offsets from crossovers and antenna locations
- Train ID, and length determination
- Train route reservation and implementation
- Safe train movement through enforcement of Safety Distances and maximum speed determination
- Derailment protection through vital switch reservation and monitoring
- Train coupling and uncoupling operations

This project will require updates to the VCC SW to incorporate updated guideway information related to the new crossovers (routes, switch zones, speed profiles and ACB locations). This is a vital system and the changes made to the VCC will require safety certification.

2.3.2 SMC

The SMC allows operators to control and monitor the system from a centralized location. The system is non-vital; requests need to be verified and approved by the vital components on the wayside (VCC and/or Station Controllers).

SMC functionality includes:

- Requesting routes

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SFMTA TWIN PEAKS UPGRADE
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- Monitoring vehicle and system alarms
- Train ID and other details on mimic screens
- Predicted location for non-communicating trains based on timers
- Interfaces to NextBus and passenger information signs
- LSMC control for fallback mode

This project will require updates to the SMC regarding establishing routes through the new crossovers and displaying the information on the mimic screen/line overview.

2.3.3 STC Software (Intersig and ACE)

The STC also manages interlocking route implementation, implements switch movement commands, and drives related signal aspects. The STC software communicates the I/O from the switches, signals, and axle counters (via the ACE) to the VCC. In fallback modes, the STC interfaces with the SMC.

STC SW updates will be required to decommission the Eureka Portal switches, to control the new switches, to adjust the interlocking routes implemented, and to command the required aspects for the modified signal locations.

ACE database updates will be required to reflect the adjusted ACB configurations for the removed, modified, and added Axle Counters in the West Portal and Castro interlocking areas.

2.3.4 Tools

The TVS / OpSim software will require an update to include the new crossovers and the related control and monitoring functions.

2.4 Supporting Documentation

The supporting ATCS analysis, detailed design, installation, testing, maintenance and operation documentation will require updates to include the new crossovers and the related control and monitoring functions. The documentation to be delivered to SFMTA is defined in the list of project deliverables (section 4.2.1).

Review of critical design documentation with SFMTA will be held, in a workshop format, prior to release of the final design for implementation.

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SFMTA TWIN PEAKS UPGRADE
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3. SOLUTION

The Twin Peaks Upgrade will incorporate the control and monitoring of the new crossovers into ATCS with the same functionality as the existing switches.

This will be achieved by evaluating the current system, analyzing the areas around the new crossovers including any long Axle Counter Blocks, and developing detailed requirements at the System and Subsystem levels. These requirements will be reviewed with SFMTA and become the baseline for the overall design, commissioning, and certification activities required to allow the equipment and software to go into revenue service.

Table 3 – System Level Requirements (Preliminary)

ID	Requirement	Subsystem
1	Thales shall conduct an operational analysis of the Twin Peaks Tunnel area, including the new crossovers and long axle counter blocks, and identify detailed changes to the signaling design (Axle Counter locations, Signal locations and Route modifications).	All
2	Following agreement with SFMTA, ATCS signaling design to be updated to incorporate changes for the additional crossovers.	All
3	The detailed guideway design will be updated for the Twin Peaks area, including installation of new Inductive Loop Cable, for ATCS operations through the new crossovers.	All
4	Aspect logic for the new signals shall be the same as the existing signals located in the Market Street Tunnel.	SCS, SMC, VCC
5	Up to 10 new Routes and no new MUNI Lines shall be identified and created to utilize the new crossovers for normal and recovery operations.	All
6	ATCS to be updated to control and monitor switches for the new crossovers. The new switches shall have the same interface characteristics (SFMTA requirement) and functionality as the existing switches.	All
7	ACB definitions (related AC heads and locations) to be updated to reflect new signaling design.	All
8	Operator HMI interfaces to be updated to reflect new ATCS signaling design	VCC, SMC
9	Supporting ATCS documentation to be updated to reflect changes made. Refer to CDRL for SFMTA deliverables.	All

The Twin Peaks Tunnel Rail Replacement project scope covers the area from West Portal to the switches at the Eureka Portal. This covers two ATCS interlocking areas—

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SFMTA TWIN PEAKS UPGRADE
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West Portal and Castro. The new crossovers will also require new axle counters to track NCT trains. The following sections will detail the Hardware required and the necessary software updates.

3.1 Hardware

Refer to the MUNI System Design Overview (8BJ 0008 0144 DSZZA) for an overview of the baseline system design and associated HW components.

Thales will reuse existing wayside hardware by decommissioning the ATCS components (Axle Counters and Signals) in the Eureka Portal and installing these axle counters around the new crossovers. Additional / relocated signals will also be installed around the new crossovers. The existing Station Controllers at West Portal and Castro have the necessary I/O to accommodate the new switches and signals that make up the crossovers.

Thales will provide the necessary schematics and installation details for the hardware as part of an overall installation package to SFMTA.

As this proposed solution makes use of re-used equipment, recovered materials (i.e. Axle Counter heads and associated interface electronics (EAKs)) will require inspection and refurbishment (if and as necessary) to restore full functionality before re-installation in new locations.

3.2 Software

Software updates are also required to provide the control and monitoring of the new crossovers, as well as new routes, to utilize the new crossovers in ATCS operations.

3.2.1 VCC

The VCC will need to be updated to include:

- Changes to Guideway Speed Profiles around the new and modified crossovers
- New switch zone definitions
- Definition of routes through the new crossovers
- New ACB definitions

3.2.2 SMC

The SMC software will need to be updated to include:

- Adding the new crossovers (and related elements - switches, signals, ACBs, Track Sections, Tracks) to the Line Overview and guideway-related commands

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- New routes through the new crossovers (up to 10 routes, no lines)
- Updating the LSMC at West Portal and Castro to include the new crossovers

3.2.3 STC

The STC software will need to be updated to include:

- I/O from the new switch machines (status, position, etc.)
- I/O from the axle counters
- I/O to control the aspects for the new / modified signals
- New Route definitions for the new crossovers

3.2.4 ACE

- Update databases to reflect new ACB configurations.

3.2.5 Tools

The TVS/Opsim software will require an update to include the new crossovers and the related control and monitoring functions.

3.3 Cutover Plan

This project will be broken into three (3) phases:

- Decommissioning Eureka Portal—removing all axle counters, signals and related cabling;
- Install hardware around new crossovers, new Relay Racks and CTFs at West Portal and Castro;
- Commission new crossovers and signals.

Thales will provide detailed construction/installation documentation to SFMTA to support the installation of the axle counters around the new crossovers. A detailed Cutover Plan will also be provided; this document will detail how the wiring for the new configuration will be connected to the existing station controllers through the cutover equipment. The cutover equipment will allow Thales to switch between configurations for testing without affecting revenue service.

3.3.1 Decommissioning Eureka Portal

Eureka portal tracks will be removed "virtually" from the system. Specifically both tracks and both switches leading into and out of Eureka Portal will be removed. It should be pointed out that the software work can be done any time before the physical trackside

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equipment will be actually removed. This removal will involve the removing of the Axle Counters or EAKs as shown in Figure 2.

To mitigate project risks associated with re-use of old EAK equipment by Eureka portal (which may not be fully functional), AC subsystem tests with DSP upgrades to these EAKs will be performed before equipment removal. These engineering tests will be conducted in with the objective to identify any non-functional EAK equipment requiring rectification work as soon as possible, mitigating risks of project schedule impact.

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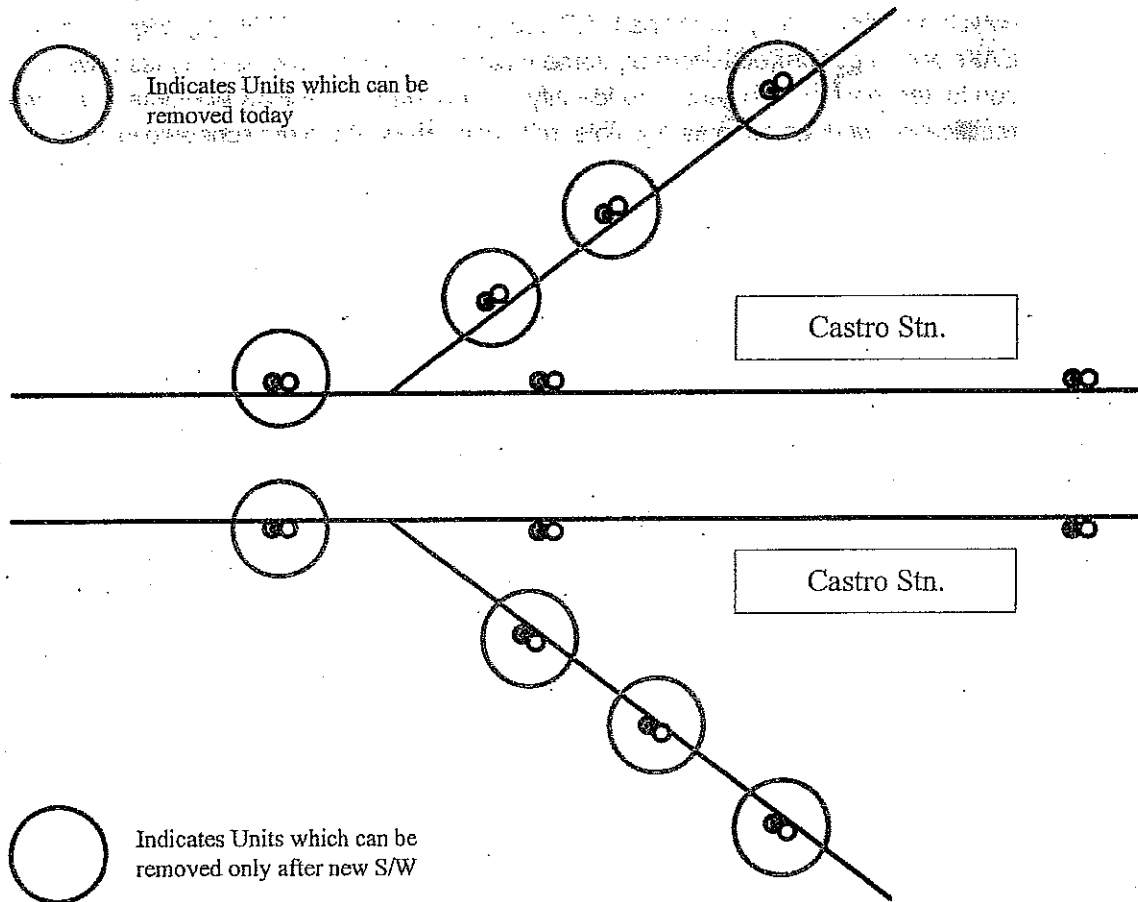


Figure 2 Existing Eureka Portal Configuration

The existing signaling equipment will be removed and no new equipment will be installed, and the software will be modified to support the new or final track configuration. The new or final track configuration can be tested before the physical removal of equipment.

3.3.1.1 Night Testing

It is assumed that all field testing will be done during "Engineering Hours" (i.e., after revenue service ends).

In this case with the Castro modifications, it is assumed that 30 minutes will be consumed switching the system from the existing system to the new configuration. This includes:

- Replace software in ACE and Intersig
- Sweep all axle counter blocks within the control territory.

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- Another 30 minutes will be required to switch the system from the new configuration back to the existing configuration.

An estimated one hour of time is allocated for test set-up and the end of testing:

3.3.1.2 Software Modifications

All subsystems will require the following "guideway" modifications:

- Castro ACE units will be modified to remove the 8 EAK units as depicted in Figure 2, in addition, removal of the corresponding axle counter blocks.
- Castro Intersig/STC guideway data removes corresponding axle counter blocks.
- VCC guideway removes Eureka tracks, switches and corresponding axle counter blocks.

All software modifications will be made and tested before the physical removal of the equipment.

3.3.1.3 S/W Verification

Testing is broken down into 2 parts. "In-house" testing which is done via simulation, followed by verification in the field. The field testing will be a "correspondence" type testing, verifying the final track configuration. The "in-house" testing will consist of, but not limited to:

- Verify all tracks in the "decommissioned area" have been removed in all subsystems.
- Verify operator cannot open/close the removed tracks.
- Verify all relevant Track Sections have been removed
- Guideway verification in simulation based on new guideway databases.

The field testing may be done by switching off the EAK units (or removing the data communications links at the CTF), if the testing is done prior to the removal of the equipment.

The first step is to test the modified ACE configuration database with a correspondence test. A train will be driven across the entire ACE territory in both directions to perform this test. This test will confirm that the new ACE guideway data is correct, and that the block occupancies move from block to block correctly as the train traverses the territory.

This test will then be repeated with updated ACE & Intersig (i.e., STC) SW, and then repeated again with updated VCC & SMC SW. This sequence will verify changes for each

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subsystem at a time, instead of as an integrated system with modifications to all 4 subsystems.

The final or new configuration will be tested before cutting into full revenue service.

3.3.1.4 Final Cutover

Final cutover is when all subsystems will be upgraded in one night. A final integrated system test will be done. One train (or multiple trains) will traverse the entire Castro control territory.

3.3.1.5 Commissioning Effort

The amount of test time required is estimated to be 15 to 20 hours, based on the available average nightly 3 hour test window.

3.3.2 Mainline Cut-Over – West Portal to Castro

3.3.2.1 Assumptions

- 1) Rail Replacement Work will be completed and is outside the scope of this Cut-Over Plan.
- 2) Final track configuration will be as in Figure 1.0 – Final Track Configuration.
- 3) The Eureka switches will be permanently secured in the straight through position by SFMTA in the Eureka Portal decommissioning phase
- 4) The West Portal Switches, specifically W1A & W1B switches will be removed and replaced and positioned differently.
- 5) A Total of 3 software releases
 - a) One release to cover the removal of Eureka Portal
 - b) One release for the West Portal to Castro final track configuration
 - c) One release allocated for bug fixes
- 6) The new switch turnout design is to be approved by Thales prior to construction approval/ATC design, to ensure achievable crossover/axle counter layout. Customer to provide detailed design drawings)

3.3.2.2 Background

The rail replacement work will be done in multiple stages over 9 day shut-down periods.

The rail, railway ties, and ballast will be replaced from West Portal and Castro. The existing inductive loop and axle counters will be removed temporarily and put back in the same place. In addition there will be 6 new switches (or 3 new "crossovers" crossing from track left to track right) and the existing West Portal crossover will be re-designed with the intent of a higher speed turn-out. A total of 8 new switches will be installed.

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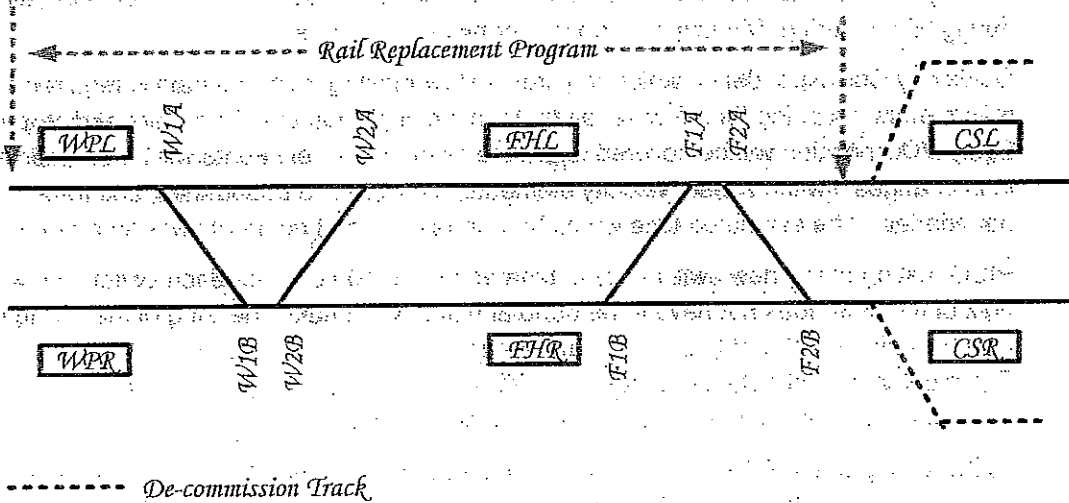
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**SFMTA TWIN PEAKS UPGRADE
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3.3.2.3 Rail Replacement Program

The following image shows the area in which the rails will be replaced. The area is from West Portal to the Eureka switches on both Track Left and Track Right. The Eureka switches will be permanently secured in the straight through position by SFMTA



Thales has taken the liberty of naming the new switches as follows for the time being:

Table 4 - Proposed Switch Nomenclature (To Be Confirmed)

Switch Name	Location	Comment
W1A	West Portal Track Left	Replacement
W1B	West Portal Track Right	Replacement
W2A	West Portal Track Left	New Switch
W2B	West Portal Track Right	New Switch
F1A	Forest Hill Track Left	New Switch
F1B	Forest Hill Track Right	New Switch
F2A	Forest Hill Track Left	New Switch
F2B	Forest Hill Track Right	New Switch

3.3.3 Testing Stage I

Before full normal service resumes, it is recommended that the following tests will be done:

- a. Signal to noise test on the re-installed / replaced inductive loop(s).
- b. Guideway correspondence on both the loop & axle counters.

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c. PICO the re-installed axle counters

It is assumed that both MUNI and Thales will go through the process of certifying (or re-certifying) the system is safe, thus the above tests are required.

3.3.4 Testing Stage II – Mainline West Portal to Castro (Final Configuration)

Signal to noise test on the re-installed / replaced inductive loop(s). This is done with a slow moving train at approximately 5 kph in both directions. This is done in 6 hours of field time during "Engineering Window" at 2 hours per night or 3 nights.

Guideway Correspondence which requires a slow moving train, the train is required to move 6.25 meters, stopping for a few seconds, then moving another 6.25 meters and stopping. Every VCC position will be covered to ensure all guideway elements will be covered e.g., loop changes, switch zones, velocity elements, conflict zone boundaries, and track boundaries. The estimated time would be approximately 8 hours of track time or 4 nights.

PICO testing of the new switches is estimated at 8 to 10 hours for each switch. However the bulk of the time does not have to be done at night. Continuity checking of the wiring can be done at any time, the only night time testing required is when the switch is under power. The night testing should be at most 2 hours per switch. Estimate 80 hours to check out the new switches of which 16 hours will be at night or 8 night shifts.

PICO testing of the EAK units, estimate 2 hours per unit. The plan is to re-use EAK units from the Eureka Portal area. These can be done any time and is not tied to the inductive loop testing or the switches, thus it can be performed before those activities.

Correspondence testing with respect to EAKs and the new switches. Verifying the deadlocking aspect e.g., integrated EAKs and new switches. Estimate 2 nights of testing.

Operational testing will covered the integrated final configuration of the system. Estimate a couple of nights. Specifically this would be equivalent to "simulate revenue service". This may be adjusted upwards if MUNI wants more.

Mainline Rail Replacement		
Test	Estimated Timeline	Comments
Signal to noise test [on the re-installed inductive loop(s)].	6 hours of field time during "Engineering Window" at 2 hours per night or 3 nights.	Part of Stage 1 Main Line Replacement testing.,It should be repeated each time before passenger service is restored
Guideway Correspondence	8 hours of track time or 4 nights.	Part of Stage 1 Main Line Replacement testing.,It should be repeated each time before passenger service is restored
PICO for the re-installed	2 hours per unit	

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Eureka Equipment Removal		
Test	Estimated Timeline	Comments
Commissioning Effort for Eureka Equipment Removal	15 to 20 hours	Actual time might be higher as each test window is only 3 hours per night with one hour for set-up and restoration time. Weekend night window is slightly longer, the local team needs to co-ordinate and plan out the number of possessions.
Mainline West Portal to Castro (Final Configuration)		
Test	Estimated Timeline	Comments
Signal to noise test	6 hours of field time during "Engineering Window" at 2 hours per night or 3 nights.	
Guideway Correspondence	8 hours of track time or 4 nights.	
PICO testing of the new switches	8 to 10 hours for each switch where at least 2 hours must be done at night.	80 hours to check out the new switches of which 16 hours will be at night or 8 night shifts.
PICO testing of the EAK (axle counters)	2 hours per unit	
Correspondence testing with respect to EAKs and the new switches	Estimate 2 nights of testing	
Operational testing	2-4 nights	Simulate revenue service

3.3.5 Materials Required for Mainline Cut-Over

- 4 ACE EPROM cards – each ACE has 2 EPROM cards. Test cards are required for the Castro and West Portal ACE units.
- 8 CPU boards (containing EPROMs) for the 8085 Intersig Units, each Intersig unit has 2 cards and each STC has two Intersigs. Test cards are required for the Castro and the West Portal Intersig units.

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- New RLBs and RG22 cables will be installed for the new loop cables, with switchover for commissioning purposes performed at the associated FIDs. Existing RLBs and loop cables will remain until Stage II is completed.
- 2 VOBC EPROM boards, which will allow for one test train if VOBC software changes are required.
- Re-use 8 EAK units from the Eureka Portal area.

3.4 Key Assumptions

Thales has made the following Key Assumptions in preparing this proposal:

- SFMTA will hire the Job On Call contractor (JOC) to perform all decommissioning activities at Eureka Portal
- SFMTA will hire the JOC to perform all installation activities
- SFMTA will provide 10 hours per week for testing to Thales for Site Acceptance and Commissioning tests
- Sufficient number of functional Axle Counters (AC heads and EAKs) can be recovered from the decommissioning of Eureka Portal
- The Eureka switches will be permanently secured in the straight through position by SFMTA in the Eureka Portal decommissioning phase
- SFMTA will provide signals for new crossovers

This work will be performed based on the installation/construction documents provided by Thales.

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4. IMPLEMENTATION

Once NTP is awarded, Thales will begin developing the high level plans necessary to provide details to SFMTA on the project team, overall plan, and schedule. Thales will be utilizing the same overall structure as the projects currently underway with SFMTA. This will be detailed in a Program Management Plan that will be submitted to SFMTA.

4.1 Project Responsibility

Table 5 – Project Responsibility details the specific responsibilities of each organization (Thales and SFMTA) for the different scope areas and phases of the project.

Table 5 – Project Responsibility

SCOPE	Responsible Party
Software design, testing, and commissioning of the VCC, SMC, and STC	Thales
Hardware design, testing, and commissioning of the cutover boxes	Thales
Scheduling and management of regular progress meetings with SFMTA management, operations and maintenance, and other SFMTA Project and Transit operations staff	Thales
Coordinate CPUC commissioning submissions and approvals, coordination of availability of SFMTA resources	SFMTA
Management and coordination of the JOC for decommissioning Eureka Portal and the installation of Thales provided hardware and ATCS components from Eureka Portal	SFMTA

4.2 Schedule

The preliminary schedule is attached in Appendix A. The schedule has an overall duration of 24 months with NTP in March 2017.

4.2.1 Deliverables

This section defines the deliverables that will be provided to the customer and the relevant systems.

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Table 6 – Project Deliverables

Item	Description	Phase
1	Baseline Schedule and updates	
2	Project Management Plan	
3	System Engineering Management Plan	
4	QA/QC Plan	
5	System Safety Program Plan	
6	Test Plan	
7	Test Schedule	
8	Factory Test Procedures	
9	Field Test Procedures	
10	Test Reports	
11	Test Certificates	
12	Test Results	
13	Operation and Maintenance Manuals	
14	Preliminary Hazard Analysis (PHA)	
15	Installation / Decommissioning packages	
16	System Requirements Traceability Matrix (SRTM)	PDR, FDR, Substantial Completion
17	Safety certificate	Substantial completion
18	Cutover Plan	

4.2.2 Payment Milestones

Thales is proposing the following milestones based on prior contracts (Wayside Updates) with SFMTA.

Table 7—Payment Milestones

Milestone	Description	Total (% of contract value)
1	NTP	5%
2	Delivery of Project Plans (PMP, SEMP, Schedule)	5%
3	Delivery of Safety, QA Plans, Preliminary Design Documentation, Workshop Material	5%
4	Delivery of Final Design Documentation and workshop	5%

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Milestone	Description	Total (% of contract value)
	Materials	
5	VCC/SMC/STC FAT complete on Software to decommission Eureka	15%
6	Complete SAT on decommissioning Eureka	15%
7	Cutover Device Delivery	5%
8	VCC/SMC/STC FAT complete on Software to control and monitor new switches	15%
9	Complete SAT and Commission new switches	20%
10	Substantial Completion*—Submit Safety Report	5%
11	Final Acceptance	5%

*Substantial Completion is defined as the mutually agreed date when Thales Safety Certification is issued for this project, resulting from the successful commissioning of the new switches for revenue service.

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APPENDIX A
PROPOSED SCHEDULE

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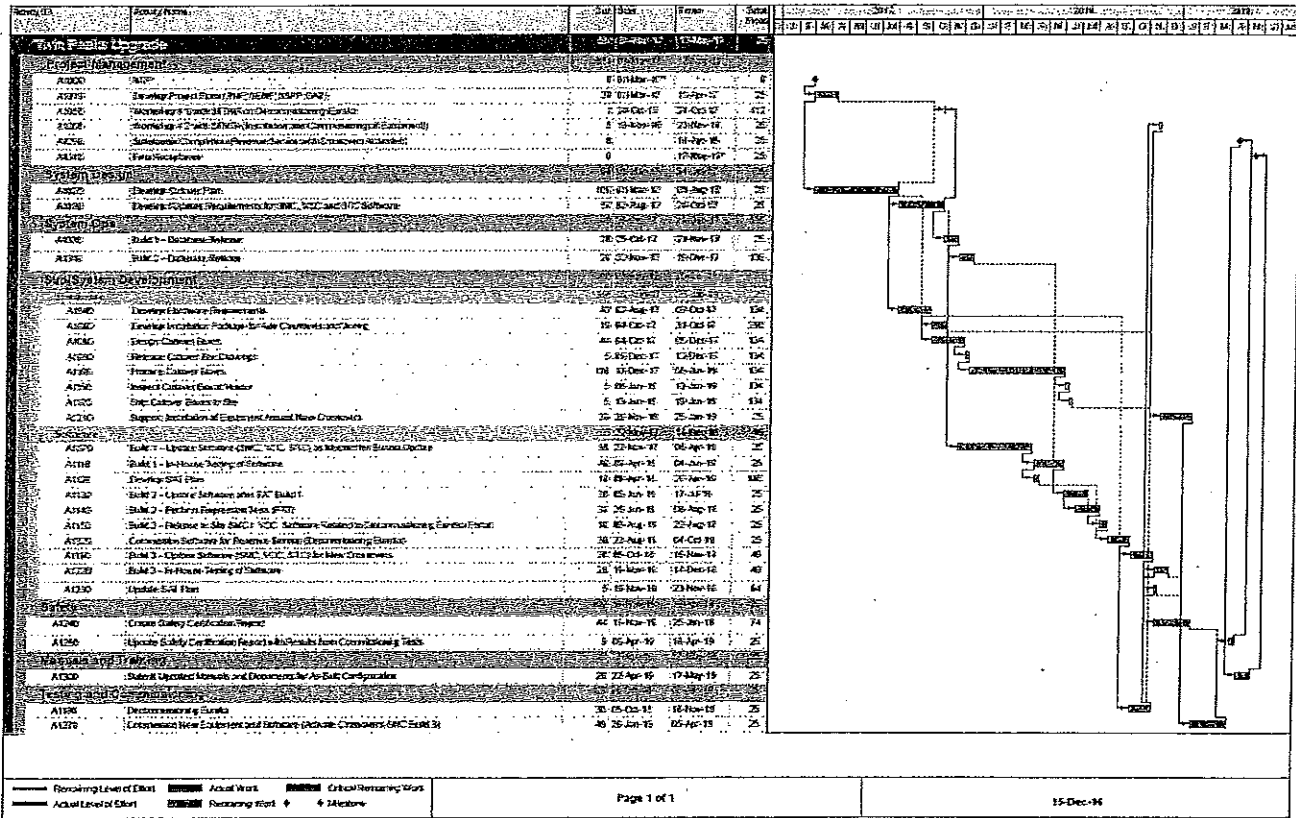
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CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 7, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2013-08/09; 4135-08/09 THROUGH 4140-08/09; 4055-06/07 AND 4099-07/08.

At its meeting of May 4, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4138-08/09 on the condition that the Municipal Transportation Agency meet with TWU Local 200 regarding their concerns and that the Municipal Transportation Agency apprise TWU Local 200 of all training activity that is to take place once the contract is signed. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4140-08/09 on the condition that the Department of Emergency Management shall meet with IFPTE Local 21 to discuss the maximum use of IFPTE Local 21 represented classifications under applicable Department of Homeland Security requirements and guidelines. Notify the offices of the Controller and the Purchaser.
- (3) 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
Micki Callahan, Human Resources Director
Rob Dudgeon, Emergency Management
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Jill Jay, Human Rights Commission
Jennifer Johnston, Department of Human Resources
Florence Kyam, Public Utilities Commission
Sheila Maxwell, Department of Technology
Reggie McCray, President, TWU Local 200, 1508 Fillmore Street, S.F., CA 94115
Mary Ng, Department of Human Resources
Briggette Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
May 04, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
2013-08/09	81	Department of Public Health	Continuing	\$70,000,000.00	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MH-IRCs).	30-Jun-14
4135-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$30,000,000.00	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	20-Apr-17
4136-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$10,000,000.00	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	04-May-18
4137-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$200,000.00	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	30-Sep-11
4138-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	31-Dec-09
4139-08/09	40	San Francisco Public Utilities Commission	Regular	\$350,000.00	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPUC's Seismic Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	01-Dec-09
4140-08/09	77	Emergency Management	Regular	\$1,500,000.00	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	31-Mar-12

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Service: As-Needed Public Relations, Communications & Media Services

Funding Source: Port Operating Budget

PSC Duration: 4 years

PSC Amount: \$900,000

1. Description of Work

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

Through this contract the Port is seeking as-needed public relations, communications and media services. These services will include, but are not limited to, working with the Port's Communications Director and Communications Division to develop and execute a proactive media relations campaign and comprehensive strategic marketing program for Port projects to target local, regional, national, and worldwide audiences. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

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

Existing staff resources are insufficient to support the above proposed work. If additional professional resources are not made available, the Port as an enterprise agency will not be positioned to market itself for current and future revenue generating opportunities.

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

These services have been provided through as-needed public relations contracts in the past. The Civil Services Commission previously approved these services through PSC #4113-10/11.

D. Will the contract(s) be renewed?

No, this contract will not 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 required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The services requested through this solicitation are as-needed to assist with and execute a proactive media relations campaign and comprehensive strategic marketing program for Port projects to target local, regional, national, and worldwide audiences. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets. Port staff has previously received Civil Service Commission to contract for this work in PSC #4113-10/11.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants proposing for this opportunity will need to demonstrate experience as a community outreach, public relations/media, marketing, crisis communication firm. Proposers must have the capability to access media sources on a national, statewide and local scale. The ability to work with ethnic media sources and to outreach to diverse communities within San Francisco is also required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Port staff requires the services of a full service public relations firms. These are not currently available through 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 primary services provided through this contract include market research; marketing and advertising; strategic communications and public relations; public outreach and project engagement; innovative engagement; photography, video, and recording; graphic design; collateral production and distribution; translation and interpretive and accessibility standards under the Americans with Disabilities Act (ADA). This work is specialized and varied. Port staff anticipate the work demands will be sporadic and short term often during intense durations and therefore not applicable to the creation of civil service classes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

6. Additional Information

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

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

No. The consultant will be required to provide on-call market research; marketing and advertising; strategic communications and public relations; public outreach and project engagement; innovative engagement; photography, video, and recording; graphic design; collateral production and distribution; and translation. There are no training opportunities available through this contract.

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

No.

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

No.

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

Yes. See attached Port Commission Resolution

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

No.

7. **Union Notification:** On 06/13/2017, 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: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45678 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes_Lavena@ifpte21.org); eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Braganza, Lorcelli \(PRT\)](mailto:Braganza_Lorcelli@PRT); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator_DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45678 - 16/17
Date: Tuesday, June 13, 2017 8:58:35 AM

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

RECEIPT for Union Notification for PSC 45678 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45678 - 16/17 for \$900,000 for Initial Request services for the period 08/01/2017 - 07/31/2021. 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/dhrdrupal/node/9125> 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)

MEMORANDUM

February 23, 2017

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

FROM: Elaine Forbes
Executive Director

SUBJECT: Request Approval to Issue a Request for Qualifications Soliciting As-Needed Public Relations, Communications, Media Services and Related Professional Services

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution

EXECUTIVE SUMMARY

Port staff is seeking the Port Commission's authorization to advertise a Request for Qualifications ("RFQ") for as-needed professional services. The objective of this proposed RFQ is to award separate contracts up to four consultant teams with expertise in a variety of professional disciplines, including public relations, communications, and media services. One of the proposed contracts will be awarded as a micro-LBE set aside contract. The micro-LBE contracts are set aside for competition among Contract Monitoring Division ("CMD") certified micro-Local Business Enterprises ("LBEs"). As-needed professional resources provide a means to augment staff capacity at times when existing Port and other City staff are unavailable to perform the required work due to other business demands.

After the evaluation and scoring of qualified consultants that respond to the RFQ, Port staff will recommend awarding as-needed professional services contracts to the highest ranked consultant teams, one of which will be a micro-LBE firm. Each contract will have an initial four year term with an option to extend the term for an additional year at the Port's sole discretion. The combined value of these contracts will not exceed \$900,000. The contracts will function as master agreements under which the Port will issue Contract Service Orders ("CSOs") for specific projects and work scopes.

THIS PRINT COVERS CALENDAR ITEM NO. 10B

STRATEGIC OBJECTIVE

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

Engagement:

By regularly engaging in meaningful public participation and incorporating community feedback into Port initiatives, educating the public about Port efforts and by keeping the public well informed of the financial responsibilities of the Port.

Livability:

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

BACKGROUND

In Fiscal Year (FY) 2013-14, the Port entered into five agreements for as-needed public relations, communications and media services pursuant to Port Commission approvals. Those contracts combined for a total value of \$600,000, with an average of \$90,000 per contract.

The consultants with these existing Port contracts are: David Perry & Associates, Davis & Associates, Landis Communications, Media Consultants International, and O'Rorke Inc. Each of the teams also includes a number of subconsultants in a variety of professional disciplines.

To date these existing contracts have been utilized on projects that include public relations, communications, and media services for a Port marketing strategic plan, media relations, communications, graphic design, video services and support for special projects including the James R. Herman Cruise Terminal, the Port's 150th anniversary, Brannan Street Wharf, Bayview Gateway, Pasha Automotive Services at Pier 80, and general communications development for the Port.

PROJECT SCOPE

The exact scope of work for the proposed consulting contracts during the next four years is not fully known, but staff anticipates a need for the same types of services as were utilized under the current as-needed agreements for public relations, communications and media services. These services will include, but are not limited to, working with the Port's Communications Director and Communications Division to develop and execute a proactive media relations campaign and comprehensive strategic marketing program for the Port on projects described below and events to target local, regional, national, and worldwide audiences. These services will support the Port in its on-going efforts to effectively and economically develop, utilize, and maintain its varied infrastructure and facility assets.

Upcoming Projects

Staff anticipates that the proposed as-needed contracts may be utilized for public outreach, educational activities, and proactive marketing efforts for the following:

- 88 Broadway Affordable Housing Development
- Blue Greenway
- Crane Cove Park
- Downtown San Francisco Ferry Terminal Expansion
- Eco Center at Heron's Head Park
- Fisherman's Wharf Crab Festival
- Fleet Week
- July 4th Fireworks Celebration
- Mission Bay Ferry Landing
- National Maritime Month Celebration
- New Year's Eve Celebration
- Pier 29 Bulkhead Building
- Pier 38 Historic Rehabilitation
- Pier 70 Forest City Development
- Pier 70 Historic Buildings Rehabilitation
- Seawall Lot 322-1, Teatro Zinzanni Hotel, Theater, and Park
- Seawall Lot 337 Mission Rock & Pier 48 Development
- Seawall Resiliency Project
- The Waterfront Land Use Plan Update

Disciplines and Work Tasks

The proposed RFQ will contain the following comprehensive list of the various disciplines and work tasks that may be required of the consultants:

Major Categories of Work

1. Strategic Communication and Public Relations Services

- Develop and maintain an effective and comprehensive external strategic communications plan that supports Port projects, special events, and the Port of San Francisco's Strategic Plan 2016-2021 and goals.
- Work with the Port in developing an overarching media and communications strategy to develop key messages, competitive analysis, and a proactive media relations campaign to engage with tenants, investors, stakeholders, influencers, and the general public.

2. Marketing and Advertisement

- Provide advertising design and development services for the Port's maritime marketing efforts, and other special events and projects.

- Develop design and copy for print, online, digital and possibly other media formats for advertisements, brochures, banners, social media, digital magazine, programs, events, and more.

3. Public Outreach and Engagement Services

- Prepare and produce a quarterly digital magazine publication to inform and educate Port tenants, investors, constituents and the general public about upcoming Port projects, events and port-related issues.
- Support the Port in community outreach efforts with information dissemination and provide support in community awareness and perception tracking.

4. Photography/Video/Recording Services

- Produce promotional and educational videos and still photography libraries for Port projects, events, and achievements.

5. Graphic Design Services

- Design and develop info-graphics that convey complex technical information in simplified concepts oriented to educating the general public about conditions, needs and solutions for the Port of San Francisco.

6. Innovative Engagement Services

- Create and develop an informational, interactive, intuitive, easy to navigate and aesthetically appealing website.

Minor Categories of Work

1. Research and Public Engagement Services

- Design and administer surveys using different formats, including online, phone, intercept, and in-person interviews.

2. Innovative Engagement Services

- Assist in development and implementation of digital communications to support web pages, emails, blogs, the Ports digital magazine and social media.

3. Other Services

- Educational Program and Curriculum Development Services

- Translation and Interpretive Services and American Disabilities Act Accessibility Standard Services
- Specialized and Miscellaneous Communications Services

SELECTION PROCESS

Port staff proposes a RFQ to procure the requested services through a fair and competitive process that CMD will facilitate and monitor. Per Section 21.5(f) of the City's Administrative Code, Port staff obtained authorization from the Office of Contract Administration to award one proposed contract as a micro-LBE set aside.

Port staff and a CMD representative will convene a selection panel consisting of at least one Port staff member and two non-Port representatives. The selection panel will have expertise in the required fields and knowledge of the requested services and objectives. Port staff envisions the selection process to include the following steps:

1. Written Proposal Evaluation, Ranking and Short List

After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFQ. Expected criteria include an understanding of services objectives, experience of the firm and project staff, and management approach. Port staff intends to short list the highest ranked consultant teams for oral interviews including at least one micro-LBE firm.

2. Oral Interviews

Interviews will include responses to a list of standard questions. The selection panel members will individually score each firm based upon the RFQ criteria, and a total score will be tabulated. Following the completion of the interviews, Port staff intends to make recommendations to the Port Commission to award contracts to the highest-ranked consulting teams.

LOCAL BUSINESS ENTERPRISE

It is the goal of the Port to maximize participation of LBE firms in its contracting opportunities. In an effort to build the capacity of LBEs to better compete and win public contracts, Port staff proposes awarding one contract, as a micro-LBE set aside. Micro-LBE certification is available to small LBE firms under economic threshold amounts defined in the City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination in Contracting Ordinance ("LBE Ordinance"). Prime contractors receiving micro-LBE set aside contracts must self-perform at least 25% of the contract work.

In accordance with CMD's determination of LBE subcontracting participation for the proposed contracts, the remaining proposed contracts under this RFQ will be awarded as formal contracts with a LBE sub-consultant participation requirement of 21%. Potential roles for LBEs in this contract include strategic communication and public relations services, public outreach and engagement services, photography, video, and recording services, graphic design services, research and public engagement services, innovative

engagement services, educational program and curriculum development services, and translation and interpretive services and Americans with Disabilities Act standard services.

The City's LBE Ordinance establishes bonus points for LBE prime consultants and empowers CMD to set a project specific goal for LBE sub-consultant participation in City contracts. For the proposed professional services contracts, the ordinance establishes bonus points for LBE prime consultants and joint ventures as follows:

- Five percent (5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds thirty-five percent (35%) but is under forty percent (40%);
- Seven and one half percent (7.5%) to a Joint Venture with LBE prime contractor participation that equals or exceeds forty percent (40%); and
- Ten percent (10%) to an LBE prime contractor or a Joint Venture exclusively among Small and/or Micro-LBE contractors.

The bonus points apply to each stage of the selection process, including proposals and interviews.

OUTREACH EFFORTS

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

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

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

SCHEDULE

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

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	February 28, 2017
Commence RFQ Advertisement	March 6, 2017
Pre-submittal Conference	March 15, 2017
Submission Due Date	April 7, 2017
Port Commission Authorization to Award Contracts	May 23, 2017
New Contracts Commence	June 12, 2017

FUNDING

Funding for these services is subject to appropriation through the Port's operating budget and to specific capital projects. Funding for each CSO will be identified prior to requesting proposals from the as-needed contractors for specific projects.

CONCLUSION

Port staff is ready to seek competitive proposals for as-needed public relations, communications, media services, and related professional services as described in this report. Therefore, staff requests that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Qualifications, soliciting as-needed professional communications consulting services.

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

and

Kirsten Southey
Communications Division

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

and

Renée Dunn Martin, Director
Communications Division

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 17-10**

- WHEREAS, in 2013, the Port issued a Request for Qualifications ("2013 RFQ") for Public Relations and Media Services to create a pre-qualified pool of consultants to develop and execute a comprehensive and strategic media relations program and to assist with promotion of the Port's facilities and public mission; and
- WHEREAS, the Port's current set of Public Relations and Media Services contracts executed pursuant to the 2013 RFQ have provided a timely and cost-effective vehicle for the provision of professional services; and
- WHEREAS, Port staff is presently seeking approval from the Civil Service Commission to procure contract services from a new group of consulting firms for "As-Needed" Public Relations and Media Services; and
- WHEREAS, Port staff now seeks Port Commission authorization to issue a Request for Qualifications ("RFQ") for As-Needed Public Relations, Communications, Media Services and Related Professional Services, to award a maximum of four contracts to consulting teams for such contract services; and
- WHEREAS, in an effort to build the capacity of Local Business Enterprises (LBEs) to better compete and win public contracts, Port staff recommends that the RFQ solicit one of the contracts as a micro-LBE set aside contract; and
- WHEREAS, the City's Contract Monitoring Division has exclusive authority granted by the Board of Supervisors and the City's Administrative Code (under Section 14B.8) to set Local Business Enterprise ("LBE") bid discounts and subcontracting requirements for professional service contracts; and
- WHEREAS, the Contract Monitoring Division staff reviewed the proposed scope of work for the proposed RFQ and, based on the availability of LBE firms set a 21% LBE subcontracting requirement for contracts to be awarded under this proposed RFQ; now, therefore be it
- RESOLVED, that subject to authorization from the Civil Service Commission, the San Francisco Port Commission hereby authorizes Port staff to advertise a RFQ for As-Needed Public Relations, Communications, Media Services and Related Professional Services, for a total combined not-to-exceed value of \$900,000, with further terms as described in the accompanying staff report; and be it further
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to solicit one of the contracts for As-Needed Public Relations, Communications, Media Services and Related Professional Services, as a micro-LBE set aside contract pursuant to the City's Administrative Code Chapter 14B.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of February 28, 2017.

Amy Quesada

Digitally signed by Amy Quesada
DN: cn=Amy Quesada, o=Port of San Francisco, ou=Port Services,
email=amy.quesada@portofsanfrancisco.com

Secretary



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
 MAYOR

SCOTT R. HELDFOND
 PRESIDENT

E. DENNIS NORMANDY
 VICE PRESIDENT

DOUGLAS S. CHAN
 COMMISSIONER

KATE FAVETTI
 COMMISSIONER

GINA M. ROCCANOVA
 COMMISSIONER

JENNIFER C. JOHNSTON
 EXECUTIVE OFFICER

MINUTES
Regular Meeting
October 7, 2013

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

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Scott R. Helffond	Present
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Helffond presided.

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of September 16, 2013

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

Civil Service Commission Meeting Minutes

Regular Meeting of October 7, 2013

ANNOUNCEMENTS (Item No. 4)

Executive Officer Jennifer Johnston announced that there were changes to the Agenda with respect to Item # 9 (appeal by Jason Cardoza of his background rejection for a 1934 Storekeeper Position with the San Francisco Police Department) and Item #10 (appeal by Aaron Lampkin of his background rejection for a 9209 Police Service Aide Position with the City and County of San Francisco) as a result of the advice she had received from the City Attorney's Office that morning. Specifically, upon revisiting the issue, Deputy City Attorney Sallie Gibson expressed some concerns about hearing the appeals in Open Session due to confidentiality and privacy implications in light of the extensive background rejection reviews, and particularly given the fact that the San Francisco Police Department obtains the information by means of a confidential database. Accordingly, both items were postponed to a meeting in the near future so that they may be heard in Closed Session.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0266-13-8 Review of Request for Approval of Proposed Personal Services Contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4023-13/14	Airport Commission	\$300,000	The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.	Regular	10/31/2015
4024-13/14	Public Utilities Commission	\$100,000	The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.	Regular	1/22/2017
4026-13/14	Municipal Transportation Agency	\$650,000	The contractor will design, install and maintain a closed-circuit (CCTV) wireless video surveillance system to monitor nineteen (19) surface public parking facilities primarily for administrative and maintenance needs. This work will include the entire design of the system and installation of mounting equipment, cameras and network devices to communicate back to a centralized control station dedicated to monitoring these properties. Maintenance of the entire system is also included.	Regular	1/14/2018
4027-13/14 This item has been appealed and therefore moved to the Regular Agenda as Item # 13.	Public Health	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	Regular	6/30/2018

Civil Service Commission Meeting Minutes

Regular Meeting of October 7, 2013

3082-12/13	Business, Economic Development	Current Approved Amount \$49,950 Increase Amount Requested \$49,950 New Total Amount Requested \$99,900	Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.	Modi- fication	12/31/2014
4106-09/10	Airport Commission	Current Approved Amount \$7,400,000 Increase Amount Requested \$6,300,000 New Total Amount Requested \$13,700,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.	Modi- fication	2/1/2017
4113-10/11	Port Commission	Current Approved Amount \$600,000 Increase Amount Requested \$200,000 New Total Amount Requested \$800,000	Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.	Modi- fication	12/31/2018
3012-13/14	Municipal Transportation Agency	Current Approved Amount \$49,000 Increase Amount Requested \$1,000,000 New Total Amount Requested \$1,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	Modi- fication	10/31/2018

Civil Service Commission Meeting Minutes

Regular Meeting of October 7, 2013

2010-08/09	Public Health	<p>Current Approved Amount \$26,000,000</p> <p>Increase Amount Requested \$28,300,000</p> <p>New Total Amount Requested \$ 54,300,000</p>	<p>Contractor provides Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking on copayments and unmet Medical share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.</p>	Modification	6/30/2018
4007-09/10	Public Works	<p>Current Approved Amount \$450,000</p> <p>Increase Amount Requested \$350,000</p> <p>New Total Amount Requested \$ 800,000</p>	<p>The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.</p>	Modification	4/1/2016
4016-10/11	Public Works	<p>Current Approved Amount \$400,00</p> <p>Increase Amount Requested \$400,00</p> <p>New Total Amount Requested \$800,000</p>	<p>Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as needed contracts, each not to exceed \$200,000.</p>	Modification	9/30/2016

Civil Service Commission Meeting Minutes

Regular Meeting of October 7, 2013

4039-11/12	Public Works	Current Approved Amount \$220,000 Increase Amount Requested \$230,000 New Total Amount Requested \$450,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.	Modification	4/30/2015
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Action: Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0261-13-1 Status Report on Pilot Rule 411A Position Based Testing Program for San Francisco Municipal Transportation Agency Service – Critical Positions or Classes. (Item No. 8)

Speaker: Derek Kim, San Francisco Municipal Transportation Agency

Action: Accepted the staff report. (Vote of 5 to 0)

0205-13-4 Appeal by Jason Cardoza of his Background Rejection for a 1934 Storekeeper Position with the San Francisco Police Department. (Item No. 9)

Action: Postponed to a future meeting when the matter may be heard in Closed Session.

0185-13-4 Appeal by Aaron Lampkin of his Background Rejection for a 9209 Police Service Aide Position with the City and County of San Francisco. (Item No. 10)

Action: Postponed to a future meeting when the matter may be heard in Closed Session.

0268-13-2 Request to Grant Permanent Civil Service Status to Adrienne Anderson, Temporary Civil Service in Class 1844 Senior Management at the San Francisco Municipal Transportation Agency upon Completion of the Applicable Probationary Period. (Item No. 11)

Speaker: Derek Kim, San Francisco Municipal Transportation Agency

Action: Accepted the report; approved the request to grant status to Adrienne Anderson in class 1844 Senior Management. (Vote of 5 to 0)

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 13, 2013

DEPARTMENT NAME: Port of San Francisco

DEPARTMENT NUMBER 39

TYPE OF APPROVAL: [] EXPEDITED

[x] REGULAR (OMIT POSTING _____)

[] CONTINUING

[] ANNUAL

TYPE OF REQUEST:

[] INITIAL REQUEST

[x] MODIFICATION (PSC# 4113 - 10/11)

TYPE OF SERVICE: Special Events Public Relations and Media Consulting Services

FUNDING SOURCE: 34th America's Cup Event Authority and Other Sources

PSC AMOUNT:	Original Amount: \$600,000.00	PSC DURATION:	Original Duration: 07/01/2011 - 06/30/2014
	Modification: \$200,000.00		Duration Mod: 07/01/2014 - 12/31/2018
	Total Amount: \$800,000.00		Total Duration: 07/01/2011 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.

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

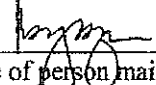
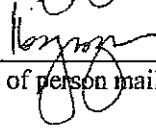
Existing staff resources are insufficient to support the above proposed work. If additional professional resources are not made available, the Port as an enterprise agency will not be positioned to market itself for current and future revenue generating opportunities.

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):

The Port has used consulting services for the 34th America's Cup and the 150th Anniversary. The Port would like to continue utilizing these professional consulting services for the new cruise terminal and large development projects in the Southern waterfront such as Pier 70.

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):

IFPTE, Local 21		09/13/2013
Union Name	Signature of person mailing/faxing form	Date
MEA		09/13/2013
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 - 10/11 Approved Modification: 10/07/2013

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure District areas. Additional information pertaining to the TWICs requirement is also available in the Transportation Security Administration website, www.tsa.gov/twic. Skilled and access to current mass media resources required to facilitate a national, regional and local marketing campaign and ability to secure appropriate revenue generating event sponsors.

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

- 0923 - Manager II (MEA)
- 1312 - Public Information Officer (L21)
- 1314 - Public Relations Officer (L21)

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

No. Contractor will provide services only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above does not perform these services on comprehensive and strategic basis because these are one time events that do not require on-going access to media resources and a higher level of expertise.

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

No, it would be impractical to adopt a new civil service class because these are one-time events that do not require permanent job placement.

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

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

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?

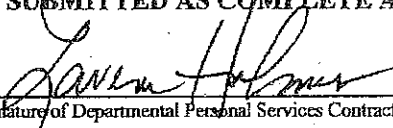
D. Are there federal or state grant requirements regarding the use of contractual services?

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Port plans to execute new contracts with selected consultants from the existing pool as stated in 1C.

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

Lavena Holmes
Print or Type Name

(415) 274-0305
Telephone Number

Fier 1 - The Embarcadero
San Francisco, CA 94111

Address

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: Treasure Island Wastewater Treatment Plant & Recycled Water Facility Engineering Srvcs-PRO.0073

Funding Source: Capital Funding

PSC Duration: 5 years 1 day

PSC Amount: \$4,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$4 million agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services needed to assist in the execution and delivery of SFPUC's new Treasure Island (TI) Wastewater Treatment Plant (WWTP) and Recycled Water Facility (RWF).

Given the Project's urgent schedule demands, it is likely that the Project will be implemented through an alternative project delivery method. The Project Manager (PM) for the project will be within the SFPUC and will be ultimately responsible for the delivery of this contract and the alternative delivery construction project to follow. The SFPUC will direct the Consultant through task orders on an as-needed basis depending on our needs and the available staff within the organization. The Engineering Management Bureau (EMB) will be involved for some design aspects, and Bureau of Environmental Management (BEM) for environmental permitting.

The planning and design of the Project will proceed in two distinct phases:

- Phase 1 – Planning and Preliminary Design
- Phase 2 – Detailed Design, Contractor Procurement and Engineering Support during Construction

Phase 1 work will include completing an Alternatives Analysis Report (AAR), Conceptual Engineering Report (CER), and specifications completed to a 35% design package level. Phase 2 is the detailed design phase and will encompass the engineering aspects of the Project from 35% design through construction, facility acceptance, and start up. The Consultant's role(s) in Phase 2 is dependent on the outcome of Phase 1 and the alternative delivery method selected.

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

SFPUC is working on the \$6.9 billion Sewer System Improvement Program (SSIP). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design on projects. This project requires special expertise in wastewater treatment plant design and alternative project delivery method, which is not available from City employees. A form of alternative project delivery will most likely be deployed for this project. The project is also on a tight schedule for completion due to the redevelopment of Treasure Island. If these services are not available, the project will not be completed to the highest quality and meet the project schedule.

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

Previous similar contracts include Agreement No. CS-235 (Planning and Engineering Services Southeast Plant (SEP) Biosolids Digester Facilities) and Agreement No. CS-389 (Planning and Engineering Services SEP New 250 MGD Headworks Facility).

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 duration of the contract extends from planning through construction which will take approximately 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This project requires special expertise in wastewater treatment plant design and alternative project delivery method, which is not available from City employees. The project is also on a tight schedule for completion due to the redevelopment of Treasure Island.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Support with structural, electrical, process, mechanical and civil engineering, during the planning, design (up to 35%), and construction phases of the new WWTP and RWF are needed. Areas of specialized engineering experience, such as grit removal, odor control, secondary and tertiary treatment, and solids digestion and dewatering are required. In addition, procurement support for alternative project delivery method is needed. Depending on the availability of Construction Management Bureau staff at the time of construction, the Consultant may assist with responding to submittals, Request for Information (RFIs), office work, etc.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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?

Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

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

A. Explain why civil service classes are not applicable.

This project requires special expertise in wastewater treatment plant design and alternative project delivery method, which is not available from City employees.

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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

6. Additional Information

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

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

Yes. Throughout the project, there will be knowledge transfer from the consultant to SFPUC staff. There will also be extensive training for Wastewater Enterprise(WWE) staff on how to operate the new WWTP and RWF. In addition to the knowledge transfer that will be provided as a result of working closely with the awarded firm, the consultant will also provide 3 to 5 brown bag lunch presentations (one-hour each) throughout the term of the project. The target audience will be WWE (engineering, operations and maintenance, and regulatory compliance), EMB and PMB staff. Planned topics will include in-depth presentations on innovative wastewater treatment technologies, comparison of alternative project delivery methods, and recycled water regulations. These topics will benefit both the team directly assigned to the project, as well as additional staff across multiple departments.

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

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

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

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

7. Union Notification: On 05/22/2017, 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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48562 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 08/07/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Slackson@sfgwater.org
To: Jackson_Shamica; kgeneral@ifpte21.org; amakayan@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson_Shamica; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48562 - 16/17
Date: Monday, May 22, 2017 1:16:00 PM

RECEIPT for Union Notification for PSC 48562 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48562 - 16/17 for \$4,000,000 for Initial Request services for the period 12/01/2017 – 12/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8986> For union notification, please see the

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4110 - 12/13)

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

Type of Service: Planning & Engineering Services-Southeast Plant Biosolids Digester Facilities Project(CS-235)

Funding Source: SSJP Capital Funds

PSC Original Approved Amount: \$80,000,000

PSC Original Approved Duration: 05/06/13 - 03/31/24
(10 years 47 weeks)

PSC Mod#1 Amount: \$73,500,000

PSC Mod#1 Duration: 04/01/24-12/31/25 (1 year 39
weeks)

PSC Cumulative Amount Proposed: \$153,500,000

PSC Cumulative Duration Proposed: 12 years 34 weeks

1. Description of Work

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

Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Plant (SEP) located in the Bayview Hunters-Point neighborhood. The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is San Francisco Public Utilities Commissions(SFPUC's) largest wastewater facility providing up to 80% of the City's wastewater and stormwater treatment and produces up to 54,000 wet tons per year (or 13,000 dry tons) of treated biosolids for beneficial use.

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

A delay in this service would delay the completion of the new biosolids digester facilities at SEP. The existing facilities are old and failing and are in need of replacement. The digesters are operating well beyond their useful lives and are outdated, representing a 1940's technology. There is visible corrosion of structural elements and a frequent failure of digester roof covers. Replacement of the aging digester/ biosolids facilities is critically needed. Failure of the aged SEP digestion and/or solids handling processes would compromise the City's ability to treat its wastewater resulting in public health, environmental and regulatory compliance impacts.

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

This service is currently being provided via PSC No. 4110-12/13 (CS-235).

D. Will the contract(s) be renewed?

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

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

The Biosolids Digester Facilities Project is replacing the entire solids treatment portion of the Southeast Plant (essentially half of the facility). It carries a project cost of \$1.28 billion. The planning and design phases have a duration of approximately 5.5 years and the subsequent facility construction and start-up phases are an additional 7 years. For continuity and effectiveness, this consultant team under this contract/PSC should on board to provide engineering support during construction and facility start-up and commissioning. Hence a PSC of greater than 5 years is warranted.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

As noted previously, the Biosolids Project is address the aging/failing infrastructure at the Southeast Plant, which provided up to 80% of the City's wastewater treatment. The project is complex with respect to size, site conditions and surrounding neighborhood environment. Proven experience/expertise is needed in the areas of long-term wastewater planning , multi-discipline design and construction of large complex industrial urban infrastructure, seismic/structural/geotechnical engineering, wastewater operations and maintenance, alternative project delivery (specifically CM/GC) and Public outreach expertise in communicating sensitive topics to external stakeholders. This amendment is being requested to increase the planning and engineering services consistent with the current cost and schedule and CM/GC approach.

B. Reason for the request for modification:

This amendment is being requested to increase the planning and engineering services consistent with the selected CM/GC project delivery approach.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven experience/expertise is needed in the areas of: 1) Process engineering (biosolids treatment); 2) Multi-discipline design of large industrial urban infrastructure; 3) Seismic/structural/geotechnical engineering; 4) Wastewater operations and maintenance; 5) Cost estimating; 6) Project/construction scheduling; 7) Land use planning; 8) Alternative project delivery methods, such as design-build and/or construction management/general contractor (CM/GC); 9) Development of bid-ready plans and specifications for large complex construction projects; 10) Public outreach expertise in various modes of written and visual communication to internal and external stakeholders. Expertise is needed in strategic outreach planning.

B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5408, Coord of Citizen Involvement;

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 existing civil service staff do not have the demonstrated specialized expertise in these areas listed in Item 2A. Expertise is needed in the engineering areas related to the planning and design of major infrastructure and technologies associated with a large complex biosolids/ wastewater treatment facility. Similarly, communication and outreach efforts require significant expertise given the stakeholders, and project complexity and location. The Biosolids Project is the largest to be undertaken by the City and/or the SFPUC.

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 planning and design of other large treatment process facilities of this magnitude is not anticipated at this time. An infrastructure project of this size is not routine.

6. Additional Information

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

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. Yes. Training content is identified jointly with SFPUC staff during the Design phase. Training topics include design production, Building Information Modeling (BIM), process technology, system/equipment knowledge, instrumentation and controls, plant construction, facility operation and maintenance. The training duration shall be approximately 500 hours of training and preparation time. A preliminary estimate of twenty (20) civil, environmental, electrical and/or mechanical engineers may receive technology transfer/cross training. SFPUC will provide the following technical trainings and knowledge transfers associated with BIM modeling and 3-D design. In addition, SFPUC will provide trainings from a knowledgeable cost estimator. SFPUC will also provide cost estimating trainings associated with the construction management/general contractor (CM/GC) delivery method and its implementation within SFPUC's capital delivery structure. These trainings will be provided to interested SFPUC staff.

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

No.

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

No.

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

SFPUC Res No. 13-0086 BOS Res No.243-13

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
BROWN & CALDWELL (see attached)

7. **Union Notification:** On 03/14/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110 - 12/13

DHR Analysis/Recommendation:

04/17/2017

Commission Approval Required

Approved by Civil Service Commission with conditions

04/17/2017 DHR Approved for 04/17/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 44408 - 13/14)

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

Type of Service: Planning and Engineering Services for Southeast Plant New Headworks (Grit) facility (CS-389)

Funding Source: SSIP Capital Funds

PSC Original Approved Amount: \$14,000,000

PSC Original Approved Duration: 01/01/15 - 05/01/21 (6 years 17 w

PSC Mod#1 Amount: \$19,500,000

PSC Mod#1 Duration: 05/02/21-12/19/23 (2 years 33 weeks)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$33,500,000

PSC Cumulative Duration Proposed: 8 years 50 weeks

1. Description of Work

A. Scope of Work:

Provide planning and engineering services for a new 250 million gallons per day (MGD) Headworks facility at the Southeast Water Pollution Control Plant (SEP) to replace the existing Headworks facilities which have a number of deficiencies including aging infrastructure, significant seismic vulnerabilities, antiquated equipment, inefficiencies in screening and grit removal and ineffective odor control. Upgrading these systems with new Headworks will improve the ability of SEP to efficiently treat wastewater and extend the downstream treatment.

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

The existing Headworks facilities are outdated and do not adequately remove trash and grit that enters into the SEP. This causes significant wear and tear in the downstream equipment and impacts the ability of the SEP to treat wastewater. The RFP and original agreement was intended to be delivered in two phases. With the conclusion of Phase 1, we now have actual data on baseline for grit handling requirements and odor control to determine the effort needed to complete the design, which is reflected in the modification amount. The high amount of wear and tear due to extremely high grit loading increase the risk of not meeting permit conditions and can potentially impact public health. Replacement of the aging Headworks with a new facility is critically needed.

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

This service is currently being provided via PSC No. 44408-13/14.

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

2. Union Notification: On 10/28/16, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44408 - 13/14

DHR Analysis/Recommendation:

12/05/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/05/2016

12/05/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Experience and expertise is needed in wastewater process engineering, instrumentation/control, hydraulic modeling, odor control, seismic/structural/geotechnical engineering, cost estimating, construction scheduling, architectural mitigation/land use planning, and development of construction documents for large complex wastewater Headworks facility construction project.

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

5211,5241,5207,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Engineers in current classifications at the City perform design and construction support for wastewater treatment projects. However, the City personnel do not have the expertise to provide the engineering design for a project of this size and complexity. In particular, the experience needed in grit removal, grit handling, rerouting of plant influent during construction and odor control, consisting of a two-stage system with bio-scrubbers followed by carbon adsorption does not exist within the City workforce.

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

No. The engineering expertise is not a long term need, warranting hiring of additional personnel.

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

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

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

ON 10/28/16 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF

Dept. Code: SHF

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

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

Type of Service: Policy manual and Training services

Funding Source: COPS Grant

PSC Duration: 5 years

PSC Amount: \$800,000

1. Description of Work

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

Contractor will review the Sheriff's Department's (SFSD) policy and procedure manuals and make revision recommendations. SFSD's policies and procedures will be vetted by contractor to align specific policies to federal and state law and industry best practices. Work collaboratively with SFSD on policy and procedure manual updates to reflect the agency's mission and philosophy. Utilize a structured method of policy editing and content merging. Integrate the policy manuals and training online to efficiently edit, review, acknowledge latest updates and to complete training. Contractor will provide regular updates in response to legislative mandates, case law and evolution in best practices.

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

The policy and procedure manuals are essential to the operation of the agency. Out of date policies and procedures create liability and risk exposure as policies are based on federal standards and state statutes and case law, and regulatory actions. Outdated polices and procedures are the underpinnings of staff actions that triggers lawsuits, but because they have not been reviewed and modified for years, they are passed to new staff resulting in an exponentially greater liability and risk exposure. Training in new policy implementation is critical.

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.

Policy and procedure manuals are currently overseen by the SFSD Command Staff and Legal Counsel.

D. Will the contract(s) be renewed?

The services will be evaluated following the completion of the initial three years of the contract for possible renewal.

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 initial 12-months will be utilized to review and update departmental policies and procedures to include current federal, state statues and best practices. There will be an annual subscription and management service to maintain and update policies and manuals and provide daily training bulletin.

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 policy and procedure manuals are essential to the operation of the agency. Out of date policies and procedures create liability and risk exposure as policies are based on federal standards and state statutes. The policy and training services require a knowledge of custody and law enforcement policies. As well as, an in depth knowledge of regulatory actions, legislative mandates, and case law impacting policy. In addition, the contractor shall have knowledge to migrate polices to an online system to efficiently access and update manuals.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The policy and training services require a knowledge of custody and law enforcement policies, and state and federal law concerning enforcement. As well as, an in depth knowledge of regulatory actions, legislative mandates, and case law impacting policy. In addition, contractor must have technology expertise to migrate policies and procedures to an online database enable staff to efficiently access, update, and disseminate policy.

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?

Assessing and updating current policies and migrating policy and procedure manuals to a online platform is challenging and exhaust resources. SFSD resources are currently focused on public safety and to ensure high level care of inmates under SFSD custody. As a result, SFSD does not have available resources to dedicate to keeping policies in compliance to federal and state statutes and regulatory actions.

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

A. Explain why civil service classes are not applicable.

There does not appear to be a civil service class that has the combined expertise in custody & law enforcement policy, current federal and state statues, industry best practices, data integration, and online tools.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work as this service is projected to be 5 years or less. SFSD anticipates staff to efficiently receive, review and incorporate policy updates once the contractor migrates policies to an online platform and provides training.

6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. The training consists of online training sessions. The online training consist of scenario illustrating realistic circumstances. Each scenario correspond to a specific policy, which places the policy in an operational context and helps sworn staff understand why the policy exists and how it applies to their daily task. This will train and test employees on its policies and procedures.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/03/2017, 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: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Pl. - Room 456 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40784 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Gong, Henry (SHF)

From: dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org
Sent: Monday, April 03, 2017 4:42 PM
To: Gong, Henry (SHF); amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.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; Gong, Henry (SHF); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40784 - 16/17

RECEIPT for Union Notification for PSC 40784 - 16/17 more than \$100k

The SHERIFF -- SHF has submitted a request for a Personal Services Contract (PSC) 40784 - 16/17 for \$800,000 for Initial Request services for the period 01/01/2018 -- 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8702> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4038-13/14)

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

Type of Service: As-Needed Constructability Review Services

Funding Source: Inter-Departmental Work Orders

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 12/01/13 - 12/31/18 (5 years 4 weeks)

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

PSC Mod#1 Duration: 01/01/19-08/31/23 (4 years 34 weeks)

PSC Cumulative Amount Proposed: \$1,400,000

PSC Cumulative Duration Proposed: 9 years 39 weeks

1. Description of Work

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

Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.

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

In an effort to raise our QC/QA Standards we would like to establish regular Constructability Reviews with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. In addition, we will look to them to provide us with education and training in this area as well. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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 original PSC 4038 - 13/14

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
PSC duration exceeds 5 years to establish a new pool of consultants.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

These services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

B. Reason for the request for modification:

This Mod #1 Request is for the next group of master agreements for constructability review services. The current agreements have expired in early 2017. These as-needed constructability review contracts are necessary to support Public Works on improving the quality of its design documents and ensure successful projects with minimum errors and omissions.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. The firm must have a minimum of 10 years experience on general building projects in any two (or all) of the following disciplines: construction, construction management, cost estimation, multi-discipline project coordination, value engineering. Firm must have experience of at least 5 public sector projects. Qualified personnel must have California general contractor's license; California architect's registration desirable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • Specialized services are required that are not available internally. • Project requires third party constructability review to ensure that a high quality project is achieved.

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

6. Additional Information

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

7. Union Notification: On 06/20/17, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: 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# 4038-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/07/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: Bui, David (DPW)
Sent: Tuesday, June 20, 2017 1:58 PM
To: Dea, Tiffany (DPW); Burns, Alexander (DPW)
Subject: FW: Receipt of Modification Request to PSC # 4038-13/14 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Tuesday, June 20, 2017 1:57 PM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Williams, Hyun (DPW) <hyun.williams@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4038-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period January 1, 2019 – August 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9122>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS – DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Constructability Review ServicesFunding Source: Inter-Departmental Work OrdersPSC Amount: \$400,000PSC Est. Start Date: 12/01/2013PSC Est. End Date 12/31/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.

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

In an effort to raise our QC/QA Standards we would like to establish regular Constructability Reviews with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. In addition, we will look to them to provide us with education and training in this area as well. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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.

Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide cost estimating services.

D. Will the contract(s) be renewed?

No

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

PSC duration exceeds 5 years for time needed to advertise and award. Contract duration will be no more than 5 years.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

B. Explain the qualifying circumstances:

These services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. The firm must have a minimum of 10 years experience on general building projects in any two (or all) of the following disciplines: construction, construction management, cost estimation, multi-discipline project coordination, value engineering. Firm must have experience of at least 5 public sector projects. Qualified personnel must have California general contractor's license; California architect's registration desirable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

The City currently has staff who can perform this work. However, this work is specialized and requires knowledge outside of the City. Services may be required by independent third party reviewers as well.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires third party constructability review to ensure that a high quality project is achieved.

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

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No, there are City staff who can do this work. This service is only needed when specialized services are required that are not available internally or projects require third party constructability reviews.

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 none, the Department notified the following employee organizations of this PSC/RFP request:
no unions 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# 4038-13/14

DHR Analysis/Recommendation:

action date: 11/04/2013

Commission Approval Required

Approved by Civil Service Commission with conditions

11/04/2013 DHR Approved for 11/04/2013