



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 30, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Signature]*

From: Cynthia Avakian, AIR
Shamica Jackson/Stacey Lo, PUC
Sean McFadden, REC
Jolie Gines, TIS
Brent Lewis, DHR
Jacquie Hale, DPH
Stacey Camillo, DPW
Kris Damalas, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains thirteen (13) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$230,060,000	\$511,509,579	\$1,434,734,537

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POSTING FOR

October 17, 2016

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

2016-10-17

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44645 - 16/17	AIRPORT COMMISSION	\$120,000,000.00	<p>Project Management Support Services (PMSS) and Design-Build (DB) Services teams with airport design and management expertise are required to manage the design and construction of the Boarding Area A Gate Enhancements Project (The Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the program. The scope of work for the Gate Enhancement Project includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Assessment and replacement of existing passenger boarding bridges. • Design and construction of: new passenger boarding bridges and associated foundation; aviation fuel systems to accommodate new aircraft parking positions; building modifications including, but not limited to, vertical circulation, building penetrations, and interior spaces; 400-hertz system modifications; and pre-conditioned air system modifications. <p>PMSS and Design portion are estimated to be <\$10,000,000 each and the Construction portion is estimated to be <\$100,000,000</p>	December 1, 2016	June 30, 2020	REGULAR
44553 - 16/17	PUBLIC UTILITIES COMMISSION	\$67,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) contracts ranging from \$15 million to \$35 million each to provide professional construction management (CM) services on an as-needed basis to support SFPUC staff on various Sewer System Improvement Program (SSIP) projects. These additional CM services will support existing staff on various SSIP projects including construction of the new headworks and biosolids digester facilities at the Southeast Water Pollution Control Plant (SEP) as well as major improvements and upgrades at other various wastewater treatment facilities. Additionally, as-needed CM staff may be required to support the SFPUC's Construction Management Bureau's organizational effort and may, for example, include adding on a short-term basis, Construction Engineer(s), Inspector (s), Safety Manager(s), and Cost Estimator(s).</p>	March 1, 2017	November 1, 2025	REGULAR
47032 - 16/17	RECREATION AND PARK COMMISSION	\$400,000.00	<p>This project involves the renovation of the Murphy Windmill structure in Golden Gate Park. The specific scope of services for this project are to make health and safety improvements to this historic structure for the safety of the operation staff that will be maintaining this machine. The Windmill is an active and operating mechanical machine which has many unique component and moving parts which pose potential operation safety concerns that require mitigation. This project will involve the implication of these high risk safety improvements throughout the structure which include machine guarding, fall safety measures, lock out/tag out operation systems and other miscellaneous safety improvements.</p>	August 1, 2016	July 31, 2020	REGULAR
41080 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$2,000,000.00	<p>The City and County of San Francisco (City) wishes to explore options for improving broadband connectivity to all residents and business owners ("Broadband for San Francisco Project"). The City's Department of Technology (DT) is soliciting proposals from firms that are qualified to</p>	December 12, 2016	December 31, 2019	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>provide strategic, financial, technical, and transactional advisory services to analyze the City's options for the Broadband for San Francisco Project.</p> <p>DT is seeking a vendor with a record of success advising government entities on infrastructure delivery structures. Advisory firms must demonstrate success advising governments on various project delivery alternatives and financing structures for infrastructure projects of size, type, and level of complexity similar to the Broadband for San Francisco Project. Importantly, DT needs an advisory firm with an understanding of the key decision drivers that potential industry-side participants and investors would employ for the Broadband for San Francisco Project as well as the ability to critically evaluate the City's plan for the Broadband for San Francisco Project.</p>			
48825 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$5,000,000.00	<p>The Department of Technology, in conjunction with the Office of Contract Administration ("OCA"), is seeking to establish a pre-approved pool of firms that have expertise in highly specialized, modern, user-centered and Agile design and development of software (websites and web applications), that can be placed under blanket purchase agreements. City departments who have web software projects (websites and web applications) requiring modern Agile and user-centered expertise can then access available vendors for a limited time by issuing Statements of Work and selecting the most competitive responses. The web software built by these contractors will typically not include long-term maintenance contracts, but will be operated and maintained by City staff.</p>	October 10, 2016	October 7, 2016	REGULAR
40414 - 16/17	PUBLIC UTILITIES COMMISSION	\$20,000,000.00	<p>This work is necessary to provide upgrades and improvements to existing, aging Hetch Hetchy water and power (HHWP) infrastructure. The specific scopes of work are upgrades and improvements to pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, and communication and security systems. For these facilities, the San Francisco Public Utilities Commission (SFPUC) requires specialized expertise in the areas of:</p> <ul style="list-style-type: none"> •Structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, •Facilities integration, start-up & commissioning •Cost and schedule, risk management, engineering planning, design, and support during construction •Construction management •Project & program management services •Tunnel analysis and inspection •Quality assurance •Value engineering, and •Peer review. <p>The HHWP improvements are necessary in order to meet the challenges of today and the future. This effort is a City-led Program located in remote areas of the HHWP system. The City requires the services of experienced engineering management firms to provide technical and managerial expertise, including staff augmentation during peak workloads. Consultants that are assigned for staff augmentation will be located at the Hetchy Capital Improvement Projects offices in Moccasin, CA (140 miles east of San Francisco, CA), or to the specific project sites located upcountry such as, Tuolumne, Mariposa, Stanislaus, and San Joaquin Counties.</p>	November 1, 2016	October 31, 2021	REGULAR
49756 - 16/17	HUMAN RESOURCES	\$150,000.00	<p>The Contractor will conduct a transportability study for for classes 8302, 8306, 8308, 8310, and 8312. The Contractor will provide the REACT exam for use in testing candidates for Class 8302, and the REACT Promote exam for use in testing candidates for Classes 8306, 8308, 8310, and 8312. Contractor will score candidate responses to the selection instrument and deferid those selection processes against legal challenge as necessary.</p>	October 1, 2016	October 1, 2019	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44538 - 16/17	PUBLIC UTILITIES COMMISSION	\$6,000,000.00	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.	October 17, 2016	October 17, 2020	REGULAR
49013 - 16/17	PUBLIC HEALTH	\$150,000.00	To perform annual physical inventory counts of pharmaceuticals in all pharmacy areas (inpatient pharmacy, satellite pharmacies, outpatient pharmacy, pharmacy warehouse and storeroom) of the Zuckerberg San Francisco General Hospital (ZSFGH). This includes physical counts of pharmaceuticals and generation of detailed price reports by specific pharmaceutical item and location.	January 1, 2017	December 31, 2021	REGULAR
45768 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,200,000.00	The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Public Works is looking to award 3 contracts at \$400,000 each.	August 26, 2016	December 31, 2021	REGULAR

TOTAL AMOUNT \$221,900,000



Posting For October 17, 2016**Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2016-10-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4106 12/13 - MODIFICATIONS	October 17, 2016	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$860,000	\$1,660,000	<p>The Workforce division of Office of Economic and Workforce Development(OEWD) manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources.The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based-process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing</p> <p>Scope Change: OEWD will continue to work with the developer and the Financial Accounting and Information Management System(FAMIS)replacement team at the Controller's Office to identify areas in which the two systems can be synced and further reduce data entry burden on OEWD's finance staff. Currently the online portal is only managing grants for the workforce division of OEWD. OEWD is in the process of moving grantees from additional unit's portfolios -- more than doubling the size of the portfolio that will be managed through the online invoicing solution.</p>	01/01/2018	06/30/2021	REGULAR
4045 11/12 - MODIFICATIONS	October 17, 2016	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas	12/01/2016	11/30/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.			
40942 - 14/15 - MODIFICATIONS	October 17, 2016	PUBLIC HEALTH -- DPH	\$7,000,000	\$8,503,040	Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	01/01/2017	12/31/2021	REGULAR

TOTAL AMOUNT \$7,860,000

**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: PMSS and DB Services for the Boarding Area A Gate Enhancements Project

Funding Source: Airport Capital Funds

PSC Amount: \$120,000,000

PSC Est. Start Date: 12/01/2016

PSC Est. End Date 06/30/2020

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) Services teams with airport design and management expertise are required to manage the design and construction of the Boarding Area A Gate Enhancements Project (The Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the program. The scope of work for the Gate Enhancement Project includes, but is not limited to, the following:

- Assessment and replacement of existing passenger boarding bridges.
- Design and construction of: new passenger boarding bridges and associated foundation; aviation fuel systems to accommodate new aircraft parking positions; building modifications including, but not limited to, vertical circulation, building penetrations, and interior spaces; 400-hertz system modifications; and pre-conditioned air system modifications.

PMSS and Design portion are estimated to be <\$10,000,000 each and the Construction portion is estimated to be <\$100,000,000

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

At Boarding Area A, modifications to existing gates will create an additional Airbus A380 position as well as prepare for future aircraft, including the Boeing B777-9X. Such infrastructure enhancements will include electrical and utility upgrades, passenger boarding bridge replacements and/or additions at existing aircraft gates, and fuel pit relocations. Additionally, gate rooms and associated supporting infrastructure, such as installation of escalators, within the footprint of boarding areas will be added to support future operational needs. If the services for this program are denied, the gates in the boarding areas may not be able to serve the needs of new aircraft fleet mixes resulting in delays, which will lead to a potential decrease in non-airline revenue.

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

This is a new service.

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.
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 Gate Enhancement capital project is site specific with a fixed scope of work and a clear completion date.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise include design of aviation fuel systems, passenger boarding bridge foundations, passenger boarding bridge point of use pre-condition air units, airfield pavement design, airfield lighting design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5504, Project Manager 2; 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?

None at this time. A Notice of Intent for DB services was sent to appropriate City departments on July 25, 2016 and no responses with interest in participating were received by the due date of August 8, 2016.

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 unique and highly specialized expertise in the field of aviation fuel systems, passenger boarding bridge and foundation design.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the specialized nature of the work, we do not believe it is practical to adopt a permanent civil service class.

6. Additional Information

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

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

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

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

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

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

7. **Union Notification:** On 08/18/2016, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44645 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/03/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@fysfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44645 - 16/17
Date: Thursday, August 18, 2016 4:17:47 PM

RECEIPT for Union Notification for PSC 44645 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44645 - 16/17 for \$120,000,000 for Initial Request services for the period 12/01/2016 -- 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/7974> For union notification, please see the

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

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

From: Paul Kim
To: Cynthia Avakian (AIR)
Cc: Christopher McManus (AIR); Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Professional Services Contract #44645-13/14 PMS and DB Services for Boarding Gate A
Date: Thursday, September 22, 2016 11:56:39 AM

* Thank you Cynthia, with this new information the Union has no objection with this PSC (44645) moving forward, thank you.

Paul

From: Cynthia Avakian (AIR) [mailto:Cynthia.Avakian@flysfo.com]
Sent: Wednesday, September 21, 2016 2:24 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: Christopher McManus (AIR) <chris_mcmanus@flysfo.com>; Ricardo Valle (AIR) <ricardo.e.valle@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: Professional Services Contract #44645-13/14 PMS and DB Services for Boarding Gate A

All,

The correct PSC # is 44645-13/14 not 44465-13/14.

Thanks,

Cynthia
(650) 821-2014

From: Cynthia Avakian (AIR)
Sent: Tuesday, September 20, 2016 10:53 AM
To: 'Paul Kim' <pkim@ifpte21.org>
Cc: Christopher McManus (AIR) <chris_mcmanus@flysfo.com>; Ricardo Valle (AIR) <ricardo.e.valle@flysfo.com>; DHR-PSCCoordinator (DHR-PSCCoordinator@sfgov.org) <DHR-PSCCoordinator@sfgov.org>
Subject: FW: Professional Services Contract #44465-13/14 PMS and DB Services for Boarding Gate A

Paul,

Please see our answers to the questions you posed regarding PSC 44465-13/14 below in red text.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Director, Contracts
San Francisco International Airport
International Terminal North Shoulder Building, 5th Floor
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014

From: Paul Kim [mailto:pkim@ifpte21.org]
Sent: Wednesday, August 31, 2016 11:58 AM
To: Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>
Subject: RE: Professional Services Contract #44465 PMS and DB Services for Boarding Gate A

Hi Cynthia,

I was made aware of this PSC summary online and I had some questions that I was hoping you could help me with:

1. Who is the Project Manager, Project Engineer assigned to this project Christopher McManus is the PM.
2. Is the entire portion of the work (all of the \$120 million) that SFO/CCSF staff do not have the expertise in doing Total design portion is less than \$5M. Please see the answers to question 3-6 regarding the notice and expertise responses.
3. What was the process to determine that staff did not have the expertise? Which section heads were contacted, who made that determination?
Joseph Birrer determined that while the scope and complexity of the project was not beyond the expertise of the Airport Engineering department, the ability to meet the timeline of the project was. In addition, the Airport has specifically chosen Design Build for this project in order to meet tap into industry expertise and to meet the demanding schedule requirements resulting from signifacnaly higher passenger growth than anticipated.
4. What is the portion of the work where the expertise is lacking? The skill and the dollar amount. While the complexity of the project is not beyond Airport Engineering's expertise, meeting the schedule is.

Airfield Design (Civil) - Pavement and Geometry Design	\$ 500,000
Airfield Design (Electrical) - Airfield Lighting	\$ 500,000
Specialty Design (Electrical) - CCTV, Secure ITT Infrastructure	\$ 200,000
Passenger Boarding Bridge Design (Civil)	\$ 500,000
Aviation Fuel Design (Mechanical)	\$ 300,000
SUBTOTAL:	\$ 2,000,000

5. If staff does not have the expertise to do the work, can we get a training program for them to learn? The work is performed on rare occasions to be defined as specialty. The last time this design work was performed at the terminal was approximately 2006. Since this is a specialty and a one off type project it would be impractical to invest in this specialized training needed to support future projects of this type.
6. Were other city departments contacted to see if they could do the work? PUC, DWP, and MTA. Notice of intent was sent out on July 25 describing scope of design and project. Section heads from PUC, DPW, and MTA were contacted.

Thank you.

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

Additional Attachment(s)

NOTICE OF INTENT

DATE: July 25th, 2016

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Design-Build Services and Project Management Support Services for the Boarding Area A Gate Enhancements at the San Francisco International Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: August 8th, 2016

The San Francisco International Airport Design & Construction Division is seeking **Design-Build (DB) Services and Project Managements Support Services (PMSS) for the Boarding Area A Gate Enhancements Project** at the **San Francisco International Airport** as listed below. If your Department is interested, please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **August 8th, 2016** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

SUMMARY OF SCOPE OF WORK:

As a result of recent significant international passenger growth and continued forecasted growth over the long term, as well as the need to replace and modernize aging passenger boarding bridges, the Airport will secure Design-Build and Project Management Support Services to design and implement the replacement and upgrade of the International Terminal Boarding Area A Gates as part of Project 11055, Gate Enhancements Project ("Project"). The passenger boarding bridges (PBB) at International Terminal Boarding Area A are reaching the end of their service lives. In addition, the fleet of new aircraft requires the gates to be reconfigured to increase efficient use of the limited space at Boarding Area A. This includes modifications to the aviation fuel system, PBB foundation installation, and mechanical, electrical and controls equipment modifications.

SUMMARY OF SERVICES REQUESTED:

The PMSS consultant will provide overall management expertise and oversight, including design and construction management services, project controls, contract administration, cost estimating services and field inspection. The estimated duration of the PMSS contract is **September 2016 through December 2019**.

The Design-Build contractor will provide design, construction and general management services, including full professional architecture and engineering design services including PBB design and PBB foundation design, and procurement and management of design sub-consultants and trade package subcontractors. The estimated duration of the Design-Build contract is **December 2016 through October 2019**.

Please check one of the applicable boxes below, sign, date, and email back by the due date. If the Airport has not received a response from your organization by **August 8th, 2016**, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

SFO, DESIGN & CONSTRUCTION DIVISION
NOTICE OF INTENT

Request for Proposals (RFP) for Design-Build Services and Project Management Support Services for the Boarding Area A Gate Enhancements Project at the San Francisco International Airport

Our Department is interested.

If your department is interested in providing these services, the Project Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

Date: _____

Questions regarding this request should be sent via email to:

Christopher McManus at christopher.mcmanus@flysfo.com

Thank you in advance for your consideration.

Sincerely,



Christopher McManus
Project Manager
Design and Construction Division
San Francisco International Airport

cc: Cynthia Avakian

From: Cynthia Avakian (AIR)
To: Ricardo Valle (AIR)
Subject: FW: NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support and Design-Build Services for Boarding Area A Gate Enhancements Project at the San Francisco International Airport
Date: Thursday, August 11, 2016 1:46:20 PM
Attachments: 11055 BAA NOI.pdf

Ricardo,

Here is the emails that the NOI was sent to.

Thanks,

Cynthia
(650) 821-2014

From: Christopher McManus (AIR)
Sent: Monday, July 25, 2016 3:43 PM
To: How, Kathryn (PUC) <khow@sflower.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Laue, Julia (DPW) <Julia.Laue@sfdpw.org>; Prasad, Uday (PRT) <uday.prasad@sflight.com>; Olea, Ricardo (MTA) <ricardo.olea@sfmta.com>; Hui, Cynthia (MTA) <cynthia.hui@sfmta.com>; Dusseault, Brian (MTA) <brian.dusseault@sfmta.com>
Cc: Judi Mosqueda (AIR) <Judi.Mosqueda@flysfo.com>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Lisa Randall (AIR) <Lisa.Randall@flysfo.com>; Geri Rayca (AIR) <Geri.Rayca@flysfo.com>
Subject: NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support and Design-Build Services for Boarding Area A Gate Enhancements Project at the San Francisco International Airport

Please find the referenced NOI for the subject contract attached.

DATE: July 25, 2016

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support and Design-Build Services for Boarding Area A Gate Enhancements Project at the San Francisco International Airport

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **August 8, 2016**

The San Francisco International Airport Design & Construction Division is seeking **Project Management Support and Design-Build Services** for the **Boarding Area A Gate Enhancements Project** at the **San Francisco International Airport**. If your Department is interested, please fill out the attached form, sign, date and send back via email. If the Airport has not received a response from your organization by **August 8, 2016** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Questions regarding this request should be sent via email to: Christopher McManus at christopher.mcmanus@flysfo.com.

If you have received this message in error, are not the appropriate party to respond or believe a name or names to be absent from the outreach list, please respond to this message and provide any information necessary to correct the error if available.

Thank you for your response.

Regards,

Christopher McManus, PE
San Francisco International Airport
Design & Construction – Project Manager
Phone: (650) 821-7724

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: Sewer System Improvement Program (SSIP) Construction Management Services (PRO.0026,27,28)

Funding Source: SSIP Funded

PSC Duration: 8 years 35 weeks

PSC Amount: \$67,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) contracts ranging from \$15 million to \$35 million each to provide professional construction management (CM) services on an as-needed basis to support SFPUC staff on various Sewer System Improvement Program (SSIP) projects. These additional CM services will support existing staff on various SSIP projects including construction of the new headworks and biosolids digester facilities at the Southeast Water Pollution Control Plant (SEP) as well as major improvements and upgrades at other various wastewater treatment facilities. Additionally, as-needed CM staff may be required to support the SFPUC's Construction Management Bureau's organizational effort and may, for example, include adding on a short-term basis, Construction Engineer(s), Inspector(s), Safety Manager(s), and Cost Estimator(s).

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

The SFPUC does not have the staff resources to perform all of the required work nor could enough current staff be transferred from other City departments, e.g., SF Public Works. Additionally, no new hires could be added to meet the timing and/or requirements of the limited duration and specialized expertise for this proposed work effort. If denied, there would not be adequate staff and the necessary CM expertise to manage the construction of these projects, thus increasing the overall likelihood of inadequate performance on SSIP projects, which comprise a multi-billion dollar capital improvement program.

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

The services required for SSIP projects have not been performed on this scale in the past. There is more work than can be performed by in-house SFPUC personnel. Additionally, there is specialized CM experience and expertise required that is not available within City forces, i.e., experience and expertise with wastewater treatment facility construction and the implementation and operationalization a Construction Manager/General Contractor (CM/GC) project delivery method.

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 construction of the SSIP projects will span a time period of approximately eight (8) years and eight (8) months. This duration is due in large part to the sequencing of the construction work since the footprint for all of these construction projects is confined primarily to the wastewater treatment facilities located in San Francisco. In short, there is a large volume of construction work to be completed in a very small work area. Consequently, the as-needed CM services will be required throughout this entire construction duration.

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 work under this contract requires specialized experience and knowledge to adequately manage the construction associated with large, complex wastewater treatment facilities.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Construction management skills include pre-construction services, contract administration, inspection services, contracts management, and project controls with expertise in the CM/GC project delivery method and in wastewater treatment facility construction including: contractor means and methods, safety regulations, water quality standards, system shutdowns and start-up procedures, equipment and performance testing, compliance with latest building codes, and claims expertise. These specialized skills and knowledge are essential for maintaining treatment plant operations and service to the customers during the overall SSIP construction period.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector; 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?

The SFPUC has previously used resources from SF Public Works to support the operation, maintenance, and repair of its existing wastewater treatment facilities. As such, the SFPUC and SF Public Works will continue to partner, but on a larger scale, by augmenting existing CM staff resources to meet the specialized needs and peak workload demands of the SSIP construction projects.

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

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

Current civil service classes are not applicable because they do not have the specialized experience and knowledge to adequately manage the construction associated with large, complex wastewater treatment facilities, which are not the kind of projects these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for SSIP projects, but this level of resources is not a long-term need that would warrant the hiring of new SFPUC personnel.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The specialized needs of construction management for SSIP projects, e.g., performance testing and start-up activities of wastewater treatment facilities, are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Training will not be provided. However, the SFPUC has previously used resources from SF Public Works to support the operation, maintenance, and repair of its existing wastewater treatment facilities. As such, the SFPUC and SF Public Works will continue to partner, but on a larger scale, by augmenting existing CM staff resources to meet the specialized needs and peak workload demands of the SSIP construction projects.

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

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

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

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

7. Union Notification: On 08/22/2016, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44553 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
Sent: Monday, August 22, 2016 4:18 PM
To: Jackson, Shamica (PUC); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44553 - 16/17

RECEIPT for Union Notification for PSC 44553 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION --- PUC has submitted a request for a Personal Services Contract (PSC) 44553 - 16/17 for \$67,000,000 for Initial Request services for the period 03/01/2017 - 11/01/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/7995> For union notification, please see the

JO: 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: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: Professional Design Services

Funding Source: Open Space Funds

PSC Duration: 4 years

PSC Amount: \$400,000

1. Description of Work

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

This project involves the renovation of the Murphy Windmill structure in Golden Gate Park. The specific scope of services for this project are to make health and safety improvements to this historic structure for the safety of the operation staff that will be maintaining this machine. The Windmill is an active and operating mechanical machine which has many unique component and moving parts which pose potential operation safety concerns that require mitigation. This project will involve the implication of these high risk safety improvements throughout the structure which include machine guarding, fall safety measures, lock out/tag out operation systems and other miscellaneous safety improvements.

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

The Windmill needs to be operated on a routine and regular basis in order to keep the structure from falling into disrepair. Because of staff operational life safety concerns as it relates to some components of the windmill, Staff is currently not able to maintain the windmill at the required frequency. Without this maintenance, this City historic asset will continue to deteriorate at an accelerated rate.

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 windmill has not been in operation for the past 30 years. Several years ago, the Recreation and Park Department renovated the structure of the windmill back to its original condition. These specific design services have not be required in the past because of the unique design conditions related to this structure.

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 will require a blend of historic design modification to the windmill which will also include detailed worker safety improvements (Cal OSHA) specific to the operation of the Windmill.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professional firm and consultants that have specific experience with historic structures that can assemble a team with engineers with specific skill sets in machine guarding, lock/out- tag/out design systems and procedures and a team that can make the necessary improvements to comply with California OSHA requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 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?

Reached out to Patrick Rivera at Department of Public Works - he declined the project and determined it was appropriate to go with a third party designer.

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

- A. Explain why civil service classes are not applicable.
This project will require a blend of specific historic design modification to the windmill which will also include detailed worker safety improvements (California OSHA) specific to the operation of the Windmill.
- 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, one time project for a unique structure.

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.
A sub-consultant to the design lead (Lucas Verbij- Windmill Expert) will be required to provide Windmill operation training to the Department's Stationary Engineers (5-7 staff for 40 hours).
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 07/13/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47032 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

McFadden, Sean (REC)

To: McFadden, Sean (REC)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 47032 - 16/17

—Original Message—

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of sean.mcfadden@sfgov.org
Sent: Wednesday, July 13, 2016 4:09 PM
To: McFadden, Sean (REC) <sean.mcfadden@sfgov.org>; L21PSCReview@ifpte21.org; McFadden, Sean (REC) <sean.mcfadden@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 47032 - 16/17

RECEIPT for Union Notification for PSC 47032 - 16/17 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 47032 - 16/17 for \$400,000 for Initial Request services for the period 08/01/2016 – 07/31/2020. 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/7798> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Broadband Advisory Services Project

Funding Source: General funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 12/12/2016

PSC Est. End Date: 12/31/2019

1. Description of Work

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

The City and County of San Francisco (City) wishes to explore options for improving broadband connectivity to all residents and business owners ("Broadband for San Francisco Project"). The City's Department of Technology (DT) is soliciting proposals from firms that are qualified to provide strategic, financial, technical, and transactional advisory services to analyze the City's options for the Broadband for San Francisco Project.

DT is seeking a vendor with a record of success advising government entities on infrastructure delivery structures. Advisory firms must demonstrate success advising governments on various project delivery alternatives and financing structures for infrastructure projects of size, type, and level of complexity similar to the Broadband for San Francisco Project. Importantly, DT needs an advisory firm with an understanding of the key decision drivers that potential industry-side participants and investors would employ for the Broadband for San Francisco Project as well as the ability to critically evaluate the City's plan for the Broadband for San Francisco Project.

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

Denial of this request will effectively preclude the ability to evaluate alternatives to the current broadband marketplace. The current broadband marketplace has failed to result in investment in state of the art, gigabit speed networks on a large scale, provide affordable rates or serve all San Francisco residents. The purpose of this Broadband Advisory Services is to provide DT and the City with the resources necessary to evaluate public and public-private broadband initiatives to address these failures.

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

The Broadband Advisory Services needed in this proposed Request for Proposal (RFP) is a new initiative for the City. This service need has not been provided in the past.

D. Will the contract(s) be renewed?

No, we do not anticipate 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.

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 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 new initiative, involving the analysis of financial options and technology—fiber-to-the-home/technology—that the City has not previously engaged in, consequently no civil service classification can adequately perform this work. The required skills and expertise are: 1. Advising a public entity, with large scale design build, concession, or hybrid project delivery approaches; 2. Fiber to the home/business broadband infrastructure planning; 3. Modeling for purposes of evaluating and comparing the feasibility and benefits of using alternative project delivery approaches; and 4. Complex quantitative analyses of major project development and construction models; risk transfer analysis expertise.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The required skills and expertise are: 1. Advising a public entity, with large scale design build, concession, or hybrid project delivery approaches; 2. Fiber to the home/business broadband infrastructure planning; 3. Modeling for purposes of evaluating and comparing the feasibility and benefits of using alternative project delivery approaches; and 4. Complex quantitative analyses of major project development and construction models; risk transfer analysis expertise.

B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 5506, Project Manager 3;

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

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

This is a new initiative, involving the analysis of financial options and technology—fiber-to-the-home/technology—that the City has not previously engaged in, consequently no civil service classification that currently could perform this work. But since the PSC database requires notice of a civil service classification and for purposes of the PSC union notification only, the closest union classification who may be able to perform this function is a IT Project Director or Project ManagerIII.

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

A. Explain why civil service classes are not applicable.

This is a new initiative, involving the analysis of financial options and technology—fiber-to-the-home/technology—that the City has not previously engaged in, consequently no civil service classification can adequately performs this work. Civil service classes are not applicable because the City has no prior experience in the financial options and fiber to the home/business technology.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service class to perform this initial, one-time evaluation. If the City decides to pursue the Broadband for San Francisco program subsequent to this initial evaluation, it may be appropriate to hire various civil service employees in the follow-on execution phase of the program.

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. Since the advisory work is for the initial and one-time evaluation, it makes little sense to train City employees to do the strategic and financial analysis.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 08/17/2016, 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: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41080 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 10/17/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: Gines, Jolie (TIS); L21PSCReview@fppte21.org; Wong, Fan-Wa (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41080 - 16/17
Date: Wednesday, August 17, 2016 1:43:29 PM

RECEIPT for Union Notification for PSC 41080 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY – TIS has submitted a request for a Personal Services Contract (PSC) 41080 - 16/17 for \$2,000,000 for Initial Request services for the period 12/01/2016 – 12/31/2019. 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/7973> 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)

City and County of San Francisco
Request for Proposals for
Broadband for San Francisco Advisory Services

DT RFP#2017-05



Schedule	
Proposal Phase	Date
a) RFP is advertised and issued by the DT	August 11, 2016
b) Deadline for submission of written questions or requests for clarification	August 26, 2016
c) Proposals due	September 12, 2016

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Appendices:

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contracts \$50,000 and over document (separate document).
Proposers must submit the following forms:

- Form 2A CMD Contract Participation form
- Form 3 CMD Non-discrimination Affidavit
- Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

- Form 4 Joint Venture Participation Schedule, only if applicable

- | | |
|--|-------------------|
| B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. | B-1 |
| C. Agreement for Professional Services (form P-600) | separate document |
| D. Minimum Qualifications Worksheet (Appendix D) | separate document |
| E. Fee Worksheet (Appendix E) | separate document |

Request for Proposals for

Broadband for San Francisco Connectivity Advisory Services

I. Introduction and Schedule

A. General

The City and County of San Francisco (City) is exploring options for improving broadband connectivity to all residents and business owners (“Broadband for San Francisco Project”). The City’s Department of Technology (DT) is soliciting proposals from firms that are qualified to provide strategic, financial, technical, and transactional advisory services to analyze the City’s options for the Broadband for San Francisco Project. (This initiative will be referred to herein as the “Advisory Services Project”.) As described in greater detail Section 2, Scope of Work, the vendor selected by DT for the Advisory Services Project will provide strategic, technical, and financial advice to assist the City to develop a plan for implementing the Broadband for San Francisco Project. DT is seeking a vendor with a record of success advising public entities on infrastructure delivery structures. Respondents must demonstrate prior roles and success advising governments on various project delivery alternatives and financing structures for infrastructure projects of size, type, and level of complexity similar to the Broadband for San Francisco Project. Importantly, DT is seeking a vendor with an understanding of the key decision drivers that potential industry side participants and investors would employ for the Broadband for San Francisco Project as well as the ability to critically evaluate all assumptions underlying the City’s plan for the Broadband for San Francisco Project.

At the request of the San Francisco Board of Supervisors, the City’s Budget and Legislative Analyst (BLA) prepared a financial analysis of building a municipal fiber network to provide all residential, commercial, and industrial premises in San Francisco with 1 Gigabit per second internet service. The BLA released its report titled “Financial Analysis of Options for a Municipal Fiber Network for Citywide Internet Access” (BLA Report) on March 15, 2016. The BLA Report can be found here: <http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=55326>.

The BLA Report examined three approaches to financing and operating the network: (1) public; (2) private; and (3) public/private partnership development and operation. Respondents should refer to the BLA Report for background information on the Internet market in San Francisco, the cost of various options for building a citywide network, implementation challenges, and options for creating a citywide network.

The Problem

The Broadband for San Francisco Project is intended to address the following problems:

- Twelve percent of San Francisco residents, over 100,000 people, do not have Internet service at home – including 14% of San Francisco’s public school students. The price of Internet access is cited as the main reason residents do not have access at home.
- 50,000 residents have sluggish dial-up speeds.

- Internet access at speeds of at least one Gigabit per second, the standard in next-generation broadband, is currently available to just 2.6% of San Franciscans.
- Private providers may not have sufficient incentives to make the investment necessary to ensure Gigabit speed service in all San Francisco neighborhoods.

Principles

The Broadband for San Francisco Project is guided by the following principles:

Equity: Every resident and business in San Francisco should have access to fast and affordable broadband connectivity necessary to participate and thrive in the 21st century. The City's intends to prioritize providing service to traditionally underserved households,

Jobs, Innovation, Growth: Investment in new connectivity will result in increased local employment and provide numerous economic development advantages for the entire City to continue to be the innovation capital of the world.

Investing in the Future: Residents and businesses, and non-profit organizations will have affordable choices with stable rates for high quality connectivity faster than current broadband services offered today and will sustain and continue to grow educational, economic and cultural opportunities.

Approaches to Offer Gigabit Speed Internet

The report identifies the choice between the approaches identified below as key decisions. (BLA Report, p. 4.) The City expects the vendor chosen for the Advisory Services Project to advise the City on which of these approaches would best suit the City's needs.

Build out Approaches

The BLA Report identifies two build out approaches: (1) demand driven; and (2) utility-based:

- Demand Driven or Connection on Demand: While the fiber distribution will be constructed throughout San Francisco, drop connections to individual properties would only be constructed at the time a customer subscribes to the service.
- Utility Based or Pre-Connected: In addition to the fiber distribution network, drop connections to all residential and business properties would be constructed by default.

Development Models

The BLA Report examines three models for constructing, operating, and maintaining the fiber network:

- Public Model: At the City's cost, the City would assume responsibility for the construction, operation, and maintenance of a Gigabit speed municipal fiber network.

- Private Model: The City would continue to rely on the private sector to provide Gigabit speed Internet throughout the City.
- Public-Private Model: The City and one or more private sector partners would share costs, financial, and operational risks for the construction, operation, and maintenance of a Gigabit speed Internet network.

Additional Information:

- Financial Analysis of Options for a Municipal Fiber Optic Network for Citywide Internet Access: <http://www.sfbos.org/Modules/ShowDocument.aspx?documentid=55326>
- 2009 Fiber to the Home/Business Feasibility Study: <http://sfgov.org/dt/fiber-study>

B. Schedule

The anticipated schedule for selecting an advisory service vendor is shown below:

Proposal Phase	Date
a) RFP is advertised and issued by DT	August 11, 2016
b) Deadline for submission of written questions or requests for clarification	August 26, 2016 5 p.m, PDT
c) Proposals due	September 12, 2016 5 p.m. PDT
d) Oral interview with firms selected for further consideration	Selected firms will be notified

II. Scope of Work

DT is soliciting proposals from entities that are qualified to analyze and provide strategic, financial, technical, and transactional advisory services with respect to the Broadband for San Francisco Project. DT is interested in firms with experience in advising and supporting staff in the procurement process for design-build agreements or other similar agreements in a municipal environment. The service will include a comparison of concession, design-build, or hybrid project delivery alternatives, requiring the capability to apply both the private and public sector analytic constructs, to develop and implement an optimal project plan.

DT anticipates that the Advisory Services Project will consist of three phases:

1. Developing a Business Case for the Broadband for San Francisco Project;
2. Preparing and Reviewing Requests for Qualifications and Proposals for the Broadband for San Francisco Project; and
3. Conducting negotiations with vendors chosen for the Broadband for San Francisco Project.

Phase 1 is certain. At the conclusion of Phase 1, DT will evaluate the business case to determine whether or not to proceed with a RFQ/RFP.

A. Phase 1: Assist City in Developing Business Case for Project

Analyzing all aspects of Broadband for San Francisco Project feasibility including: (i) strategy and approach; (ii) implementation schedule; (iii) reasonable assumptions for revenues; (iv) assessment of construction, operating, and maintenance costs; and (v) appropriate risk profiles for each and all potential financing structures.

Phase I includes, but is not limited to, the following tasks:

- Comparing three models: Public Model, Private Model, Public-Private Model
- Identifying and providing guidance on key issues that are likely to have a significant commercial impact on the Broadband for San Francisco Project (project scope, schedule, funding and finance strategy, commercial structure, and procurement approach)
- Developing scope and schedule deliverables for the project team related to the procurement of services necessary to implement the Broadband for San Francisco Project;
- Analyzing cost of building and operating a gigabit speed network in San Francisco
- Evaluating the cost and feasibility of building out a gigabit speed network to street light poles to support “Smart Cities” applications
- Evaluating options based on adherence to Principles
- Analyzing economic impact of the Broadband for San Francisco Project, especially direct employment
- Analyzing project design finance, build, operation, and maintenance

- Convening forums for industry and public
- Developing criteria and method for evaluating delivery alternatives
- Developing alternatives for funding and financing the project
- Completing a project risk matrix accounting for all risks in the design, construction, and operations phases of the project
- Recommending implementation approach
- Recommending City role in elements of project, such as design, finance, build, operation, and maintenance
- Performing approval assessment to determine what local or state-level entities will need to approve the project and develop a plan for obtaining any required approvals
- Recommending mechanism to ensure affordable rates, and if necessary, subsidy program for low income consumers
- Recommending mechanism to ensure underserved consumers benefit from system;
- Performing “market sounding” of industry participants (suppliers, contractors, investors, developers, and others including private and public utilities) on the potential business and contractual structures under consideration

Phase 1 includes the following deliverables:

- A report that:
 - Defines scope and goals of the Broadband for San Francisco Project
 - Compares Public, Private and Public-Private Models, showing how criteria and evaluation method were applied
 - Defines and compares delivery options based on funding and financing viability
 - Presents and explains project risk matrix accounting for all risks in the design, construction, and operations phases of the project
 - Compares delivery options based on ability to ensure affordable rates;
 - Proposes key contractual elements for each delivery option
 - Details a mechanism to provide discounted rates for qualifying low income consumers
 - Identifies potential sources of funding
 - Analyzes public right of way (PROW) processes
 - Proposes performance specifications for the proposed system
 - Provides a model for reporting revenue given inputs of subsidized rates, full rates, and rate of adoption for each delivery alternative
- An inventory of information that will be made available to bidders, including:
 - Data and maps of City facilities
 - Relevant PROW management regulations and processes
- A summary of market sounding

B. Phase 2: Assist City in Developing and Reviewing Request for Qualifications and Proposals

At the conclusion of Phase 1, DT may elect to proceed with a Request for Qualifications and/or Proposals to pursue a specific delivery option to implement the Broadband for San Francisco Project. The Request for Qualifications (RFQ) will be used to solicit interest from potential developers and ultimately identify a short list of qualified developers. The Request for Proposals (RFP) will be used to select the best proposal among those submitted by qualified developers.

Phase II includes, but is not limited to, the following tasks:

- Recommending a draft Broadband for San Francisco RFQ to solicit interest from potential developers
- Assisting in implementation of the Broadband for San Francisco Project Master Developer RFQ
- Reviewing and evaluating submitted responses to the Broadband for San Francisco Project Master Developer RFQ
- Selecting respondents to the RFQ who will receive the RFP
- Preparing and implementing the Master Developer RFP in two phases, a preliminary Draft Master Developer RFP for comment and a Final Master Developer RFP
- Developing standards, metrics, criteria and the process by which the responses to the RFP will be evaluated and measured and by which the ranking of the respondents will be determined
- Reviewing comments on Draft Master Developer RFP and suggesting changes to Final Master Developer RFP
- Analyzing responses to the Final Master Developer RFP
- Updating City decision makers as to the qualifications of the respondents to the RFP and on project delivery methods
- Assisting in the selection of vendors from among the respondents

Phase II includes the following deliverables:

- Broadband for San Francisco Master Developer RFQ;
- Written evaluation of RFQ responses for City evaluation committee;
- A Draft Broadband for San Francisco Master Developer RFP for comment;
- Final Master Developer RFP;
- Written evaluations of RFP responses for City evaluation committee; and
- Development of materials and participation in briefings to City decision makers concerning responses to RFP, including public forums.

C. Phase 3: Assist City in Negotiations and Execution of Agreements and Contracts

Provided that at the completion of Phase II the City has chosen one or more vendors for the Broadband for San Francisco, DT will proceed with negotiating and executing agreements and contracts. Vendor will assist in the development and negotiation of agreements and other implementation documents for the Broadband for San Francisco Project, as approved by the Mayor, Board of Supervisors and possibly the public, if voter approval is required. Phase II could include a financial analysis.

D. Schedule

DT intends to complete Phases 1 and 2 according to the following schedule:

- Phase 1 within four (4) months of the date of the notice to proceed
- Phase 2 (completing RFQ and RFP) within fifteen (15) months from the date DT determines to proceed with Phase II

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 pm, Pacific time on September 12, 2016. DT will only accept proposals submitted electronically, as follows.

- 1.) Submit an electronic copy of your Proposal and required CMD forms via e-mail at the following e-mail address: dt.rfp@sfgov.org with "Broadband for San Francisco Advisory Services RFP" in the subject line.
- 2.) Questions regarding this RFP must be sent via e-mail to the following e-mail address no later than 5:00 p.m., PDT August 26, 2016: dt.rfp@sfgov.org

B. Content

Submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 2 pages)

A letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach (up to 12 pages)

A description of the services and activities that your firm proposes to provide to DT. Include the following information:

- a. How your firm will conduct specific tasks and prepare anticipated deliverables described in Section 2 Scope of Work;
- b. A task by task breakdown for the 3 phases. Briefly address how you intend to accomplish each task, (You may suggest an alternative tasks and deliverables to those identified in Section 2 Scope of Work, but you must describe those in detail.)
- c. Your firm's ability to complete the project within the City's required schedule;
- d. Your firm's overall approach to conducting the work; and
- e. How you would assign work within your firm's work team.

3. Contractor/Sub-contractor Qualifications (up to 3 pages for each firm)

Information on your firm's and each subcontractor's background and qualifications, which addresses the following:

- a. Name, address, and telephone number of contact persons for each participating entity.

- b. A description of your firm and the services it provides, as well as how any joint venture or association would be structured and the services provided by subcontractor participants.
- c. For your firm and each subcontractor, a description of the relevant project experience that corresponds to the categories of the Scope of Work. Where appropriate, briefly describe your approach to the work, including insights and issues associated with the program area, and/or sample tasks or deliverables. Include client, budget, schedule, and project summary.
- d. A description of your firm's experience in assessing the feasibility of new infrastructure projects. Include a description of your experience in analyzing the business, technical, and operational models for broadband systems.
- e. A description of your experience in advising public sector entities on infrastructure deployment issues over the past 10 years.
- f. A description of not more than four projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule, and project summary. This may include projects where you recommended that the public entity not proceed with a project. Descriptions should be limited to one page for each project.
- g. The attached Appendix D Minimum Qualifications Worksheet.

4. Team Qualifications (up to 5 pages)

- a. A list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. A description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to 2 pages per reference)

References on projects of similar size and scope as this project for your firm and lead project manager. The references should include a brief description for each project and the name, address and telephone number of three or more recent clients (preferably other public agencies and preferably within the past three years). Written evaluations, such as written performance reviews, or written client references are welcome and will not be counted against the page limit. For verification purposes, include name, title, company or agency, address, telephone, e-mail address and fax numbers.

If you intend to use subconsultants, provide three references familiar with each subconsultant's services and performance in roles and responsibilities similar to those proposed. Include name, title, company or agency, address, telephone, e-mail address and fax numbers.

6. Disclosures (up to 2 pages)

- a. Disclose any pending investigation, enforcement, or disciplinary actions of the firm subcontractors by any regulatory body.
- b. Describe any client relationship that could be viewed as a potential conflict of interest, if your firm is selected. Please interpret this question broadly.

7. Fee Proposal

Provide a fee proposal electronically that includes the following:

- a. Total fee for Phases 1 and 2 of the Scope of Work and the entire Scope of Work with a not-to-exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
- c. A summary of costs in the attached Appendix E Fee Worksheet.

IV. Evaluation and Selection Criteria

DT intends to select a vendor with a record of success with a broad range of delivery structures. The vendor experience must include prior roles advising public sector entities on developing and implementing various project delivery alternatives and financing structures for infrastructure projects of size, type and level of complexity similar to the Project.

The selected vendor may consist of a team that includes more than one firm, if needed, to provide the required services. DT expects to enter into a contract with a selected vendor who will be responsible, among other matters, for subcontracting with any other firm whose participation is necessary to complete the full required scope of work. In addition, DT will rely on the City Attorney and to provide legal advice.

Process and Scoring Summary			
Step	Description	Criteria	Total Points
One	Minimum Qualifications	Pass/Fail	N/A
Two	Evaluation of written proposals	1. Project approach (40 points) 2. Assigned project staff (15 points) 3. Experience of firm and subconsultants (15 points) 4. Fee (10 points)	80 Points
Three	Oral interview (up to the 4 top ranking respondents)	Panel scoring of responses to standard questions	20 Points
Final		Combined scores from Steps One and Two	100 Points

A. Step One: Evaluation of Minimum Qualifications on a Pass/Fail Basis

Respondents must demonstrate that their team meets the following minimum qualifications by completing Appendix E Minimum Qualifications Worksheet:

1. Three years' experience (within the last 10 years) in advising a public entity, with large scale design build, concession, or hybrid project delivery approaches.
2. Three years' experience (within the last ten years) in modeling for purposes of evaluating and comparing the feasibility and benefits of using alternative project delivery approaches.
3. Three years' experience (within the last ten years) in developing complex quantitative analyses of major project development and construction models; risk transfer analysis expertise.
4. Three years' experience (within the last ten years) with broadband infrastructure planning.
5. A Program Manager with a minimum of three years' experience (within the last ten years) advising on large scale concessions or design-build projects of similar scope.
6. Extensive knowledge of the decision metrics used by developers and investors, and municipal bond issuers in their project credit analyses and rating agency strategies

Any proposal that does not demonstrate that the proposer meets these minimum requirements will be considered non-responsive and will not be evaluated by the evaluation panel.

B. Step Two: Evaluation of Written Proposals

The proposals will be evaluated by a selection committee composed of individuals with expertise in a variety of relevant areas. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

The City intends to award the contract to the respondent that the City determines will provide the best program services. Up to four of the respondents with the highest scoring proposals will be interviewed by the committee to make the final selection. The City reserves the right to accept the most responsive proposal that offers the best value.

1. Project Approach (40 points)

- Understanding the project and the tasks to be performed
- Comprehension of project needs
- Reasonableness of work schedule
- Ability to work with City staff

2. Assigned Project Staff (15 points)

- Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person
- Professional qualifications and education
- Workload, staff availability, and accessibility
- Project management structure and effective organization of assigned staff

3. Experience of Firm and Subconsultants (15 points)

- Expertise of the firm and subconsultants in the fields necessary to complete the tasks
- Quality of recently completed projects, including adherence to schedules, deadlines and budgets
- Experience with similar projects
- Results of reference checks

4. Fee (10 points)

The most favorable fee proposal to the City is the lowest fee proposed for Phases 1 and 2, so the lowest fee will receive the total number of points assigned to the fee evaluation criterion. The other fee proposals will be scored by dividing the amount of the lowest fee by the amount of the proposer's fee and multiplying the result by the total number of points assigned to the fee evaluation criterion. (For example, under this

formula if the lowest fee proposal is for \$10,000 that proposer would receive 10 points. A proposer whose fee is \$20,000 would receive 5 points (\$10,000 divided by \$20,000 multiplied by 10 points).

C. Step Three: Oral Interviews by the Selection Panel (20 points)

Following the evaluation of the written proposals, as many as four proposers receiving the highest scores will be invited to an oral interview. Interviews will be worth up twenty points.

V. Pre-proposal conference and Contract award

a. Pre-Proposal Conference

DT will not hold a pre-proposal conference for this RFP.

b. Contract Award

DT will select a proposer with whom DT staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, DT, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services attached hereto as Appendix C.

The contract shall have an original term of three (3) years. In addition, the contract will give the City the option to extend the term for a period of up to two (2) years, to be exercised at the City's sole discretion.

VI. Terms and Conditions for Receipt of Proposals

c. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

d. Inquiries Regarding RFP

Inquiries regarding the RFP and including requests for modification or clarification of the RFP, must be directed by e-mail to:

Department of Technology, DT Contracts Team

City and County of San Francisco

E-mail: dt.rfp@sfgov.org

Subject: DT RFP 2017-05 Broadband for San Francisco

e. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such right to object.

f. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

g. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

h. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

i. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

j. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

k. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

- i. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

- ii. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
- iii. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

l. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

m. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

n. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

- i. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
- ii. Reject any or all proposals;
- iii. Reissue a Request for Proposals;
- iv. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the

specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;

- v. Procure any materials, equipment or services specified in this RFP by any other means; or
- vi. Determine that no project will be pursued.

o. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

p. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

i. LBE Subconsultant Participation Goals

The LBE sub-consulting goal for this project is hereby waived by the City's Contract Monitoring Division.

ii. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

1. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
2. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

iii. **CMD Forms to be Submitted with Proposal**

1. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2:

- 1) Form 2A CMD Contract Participation Form,
- 2) Form 3 CMD Non-Discrimination Affidavit,
- 3) Form 4 CMD Joint Venture Form (only if applicable), and
- 4) Form 5 CMD Employment Form.

If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

2. Please submit an electronic copy of the completed, signed above forms with your proposal.

If you have any questions concerning the CMD Forms, you may call Seth Benkle, the Contract Monitoring Division Contract Compliance Officer for the Department of Technology at 415-581-2306.

VII. Contract Requirements

q. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§10.5 in the Agreement); the Minimum Compensation Ordinance (§10.7 in the Agreement); the Health Care Accountability Ordinance (§10.8 in the Agreement); the First Source Hiring Program (§ 10.9 in the Agreement); and applicable conflict of interest laws (§ 10.2 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

r. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfCMD.org.

s. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §10.7 in the Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

t. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F.

Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

ii. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

v. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

VIII. Protest Procedures

w. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

x. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

y. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

E-mail: dt.rfp@sfgov.org

Subject: DT RFP 2017-05 Broadband for San Francisco PROTEST

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY – TIS

Dept. Code: TIS

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

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

Type of Service: Agile software development and design

Funding Source: General Funds

PSC Amount: \$5,000,000

PSC Est. Start Date: 10/10/2016

PSC Est. End Date 10/10/2019

1. Description of Work

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

The Department of Technology, in conjunction with the Office of Contract Administration ("OCA"), is seeking to establish a pre-approved pool of firms that have expertise in highly specialized, modern, user-centered and Agile design and development of software (websites and web applications), that can be placed under blanket purchase agreements. City departments who have web software projects (websites and web applications) requiring modern Agile and user-centered expertise can then access available vendors for a limited time by issuing Statements of Work and selecting the most competitive responses. The web software built by these contractors will typically not include long-term maintenance contracts, but will be operated and maintained by City staff.

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

As part of the City's new Digital Services Strategy led by the City Administrator, Committee On Information Technology, the Mayor's Office, and the Department of Technology, the City is developing a "digital by default" strategy. Departments across the City will need to increasingly invest in new websites, including complex and business-critical web applications for the online delivery of public services. These projects are typically short-term project work. Every time, each department must start the Request For Proposal process from scratch (including attracting talented, qualified vendors to respond), even though the set of services and skills required for this work is fairly similar across departments. City does not currently have a sufficient pool of engineers and designers adept at using the latest and most effective agile design and development techniques for these short-term development projects.

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

Software design and development services provided through existing procurement channels are attracting vendors that use development practices and methodologies that are no longer considered to be best-practice by the private sector or by software experts within the civic sector. We are specifically targeting vendors who are experts in Agile software development who can deliver better results more quickly and more efficiently.

D. Will the contract(s) be renewed?

Potentially (up to departments who use the pool). The Department of Technology is also training and recruiting staff with agile software design and development methodology skills.

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 City seeks to establish a pre-approved pool of firms that have expertise in highly specialized software development and related services and City departments will fund the projects as their budget is approved annually.

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:

Subcontractors available via the Tech Marketplace have historically not been able to deliver agile design and development services at a high-enough quality to meet City needs, because of low numbers of competitive or appropriate responses to Tech Marketplace solicitations for this work. In addition, many of the most well-regarded web design and development firms in the City have not sought City business in the past. Our hope is to attract new vendors to bid on City projects to ensure the best and most competitive, affordable options for City departments.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: We are seeking services from companies with proven experience in design and development using modern best practice agile methodology that is user-centric and iterative. City departments require expert web design skills, including product management, user experience research and design, content strategy, and visual design. In addition, they require expert agile software engineering skills, including technical architecture and both front-end & back-end web development.

B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

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

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

The Department of Technology does build web software in house using Agile methodology, and we continue to train and develop our in-house team. We also often partner with vendors for short-term design and development project work and then handle long-term maintenance by City staff.

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

A. Explain why civil service classes are not applicable.

This is typically project work that requires scaling to a larger design and development team on an as-needed basis during an initial software build. The software development field has also become increasingly specialized in the last decade, and the City does struggle to recruit new talent given the fiercely competitive tech labor market in the Bay Area.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. In partnership with DHR through its Tech Hire Initiative, DT is exploring improving recruiting, expediting hiring, and creating new classes over the next 3 to 4 years so that some future needs can be met by employees. The proposed vendor pool will meet short-term project needs and serve as an interim sourcing solution

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. This is dependent on the particular departmental project work that is solicited and purchased through this pool. Based on our research and experience, many projects will include opportunities for City employees to learn, whether through explicit training sessions or close "pair-programming" and "pair-design" work. The web software built by these contractors will typically not include long-term maintenance contracts – training City staff to understand, operate, and maintain the delivered products (web applications) will be critical.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE.

PSC# 48825 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Monday, July 25, 2016 4:52 PM
To: Gines, Jolie (TIS); L21PSCReview@ifpte21.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48825 - 16/17

RECEIPT for Union Notification for PSC 48825 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 48825 - 16/17 for \$5,000,000 for Initial Request services for the period 10/10/2016 -- 10/07/2016. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/7908> For union notification, please see the

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

From: [Gines, Jolie \(TIS\)](#)
To: [Emma Erbach](#); [Andrea Prebys-Williams](#)
Cc: [Choi, Suzanne \(HRD\)](#)
Subject: RE: 10/17/2016 CSC Meeting
Date: Thursday, September 29, 2016 11:36:45 AM

Thank you, Emma!


*Best,
Jolie*

Jolie Gines
Principal Administrative Analyst
Department of Technology
City and County of San Francisco

Desk: 415 581 3974 | Cell: 415 583 5603 | jolie.gines@sfgov.org | [sfgov.org/dt/City Enterprise Agreements](http://sfgov.org/dt/CityEnterpriseAgreements)
One South Van Ness Avenue, 2nd Floor | Cube number 2300 | San Francisco CA 94103

From: Emma Erbach [<mailto:eerbach@ifpte21.org>]
Sent: Thursday, September 29, 2016 11:33 AM
To: Gines, Jolie (TIS) <jolie.gines@sfgov.org>; [Andrea Prebys-Williams <andrea@ifpte21.org>](mailto:andrea@ifpte21.org)
Cc: Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>
Subject: Re: 10/17/2016 CSC Meeting

Hi Jolie,
Thanks for notifying me of the typo. Yes you can move forward with presenting this at CSC.

 [Get Outlook for iOS](#)

From: Gines, Jolie (TIS) <jolie.gines@sfgov.org>
Sent: Thursday, September 29, 2016 9:02:51 AM
To: Emma Erbach; Andrea Prebys-Williams
Cc: Choi, Suzanne (HRD)
Subject: FW: 10/17/2016 CSC Meeting

Hello Emma and Andrea,

We had a typo on the end date of the PSC for the Agile Software Development and Design Project.

The end date should read October 10, 2019 and not October 10, 2016.

Please advise if you will allow this to be presented at the October 17, 2016 CSC Meeting. The notification to L21 is attached.

*Thank You,
Jolie*

Jolie Gines
Principal Administrative Analyst

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: Hetch Hetchy Capital Projects Professional & Engineering Support Services (PRO.0030)

Funding Source: Water Rev Bonds & Power Rev Bond

PSC Duration: 5 years

PSC Amount: \$20,000,000

1. Description of Work

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

This work is necessary to provide upgrades and improvements to existing, aging Hetch Hetchy water and power (HHWP) infrastructure. The specific scopes of work are upgrades and improvements to pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, and communication and security systems. For these facilities, the San Francisco Public Utilities Commission (SFPU) requires specialized expertise in the areas of:

- Structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering,
- Facilities integration, start-up & commissioning
- Cost and schedule, risk management, engineering planning, design, and support during construction
- Construction management
- Project & program management services
- Tunnel analysis and inspection
- Quality assurance
- Value engineering, and
- Peer review.

The HHWP improvements are necessary in order to meet the challenges of today and the future. This effort is a City-led Program located in remote areas of the HHWP system. The City requires the services of experienced engineering management firms to provide technical and managerial expertise, including staff augmentation during peak workloads. Consultants that are assigned for staff augmentation will be located at the Hetchy Capital Improvement Projects offices in Moccasin, CA (140 miles east of San Francisco, CA), or to the specific project sites located upcountry such as, Tuolumne, Mariposa, Stanislaus, and San Joaquin Counties.

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

These services are necessary because critical upgrades and improvements to HHWP's existing aging

infrastructure will ensure the agency is prepared to meet the challenges of today and the future. If this contract is denied, necessary improvements to the City's water and power system will be cancelled or delayed, causing the system to be at increased risk of regulatory noncompliance, as well as increased risk of operations failure.

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

These services have been provided previously through PSC #4099-12/13 (CS-296). Furthermore, this PSC was already approved as PSC #42988-15/16, approved on October 19, 2015. We were unable to execute the contract within the one-year timeframe and are, therefore, submitting this PSC for the same services identified previously.

D. Will the contract(s) be renewed?

There are no plans 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 scope of work requires working on multi-phased large projects such as planning, design, and construction. The duration of completing a project is roughly between 2 to 5 years. The firms will work on projects within the 10-year Hetchy Capital Improvement Program.

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 upgrades and improvements to the existing and aging Hetch Hetchy Water & Power (HHWP) regional water and power system facilities are essential in order for SFPUC to continue its operation in providing high quality, efficient, reliable and clean water and power services. The projects that will be performed under this contract will meet the water quality, seismic reliability, delivery reliability and water supply objectives established for the HHWP water system facilities, and to optimize the benefits of the HHWP power facilities operations. The improvements will also sustain the regional water system as an unfiltered water source and a gravity-driven system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC management with executing approximately \$900 Million water & power system capital improvement projects. The work includes: (1) design and professional support services for the projects that involve highly specialized work in powerhouses, dams, penstocks, reservoirs, transmission lines, reservoirs, pipelines, and tunnels; (2) scheduling & estimating, (3) risk management, (4) facilities needs integration within the capital plan, (5) systems integration, (6) staff training, and (7) water & power design & construction management support. These requirements are necessary to upgrade the aging water and power infrastructure in order for the agency to achieve Levels of Service (LOS) goals established for water quality, seismic reliability, delivery reliability, and water and power supply.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 6318, Construction 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?

The department seeking these services has contacted the engineering and construction management bureaus within the SFPUC to alert them of the needed support for the program. The bureau managers have responded that their current resources are not available to perform the work. In addition, City resources possess limited knowledge and experience insufficient to provide the design and professional support services for work in powerhouses, dams, penstocks, reservoirs, transmission lines, pipelines, and tunnels.

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

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

This is a City-led program, and as such we will be using civil services classes whenever possible, including Project Managers, Project Engineers, Construction Inspectors, and construction management staff that will oversee the consultants' work. However, the current civil service classes have limited knowledge and experience regarding the design and professional engineering support services for specialized facilities, such as powerhouses, dams, penstocks, reservoirs, transmission lines, pipelines, and tunnels. In addition, the City currently lacks available resources to perform the amount of work needed. The specialized nature of this work happens infrequently, about once every 50 years, and the City does not routinely develop multi-million dollar capital improvement programs for the HHWP system. This contract is also necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil services class because these projects only require resources to provide support during the capital projects, and to augment staff during peaks in workload in the short term. It would be impractical to adopt new civil service classes to address this need because the additional staff will no longer be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as Project Managers, Project Engineers, Construction Inspectors, and construction management staff, will be utilized.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. An estimate of 100 hours in specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 09/20/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40414 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of SLo@sfwater.org
Sent: Tuesday, September 20, 2016 3:13 PM
To: Lo, Stacey (PUC); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Lo, Stacey (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17

RECEIPT for Union Notification for PSC 40414 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40414 - 16/17 for \$20,000,000 for Initial Request services for the period 11/01/2016 -- 10/31/2021. 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/dhrrupal/node/7954> For union notification, please see the

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

From: Paul Kim
To: Jackson, Shamica
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17 (PRO.0030)
Date: Wednesday, September 21, 2016 11:11:12 AM

Hi Shamica,

* Local 21 is aware that the duration of PSC #40414 is from 11/01/2016 - 10/31/2021 (5 years) and we have no objections to this PSC moving forward, thank you.

Paul

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

From: Jackson, Shamica [mailto:SJackson@sfgwater.org]
Sent: Wednesday, September 21, 2016 11:04 AM
To: Paul Kim <pkim@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Amihan Makayan <amakayan@ifpte21.org>
Cc: Kyger, Todd <TKyger@sfgwater.org>; Lo, Stacey <SLo@sfgwater.org>; Degrafinried, Alaric <ADegrafinried@sfgwater.org>; DHR-PSCCoordinator, DHR <DHR-PSCCoordinator@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17 (PRO.0030)

Hi Paul,

Please see attached.

Best regards,
Shamica
415-554-0727

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

From: Paul Kim [mailto:pkim@ifpte21.org]
Sent: Wednesday, September 21, 2016 10:19 AM
To: Jackson, Shamica; L21PSC Review; Amihan Makayan
Cc: Kyger, Todd; Lo, Stacey; Degrafinried, Alaric; DHR-PSCCoordinator, DHR
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17 (PRO.0030)

Hi Shamica,

Can you please forward me a summary of the PSC?

Paul

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

From: Jackson, Shamica [mailto:SJackson@sfgwater.org]
Sent: Tuesday, September 20, 2016 2:12 PM
To: L21PSC Review <L21PSCReview@ifpte21.org>; Paul Kim <pkim@ifpte21.org>; Amihan Makayan <amakayan@ifpte21.org>
Cc: Kyger, Todd <TKyger@sfgwater.org>; Lo, Stacey <SLo@sfgwater.org>; Degrafinried, Alaric <ADegrafinried@sfgwater.org>; DHR-PSCCoordinator, DHR <DHR-PSCCoordinator@sfgov.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17 (PRO.0030)
Importance: High

Dear Local 21 Staff,

I hope all is well. PSC # 40414 - 16/17 (PRO.0030) is tentatively scheduled for the 10/17 CSC meeting. The end date 10/31/2016 on the 30-day Union Notice is incorrect and should be 10/31/2021. Please

reply to this email and confirm that Local 21 is aware that the duration is from 11/01/2016 - 10/31/2021 (5 years) and that Local 21 has no objections to this PSC and waives the 30-day Union Notice. Please let me know if you have any further questions.

Best regards,
Shamica
415-554-0727

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

From: DHR-PSCCoordinator, DHR (HRD) [mailto:dhr-psccordinator@sfgov.org]
Sent: Tuesday, September 20, 2016 1:54 PM
To: Jackson, Shamica
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of SLo@sfgwater.org
Sent: Friday, August 05, 2016 1:38 PM
To: Lo, Stacey (PUC); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Lo, Stacey (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40414 - 16/17

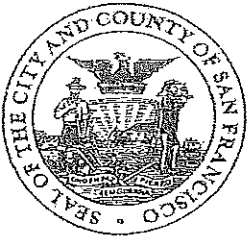
RECEIPT for Union Notification for PSC 40414 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40414 - 16/17 for \$30,000,000 for Initial Request services for the period 11/01/2016 - 10/31/2016. 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/7954> 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

EDWIN M. LEE
MAYOR

April 3, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4097-12/13
THROUGH 4104-12/13.

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of April 1, 2013 the Civil Service Commission had for its consideration the above matter. The Commission adopted the report, and approved the requests for all requested contracts (PSC#s 4097-12/13 through 4104-12/13). The Commission notified the Office of the Controller and the Office of Contract Administration.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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

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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Aleric Degrafinried, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
Kimberly Kimura, Assessor-Recorder
Rebekah Krell, Art Commission
Joan Lubamersky, General Services Agency
William Lee, Department of Emergency Management
Commission File
Chron

POSTING FOR
04/01/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-12/13	02	Assessor	Regular	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	4/15/2013 - 6/30/2017
4098-12/13	28	Art Commission	Regular	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park.	2/5/2013 - 2/5/2018
X 4099-12/13	40	Public Utilities Commission	Regular	\$25,800,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	7/8/2013 - 12/31/2018
4100-12/13	40	Public Utilities Commission	Regular	\$12,000,000	Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance, Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	7/1/2013 - 6/30/2018
4101-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	3/15/2013 - 3/14/2018
4102-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	3/15/2013 - 3/14/2018

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/12/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Hetchy Improvement Program Management Support Services (CS-296)

FUNDING SOURCE: Water Revenue Bonds & Power Revenue Bonds

PSC AMOUNT: \$ 25,000,000 PSC DURATION: 07/08/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.

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

The SFPUC is seeking to obtain the services of a firm that has completed multi-million dollar capital improvements on capital improvement construction programs. This City-led Program is located in a remote area of the system and the City needs the services of an experienced program management firm to provide resident technical and managerial expertise and staff augmentation at Moccasin, CA. If the contract is denied, critical improvements to the City's water & power system will be delayed causing increased risk that the system will be out of regulatory compliance and suffer operations failure.

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 not been provided in the past.

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):

L21 Shamica Jackson 01/10/2013
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills necessary to assist management of a \$600-\$700 Million water & power system capital improvement program implementation experience, programmatic scheduling and estimating, risk management, facilities needs integration within the program, systems integration, staff training, water & power design & construction management support.

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

5203 Assistant Engineer, 5207 Associate Engineer, 5241 Engineer, 5211 Senior Engineer, 5212 Principal Engineer, 6318 Construction Inspector.

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:

Civil Service Classifications are applicable. The City does not routinely develop multi-million dollar capital improvement programs for the Hetchy water and power system. This work happens about every 50 years.

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

No. This program will only require resources to provide support during the capital projects after the program concludes this staff will no longer be needed.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours. **Technical Training-500 hours.**
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. **Five Engineers.**

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?

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue 8th Floor

San Francisco, CA 94102

Address

PSC 40414-16/17

Previously Approved PSC #42988-15/16, but Contract Not Executed within 1 Year

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Hetch Hetchy Capital Projects Professional & Engineering Support Services

Funding Source: Water Rev Bonds & Power Rev Bond PSC Duration: 5 years
PSC Amount: \$30,000,000 PSC Est. Start Date: 05/01/2016 PSC Est. End Date: 04/30/2021

1. Description of Work

A. Scope of Work:

To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. This City-led Program is located in remote areas of the Hetch Hetchy Water and Power system, and the City needs the services of experienced engineering management firms to provide technical and managerial expertise and staff augmentation at Moccasin, California.

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

These services are necessary because it is crucial to upgrade and improve the Hetch Hetchy existing aging infrastructure, so it will meet the challenges of today and the future. If the contract is denied, critical improvements to the City's water & power system will be delayed, causing increased risk that the system will be out of regulatory compliance and suffer operations failure.

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.
These services have been provided previously through PSC #4099-12/13 (CS-296).

D. Will the contract(s) be renewed? No plans to renew at this time.

2. Union Notification: On 08/24/2015, 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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42988 - 15/16

DHR Analysis/Recommendation:

10/19/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/19/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise to assist SFPUC management of approximately \$900 Million water & power system capital improvement projects including scheduling & estimating, risk management, facilities needs integration within the capital plan, systems integration, staff training, water & power design & construction management support. These skills are necessary to upgrade the aging water and power infrastructure in order to achieve Levels of Service (LOS) goals established for water quality, seismic reliability, delivery reliability, and water and power supply.

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

5203,5207,5241,5211,5212,6318,

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:

Civil service classes do not have the in-depth knowledge and specialized expertise necessary to provide the design and professional support services for the projects that involve work in powerhouses, dams, penstocks, reservoirs, transmission lines and tunnels. In addition, current resources are not available to perform the work. The City does not routinely develop multi-million dollar capital improvement programs for the Hetch Hetchy Water and Power system. This work happens about every 50 years.

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

No, because this program will only require resources to provide support during the capital projects. It would be impractical because the staff will no longer be needed afterwards.

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? Est. 100 hrs specialized training to 5-10 Engrns & Construction Inspectors	<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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/23/2015 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES – HRD

Dept. Code: HRD

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

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

Type of Service: Sheriff's Ranks Test Development

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$150,000

1. Description of Work

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

The Contractor will conduct a transportability study for for classes 8302, 8306, 8308; 8310, and 8312. The Contractor will provide the REACT exam for use in testing candidates for Class 8302, and the REACT Promote exam for use in testing candidates for Classes 8306, 8308, 8310, and 8312. Contractor will score candidate responses to the selection instrument and defend those selection processes against legal challenge as necessary.

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

The Sheriff's Department identified a need to capture a measure of emotional intelligence in making hiring decisions. The Department of Human Resources (DHR) wants access to the REACT tests as a means of capturing a measure of emotional intelligence in order to more reliably predict success in the various positions within the Sheriff's Department. The instruments provided by Ergometrics will supplement the test components developed by DHR. The REACT test will replace the POST (Peace Officer Standards and Training) Pellet B, and we anticipate results are similar to those experienced using FrontLine National [an Ergometrics product through the National Testing Network] for Q-2 hiring, meaning significantly better pass rates for members of protected classes. Use of the REACT Promote should also contribute to better diversity throughout promotional eligible lists. The consequence of denial would be risking legal challenge due to not maximizing use of instruments that contribute to minimizing adverse impact.

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

This service was not provided in the past.

D. Will the contract(s) be renewed?

No, the 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 that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The level of expertise at Ergometrics in developing measures of emotional intelligence far exceeds that of staff at DHR, which is critical in defending the instrument against legal challenge. In addition, the City will get expert consultation to, if necessary, defend the instruments against legal challenge.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have experience developing valid and reliable selection instruments for public safety agencies in major metropolitan areas; experience successfully defending the selection process against legal challenge; knowledge of Statistical Program Social Science (SPSS) methods and Uniform Guidelines on Employee Selection Procedures (UGESP).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide access to REACT, a specifically designed, research-based, video simulation test that identifies candidates well suited for Sheriff Department jobs.

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

DHR is unable to provide the 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 classifications are not applicable because personnel do not have the level of expertise required to successfully defend the selection instruments nor the resources to develop such robust product.
- 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 be cost prohibitive for the City to endeavor to create selection instruments of this nature, and the resulting instrument would likely not be as easily defended as we could not replicate the vast job analysis data supporting these instruments.

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.
The knowledge exists in City and County employees, but not the level of expertise required, and City employees cannot be trained to defend a proprietary product.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. **Union Notification:** On 08/26/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49756 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of brent.lewis@sfgov.org
To: [Lewis_Brent \(HRD\); L21PSCReview@ifpte21.org](mailto:Lewis_Brent (HRD); L21PSCReview@ifpte21.org); Brusaca.Christina; [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 49756 - 16/17
Date: Friday, August 26, 2016 4:27:35 PM

RECEIPT for Union Notification for PSC 49756 - 16/17 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 49756 - 16/17 for \$150,000 for Initial Request services for the period 10/01/2016 -- 10/01/2019. 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/8003> 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)

*City and County of San Francisco Department of Human Resources
RFQ#DHR2014-01_Sheriff Department Test Design and Validation
RE-ISSUED: June 29, 2016
EXTENDED DUE DATE: July 15, 2016, 4:00 P.M., PST*

**SCOPE OF WORK
for
SHERIFF DEPARTMENT CLASSIFICATIONS**

This particular scope of services concerns the entry-level and promotive classes in the San Francisco Sheriff's Department ["SFSD"]. It is divided into areas associated with test validation, development, and scoring.

SFSD is seeking a vendor to provide selection instruments that will measure aspects of emotional intelligence for entry-level [Sheriff's Deputy] and promotive [Sheriff's Sergeant, Sheriff's Lieutenant, and Sheriff's Captain] ranks. The instruments should be of a format that tends to minimize adverse impact among protected classes. The instruments should capture indicators of dimensions such as:

- ethics / integrity
- persuasiveness / assertiveness
- decision making / judgment
- impulse control / attention to safety
- emotional regulation / stress tolerance
- conscientiousness / dependability
- teamwork
- adaptability / flexibility
- social competence

The instruments may be used in conjunction with other instruments developed and administered by Department of Human Resources [DHR]. The immediate need is an instrument for the selection process for Sheriff's Captain. Selection instruments for the other ranks will be required over the next couple of years.

A vendor is to itemize its bid by deliverable for each rank for which it wants to bid; the sum total representing its total project bid. The vendor should describe how it proposes to perform each deliverable and specify the schedule by which the City

*City and County of San Francisco Department of Human Resources
RFQ#DHR2014-01_Sheriff Department Test Design and Validation
RE-ISSUED: June 29, 2016
EXTENDED DUE DATE: July 15, 2016, 4:00 P.M., PST*

shall make payment for the delivery of those services.

In addition to itemizing its bid by deliverable, vendor will provide a schedule by which it expects to accomplish the phase of work outlined in each deliverable. The vendor will also include the complete schedule by which it plans to accomplish all of the deliverables.

For the Sheriff's Deputy [Class 8302] we expect approximately 650 and 900 participants each time we conduct the selection process. Vendor bids should account for annual administrations over a three-year period.

The approximate number of participants expected for the promotive classes is as indicated below:

Rank	Class	# of Applicants	Reports to Class
Senior Deputy	8306	150	8308
Sergeant	8308	230	8310
Lieutenant	8310	50	8312
Captain	8312	35	8314*

* 8314 Chief Deputy is an exempt class that serves at the pleasure of the Sheriff, and is not subject to examination.

SUNSHINE ORDINANCE

In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request. Respondent understands that any writing presented under this RFQ may be subject to public disclosure.

*City and County of San Francisco Department of Human Resources
RFQ#DHR2014-01 Sheriff Department Test Design and Validation
RE-ISSUED: June 29, 2016
EXTENDED DUE DATE: July 15, 2016, 4:00 P.M., PST*

Vendor bids should account for one administration of the respective instrument at each promotive rank.

A. Transportability Study

Vendor will conduct a transportability study to ensure that the selection instruments are valid and reliable predictors for the jobs as they exist in the SFSD. The scope and depth of the study must meet the standards of a "transportability study" as defined by court decision, and conform to the Standards for Education and Psychological Testing (American Psychological Association), the Principles for the Validation and Use of Personnel Selection Procedures (Division of Industrial and Organizational Psychology) and the *Federal Uniform Guidelines on Employee Selection Procedures*. DHR's responsibilities shall be limited to providing recent job analysis data such as task and KSA statements, identifying possible Subject Matter Experts ("SMEs"), administering additional questionnaires created by vendor to supplement job analysis results as necessary, scheduling SMEs, and coordinating facility use for Vendor to meet with SMEs as necessary.

Deliverable A Vendor will prepare and submit a transportability study report which will cover relevant topics such as: the methodology, a literature review, job observations, workshops and/or panel discussions, development and administration of a questionnaire, dates and composition of SME meetings, task/KSA linkages, etc.

B. Selection Instrument

Deliverable B Vendor will provide the selection instrument supported by the transportability study. Special attention in designing/selecting the test instrument should be given to any literature review findings of valid selection instruments and/or approaches that have been used elsewhere for comparable job classes which have resulted in minimal or no adverse impact

*City and County of San Francisco Department of Human Resources
RFQ#DHR2014-01 Sheriff Department Test Design and Validation
RE-ISSUED: June 29, 2016
EXTENDED DUE DATE: July 15, 2016, 4:00 P.M., PST*

against protected classes. Vendor will meet with representatives from DHR and/or Sheriff Department to discuss its test instrument recommendations.

For free-response test material (e.g., orals, essays, assessment center exercises) Vendor will document minimally acceptable response rating criteria when using behaviorally-anchored rating scales to evaluate candidate responses.

Vendor will be responsible for printing and packaging all test related materials. Security of test materials will be provided during the printing and packaging process, as well as during storage and transportation of those test materials.

DHR will be responsible for selection instrument administration.

Vendor prepares and submits a report that documents its rationale for the selection instrument. The report will delineate the test format, the method of stimulus delivery, the method of response capture, the relationship/linkage of the testable elements to be measured to the job analysis, scoring methodology, etc.

C. Scoring

Deliverable C Vendor will score candidate responses to the selection instrument. Vendor will provide scores to DHR in a secure MS Excel format. Vendor will conduct analysis of differences across test sessions or test forms as appropriate. Vendor will perform adverse impact analysis and recommend cut-scores where appropriate. DHR will provide available demographic data for use in the adverse impact analysis.

Vendor shall prepare and submit a report that describes all scoring related activities performed. It will include all the information collected and prepared in association with scoring and subsequent analysis as described

*City and County of San Francisco Department of Human Resources
RFQ#DHR2014-01 Sheriff Department Test Design and Validation
RE-ISSUED: June 29, 2016
EXTENDED DUE DATE: July 15, 2016, 4:00 P.M., PST*

above. The report must conform to the requirements specified in the Federal Uniform Guidelines on Employee Selection.

D. Meetings and Presentations

Deliverable D Vendor will meet as necessary with stakeholders (e.g., members of employee organizations and/or their representatives/council) to discuss the selection instrument as well as determinations that may affect them as candidates. At least one meeting shall be in person.

Vendor also will make presentations, as needed, before the Civil Service Commission, arbitrators, courts and other authorities relevant to the selection instrument.

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: Financial Advisory Services (1068)

Funding Source: Operating Budget

PSC Duration: 4 years 1 day

PSC Amount: \$6,000,000

1. Description of Work

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

Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.

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

The contract is necessary to meet the capital financing requirements of the San Francisco Public Utilities Commissions (SFPUC's) Water, Wastewater, and Power Enterprises, primarily to fund the Water System Improvement Program ("WSIP"), the Sewer System Improvement Program ("SSIP"), and Hetchy Capital Improvement Projects ("HCIP"). A denial in approving this Personal Services Contract (PSC) will result in project delays of multi-million dollar capital projects.

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

This service has been provided in the past by PSC No. 4102-08/09.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. Issuers should assure themselves that the selected municipal advisor has the necessary expertise to assist the issuer in determining the best type of financing for the government, selecting other finance professionals, planning the bond sale and successfully selling and closing the bonds. While a municipal advisor plays a key role on the financing team, it is important to note that the issuer remains in control of the decision making process necessary for the issuance and sale of the bonds or implementing the financing.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of capital markets, bond markets, short-term debt options (such as commercial paper) and rating agencies procedures. Ability to communicate with bond counsel, underwriters, short-term desks and trustee service providers. Debt structure and other financial modeling with usage of US Treasury instruments and interest rate hedging options.

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

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

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

None. The services are highly specialized are require by state law third-party 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 because the nature of work is very specialized and short-term.

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. Financial advisory services are required on a short-term, intermittent and intensive basis, which is inconsistent with full-time work. Also, the services are needed in connection with voter-authorized debt programs such as Prop A (Nov-2002) to help fund WSIP. There is no guarantee that this work will be on-going.

6. Additional Information

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

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

No. Training will not be provided. The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. The SFPUC doesn't have in-house expertise.

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

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

No.

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

No.

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

No.

7. **Union Notification:** On 09/06/2016, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44538 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@swater.org
To: Jackson, Shamica; amakavan@ifpte21.org; jb@local16.org; Lopez, Ricardo; [Basconcillo, Kathy; Sandeep.lal@seiu1021.me](mailto:Basconcillo,Kathy;Sandeep.lal@seiu1021.me); pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Friollana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfaov.org; smcgarry@nccrc.org; mitchell@twusf.org; oroio@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshellev@dc16.us; david.canham@seiu1021.org; itanner940@aol.com; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Jackson, Shamica; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 44538 - 16/17
Date: Tuesday, September 06, 2016 5:13:46 PM

RECEIPT for Union Notification for PSC 44538 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44538 - 16/17 for \$6,000,000 for Initial Request services for the period 10/17/2016 -- 10/17/2020. 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/8044> For union notification, please see the

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

Additional Attachment(s)



**San Francisco
Water Power Sewer**

Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

DATE: July 16, 2013
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4102-08/09 Approval Date: March 2, 2009

Description of Service(s): Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper and bonds, financial forecasting and modeling, rate setting and administration, asset management and risk management. Key functions to may include but are not limited to developing and implement plan of finance for future debt offerings for the Enterprise, providing strategic guidance on the timing and structure of debt related to or independent of specific transactions, preparing quantitative analyses related to the cost of debt or the performance of a bond sale. (CS-974/213/273).

Original Amount: (CSC)	<u>\$1,000,000</u>	PSC Duration:	<u>08/01/2009 to 08/01/2012</u>
Modification One (ADMIN)	<u>\$ 400,000</u>	PSC Duration:	<u>08/02/2012 to 12/01/2012</u>
Modification Two (CSC)	<u>\$1,500,000</u>	PSC Duration:	<u>12/02/2012 to 01/01/2016</u>
Modification Three(ADMIN)	<u>\$ 0.00</u>	PSC Duration	<u>01/02/2016 to 12/31/2016</u>
Total Amount	<u>\$2,900,000</u>	Total PSC Duration	<u>08/01/2009 to 12/31/2016</u>

Reason for the modification:

The modification is necessary to extend the services of the consultant to assist with commercial paper and bond issuance and development of Power Enterprise credit in preparation for the upcoming capital plan, including the issuance of bonds and other forms of indebtedness as required.

Attachments: Copy of Modification No 2. PSC & Minutes.

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caon
Commissioner

Francesca Viator
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/16/2013

By: [Signature]
Micki Callahan, Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH

Dept. Code: DPH

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

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

Type of Service: Physical Inventory of Pharmaceuticals at Zuckerberg San Francisco General Hospital

Funding Source: General Funds

PSC Amount: \$150,000

PSC Est. Start Date: 01/01/2017 PSC Est. End Date 12/31/2021

1. Description of Work

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

To perform annual physical inventory counts of pharmaceuticals in all pharmacy areas (inpatient pharmacy, satellite pharmacies, outpatient pharmacy, pharmacy warehouse and storeroom) of the Zuckerberg San Francisco General Hospital (ZSFGH). This includes physical counts of pharmaceuticals and generation of detailed price reports by specific pharmaceutical item and location.

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

Physical inventories are requirements for State Board Pharmacy licensure and for annual fiscal year reporting. Annual inventories of pharmaceuticals are necessary to meet standard business, accounting and hospital accreditation requirements. An accurate inventory must be known so the hospital can properly account for its assets and evaluate the fiscal performance of the Department. The hospital pharmacies cannot operate without a valid State Board of Pharmacy License and physical inventories are a requirement for licensure.

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

Services have been provided in the past through earlier PSC requests. See PSC 3111-06/07

D. Will the contract(s) be renewed?

yes

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

Annual inventory are requirements.

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:

Task is performed once a year and experience in conducting hospital inventories in large teaching hospitals, with a familiarity with drug names and pharmaceutical packaging is needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to take annual physical inventory by specific item number and location, apply pricing to automated inventory reports and provide final inventory reports to the

Department. Experience in conducting hospital inventories in large teaching hospitals and a familiarity with drug names and pharmaceutical packaging.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2409, Pharmacy Technician; 2450, Pharmacist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. Contractor will utilize specialized electronic inventory recording devices and off site computer facilities to accept data and produce specialized reports.

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

Conducting an extensive physical inventory without the necessary resources (devices, databases) would require a large amount of labor and manpower. It is not feasible for pharmacy staff to conduct this type of inventory in a reasonable time-frame while performing the regular duties of operating the pharmacy.

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

- A. Explain why civil service classes are not applicable.
The task is performed once a year and the highly skilled positions are not required during the remaining days of the year. This is a short term project. In addition, conducting an extensive physical inventory without the necessary resources (devices, databases) would require a large amount of labor and manpower. It is not feasible for pharmacy staff to conduct this type of inventory in a reasonable time.
- 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 inventory is done once a year.

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

- 7. Union Notification: On 07/22/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous**

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

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

Address: 101 Grove, #307 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49013 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, July 22, 2016 2:24 PM
To: Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Basconillo, Katherine (PUC);
pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org;
pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com;
ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS);
david.canham@seiu1021.org; jtanner940@aol.com; Girma, Mahlet (DPH); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49013 - 16/17

RECEIPT for Union Notification for PSC 49013 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49013 - 16/17 for \$150,000 for Initial Request services for the period 01/01/2017 – 12/31/2021. 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/7899> 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)

City and County of San Francisco
Gavin Newsom
Mayor



Department of Human Resources
James P. Horan
Acting Human Resources Director

NOTICE OF ACTION

April 19, 2007

Jacquie Hale
Public Health
101 Grove Street, Room 307
San Francisco, CA 94102

Dear Ms. Hale:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3111-06/07	\$45,000	Will provide annual SFGH pharmaceutical inventory at various locations at San Francisco General Hospital.

by: *Emily Morrison* for
James P. Horan
Acting Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 5, 2007

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Annual SFGH Pharmaceutical Inventory

FUNDING SOURCE: General Funds

PSC AMOUNT: \$45,000 (\$9,000/yr.) PSC DURATION: 5/1/2007 - 12/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will perform the annual physical inventory of pharmaceuticals at various locations at San Francisco General Hospital.

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

Annual inventories of pharmaceuticals are necessary to meet standard business, accounting and hospital accreditation requirements. An accurate inventory must be known so the hospital can properly account for its assets and evaluate the fiscal performance of the Department. Denial will result in an incomplete and unreliable inventory.

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):

Under contract (PSC 3318-02/03).

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 procedure):

[X] Local 1021 (790) Union Name, Jacquie Hale Signature of person mailing/faxing form, APR 06 2007 Date

[] Union Name, Signature of person mailing/faxing form, Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3318-02-03

STAFF ANALYSIS/RECOMMENDATION:

Approved [Signature]

CIVIL SERVICE COMMISSION ACTION:

07 APR 16 2007

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in conducting hospital inventories in large teaching hospitals and a familiarity with drug names and pharmaceutical packaging.

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

2450 Pharmacist

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

Yes. Contractor will utilize specialized electronic inventory recording devices and off-site computer facilities to accept data and produce specialized reports.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The task is performed once a year and the highly skilled positions are not required during the remaining days of the year. This is a short-term project.

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

See answer to 4a. (above)

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

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

Yes No

B. Will the contractor train City and County employees?

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

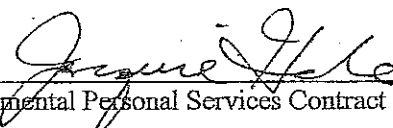
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

RL Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102

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: As-Needed Cleaning Program Services

Funding Source: General Funds

PSC Amount: \$1,200,000

PSC Est. Start Date: 08/26/2016

PSC Est. End Date 12/31/2021

1. Description of Work

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

The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Public Works is looking to award 3 contracts at \$400,000 each.

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

The Department is attempting to change public behaviors in the area of illegal dumping, graffiti, littering and the upkeep of private property, including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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 previously through PSC 4037-11/12.

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 exceed 5 years only to allow time for processing the award. The contract term will only be for 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:

Cleaning services are only required on an as-needed basis and does not require nor is sufficient for a new/existing civil service class to perform this work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureau's responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 7281, Street Environ Svcs Oprs Supv; 7501, Environmental Service Worker; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.

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

The City has these resources, however, we would require multiple classifications to perform this work, whereas the contractor has positions that can perform all aspects of the work. This work is only needed on an intermittent basis, so the use of civil service classes are not feasible.

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

- A. Explain why civil service classes are not applicable.
It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.
- 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. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

6. Additional Information

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

7. **Union Notification:** On 08/26/2016, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45768 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Friday, August 26, 2016 4:08 PM
To: Camillo, Stacey (DPW); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; Tsang, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

RECEIPT for Union Notification for PSC 45768 - 16/17 more than \$100k .

The GENERAL SERVICES AGENCY - PUBLIC WORKS – DPW has submitted a request for a Personal Services Contract (PSC) 45768 - 16/17 for \$1,200,000 for Initial Request services for the period 08/26/2016 – 12/31/2021. 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/8020> 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

Local 21 & Local 261

Union Waiver

LOCAL 21

Tsang, Tiffany (DPW)

From: Tanya Mahn <tmahn@ifpte21.org>
Sent: Tuesday, September 27, 2016 10:05 PM
To: Tsang, Tiffany (DPW)
Cc: Camillo, Stacey (DPW)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tiffany,

Thanks for making the changes we requested. Yes, L21 waives the new 30 day notification period for this PSC.

Tanya Mahn

IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 864-2100
www.ifpte21.org

From: "Tsang, Tiffany (DPW)" <Tiffany.Tsang@sfdpw.org>
Date: Tuesday, September 27, 2016 at 5:29 PM
To: Tanya Mahn <tmahn@ifpte21.org>
Cc: "Camillo, Stacey (DPW)" <Stacey.Camillo@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over
OOK PSC # 45768 - 16/17

Hi Tanya,

I have just revised the 'Scope of Work' (#1.A) and 'Specify Skills/Expertise' (#3.A) on PSC 45768-16/17 for As-Needed Cleaning Program Services. I have attached the revised PSC Form 1 for your approval.

Is Local 21 willing to waive the 30-day notification for this PSC? If so, due to the urgent nature of this services, we are hoping to have this PSC scheduled for the commission meeting on 10/17/16.

Please email back and confirm whether Local 21 can waive the new 30-day union notification period.

Thank you!

Tiffany Tsang
Ph: 415-554-6416

From: Tsang, Tiffany (DPW)
Sent: Tuesday, September 27, 2016 11:16 AM
To: 'Tanya Mahn' <tmahn@ifpte21.org>
Cc: Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tanya,

I just wanted to provide you with an update on this PSC.

I spoke to Local 261 and they will, hopefully, have a chance to review the changes today, since they didn't get a chance yesterday.

After speaking to them, it looks like they are ok with the changes and will waive the new union notification period. However, they will review the changes before agreeing. They will get back to me by today, so that I can make that change in the system to have our PSC scheduled for the 10/17/16 Commission meeting.

If changes are made, I will also need Local 21 to provide a written confirmation of the union waiver. I'll email you once this change is made, after Local 261 gets back to me.

Will keep you updated on how this will proceed.

Thanks,

Tiffany Tsang
Ph: 415-554-6416

From: Tanya Mahn [<mailto:tmahn@ifpte21.org>]
Sent: Friday, September 23, 2016 8:47 PM
To: Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org>
Cc: Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

The revisions look good, Tiffany. Thanks for being sensitive to our concerns.

On Sep 23, 2016, at 5:21 PM, Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org> wrote:

Hi Tanya,

Please see attached revised PSC form. I have highlighted the portions that have been revised, per our conversation.

I will also be meeting with Local 261 on Monday morning and will let you know the outcome. Per our discussion, worst case scenario, if Local 261 isn't willing to waive the new notification period, then Local 21 is willing to approve this PSC contingent on the fact that Local 21 will notify the Commissioners at the meeting that Public Works will make this change on the next PSC mod #1.

Best case scenario is that Local 261 accepts these changes, and is willing to waive the new 30 notification period. If this is the case, then I will make this update in the system and both Local 21 and Local 261 can waive the new 30 day notification period.

Let me know if I am missing anything.

Again, thank you for working with us on this!

Regards,

Tiffany Tsang
Ph: 415-554-6416

From: Tsang, Tiffany (DPW)
Sent: Friday, September 23, 2016 9:38 AM
To: 'Tanya Mahn' <tmahn@ifpte21.org>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tanya,

I wanted to follow up on my request below and confirm whether Local 21 is willing to waive the union notification if we were to revise the scope of work. If the department makes revisions to the Scope of Work, a new 30-day union notification period will be triggered, and as this contract is pretty urgent, we can't afford to wait another 30 days. Any assistance to grant this request to help the department expedite this process is greatly appreciated.

I have put together this revised scope. Can you please review and see if Local 21 will accept this?
The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Bureau is looking to award 3 contracts at \$400,000 each.

I am also working with Local 261 on a union waiver. I want to confirm that they will be ok waiving the union notification period as well, if I were to make the change. If they are not willing to waive the new 30-days union notification period, is it possible for Local 21 to waive this on the contingency that the department will revise the scope on PSC mod #1?

Feel free to give me a call about this as well.

Thank you!

Tiffany Tsang
Ph: 415-554-6416

From: Tsang, Tiffany (DPW)
Sent: Tuesday, September 20, 2016 5:22 PM
To: 'Tanya Mahn' <tmahn@ifpte21.org>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tanya,

Thank you for your email.

Unfortunately, we won't have any written materials to support that specific portion of work stated on the PSC, as all the work performed on the previous contracts was for cleaning/labor services.

I can revise the content of the PSC, since you are correct, in that we would like our laborer's to 'have the ability' to conduct these outreach services as well, but this is not their primary task and they have not had to perform any of this work thus far.

I just found out that any changes made to the scope will trigger another 30-day union notification. If this change is made, is Local 21 willing to waive this notification period? I can draft the revision for you to review, prior to making the change in the system.

Thank you,

Tiffany Tsang
Ph: 415-554-6416

From: Tanya Mahn [mailto:tmahn@ifpte21.org]
Sent: Tuesday, September 20, 2016 4:07 PM
To: Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tiffany and Stacey,

When Tiffany originally asked for us to waive the 30 day notice requirement, I asked for written examples of what the contractor had done in the past to meet the first half of the description of proposed work: "Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups;..." since it's similar to what a 1312 might do. Tiffany called me back to let me know that they mostly focus on providing cleaning services.

I again am requesting actual written materials in support of the PSC description above. Based on those materials, I'll consult with our folks on whether or not we need to meet on this PSC, and check their schedules so that we can offer dates. If, however, my understanding of Tiffany's message is correct, it would be simpler to revise the PSC to reflect only the expectation of cleaning services, not just in the work description but throughout the PSC including the required skills ie "Ability to organize community stakeholders; experience and skill in preparing educational and outreach materials; ability to develop and conduct outreach and educational programs; and experience and skill in surveying public opinion. Assisting in developing and conducting school, youth and other government/quasi-government agency outreach and education efforts to encourage volunteerism and to curb littering and graffiti..." If you revise the PSC so that there's no potential impact on our members, then of course, we'd have no objection to it.

Thanks,

Tanya Mahn

IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 864-2100
www.ifpte21.org

From: Tsang, Tiffany (DPW) [mailto:Tiffany.Tsang@sfdpw.org]
Sent: Monday, September 19, 2016 3:55 PM
To: Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>; Tanya Mahn <tmahn@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Hi Tanya,

I just wanted to follow up to see if you had a preference on time and date to meet this week?

LOCAL 261

Tsang, Tiffany (DPW)

From: Theresa Foglio <laborers261@gmail.com>
Sent: Wednesday, September 28, 2016 11:25 AM
To: Tsang, Tiffany (DPW)
Cc: Vince Courtney261; Camillo, Stacey (DPW); Smith, Tom (DPW)
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

* [Greeting Tiffany,
The Union confirms the waiver of the 30 day union notification.

On Wed, Sep 28, 2016 at 11:16 AM, Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org> wrote:

Hi Theresa,

Can you confirm the waiver of the 30 day union notification?

Thank you,

Tiffany Tsang

Ph: 415-554-6416

From: Theresa Foglio [mailto:laborers261@gmail.com]
Sent: Wednesday, September 28, 2016 11:16 AM
To: Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org>
Cc: Vince Courtney261 <vincecourtney1@gmail.com>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>; Smith, Tom (DPW) <Tom.Smith@sfdpw.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

Greetings All,

Please see attached, executed side letter.

On Wed, Sep 28, 2016 at 10:38 AM, Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org> wrote:

Hi Vince,

Please see attached signed MOU. Please review and sign.

If the MOU looks good, please confirm that Local 261 will waive the new 30-day notification period for revisions made to Section 'Scope of Work' (#1.A) and 'Specify Skills/Expertise' (#3.A) on PSC 45768-16/17 for As-Needed Cleaning Program Services.

We are trying to be scheduled for the 10/17/16 Commission Meeting.

Thank you.

Tiffany Tsang

Ph: 415-554-6416

From: Vince Courtney261 [mailto:vincecourtney1@gmail.com]

Sent: Wednesday, September 28, 2016 9:46 AM

To: Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org>

Cc: Theresa Foglio <laborers261@gmail.com>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>

Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 45768 - 16/17

The Union will waive any additional Notice requirements in connection with this file so long as the Department (and entity,) agree to the following pursuant to a one page side-letter agreement:

1. Entity will provide a roster of employees/contacts once per year to union starting with commencement;
2. Entity will designate an employee as "agent/liaison" to Union, who will report regularly on workforce progress & issues, and will assist with moving best candidates in to career pathways, and;
3. Liaison will coordinate annual meeting with union & workforce to jointly present on career pathway opportunities for workers including Pre-Apprenticeship, Apprenticeship, and journey-level dispatch.

Kindly advise.

Vince Courtney, Jr.
Recording Secretary/Field Representative/Political Captain
LiUNA!, Local 261

•
Government Liaison
Laborers Community Training Foundation

•
3271 18th Street
San Francisco, CA 94115
Text/cell: 415-810-4500
@vincecourtney
@261LCTF

On Sep 28, 2016, at 9:28 AM, Tsang, Tiffany (DPW) <Tiffany.Tsang@sfdpw.org> wrote:

Hi Theresa,

I wanted to follow up on my request below. I really REALLY need Local 261's email confirmation.

Can you please respond back and let me know if Local 261 will waive the new 30 day union notice? If this deadline is missed, we will be scheduled for 11/7/16, which would have been the original Civil Service Commission meeting. I would like to receive your approval so that we can be scheduled for the 10/17/16 Commission meeting.

Feel free to give me a call as well.

Thank you,

Tiffany Tsang

Ph: 415-554-6416

From: Tsang, Tiffany (DPW)
Sent: Tuesday, September 27, 2016 5:31 PM
To: 'Theresa Foglio' <laborers261@gmail.com>
Cc: 'Vince Courtney261' <vincecourtney1@gmail.com>; Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 28, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
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 4024-11/12
THROUGH 4038-11/12; 3076-09/10; 4040-10/11; AND 4023-08/09.

At its meeting of September 23, 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:

- (1) Adopt the report; Approve request for PSC #4034-11/12 as amended. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for all remaining proposed 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
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Kan Htun, Arts Commission
Sharnica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Diane Lim, Adult Probation Department
Joan Lubamersky, General Services Agency
Esther Reyes, Controller's Office
Maria Ryan, Department of Human Resources
Officer Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED
11 OCT -3 AM 8:45

9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4034-11/12	38	Police	Regular	\$7,000,000	The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our City wide hub call JUSTIS. We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.	10/1/2011 - 9/30/2017
4035-11/12	40	Public Utilities Commission	Regular	\$960,000	The work consists of a one year contract to optimize, operate, and maintain Fatig, Oils, and Grease (FOG) to Biodiesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanside Water Pollution Control Plant. This equipment involves a proprietary process, patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on operation and maintenance of the equipment.	9/1/2011 - 9/1/2012
4036-11/12	90	Public Works	Regular	\$1,648,520	Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document.	8/30/2011 - 8/30/2014
4037-11/12	90	Public Works	Regular	\$800,000	Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BNID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.	9/15/2011 - 12/15/2014
4038-11/12	75	Dept of Technology	Regular	\$1,433,069	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.	9/19/2011 - 9/30/2012

Total Amount - Regular: \$22,986,589

11 OCT -3 AM 8:45

RECEIVED

CCSF, DHR PCSCP Posting

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/19/2011 (Revised 8/15/2011)

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 Cleaning Program Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$800,000 (2 awards up to \$400,000 each) PSC DURATION: 09/15/2011 - 12/15/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.

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

The Department is attempting to change public behaviors in the area of illegal dumping; graffiti; littering and the upkeep of private property; including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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):

PSC No. 3024-10/11 was approved on October 25, 2010.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for 261 Laborers and Local 21.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- i) Ability to organize community stakeholders; experience and skill in preparing educational and outreach materials; ability to develop and conduct outreach and educational programs; and experience and skill in surveying public opinion. Assisting in developing and conducting school, youth, and other government/quasi-government agency outreach and education efforts to encourage volunteerism and to curb littering and graffiti.
 - ii) Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureaus' responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.
- B. Which, if any, civil service class normally performs this work?
- i) 1312 Public Information Officer, 7281 Street Environmental Service Operation Supervisor
 - ii) In part: 7514 General Laborer; 7501 Environmental Service Worker

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.

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

No. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<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:

Gordon Choy

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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 4106 12/13)

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

Type of Service: Web based invoicing and financial tracking system

Funding Source: Federal Grant Funds + Gen Fund

PSC Original Approved Amount: \$800,000

PSC Original Approved Duration: 04/16/13 - 12/31/17 (4 years 37 weeks)

PSC Mod#1 Amount: \$860,000

PSC Mod#1 Duration: 01/01/18-06/30/21 (3 years 25 weeks)

PSC Cumulative Amount Proposed: \$1,660,000

PSC Cumulative Duration Proposed: 8 years 11 weeks

1. Description of Work

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

The Workforce division of Office of Economic and Workforce Development(OEWD) manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based-process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing

Scope Change

OEWD will continue to work with the developer and the Financial Accounting and Information Management System(FAMIS)replacement team at the Controller's Office to identify areas in which the two systems can be synced and further reduce data entry burden on OEWD's finance staff. Currently the online portal is only managing grants for the workforce division of OEWD. OEWD is in the process of moving grantees from additional unit's portfolios -- more than doubling the size of the portfolio that will be managed through the online invoicing solution.

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

As the division continues to apply for additional funding through various sources that complement current programs and reduce the burden to the City's general fund the need for a less error prone tracking system has become critical. Inaccurate tracking of grantee expenditures by either our

contractors or the division presents a whole host of compliance related issues which could jeopardize new and continued funding from any or all of the fund sources currently utilized by the department.

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

Yes

D. Will the contract(s) be renewed?

Unknown

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

Office of Economic and Workforce Development (OEWD) staff will continue to work with the Financial Accounting and Information Management System (FAMIS) replacement system (F\$P) group to identify potential efficiency opportunities and customization options. For the foreseeable future, OEWD anticipates to continue to require on an online billing portal and will need room for new development requests that will further automate payment processing and reconciliation.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

As noted in other sections, the department does not possess the expertise to develop and host the web-based tools.

B. Reason for the request for modification:

The proposed extension of this contract will enable the Office of Economic and Workforce Development (OEWD) to effectively manage a growing portfolio of grants and contracts. In July 2015, the contracts and procurement unit expanded to support the Small Business Development Center and neighborhood and economic development teams and is currently in the process of moving that portfolio of grantees and contractors onto the online billing system. This transition will standardize invoicing and payment for OEWD vendors and provide essential reporting capacity as the City phases in the new Financial Accounting and Management Information System (FAMIS) replacement system (F\$P) being implemented by the City's Controller's Office.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience developing and implementing systems of a similar nature in the public sector. Program must have well developed reporting and analysis tools to be able to report on expenditures at various fund and sub-fund levels, track individual grantee budgets and reimbursement requests, and generate documents using a flexible platform where the system administrator can adjust templates easily.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

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

The department does not have any employees with the expertise to develop the needed resource. The City's Department of Technology was approached about performing similar work twice and the department has consistently been told there were not resources to develop specialized web-based tools and that such projects were outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.

- 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. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in other City departments. No additional maintenance or hosting costs would be incurred.

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.

Contractor will train 3 OEWD staff (1-0922 and 2-1823) on system

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

No.

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

No.

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

No.

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

Yes, the system developer (Tekmeca) will extend the project.

7. **Union Notification:** On 09/07/16, 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: Kris Damalas Phone: (415)701-4811 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Damalas, Kristine (ECN)

Subject: FW: Receipt of Modification Request to PSC # 4106 12/13 - MODIFICATIONS

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of kristine.damalas@sfgov.org <kristine.damalas@sfgov.org>

Sent: Wednesday, September 7, 2016 11:07 AM

To: Pascual, Merrick (ECN); L21PSCReview@ifpte21.org; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD)

Subject: Receipt of Modification Request to PSC # 4106 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$860,000 for services for the period January 1, 2018 – June 30, 2021. 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/8028>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 19, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE FAVETTI
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4105-12/13 THROUGH 4108-12/13; 3062-11/12; 3066-10/11; 4062-10/11; AND 4075-09/10.

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

At its meeting of April 15, 2013 the Civil Service Commission had for its consideration the above matters. The Commission adopted the report, and notified the Office of the Controller and the Office of Contract Administration of the following actions:

- 1) Approved PSC# 4107-12/13 on the condition that the PUC report back to the Civil Service Commission after five years with an update on the contract.
- 2) Approved PSC# 4062-10/11 on the condition that the Arts Commission report back to the Civil Service Commission after four years with an update on the status of the contract.
- 3) Approved PSC# 4075-09/10 on the condition that the Department of Public Works report back to the Civil Service Commission after three years with an update on the status of the contract.
- 4) Approved the remainder of the requests for proposed personal services contracts (PSC#s 4105-12/13, 4106-12/13, 4108-12/13, 3062-11/12 and 3066-10/11).

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.*

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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Leorah Dang, Department of Human Resources
Alario Degrafinried, Public Utilities Commission
Kendall Gary, Department of Technology
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
Rebekah Krell, Art Commission
Merrick Pascual, Economic & Workforce Development
Karen Roye, Department of Child Support Services
Commission File
Commissioners' Binder
Chron

POSTING FOR
04/15/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4105-12/13	21	Business, Economic Development	Regular	\$350,000	The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.	4/16/2013 - 6/30/2015
4106-12/13	21	Business, Economic Development	Regular	\$820,000	The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.	4/16/2013 - 2/31/2017
4107-12/13	40	Public Utilities Commission	Regular	\$8,000,000	The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.	5/20/2013 - 2/31/2021
4108-12/13	75	Dept. of Technology	Regular	\$8,000,000	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	7/1/2013 - 6/30/2017

Total Amount - Regular: \$17,170,000

Teaneck

City and County of San Francisco Department of Human Resources
PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 15, 2013
DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING _____)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST:
[X] INITIAL REQUEST [] MODIFICATION (PSC# _____)
TYPE OF SERVICE: Web based invoicing and financial tracking system for OEWD grantees
FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)
PSC AMOUNT: \$820,000 PSC DURATION: April 16, 2013 - December 31, 2017

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.

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

As the division continues to apply for additional funding through various sources that complement current programs and reduce the burden to the City's general fund the need for a less error prone tracking system has become critical. Inaccurate tracking of grantee expenditures by either our contractors or the division presents a whole host of compliance related issues which could jeopardize new and continued funding from any or all of the fund sources currently utilized by the department.

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

This service is not currently being provided. Currently OEWD staff receives grantee invoices in paper format and reenters data into various internal excel workbooks. With the implementation of this new database, the division's grant coordinators will be able to focus more time on technical assistance with grantees.

D. Will the contract(s) be renewed: Unknown at this time

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

Union Name Signature of person mailing/faxing form Date 2/15/13

Union Name Signature of person mailing/faxing form Date

RFP sent to _____, on _____ Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience developing and implementing systems of a similar nature in the public sector. Program must have well developed reporting and analysis tools to be able to report on expenditures at various fund and sub-fund levels, track individual grantee budgets and reimbursement requests, and generate documents using a flexible platform where the system administrator can adjust templates easily.

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

1053 IS Business Analyst - Senior
1063 IS Program Analyst - Senior

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing similar work twice and the department has consistently been told there were not resources to develop specialized web-based tools and that such projects were outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3.A above.

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

No. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in other City departments. Because the department would be purchasing a subscription to an existing tool, minimal one-time customization costs, and no maintenance, or hosting costs would be incurred.

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

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

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

B. Will the contractor train City and County employees?

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

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

Contractor will train OEWD staff (2 - 1823; 1 -0922) on use and administration of the system

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

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

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

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

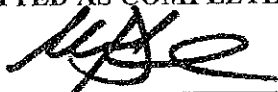
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

415-701-4811

Print or Type Name

Telephone Number

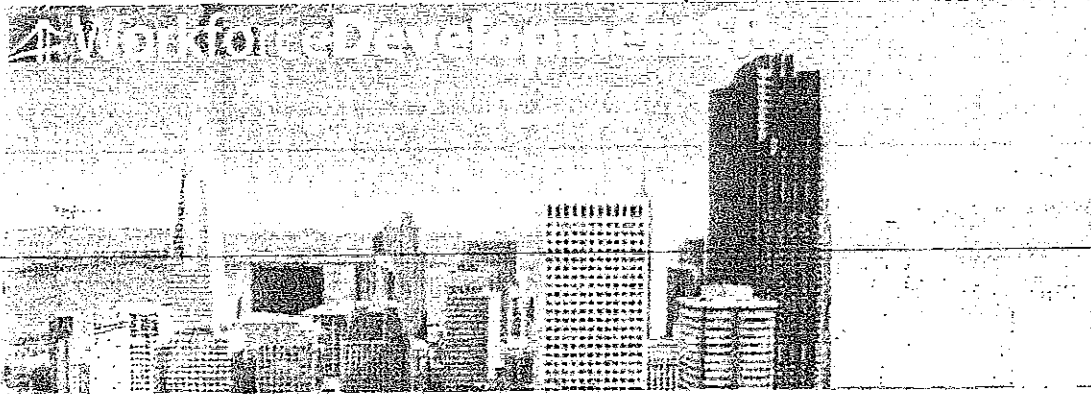
1 South Van Ness Ave
San Francisco, CA 94103

Address



Tekmeca

TOTAL GRANT SOLUTION SUBSCRIPTION PROPOSAL APRIL 27, 2012



TOTAL GRANT SOLUTION

Mastering Grants & Contracts with Total Grant Solution

Tekmeca's signature product, Total Grant Solution - TGS is a subscription-based hosted full-cycle grants management software application with over 35 million usage hours. The application optimizes performance for all levels of stakeholder, maximizing program management, accountability and funding opportunities and service gaps.

TGS enhances and facilitates the efforts of grants managers by pinpointing data and relevant information about a project down to the individual client level. Because TGS is web-enabled, it provides grants managers access to all aspects of a project's information - anytime and anywhere - through the convenience of the Internet. The system's ability to provide full cycle management truly puts the grants manager in the driver's seat toward effective outcomes.

When we designed Total Grant Solution, we focused on the big picture of the entire grant management process instead of creating an piecemeal solution. And in doing so, we created a flexible structure as the foundation for future technology partnerships and user API application, developments. We also

Grants & Contracts Management Total Grant Solution

believe that it is extremely important to arm social service practitioners with measurable and quantifiable results in our ever increasingly competitive funding environment particularly in an environment in which foundations and funders demand results and positive impacts.

Total Grant Solution is designed to address two multi-layered issues that have prevented the growth of meaningful grant projects and impeded real conversations about improving social equities in our communities: 1) the failure to use technology and analytics to improve processes and deliver measurable outcomes; and 2) the lack of a comprehensive social service delivery model.

Before Total Grant Solution was created, social service practitioners were frustrated with mountains of paper work, which was a barrier to their commitment to provide quality services to the recipients. Efforts of the practitioners were further frustrated by the inflexibility of a paper-based system even after lengthy manual tabulation of

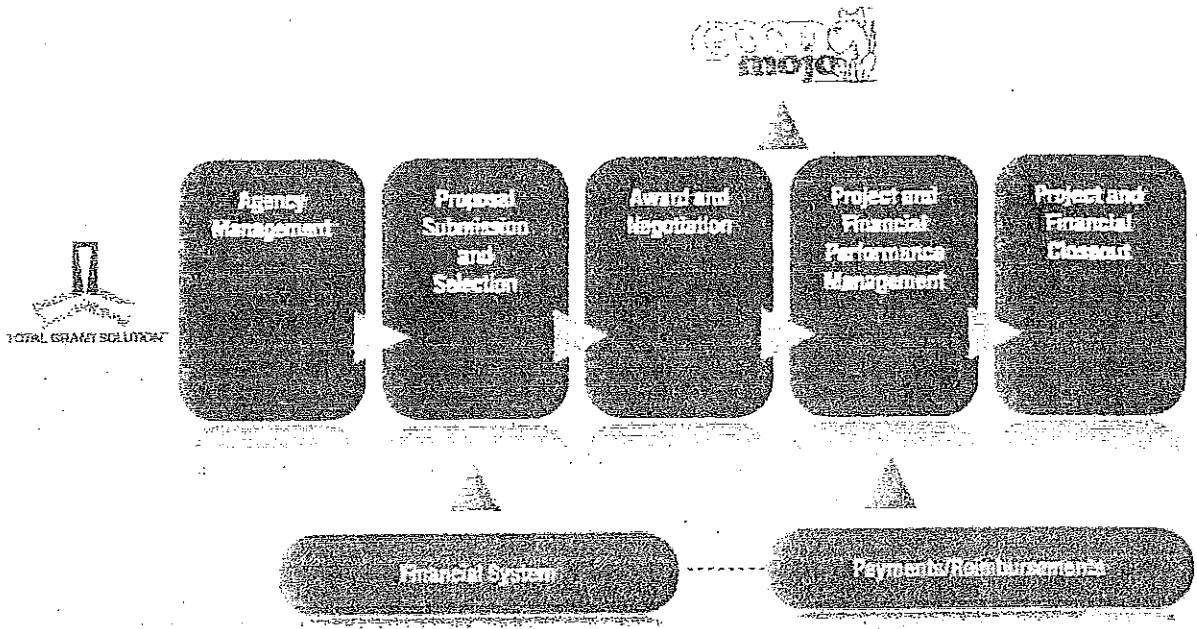
Tekmeca understands the difficulties presented by using fragmented and mismatched grant management tools when working with different grant making organizations.

their data. Since no real-time examination of the cross-view data was available, many opportunities and area of improvements were overlooked. Consequently, it created the breakdown of the system.

Practitioners were also frustrated by the lack of a comprehensive social service delivery model. Currently, most service providers provide single-shot treatment for all service methods. For example, a job-seeking single mother will receive either job placement services or childcare services, but most likely won't receive both services at the same time, thus failing to provide her with the stable environment necessary to improve her situation and increase social equity.

"We consider the City's grants management system [TGS] to be a best practice model for HUD and other organizations."

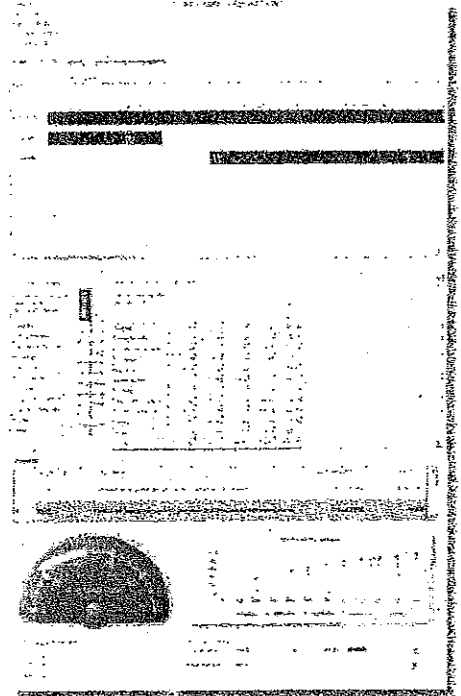
**Steve B. Sachs, CPD Director
HUD Region XI Office**



Total Grant Solution links the right appliance with each specific task, giving the Total Grant Solution users the tools they need to build stronger communities. This philosophy carries through the development of all Tekmecca products. We would apply this philosophy to advance OEWD Workforce's mission .

Total Grant Solution is a comprehensive solution that addresses not only the need for efficiency, analysis of critical data and performance results, but also provides a platform to connect service providers and service seekers.

Total Grant Solution-TGS provides a uniform data quality and integrity through out the system. Total Grant Solution-TGS ensures unduplicated records. It not only provides data management features, it is self-cleaning via nightly internal audits.

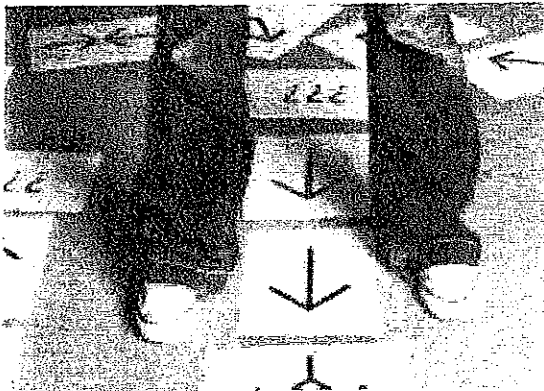
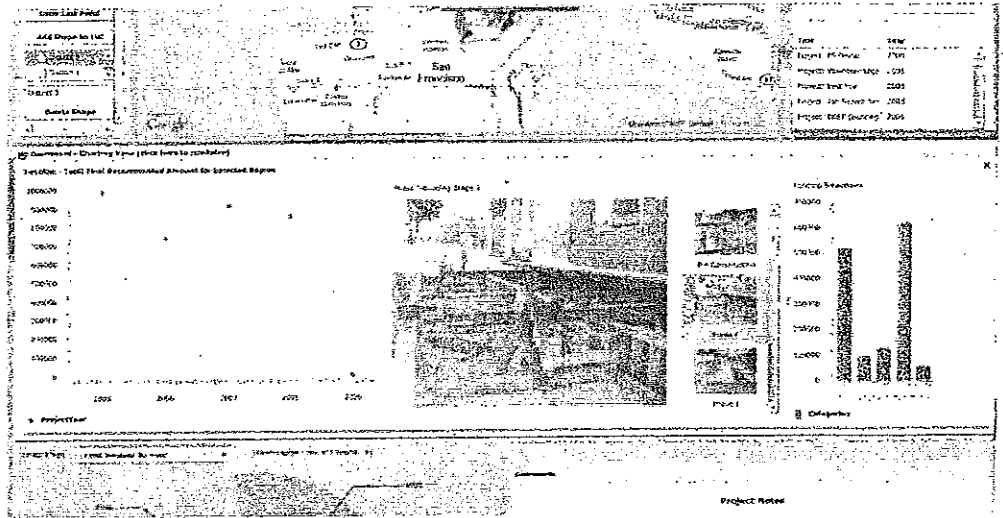
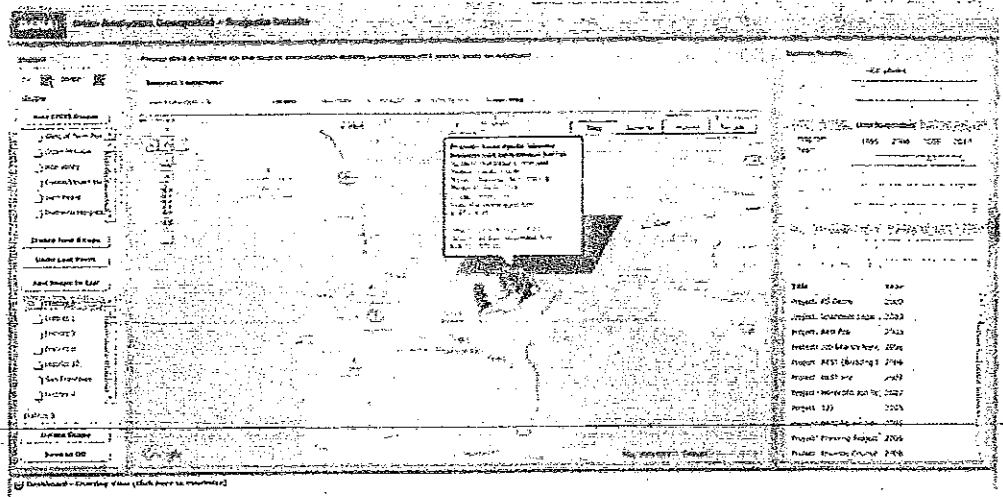


Screenshots of interactive dashboards

DANA - data analytics Interface, is a visual story-teller that combines the power of multimedia technology along with geographically - based data to present a compelling picture of your programs. This is an integration ready interface that ties-in and cross cuts multiple layers of data. For example, an agency can quickly evaluate whether it is on target to meet its goals to provide services for its neighborhood's low-income residents. The first step in creating a DANA query is to draw a program boundary directly on screen. Next, choose the appropriate layer of Census data, the system will be able to present a visual indicator of whether a program is meeting the needs of residents based on established goals. In addition to its analytic strength, when combined with videos and photographic images DANA becomes a multimedia-enabled, evidence based view of community change.

Grants & Contracts Management Total Grant Solution

Screenshots of DANA - an Data analytics Interface



Provide a richer story of community success.

- Graphically-enabled program evaluation through geo-coded information like Census tracts, neighborhood and project boundaries.
- Pictures and video on a timeline provide a user much better understanding than numbers and

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4045 11/12)

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

Type of Service: Helicopter Transport and Aerial Surveying Services (CS-217/329)

Funding Source: Hetch Hetchy Operating Funds

PSC Original Approved Amount: \$96,500

PSC Original Approved Duration: 11/07/11 - 08/31/16 (4 years 42 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 09/01/16-11/30/16 (13 weeks 1 hour)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 12/01/16-11/30/21 (5 years 1 day)

PSC Cumulative Amount Proposed: \$596,500

PSC Cumulative Duration Proposed: 10 years 3 weeks

1. Description of Work

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

The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to San Francisco Public Utilities Commission(SFPUC) and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.

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

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. High voltage support towers carry transmission lines from the powerhouses over the Sierra Foothills and across the Central Valley to Newark. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid. Transportation to remote locations for repair to infrastructure during winter months is not possible by other methods. This request is for additional capacity which will allow the SFPUC to solicit and award a contract to a firm who can offer backup services.

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

Services have been provided in the past through earlier PSC request. See 4045 11/12

D. Will the contract(s) be renewed?

Yes.

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

The duration for this five year extension is being requested in order to provide continued use of helicopter services for aerial inspection of transmission towers and transmission lines, and other projects as needed.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City needs a helicopter and licensed pilots. Current Civil service classes do not provide these services. And it would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

B. Reason for the request for modification:

To align PSC duration with contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The service requires trained and qualified helicopter pilot licensed by the Federal Aviation Administration to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level. Pilot(s) are required to carry "Long Line" and "External Human Load (EHL)" certifications.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported.

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.

There is no civil service class that provides these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring

equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

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. SFPUC employees will be certified in Helicopter and equipment safety training. 20-30 hours total. A total of approximately 10 employees will receive this training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/12/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: 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# 4045 11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson.Shamica); amakayan@ifpte21.org; jb@local16.org; [Lopez, Ricardo](mailto:Lopez.Ricardo); [Basconcillo, Kathy](mailto:Basconcillo.Kathy); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanca@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pachell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcarr@nccrc.org; mitchell@twusf.org; groio@Local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khuughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshellev@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedv4864@aol.com; camaquey@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Sanchez, Daniel](mailto:Sanchez.Daniel); DHR-PSCCoordinator.DHR
Subject: Receipt of Modification Request to PSC # 4045 11/12 - MODIFICATIONS
Date: Monday, September 12, 2016 2:32:17 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 1, 2016 -- November 30, 2021. 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/8073>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 19, 2013

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

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4017-13/14; 4018-13/14; 4020-13/14 THROUGH 4022-13/14; 4045-11/12; 4061-07/08; 3035-11/12 AND 4076-09/10.

At its meeting of September 16, 2013 the Civil Service Commission had for its consideration the above matter:

The Commission adopted the report and approved the request for proposed personal services contracts.

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.*

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

JENNIFER JOHNSTON
Executive Officer

Attachment:

Cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Sung Kim, Department of Public Works
Sheila Layton, Juvenile Probations
Joan Lubamersky, General Services Agency
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FOR
09/16/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4045411/12 40		Public Utilities Commission	Regular	\$500,000	\$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	11/7/2011 - 1/30/2016
<i>X OS-217/OS-329</i>							
400107/08 40		Public Utilities Commission	Regular	\$750,000	\$5,750,000	Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.	12/3/2007 - 1/30/2018
<i>OS-924</i>							
3035-11/12	81	Public Health	Regular	\$33,600	\$100,800	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	7/30/2011 - 6/30/2014
4075-09/10	90	Public Works	Regular	\$4,000,000	\$7,798,000	Provide special construction & building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.	1/4/2010 - 1/31/2019
Sum of Modified Amounts:				\$5,283,600			

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 40942 - 14/15)

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

Type of Service: As needed, Physical, Occupational and Speech Therapy Registry Services

Funding Source: General Fund

PSC Original Approved Amount: \$1,042,000

PSC Original Approved Duration: 07/01/15 - 12/31/16 (1 year 26 weeks)

PSC Mod#1 Amount: \$461,040

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$7,000,000

PSC Mod#2 Duration: 01/01/17-12/31/21 (5 years 1 day)

PSC Cumulative Amount Proposed: \$8,503,040

PSC Cumulative Duration Proposed: 6 years 26 weeks

1. Description of Work

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

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

Services are necessary to provide an adequate level of rehabilitation staff at San Francisco General and Laguna Honda Hospitals, during periods of unanticipated staff absences requiring the use of licensed or certified personnel. Denial of the utilization of these registry services will result in decreased access to both in and outpatient rehabilitation services at San Francisco General and Laguna Honda Hospitals, reducing the likelihood of positive rehabilitative outcomes and possibly increasing lengths of stay for in-patient hospitalizations.

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

D. Will the contract(s) be renewed?
Only if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
duration will be exactly 5 years. no more.

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:

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:

Contract ends 12.31.2016 and new services under new solicitation will be in place.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have licensed Physical, Occupational and Speech Therapists and Occupational Therapist Assistants.

B. Which, if any, civil service class(es) normally perform(s) this work? 2542, Speech Pathologist; 2548, Occupational Therapist; 2555, Physical Therapist Assistant;

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.

Services are required on an as needed basis. Civil service classifications already exist. The Department utilizes registries to provide coverage for scheduled and unscheduled staff absences.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, The City has Civil Service classifications that are used to provide a portion of these services.

6. Additional Information

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

No.

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

no training offered

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.

40942-14/15

7. **Union Notification:** On 09/08/16, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/17/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

dhr-pssccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

From:

Sent:

To:

Subject:

dhr-pssccordinator@sfgov.org, 2016 5:26 PM
Thursday, September 08, 2016 5:26 PM
Hale, Jacquie (DPH); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Receipt of Modification Request to PSC # 40942 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$7,000,000 for services for the period January 1, 2017 -- December 31, 2021. 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/dhrrupal/node/7741>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 40942 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed, Physical, Occupational and Speech Therapy Registry ServicesFunding Source: General FundPSC Original Approved Amount: \$1,042,000 PSC Original Approved Duration: 07/01/15 - 12/31/16 (1 year 26 weeks)PSC Mod#1 Amount: \$461,040 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,503,040 PSC Cumulative Duration Proposed: 1 year 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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

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

yes

D. Will the contract(s) be renewed?

Only if funding is available.

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

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

B. Reason for the request for modification:

Additional money added.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have licensed Physical, Occupational and Speech Therapists and Occupational Therapist Assistants.

B. Which, if any, civil service class(es) normally perform(s) this work? 2542, Speech Pathologist; 2548, Occupational Therapist; 2555, Physical Therapist Assistant;

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.

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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 offered

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 07/13/16, the Department notified the following employee organizations of this PSC/RFP request:
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I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/27/2016

Choi, Suzanne (HRD)

From: dhr-psscordinator@sfgov.org on behalf of jacquie.hale@stdph.org
Sent: Thursday, September 08, 2016 5:26 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40942 - 14/15 - MODIFICATIONS

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The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$7,000,000 for services for the period January 1, 2017 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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After logging into the system please select link below:

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: As needed, Physical, Occupational and Speech Therapy Registry Services

Funding Source: General Fund

PSC Amount: \$1,042,000

PSC Est. Start Date: 07/01/2015 PSC Est. End Date 12/31/2016

1. Description of Work

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

Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24-hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

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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.
4151-09/10

D. Will the contract(s) be renewed?
Only if funding is available.

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

Services are needed intermittently to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.

3. Description of Required Skills/Expertise

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no training offered

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

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

No.

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

No.

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

No.

7. Union Notification: On 03/09/2015, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40942 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
07/06/2015 DHR Approved for 07/06/2015

action date: 07/06/2015
Approved by Civil Service Commission