



London Breed
Acting Mayor

Micki Callahan
Human Resources Director

Date: January 19, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: David Bui, DPW
Rod Goree, MTA
Genie Wong, POL
Shamica Jackson/Bill Irwin, PUC
Nataliya Kuzina, REG

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$54,700,000	\$749,088,741	\$2,309,125,330

David Bui
Department of Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6417

Rod Goree
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2553

Genie Wong
Police
1245 3rd St, 6th Floor
San Francisco, CA 94158
(415)837-7208

Shamica Jackson
Bill Irwin
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SJ: (415) 554-0727
BI: (415) 934-3975

Nataliya Kuzina
Elections
1 Dr. Carlton B. Goodlett Pl., Rm. 48
San Francisco, CA 94102
(415) 554-5683

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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POSTING FOR

February 05, 2018

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

2018-02-05

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41567 - 17/18	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$8,000,000.00	Consultants will perform highly specialized civil engineering and surveying tasks that include reviewing various Agreements, Project Documents, standards, regulations, codes, Master Utility Plans, and various specifications; assisting in updating entitlement documents; coordinating shut-down's, relocations, and transitions of existing streets and utility systems; preparing and processing mapping applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, lot line adjustment, merger, Transfers map, and Final Map Applications; assisting in the review of Boundary Surveys, ALTA Surveys, Records of Survey; assisting in preparation of Public Improvement Agreements, Acquisition Agreements, encroachments, easement, and other map related services; reviewing Planned Infrastructure Systems and identifying issues and conflicts at land transfers; facilitating City Plan Review Process; coordinating infrastructure and mapping meetings; providing technical support on infrastructure design issues and analyzing schedule impacts; reviewing cost estimates for bonding or acquisition purposes; assisting in preparation of documents for acceptance and acquisition of completed improvements; assisting in bond reduction determinations; assisting in determination of completeness of infrastructure systems, and coordinating horizontal improvement changes resulting from vertical improvements. The Department intends to award four (4) contracts, each not to exceed \$2,000,000.	February 5, 2018	June 30, 2024	REGULAR
48211 - 17/18	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$6,000,000.00	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, AutoCAD Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSM – Surveying Services anticipate awarding up to 4 as-needed contracts, each not to exceed 5 years.	February 5, 2018	June 30, 2024	REGULAR
40202 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$7,000,000.00	The consultant will upgrade and configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) system, and provide ongoing support and warranty services to ensure reliable and uninterrupted system operation. The consultant will install and configure TSP equipment on all buses (currently 900) and at each yard; test all vehicle components per design specifications; inspect and test all cables, connections and communications; install firmware updates and update ASM software to current versions; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data; and use on-site software to validate and correct all vehicle/bus identification numbers.	February 1, 2018	January 31, 2023	REGULAR
47850 - 17/18	POLICE	\$1,000,000.00	The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a	July 1, 2018	June 30, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.</p> <p>Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.</p>			
40197 - 17/18	PUBLIC UTILITIES COMMISSION	\$16,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award up to four (4) agreements at \$4 million each to perform construction management (CM) services on an as-needed basis to supplement existing SFPUC and other City staff working on construction projects.</p> <p>The programs/projects that may be served fall under, but are not limited to, the following: Sewer System Improvement Program (SSIP); Water System Improvement Program (WSIP) - 2 remaining projects; Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and Wastewater Renewal & Replacement (R&R) Programs; and other water, power, and wastewater capital projects. Work includes: Construction Contracts Administration in Change Management; Construction Inspection; Project Controls; Environmental Inspection; Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Technical Data Entry and Document Control including Engineering Archives.</p>	July 1, 2018	June 30, 2023	REGULAR
42108 - 17/18	PUBLIC UTILITIES COMMISSION	\$500,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management, and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. The contractor will implement a training program that includes: the administration of employment readiness programs; the provision of on-the-job vocational training, academic instruction, and life skills instruction on topics such as time management, personal financial management, appropriate attire, job seeking, and interviewing; safety training; and basic language and literacy skill-building necessary to retain employment. The field maintenance to be provided by the contractor would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.</p> <p>The purpose of PSC 42108-17/18 is to renew PSC 49277-16/17. The reason we did not get into contract within one year of the PSC 49277-16/17 approval is because the funding had not been identified and the RFP development and review has taken some time.</p>	February 1, 2018	January 31, 2021	REGULAR
48420 - 17/18	ELECTIONS	\$14,000,000.00	<p>The City's contract with its current voting system vendor expires in December, 2018, requiring the City to issue a Request for Proposals (RFP) to lease a voting system. Previously, the Department of Elections (Department) issued a RFP in 2005 to purchase the current voting system. The contract associated with the current was approved in January, 2008.</p> <p>The leasing of a voting system, rather than purchasing, will provide the City with more flexibility regarding updating equipment and software as they become available. The lease will be structured to allow the City to switch to improved technologies over the course of the lease and to reduce the level of support from the vendor to prepare, operate, and maintain the system for conducting elections.</p> <p>A newer system will increase accessibility of voting to people with disabilities and seniors, especially those with limited or loss of hearing.</p>	January 1, 2019	December 31, 2025	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>The current system does provide voting opportunities for voters with impairments but the newer technology offers greater independence from assistance from poll workers or Department personnel.</p> <p>Issuing the RFP will allow the City to obtain a voting system based on newer technology compared to the current system. The new system will utilized image-based technology rather than the current system's optical scan-based technology. The newer, image-based technology will increase election transparency since the Department will be able to essentially post on the Department's website the "pictures" of the actual ballots cast for an election. The Department will also seek to have an application available on its website allowing the public to tally these images and compare the results to the vote totals issued in results reports.</p>			

TOTAL AMOUNT \$52,500,000



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Posting For February 05, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-02-05

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49981 - 14/15 - MODIFICATIONS	February 5, 2018	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$2,200,000	\$6,700,000	The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.	01/01/2019	05/01/2020	REGULAR

TOTAL AMOUNT \$2,200,000

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

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 Infrastructure Engineering Support Services

Funding Source: Interdepartmental work orders

PSC Amount: \$8,000,000

PSC Est. Start Date: 02/05/2018

PSC Est. End Date 06/30/2024

1. Description of Work

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

Consultants will perform highly specialized civil engineering and surveying tasks that include reviewing various Agreements, Project Documents, standards, regulations, codes, Master Utility Plans, and various specifications; assisting in updating entitlement documents; coordinating shut-down's, relocations, and transitions of existing streets and utility systems; preparing and processing mapping applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, lot line adjustment, merger, Transfers map, and Final Map Applications; assisting in the review of Boundary Surveys, ALTA Surveys, Records of Survey; assisting in preparation of Public Improvement Agreements, Acquisition Agreements, encroachments, easement, and other map related services; reviewing Planned Infrastructure Systems and identifying issues and conflicts at land transfers; facilitating City Plan Review Process; coordinating infrastructure and mapping meetings; providing technical support on infrastructure design issues and analyzing schedule impacts; reviewing cost estimates for bonding or acquisition purposes; assisting in preparation of documents for acceptance and acquisition of completed improvements; assisting in bond reduction determinations; assisting in determination of completeness of infrastructure systems, and coordinating horizontal improvement changes resulting from vertical improvements. The Department intends to award four (4) contracts, each not to exceed \$2,000,000.

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

Services are as-needed to assist Public Works on difficult or unique projects that require specialized civil engineering and surveying expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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.

Public Works has not provided these services in the past. The Office of Community Investment and Infrastructure (OCII), formerly known as SF Redevelopment Agency, contracted a consulting firm to provide these services in the past. However, OCII is not expected to have a role in upcoming projects. By directly contracting to an infrastructure engineering specialty firm that has the expertise in this highly skilled work, we can eliminate unnecessary markup cost, duplication of work, provide efficient service and products that meet client needs.

D. Will the contract(s) be renewed?

No

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

PSC duration exceeds 5 years to include time needed for advertising and award. Contract duration will not exceed 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

These services will only be utilized on an as-needed basis when the specialized services are required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional Civil Engineers and Licensed Land Surveyors; extensive knowledge and expertise in land development projects; knowledge and expertise in design and review of public streets, streetscape, and utilities; expertise in reviewing Agreements, Project Documents, Master Utility Plans, Infrastructure Plans, and Land Transfers; exceptional knowledge of California Subdivision Map Act; extensive knowledge and expertise in application of San Francisco Subdivision Code and Regulations; experience in updating entitlement documents; extensive experience in reviewing submitted tentative maps; knowledge of San Francisco mapping and property records; experience in convening meetings with multiple public and private stakeholders; experience in tracking and managing multiple submittals; experience in preparing Public Improvement Agreements, Acquisition Agreements, encroachments, and easements; experience in creating conditions of approval for development projects; experience in preparing and processing subdivision map applications, Final Maps, lot line adjustment, merger, and Final Map Applications; experience in review of Boundary Surveys, ALTA Surveys, and Records of Survey; experience in coordinating horizontal improvement changes resulting from vertical improvements; and experience working with multiple public and private stakeholders.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5214, Building Plans Engineer; 5216, Chief Surveyor; 5241, Engineer;

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

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

None. Current employees do not possess the experience and expertise to perform this highly specialized work.

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 5211, 5174, 5241, 5207, 5216, and 5214 may be able to perform this work with some training and experience; however, current employees do not possess the experience and expertise to perform this highly specialized work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to staff up due to unpredictable funding, and sporadic nature of the work. These specialized services will only be utilized on an as-needed basis.

6. Additional Information

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

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

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41567 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

Cheng, Paul (DPW)

From: dhr-psccordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Wednesday, December 06, 2017 2:53 PM
To: Bui, David (DPW); kschumacher@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Cheng, Paul (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41567 - 17/18

RECEIPT for Union Notification for PSC 41567 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41567 - 17/18 for \$8,000,000 for Initial Request services for the period 02/05/2018 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10410> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Surveying Services

Funding Source: Interdepartmental work orders

PSC Amount: \$6,000,000

PSC Est. Start Date: 02/05/2018

PSC Est. End Date 06/30/2024

1. Description of Work

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

As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, AutoCAD Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSM – Surveying Services anticipate awarding up to 4 as-needed contracts, each not to exceed 5 years.

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

Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that could increase survey costs. Delays can also jeopardize or increase cost of 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.

Previous contracts for As-Needed Surveying Services were awarded to: SANDIS, F3 & Associates, Inc., Chaudhary & Associates, Inc., Telamon Engineering Consultants, Inc., R.E.Y. Engineers, Inc., BKF Engineers, and Towill, Inc. under PSC#4063-11/12.

D. Will the contract(s) be renewed?

No. New RFQ will be advertised.

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

PSC duration exceeds 5 years to include time needed advertising and award. Contract duration will not exceed 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Various levels of expertise depending on specific project. Expected needs include chain person, instrument person, licensed land surveyor, persons with experience in laser scanning, GPS, GIS and AutoCAD Civil 3D drafting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5216, Chief Surveyor; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, they will supply additional surveying equipment (total stations, differential levels, GPS receivers, etc) and laser 3D scanner, Mobile Lidar, Aerial Photogrammetry, and Revit.

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

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

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

- A. Explain why civil service classes are not applicable.
Excessive fluctuating workloads. Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources.
- 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, incoming survey work tends to fluctuate so there are times when we need to hire extra help to accommodate the overload. We do not want to turn work away due to lack of manpower. Also we often have large projects that are time sensitive requiring additional survey crews.

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. Describe the training and indicate approximate number of hours: Anticipate CADD training for new releases of software. Anticipated training: 100 hours total Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained: All levels: Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I), 5366 (Engineering Associate II) may require training. Anticipated training: 100 hours total
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/05/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48211 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 02/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Williams, Hyun (DPW)

From: Bui, David (DPW)
Sent: Tuesday, December 05, 2017 2:07 PM
To: Cheng, Paul (DPW); Williams, Hyun (DPW); Burns, Alexander (DPW)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 48211 - 17/18

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Tuesday, December 05, 2017 2:04 PM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; kschumacher@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Cheng, Paul (DPW) <paul.cheng@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 48211 - 17/18

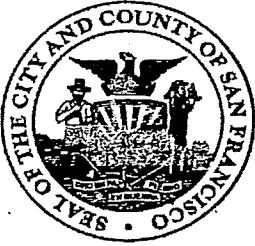
RECEIPT for Union Notification for PSC 48211 - 17/18 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48211 - 17/18 for \$6,000,000 for Initial Request services for the period 02/05/2018 – 06/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10409> 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

December 13, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

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 4056-11/12 THROUGH 4063-11/12 AND 4064-07/08.

At its meeting of December 5, 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.*

The Commission:

- (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
ANITA SANCHEZ FOR
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Florence Kyaum, Public Utilities Commission
Maria Ryan, Department of Human Resources
Commission File
Chron

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POSTING FOR
12/5/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4056-11/12	27	Airport Commission	Regular	\$300,000	Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management and skills in an aviation environment: aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills), with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values. General objectives of the contract are: - Assessment of managerial employees' development and learning needs; - Leadership curriculum development, leadership curriculum implementation; - Recommendation of leadership readiness (and at what stage: from moderately ready to high performer readiness).	12/19/2011 - 12/31/2016
4057-11/12	27	Airport-Commission	Regular	\$2,000,000	As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.	12/19/2011 - 12/31/2016
4058-11/12	35	Municipal Transportation Agency	Regular	\$300,000	Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software of San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.	12/1/2011 - 11/30/2014
4059-11/12	35	Municipal Transportation Agency	Regular	\$22,000,000	The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipments required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.	1/1/2012 - 1/31/2015
4060-11/12	40	Public Utilities Commission	Regular	\$500,000	The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.	12/5/2011 - 12/30/2013

POSTING FOR

12/5/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4061-11/12	40	Public Utilities Commission	Regular	\$2,700,000	The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to add requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.	2/1/2012 - 1/31/2016
4062-11/12	40	Public Utilities Commission	Regular	\$9,000,000	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	1/1/2012 - 1/1/2017
4063-11/12	90	Public Works	Regular	\$1,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSI Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	1/2/2012 - 1/2/2016

Total Amount - Regular: \$38,000,000

RECEIVED
11 DEC 14 AM 10:10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As - Needed Surveying Services

FUNDING SOURCE: Project funds from interdepartmental work orders

PSC AMOUNT: \$1,200,000.00 PSC DURATION: 01/02/2012 - 01/02/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSM - Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.

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

Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that could increase survey costs. Delays can also jeopardize or increase cost of projects. At present, the City does not own laser scanning equipment. A project that requires scanning must be provided by an outside service provider.

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):

Individual City Departments, BOE, Department of Recreation and Park, MTA, PUC have contracted with outside surveyors and engineers. By our direct contracting outside service providers, we can eliminate unnecessary cost, duplication of work, providing efficient service and a product that meets client needs.

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

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

Local 21 Carina Cordas 10/21/11
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 , on When available
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# Ad03-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Various levels of expertise depending on specific project. Expected needs include chain person, instrument person, licensed land surveyor, persons with experience in laser scanning, GPS, GIS and Autocad Civil 3D drafting.

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

Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I).

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

Yes, they will supply additional surveying equipment (total stations, differential levels, GPS receivers, etc) and a laser 3D scanner. The city does not currently possess a laser scanner.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Excessive fluctuating workloads. Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources.

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

No, incoming survey work tends to fluctuate so there are times when we need to hire extra help to accommodate the overload. We do not want to turn work away due to lack of manpower. Also we often have large projects that are time sensitive requiring additional survey crews.

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

Anticipate CADD training for new releases of software.

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

All levels: Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I) may require training. Anticipated training: 100 hours total.

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?

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Transit Signal Priority Programming and Warranty Support

Funding Source: local

PSC Duration: 5 years

PSC Amount: \$7,000,000

1. Description of Work

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

The consultant will upgrade and configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) system, and provide ongoing support and warranty services to ensure reliable and uninterrupted system operation. The consultant will install and configure TSP equipment on all buses (currently 900) and at each yard; test all vehicle components per design specifications; inspect and test all cables, connections and communications; install firmware updates and update ASM software to current versions; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data; and use on-site software to validate and correct all vehicle/bus identification numbers.

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

This work will complete TSP fleet deployment and allow the SFMTA to reap the full benefits of the technology provided by Global Traffic Technologies' (GTT) TSP system. If this service is denied, the SFMTA will be unable to properly support, operate, and maintain TSP hardware and software that has already been installed and deployed across the City.

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

The current consultant completed initial TSP deployment tasks as part of PSC No. 39922-15/16. This current request will allow them to upgrade existing equipment to provide newer capabilities that were not previously available, complete TSP system configuration as needed, and continue to provide support and warranty services.

D. Will the contract(s) be renewed?

Yes.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City's TSP deployment requires the consultant's proprietary hardware and software.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The SFMTA requires extensive knowledge and expertise in GTT's proprietary TSP solution, including all related hardware and software required for TSP operation, and integration with on-board transit vehicle systems. This is a sole source vendor who possesses the licensed software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1091, IT Operations Support Admin I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

None.

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

- A. Explain why civil service classes are not applicable.
Civil Service classes do not possess the expertise and licensing for the proprietary software system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class. Civil service classes already exist, but are unable to provide the services required due to the proprietary nature of the software system.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The consultant will train SFMTA staff in order to allow the City to take over system operation and maintenance within the next five years. Training will include SFMTA transit operations, fleet management, and transportation engineering staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes. Civil Service Commission
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Global Traffic Technologies is current contractor providing this service.

7. **Union Notification:** On 12/05/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 1 S. Van Ness Avenue - 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40202 - 17/18

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 02/05/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Tuesday, December 05, 2017 4:56 PM
To: Goree, Rod (MTA); amakayan@ifpte21.org; kschumacher@ifpte21.org;
kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; Goree, Rod (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40202 - 17/18

Follow Up Flag: Follow up
Flag Status: Completed

RECEIPT for Union Notification for PSC 40202 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40202 - 17/18 for \$7,000,000 for Initial Request services for the period 02/01/2018 – 01/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10361> 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

Civil Service Commission - June 20, 2016 - Minutes

Meeting Date:

June 20, 2016 - 2:00pm

Location:

United States

MINUTES

Regular Meeting

June 20, 2016

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Douglas S. Chan

Present

Vice President Gina M. Rocanova

Present

Commissioner Kate Favetti

Excused (Notified Absence)

Commissioner Scott R. Heldfond

Present

President Douglas S. Chan presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES - Action Item

Sandra Eng, Civil Service Commission

Action:

Discuss and adopt the Civil Service Commission's Strategic Plan for Fiscal Year 2016-2017. (Vote of 3 to 0)

0222-16-8

Review of Request for Approval of Proposed Personal Services Contracts.

(Item No. 8)

PSC#

Department

Amount

Type of Service

Type of Approval

Duration

during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.



Modification

7/31/2018

39922-15/16

Municipal Transportation Agency

Current Approved Amount

\$100,000

Increase Amount Requested

\$350,000

New Total Amount Requested

\$450,000

The consultant will configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) software system, including updating firmware and proprietary software on transit fleet vehicles. The consultant will: configure Wi-Fi on each bus (currently 950) and at each yard; test all vehicle components per design specification; inspect all cables and test overhead sign connections and communications; install firmware updates and update ASM software to current revision; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data and configure vehicle thresholds; and use on-site software to validate and correct all vehicle/bus identification numbers.

Modification

7/1/2018

4065-10/11

Department of Public Health

Current Approved Amount

\$18,167,907

Increase Amount Requested

\$9,000,000

New Total Amount Requested

\$27,167,907

Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 day per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.

Modification

6/30/2020

4079-11/12

Department of Building Inspection

Current Approved Amount

\$2,450,000

Increase Amount Requested

\$1,600,000

New Total Amount Requested

\$4,050,000

To provide preparation indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11x17 inches, 16x24 inches, 24x36 inches, 36x42 inches, and 36x48 inches.

Modification

6/30/2019

0222-16-8


Cont.

Speakers:

Donnie Oliveira and Cara Gurney, Department of Environment spoke on PSC #4062-12/13

Action:

1) Conditionally approved PSC #4062-12/13 to modify the contract term for a six (6) year period for RFP; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

 2) Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

None.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2016

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: Traffic Signal Priority Software Programming

FUNDING SOURCE: Federal Funds

PSC ORIG AMOUNT: \$100,000.00 PSC ORIG DURATION: May 16, 2016 – July 1, 2018
PSC MOD1 AMOUNT: \$350,000.00 PSC MOD1 DURATION: May 16, 2016 – July 1, 2018
PSC TOTAL AMOUNT: \$450,000.00 PSC TOTAL DURATION: May 16, 2016 – July 1, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) software system, including updating firmware and proprietary software on transit fleet vehicles. The consultant will: configure Wi-Fi on each bus (currently 950) and at each yard; test all vehicle components per design specification; inspect all cables and test overhead sign connections and communications; install firmware updates and update ASM software to current revision; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data and configure vehicle thresholds; and use on-site software to validate and correct all vehicle/bus identification numbers.

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

This work will complete TSP fleet deployment and allow the SFMTA to reap the full benefits of the technology provided by Global Traffic Technologies' (GTT) proprietary Global Positioning System (GPS). If this service is denied, the SFMTA will have to individually and manually manipulate the system for each bus instead of utilizing technology to be unable to remotely access TSP functionality and capabilities.

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 has not been provided in the past.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE, Local 21 Cynthia Hernandez 5/17/16
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39922-15/16 Modification 1

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise:

The consultant must possess extensive knowledge and expertise in GTT's proprietary TSP solution, including all related hardware and software required for TSP operation, and integration with transit vehicle door, overhead sign, and power systems. This is a sole source vendor whom owns the licensed software.

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

Civil service class 1062 Programmer Analyst and 1091 IT Operations Support Administrator I would normally perform similar type of work, but do not possess the expertise and licensing for the proprietary software system.

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 possess the expertise and licensing for the proprietary software system.

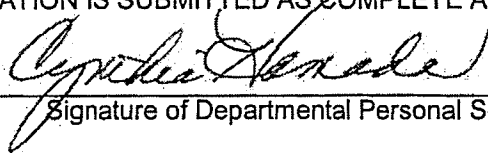
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil service classes already exist, but are unable to provide the services required due to the proprietary nature of the software system.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees? - Describe 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.	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia Hamada
Print or Type Name

415-701-5381
Telephone Number

San Francisco Municipal Transportation Agency

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

Hamada, Cynthia

From: Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>
Sent: Friday, May 13, 2016 1:57 PM
To: Hamada, Cynthia
Cc: DHR-PSCCoordinator, DHR
Subject: Approval: 39922-15/16
Attachments: 39922-1516_MTA_05132016.pdf

Importance: High

PSC Approval Notice

Type of Service: Traffic Signal Priority Software Programming
PSC#: 39922-15/16
PSC Amount: \$100,000
PSC Duration: 05/16/2016-07/01/2018

The approved document is attached

Thank you,
Suzanne Choi
Citywide PSC Coordinator
415-557-4886

Note: For all inquiries/correspondences regarding Personal Services Contracts (PSCs) please send requests directly to DHR-PSCCoordinator@sfgov.org for record keeping and review processing. Please do not send them to my email address because it may be overlooked. Thank you

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Traffic Signal Priority Software ProgrammingFunding Source: Federal FundsPSC Amount: \$100,000PSC Est. Start Date: 05/16/2016 PSC Est. End Date 07/01/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) software system, including updating firmware and proprietary software on transit fleet vehicles. The consultant will: configure Wi-Fi on each bus (currently 950) and at each yard; test all vehicle components per design specification; inspect all cables and test overhead sign connections and communications; install firmware updates and update ASM software to current revision; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data and configure vehicle thresholds; and use on-site software to validate and correct all vehicle/bus identification numbers.

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

This work will complete TSP fleet deployment and allow the SFMTA to reap the full benefits of the technology provided by Global Traffic Technologies' (GTT) proprietary Global Positioning System (GPS). If this service is denied, the SFMTA will have to individually and manually manipulate the system for each bus instead of utilizing technology to be unable to remotely access TSP functionality and capabilities.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed?

Yes.

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 is a sole source vendor that owns the proprietary software system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess extensive knowledge and expertise in GTT's proprietary TSP solution, including all related hardware and software required for TSP operation,

and integration with transit vehicle door, overhead sign, and power systems. This is a sole source vendor whom owns the licensed software.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1091, IT Operations Support Admin I;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Civil service class 1062 Programmer Analyst and 1091 IT Operations Support Administrator I would normally perform similar type of work, but do not possess the expertise and licensing for the proprietary software system.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not possess the expertise and licensing for the proprietary software system.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes already exist, but are unable to provide the services required due to the proprietary nature of the software system.

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

- 7. Union Notification:** On 04/28/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Professional & Tech Engrs, Local 21,

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

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39922 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/13/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Phlebotomy Services for Law Enforcement Agencies

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

The contractor will provide on-call phlebotomy service 24 hours a day/7 days a week/365 days a year to law enforcement agencies in the City and County of San Francisco. Contractor staff will perform immediate blood draws (within 45 minutes of call) at various locations on suspects Driving Under the Influence (DUI) who refuse to voluntarily submit to a chemical test. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on DUI suspects are different from blood draws for health reasons.

Contractor staff will also participate in evidence handling training by the Office of the Chief Medical Examiner and scheduled court testimony by the District Attorney.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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

This service was previously approved by the Civil Service Commission through PSC 47916-14/15 and PSC 4138-07/08.

D. Will the contract(s) be renewed?

Unknown 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):

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

B. Explain the qualifying circumstances:

This service is as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Employees assigned to this contract must have valid phlebotomy certificate issued by the state of California Department of Health Services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2303, Patient Care Assistant; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2830, Public Health Nurse;

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?

In the past, Department of Public Health nurses performed the work, but are no longer interested in performing forced blood draws on DUI suspects who can be combative or uncooperative. In 2015, SFPD staff met with SEIU representatives, Terry Meadows and Joe Brenner and SEIU members, to discuss the possibility of DPH performing the work again, but DPH has not proposed a program to the SFPD.

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

A. Explain why civil service classes are not applicable.
This service is as-needed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. A new civil service classification is not necessary.

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 is not needed.

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

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

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

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

7. **Union Notification:** On 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47850 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Thursday, November 9, 2017 9:21 AM
To: Wong, Genie (POL); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me;
leah.berlanga@seiu1021.org; peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org;
Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net;
Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net;
davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee
(HSA); david.canham@seiu1021.org; jtanner940@aol.com; Wong, Genie (POL); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47850 - 17/18

RECEIPT for Union Notification for PSC 47850 - 17/18 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 47850 - 17/18 for \$1,000,000 for Initial Request services for the period 07/01/2018 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10261> 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)

Introduction

The SFPD is seeking a qualified contractor to provide blood draw services to collect forensic biological evidence. Such blood draw services will be performed on arrested and incarcerated individuals of the SFPD, and any other allied local, state, or federal law enforcement agencies, including but not limited to, the California Highway Patrol and College or University Police, performing law enforcement duties within the City and County of San Francisco. Services will be performed at designated sites, including:

1. Mission Police Station, 630 Valencia Street, San Francisco, CA
2. San Francisco General Hospital, 1001 Potrero Avenue, San Francisco, CA
3. County Jail #1, 425 7th Street, San Francisco, CA
4. California Highway Patrol Office, 455-8th Street, San Francisco, CA

Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary. The following are work tasks assumed necessary to **perform phlebotomy services to obtain forensic blood evidence**. Proposers may suggest a modified scope as part of their proposal.

- A.** Contractor shall be required to provide blood draw services 24 hours a day, 7 days a week, 365 days a year, on arrested and incarcerated individuals of the SFPD, and any other local, state or federal law enforcement agencies working in conjunction with the SFPD. Services must be provided at designated site, including: Mission Police Station, San Francisco General Hospital, County Jail #1, and California Highway Patrol Office. Contractor shall be required to perform non-consensual (forced) blood draws on arrested or incarcerated individuals who refuse to voluntarily submit to a chemical test. Non-consensual blood draws will be performed at Mission Police Station in a restraint chair.
- B.** Contractor must provide a California-licensed phlebotomist at the designated site within 45 minutes of being notified by the SFPD Department Operations Center. **Contractor must provide a clearly stated back-up plan that will be administered by the contractor for cases where a phlebotomist cannot arrive at the designated site within 45 minutes of notification to ensure that blood evidence can be obtained.**
- C.** Contractor must provide only Phlebotomists that are certified by the California State Department of Health Services. These phlebotomists must fulfill California's Title 17, § 1219.1. (a) in that only persons authorized by Section 13354 of the California Vehicle Code may perform these forensic blood collections by venipuncture.
- D.** Contractor must be available to testify in court as a result of services rendered, pursuant to subpoena. Contractor shall be responsible for serving each phlebotomist with the subpoenas in a timely fashion prior to the court date.
- E.** Phlebotomists shall participate in Chain of Custody and Forensic Collection Training by the San Francisco Office of the Chief Medical Examiner. Contractor will be required to respond to the San Francisco Office of the Chief Medical Examiner (currently located at 850 Bryant Street, San Francisco, California) on a weekly basis to pick up the only blood draw kits that phlebotomists will use to perform the blood draws. Contractor must keep an adequate number of blood draw kits on hand to perform necessary blood draws on an as-needed basis. Contractor must call a week ahead of time to give the San Francisco Office of the Chief Medical Examiner sufficient notice to prepare up to 25 kits on a weekly basis. Unused or expired kits must be returned to the San Francisco Office

of the Chief Medical Examiner and are prohibited from use for assignments outside of this contract.

Contractor will be required to complete two (2) forms at the blood draw site for each blood draw request. One form will be titled "Blood Draw Request by Peace Officer." It will be a duplicate form, which will allow phlebotomist to keep one copy and the Police Officer to keep the other one. The second form required will be titled the "Phlebotomy Checklist," which will be in triplicate form with copies for phlebotomist, police officer and the San Francisco Office of the Chief Medical Examiner laboratory.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 47916 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Original Approved Amount: \$375,000PSC Original Approved Duration: 07/01/15-06/30/17 (2 years)PSC Mod#1 Amount: \$187,500PSC Mod#1 Duration: 07/01/17-06/30/18 (1 year)PSC Cumulative Amount Proposed: \$562,500PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons.

Phlebotomist must be available for scheduled testimony if requested by District Attorney.
Phlebotomist must also participate in evidence handling training by Medical Examiner.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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 47916 - 14/15

D. Will the contract(s) be renewed?

Unknown 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:

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:

Phlebotomy services are as-needed...only when DUI suspects are arrested.

B. Reason for the request for modification:

This modification is to extend contract for required phlebotomy services 24 hours a day/7 days a week/ 365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected DUI suspects are different from blood draws for health reasons. Phlebotomist must be available for scheduled testimony if requested by the District Attorney. Phlebotomist must also participate in evidence handling by Medical Examiner.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Phlebotomist. Required skills/expertise include knowledge and training on blood draws for law enforcement purposes.

B. Which, if any, civil service class(es) normally perform(s) this work? 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2430, Medical Evaluations Assistant; 2830, Public Health Nurse;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This service is required on an as-needed basis 24/7/365. Contractor must be able to staff more than one location in a particular time and have staff back-up procedures, particularly during peak periods, such as holidays and weekends.

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 service is on an as-needed basis.

6. Additional Information

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

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

7. **Union Notification:** On 02/21/17, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47916 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/27/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Phlebotomy Services for Law Enforcement AgenciesFunding Source: General FundPSC Duration: 2 yearsPSC Amount: \$375,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Phlebotomy services must be available 24 hours a day/7 days a week/365 days a year to conduct blood draws at various locations on suspects Driving Under the Influence (DUI) for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected Driving Under the Influence (DUI) drivers are different from blood draws for health reasons.

Phlebotomist must be available for scheduled testimony if requested by District Attorney. Phlebotomist must also participate in evidence handling training by Medical Examiner.

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

This service is necessary to obtain evidence to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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.
PSC 4138-07/08

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

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

- B. Explain the qualifying circumstances:
Phlebotomy services are as-needed...only when DUI suspects are arrested.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed Phlebotomist. Required skills/expertise include knowledge and training on blood draws for law enforcement purposes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2430, Medical Evaluations Assistant; 2830, Public Health Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. This service is required on an as-needed basis 24/7/365. Contractor must be able to staff more than one location in a particular time and have staff back-up procedures, particularly during peak periods, such as holidays and weekends.

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

- A. Explain why civil service classes are not applicable.
This service is required on an as-needed basis 24/7/365. Contractor must be able to staff more than one location in a particular time and have staff back-up procedures, particularly during peak periods, such as holidays and weekends.
- 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 service is on an as-needed basis.

6. Additional Information

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

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

7. **Union Notification:** On 11/13/2014, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47916 - 14/15

DHR Analysis/Recommendation:

action date: 05/18/2015

Commission Approval Required

Approved by Civil Service Commission

05/18/2015 DHR Approved for 05/18/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 4138 07/08)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: PhlebotomyFunding Source: General FundPSC Original Approved Amount: \$600,000PSC Original Approved Duration: 07/01/08 - 06/30/12 (4 years)PSC Mod#1 Amount: \$299,999PSC Mod#1 Duration: 07/01/12-06/30/14 (2 years)PSC Mod#2 Amount: \$160,000PSC Mod#2 Duration: 07/01/14-06/30/15 (1 year)PSC Cumulative Amount Proposed: \$1,059,999 PSC Cumulative Duration Proposed: 7 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.

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

This service is necessary in order to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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:**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:
no response from department

B. Reason for the request for modification:
Extend contract and add funds

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed phlebotomist. Knowledge and training on blood draws for law enforcement purposes.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2312, Licensed Vocational Nurse;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This service is required on an as-needed basis. Contractor must be available for peak periods, e.g. weekends, and must be able to staff more than one location in a particular time period.
- 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. Work is on an as-needed basis and is specialized. The location and number of blood draws varies on a daily basis.

6. Additional Information

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

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

7. **Union Notification:** On 04/17/14, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); ;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 850 Bryant Street, #511, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138 07/08

DHR Analysis/Recommendation:

05/19/2014

Commission Approval Required

Approved by Civil Service Commission

05/19/2014 DHR Approved for 05/19/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Construction Management Services (PRO.0095)Funding Source: CIP Proj Revenue Funds & PUC Proj FundsPSC Duration: 5 yearsPSC Amount: \$16,000,000**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 four (4) agreements at \$4 million each to perform construction management (CM) services on an as-needed basis to supplement existing SFPUC and other City staff working on construction projects.

The programs/projects that may be served fall under, but are not limited to, the following: Sewer System Improvement Program (SSIP); Water System Improvement Program (WSIP) - 2 remaining projects; Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and Wastewater Renewal & Replacement (R&R) Programs; and other water, power, and wastewater capital projects. Work includes: Construction Contracts Administration in Change Management; Construction Inspection; Project Controls; Environmental Inspection; Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Technical Data Entry and Document Control including Engineering Archives.

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

If these services are denied, there will be an impact to CM project staff levels for the programs and departmental projects listed above, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC currently does not have sufficient staff to handle peak work loads and specialized technical knowledge (code required Special Inspection, welding, coating, geotechnical, marine and tunnel) to perform the work that will be required. The SFPUC currently coordinates with San Francisco Public Works (SFPW) for CM services on construction projects, and SFPW, too, does not have enough staff to fulfill the upcoming CM work. Internally the SFPUC coordinates assignments for designers interested in rotating into CM roles.

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 previously approved under PSC #4100-12/13 (CS-297).

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
Contract No. PRO.0095 is a Public Works As-Needed Professional Services Contract subject to a maximum contract term of not more than five (5) years per the San Francisco Administrative Code Section 6.43.

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: Construction Contracts Administration including Change Management; Construction Inspection (General, Warranty, & Specialty); Project Controls (Schedule and Cost); Environmental Inspection; Inspection (Special, Coating, Welding, Geotech, Marine, Tunnel); Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Administrative Document Control including Engineering Archives. The skills needed for these services are highly specialized. In addition, City staff will be utilized to provide construction management services for the SFPUC's programs and departmental projects. However, additional resources will be required on an as-needed basis to help accommodate peak workloads during relatively short-term capital projects and to provide specialized expertise for the anticipated work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: Construction Contracts Administration including Change Management; Construction Inspection (General, Warranty, & Specialty); Project Controls (Schedule and Cost); Inspection (Special, Coating, Welding, Geotech, Marine, Tunnel); Environmental Inspection; Supplier Quality Surveillance; Special Laboratory Testing; Testing, Start-Up, & Commissioning Assistance; Surveying; Construction Safety Inspection; and Administrative Document Control including Engineering Archives.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 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's Construction Management Bureau (CMB) has made efforts to obtain these services through coordination with San Francisco Public Works (SFPW) and currently uses SFPW staff on its construction projects. However, based on review CM staffing plans of both departments, CMB has confirmed that its current City

resources are still insufficient to fulfill all the necessary CM positions in order to meet the extremely large volume of upcoming construction work. Specifically, there is limited resources to provide construction inspection services, which are critical to maintaining work quality and controlling cost and schedule.

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

A. Explain why civil service classes are not applicable.

The resources listed above are needed to perform work for the various programs and departmental projects listed under Part 1A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. The SFPUC anticipates hiring 10 permanent Civil Service positions in 2018. Resources with specific skills and expertise will be needed only on a project-by-project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services contract.

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 various types of skills and expertise to be included in the As-Needed CM Services contract are found in the existing civil service classes specified in this PSC. As indicated above, the City will not always have sufficient staff to perform work nor have the capacity to hire new City staff that could meet the requirements of timing, limited duration, and specialized expertise for the anticipated work effort.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No. The nature of this contract is on an as-needed basis. The services are specialized and/or required during peak construction demand. In addition, the contracting services temporarily provides augmentation of existing staff resources.

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. Potentially. The PSC will be solicited through an open competitive bidding process. The evaluation will be based on proposers' technical qualifications, experience, and cost.

7. Union Notification: On 11/09/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40197 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

From: [Paul Kim](#)
To: [Kyger, Todd](#)
Cc: [Jackson, Shamica](#)
Subject: RE: PRO.0095 revised
Date: Monday, January 08, 2018 3:20:50 PM

* Thanks Todd. With the clarification that you and your staff have provided the union, Local 21 has no objection with this PSC, #40197-17/18 from moving forward. Let me know if you need anything else.

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



From: Kyger, Todd [mailto:TKyger@sfwater.org]
Sent: Friday, January 05, 2018 5:29 PM
To: Paul Kim <pkim@ifpte21.org>
Cc: Jackson, Shamica <SJackson@sfwater.org>
Subject: PRO.0095 revised

Hi Paul,

Please see revised PSC, which includes the edits discussed.

Thank you,

Todd Kyger

Workforce & Economic Program Services Bureau
Infrastructure Division
San Francisco Water, Power, Sewer
415-554-3412 | tkyger@sfwater.org

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Thursday, November 09, 2017 10:20 AM
To: Lo, Stacey (PUC); kgeneral@ifpte21.org; amakayan@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lo, Stacey (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40197 - 17/18

RECEIPT for Union Notification for PSC 40197 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40197 - 17/18 for \$16,000,000 for Initial Request services for the period 07/01/2018 – 06/30/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10283> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4100-12/13)

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

Type of Service: As-Needed Construction Management Services (CS-297, CS-1013, CS-1069)

Funding Source: CIP Project Revenue Funds

PSC Original Approved Amount: \$12,000,000

PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)

PSC Mod#1 Amount: \$4,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$350,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$400,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: \$9,250,000

PSC Mod#4 Duration: 07/01/18-12/31/20 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$26,000,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

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

Contract work consists of providing professional construction management-related services for the Water System Improvement Program (WSIP) projects and other operating program needs, including but not limited to: work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program (HSIP), Job Order Contracts, Repair & Replacement (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.

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

The San Francisco Public Utilities Commission(SFPUC) currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.

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

This service is currently being provided via PSC No. 4100-12/13 (CS-297/ CS-1013/CS-1069).

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 San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract (PSC) authority to provide As-Needed Construction Management (CM) Services for the Sewer System Improvement Program Water System Improvement Program, Hetchy System Improvement Program, Emergency Firefighting Water System, Water and Wastewater Repair and Replacement Programs and other water, power, and wastewater capital projects. These services may include, but not be limited to, Construction Contract Management, Quality Control inspection, Quality Assurance Inspection, Green Infrastructure Construction Inspection, Project Controls, Environmental Inspection, Supplier Quality Surveillance, Special Laboratory Testing, Start-Up & Testing Assistance, Surveying, Construction Safety Inspection and Document Control. These services extend beyond five (5) years to provide construction management support through the end of construction.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The services require specialized expertise on an as-needed basis such as environmental inspection and cost estimation & scheduling and provide construction management support through the end of construction.

B. Reason for the request for modification:

To align the PSC duration and amount with the Contract duration and amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

B. Which, if any, civil service class(es) normally perform(s) this work? 1444, Secretary 1; 1446, Secretary 2; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 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?

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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.

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 various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

6. Additional Information

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

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No. The nature of this contract is on an as-needed basis. The services are specialized and required during peak construction demand. In addition, the contracting services temporarily provides augmentation of existing staff resources.

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.

7. **Union Notification:** On 10/04/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs. SFAPP; 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# 4100-12/13

DHR Analysis/Recommendation:

01/09/2017

Commission Approval Required

Approved by Civil Service Commission

01/09/2017 DHR Approved for 01/09/2017

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: Watershed Maintenance Training Project (PRO.0064)

Funding Source: SFPUC Natural Resources, WE

PSC Duration: 3 years

PSC Amount: \$500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management, and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. The contractor will implement a training program that includes: the administration of employment readiness programs; the provision of on-the-job vocational training, academic instruction, and life skills instruction on topics such as time management, personal financial management, appropriate attire, job seeking, and interviewing; safety training; and basic language and literacy skill-building necessary to retain employment. The field maintenance to be provided by the contractor would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.

The purpose of PSC 42108-17/18 is to renew PSC 49277-16/17. The reason we did not get into contract within one year of the PSC 49277-16/17 approval is because the funding had not been identified and the RFP development and review has taken some time.

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

This service is necessary to meet the goals of the Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. Furthermore, this service is aligned with the SFPUC Community Benefits Policy to provide workforce development opportunities for local disadvantaged residents.

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 have been provided via PSC No. 42385-13/14 (CS-361).

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

B. Explain the qualifying circumstances:

The use of consulting services is necessary to meet the goals of the Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. City staff doesn't have the expertise to provide the required training services, nor the necessary specialized skills in native plant species and endangered species. In addition, the work is seasonal on an as-needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: •Expertise in watershed and vegetation maintenance, including specialized experience and expertise with native plant species and endangered species. •Expertise in the administration of employment readiness programs, vocational training, academic instruction, educational models, and/or life skills instruction. •Extensive experience providing services to disadvantaged workers.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3434, Arborist Technician; 7514, General Laborer; 7542, Watershed Worker (Seasonal);
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: If so, explain: Yes, all materials and supplies, including tools, transportation, port-a-potties, proper work clothing and footwear, and personal protective equipment (PPE) will be provided by the contractor. These materials and supplies will not be retained by the City upon completion of the contract.

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

Though the civil servants in the classes listed in this PSC can perform basic maintenance work, these City staff do not have the expertise to provide the required training services, nor the necessary specialized skills in native plant species and endangered species.

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

- A. Explain why civil service classes are not applicable.
The work involves the provision of specialized employment readiness training, including basic literacy, language, and life skills instruction, as well as specialized vocational training, specifically for disadvantaged workers. The required expertise to provide these specialized services is not available via existing civil service resources.
- 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. Explain. Educational opportunities on SFPUC's watersheds are limited to the spring and summer seasons. It would not be practical to adopt a new civil service class for this short-term seasonal work.

6. Additional Information

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

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

7. Union Notification: On 10/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 42108 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD)
To: Jackson, Shamica; Lo, Stacey; Irwin, William
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 42108 - 17/18
Date: Wednesday, October 25, 2017 11:46:01 AM

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>]
Sent: Saturday, October 21, 2017 12:36 PM
To: thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; peter.masiak@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; LiUNA.local261@gmail.com; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42108 - 17/18

RECEIPT for Union Notification for PSC 42108 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42108 - 17/18 for \$500,000 for Initial Request services for the period 02/01/2018 – 01/31/2021. 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/10246> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- 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: Watershed Maintenance Training Project (PRO.0064)

Funding Source: SFPUC Natural Resources, WE

PSC Duration: 2 years 52 weeks

PSC Amount: \$500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management, and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. The contractor will implement an employment readiness training program that includes: the provision of on-the-job vocational training, academic instruction, safety training, basic language and literacy skill-building necessary to retain employment, and life skills instruction on topics such as time management, personal financial management, appropriate attire, job seeking, and interviewing. The field maintenance to be provided by the contractor would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.

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

This service is necessary to meet the goals of the Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. Furthermore, this service is aligned with the SFPUC Community Benefits Policy to provide workforce development opportunities for local disadvantaged residents. Without this service, maintenance on SFPUC's watersheds will be delayed, risking the health the watersheds, and increasing the risk of fires. Furthermore, the SFPUC will not be able to provide a significant workforce development program to the City's disadvantaged workers.

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 has been provided via PSC No. 42385-13/14 (CS-361).

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

B. Explain the qualifying circumstances:

The use of consulting services is necessary to meet the goals of the Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. City staff doesn't have the expertise to provide the required training services, nor the necessary specialized skills in native plant species and endangered species. In addition, the work is seasonal on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: •Expertise in watershed and vegetation maintenance, including specialized experience and expertise with native plant species and endangered species. •Expertise in the administration of employment readiness programs, vocational training, academic instruction, educational models, and/or life skills instruction. •Extensive experience providing services to disadvantaged workers.

B. Which, if any, civil service class(es) normally perform(s) this work? 3424, Integrated Pest Mgmt Specialist; 3434, Arborist Technician; 7514, General Laborer; 7542, Watershed Worker (Seasonal);

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, all materials and supplies, including tools, transportation, port-a-potties, proper work clothing and footwear, and personal protective equipment (PPE) will be provided by the contractor. These materials and supplies will not be retained by the City upon completion of the contract.

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

Though the civil servants in the classes listed in this PSC can perform basic maintenance work, these City staff do not have the expertise to provide the required training services, nor the necessary specialized skills in native plant species and endangered species.

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

A. Explain why civil service classes are not applicable.

The work involves the provision of specialized employment readiness training, including basic literacy, language, and life skills instruction, as well as specialized vocational training, specifically for disadvantaged workers. The required expertise to provide these specialized services is not available via existing civil service resources.

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. Educational opportunities on SFPUC's watersheds are limited to the spring and summer seasons. It would not be practical to adopt a new civil service class for this short-term seasonal work.

6. Additional Information

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

7. Union Notification: On 09/23/2016, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: 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# 49277 - 16/17

DHR Analysis/Recommendation:

action date: 12/05/2016

Commission Approval Required

Approved by Civil Service Commission

11/21/2016 DHR Approved for 11/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Watershed Maintenance Project (CS-361)Funding Source: Natural ResourcesPSC Amount: \$150,000PSC Est. Start Date: 06/30/2014 PSC Est. End Date 06/30/2017**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) is seeking eligible firms or non-profit organizations to provide unique teaching environments and opportunities for disadvantaged workers to develop skills in watershed and vegetation management and to assist with the grounds maintenance of the diverse watersheds owned and operated by the SFPUC. This field maintenance would include, but not be limited to, vegetation management (including plant identification, cultivation, and planting), the removal and eradication of non-desirable species, and water conservation techniques.

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

This service is necessary to meet the goals of the Peninsula Watershed Management Plans. The deferred maintenance is used to prevent the spread of these plants into non infected areas and reduce fuel load. Furthermore, this service is aligned with the SFPUC Community Benefits Policy to provide workforce development opportunities for local disadvantaged residents.

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.

Work has been performed in past by San Francisco Conservation Corps, Earth Steward's alongside Summer Watershed Workers, and Laborers. It was not provided through a PSC.

D. Will the contract(s) be renewed?

Maybe.

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:

Not Applicable

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in good work practices including safety, ability to follow instruction, good physical health, ability to work under adverse conditions. Expertise in watershed maintenance as well as the administration of employment readiness programs, vocational training, academic instruction, educational models, and/or life skills instruction to local disadvantaged workers
- B. Which, if any, civil service class(es) normally perform(s) this work? 3434, Arborist Technician; 3524, Principal Museum Preparator; 7514, General Laborer; 7542, Watershed Worker (Seasonal);
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, all materials and supplies, tools including transportation, port-a-potties, proper work clothing and footwear, personal protective equipment (PPE) etcetera will be provided by the contractor.

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 contractor will provide on-site training and specialized work which the existing civic service classes do not perform.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, civil service classes that can perform this work already exist; however this on-site training for disadvantaged workers is specialized.

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

**7. Union Notification: On 03/19/2014, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

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

Address: 525 Golden Gate Ave. San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42385 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

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

action date: 12/31/1969

Approved by Civil Service Commission with conditions

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ELECTIONS -- REG

Dept. Code: REG

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

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

Type of Service: Leasing New Voting System

Funding Source: General Fund

PSC Amount: \$14,000,000

PSC Est. Start Date: 01/01/2019

PSC Est. End Date 12/31/2025

1. Description of Work

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

The City's contract with its current voting system vendor expires in December, 2018, requiring the City to issue a Request for Proposals (RFP) to lease a voting system. Previously, the Department of Elections (Department) issued a RFP in 2005 to purchase the current voting system. The contract associated with the current was approved in January, 2008.

The leasing of a voting system, rather than purchasing, will provide the City with more flexibility regarding updating equipment and software as they become available. The lease will be structured to allow the City to switch to improved technologies over the course of the lease and to reduce the level of support from the vendor to prepare, operate, and maintain the system for conducting elections.

A newer system will increase accessibility of voting to people with disabilities and seniors, especially those with limited or loss of hearing. The current system does provide voting opportunities for voters with impairments but the newer technology offers greater independence from assistance from poll workers or Department personnel.

Issuing the RFP will allow the City to obtain a voting system based on newer technology compared to the current system. The new system will utilize image-based technology rather than the current system's optical scan-based technology. The newer, image-based technology will increase election transparency since the Department will be able to essentially post on the Department's website the "pictures" of the actual ballots cast for an election. The Department will also seek to have an application available on its website allowing the public to tally these images and compare the results to the vote totals issued in results reports.

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

The service is necessary to ensure the City has a voting system in place for any elections occurring after December, 2018. The first scheduled election after the expiration of the current contract is the November, 2019, municipal election. The current system needs replacing and the City will greatly benefit from using voting equipment developed with newer technologies. If at some point in the future the City were to decide to organize resources to develop a voting system, the common timeframe for developing a system and then receiving approval from the Secretary of State (SOS) to use that system is several years.

- 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 the purchase of a voting system and the performance of election-related services from a vendor under a contractual agreement that began in January, 2008. The Civil Service Commission approved similar services on December 19, 2005, under PSC #4063-05/06, in relation to the contract for the current voting system.

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

The contract may be renewed should the City approve any of the three one-year options. If the City does not approve or decides to not consider any of the one-year options, the term of the contract will be four years.

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

The initial term of the contract to lease the voting system will be four years, with three one-year options. Contracts for voting systems tend to have terms of 10 years or more since the investment of funds and time involved are great. For example, although the original term for the existing contract was four years, the City will have used this system for 10 years before migrating to a newer system. Although counties tend to set terms for a contract associated with voting systems for 10 years or more, and the City will have used the current system for 10 years before implementing a new system, the City may consider organizing the resources necessary to develop its own voting system over the course of then next few years. The City will most likely need to issue several more RFPs to develop a voting system, but any such future RFPs are not a part of the current PSC request. However, the lease term of the new system is shorter than is common for similar contracts due to the possibility of the City organizing the development of another voting system. The three one-year options associated with the lease term are intended to provide flexibility to the City to have a voting system in place if the City does not organize the development of a voting system, and to provide for continuity to the Department's operations.

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 City currently cannot provide the Department a voting system to use for conducting elections. The Department also cannot develop a voting system. If the City chooses to develop a voting system, state elections law requires that any voting system used in California have the approval of the Secretary of State (SOS). Before receiving the SOS' approval, any system must complete lengthy application and testing requirements. The City would not be able to fulfill these requirements prior to December, 2018, when the contract for the current voting system expires. The City is presently assessing the feasibility of its options to develop a highly accessible, open source voting system for future use. A contractor is preparing a business case describing the City's options, which will be submitted in late January. If the business case indicates that the City can feasibly develop its own voting system, the City would still need to comply with the criteria set for other voting systems. The development of a City-system would require the issuing of additional, multiple RFPs which would also require review under the procedures set for possibly approving personal services contracts. The criteria to develop voting systems is set by the SOS, and follows guidelines set by the federal Elections Assistance Commission, which issues standards for voting systems. These standards cover criteria for functional requirements for pre-election, election, and post-election cycles, including maintenance, storage, transportation and storage; requirements necessary for usability, accessibility, and privacy; requirements for hardware such as performance of the various functions of the equipment, physical characteristics, maintenance, and testing; and requirements for software such as design and coding standards, data and document retention, audit record data, vote secrecy, and testing; requirements for security such as access control, physical security measures, software security, open-ended vulnerability testing, and paper audit trails.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The City currently cannot provide the Department a voting system to use for conducting elections. The Department also cannot develop a voting system. If the City chooses to develop a voting system, state elections law requires that any voting system used in California have the approval of the SOS. Before receiving the SOS' approval, any system must complete lengthy application and testing requirements. The City would not be able to fulfill these requirements prior to December, 2018, when the contract for the current voting system expires. The City is presently assessing the feasibility of its options to develop a highly accessible, open source voting system for future use. A contractor is preparing a business case describing the City's options, which will be submitted in late January. If the business case indicates that the City can feasibly develop its own voting system, the City would still need to comply with the criteria set for other voting systems. The development of a City-system would require the issuing of additional, multiple RFPs which would also require review under the procedures set for possibly approving personal services contracts. The criteria to develop voting systems is set by the SOS, and follows guidelines set by the federal Elections Assistance Commission, which issues standards for voting systems. These standards cover criteria for functional requirements for pre-election, election, and post-election cycles, including maintenance, storage, transportation and storage; requirements necessary for usability, accessibility, and privacy; requirements for hardware such as performance of the various functions of the equipment, physical characteristics, maintenance, and testing; and requirements for software such as design and coding standards, data and document retention, audit record data, vote secrecy, and testing; requirements for security such as access control, physical security measures, software security, open-ended vulnerability testing, and paper audit trails.
- 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; 1070, IS Project Director;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will not provide facilities, but will provide equipment under a lease agreement to replace the City's current voting equipment. The equipment will include tabulators with accessible audio and touch screen features for use in each of the approximately 575 polling places the Department supports for each citywide election and at the City Hall Voting Center, as well as scanners located in the Department's office to tabulate returned vote-by-mail ballots.

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

The Department has supported the Mayor's Office in assessing the feasibility of the City's options to develop a highly accessible, open source voting system. The Department issued a RFP for a contractor to prepare a business case that assesses the feasibility of possible options, and has subsequently assisted the contractor to obtain information for this assessment.

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 City does not have positions that usually would undertake the multiple requirements associated with a singular and highly regulated project such as developing a voting system. The City leasing a system based on newer technology that potentially incorporates the use of commercial off-the-shelf (COTS) hardware, however, will increase the opportunities for personnel in existing Civil Service classes to operate and support the system in relation to conducting elections.

- 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 adopting new Civil Service classes to develop a voting system would be impractical under the current circumstances. The City would need to not only identify the responsibilities to assign to potential new Civil Service classes, but to facilitate anyone hired into the new classes to quickly become expert in voting system development, and the required federal and state criteria and regulations applicable to all voting systems used in California. Next, even if the City developed a voting system, the City would need to next successfully submit an application to the SOS that includes all equipment and documentation associated with that system for testing and approval. The longest time frame to complete these steps is before the scheduled November, 2019 election, but shorter should the City conduct a special election prior to November, 2019.

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. Leasing a new voting system will require significant training of Department personnel, as will the thousands of poll workers who support voting at the polls on Election Day. Additionally, the City will need to educate voters on the new system prior to Election Day, especially in relation to the improved features that increase independent voting opportunities for voters with disabilities and seniors. The training the contractor will provide to the Department will include instruction on storing the equipment, system testing, maintenance, voting features, polling place set up and operations, processing ballot cards, Election Day equipment support, tabulating ballots for ranked-choice voting contests, issuing results reports, utilizing transaction logs and associated data, and certifying elections results, and retention of records associated with the voting system. The training for poll workers will require the Department to prepare a separate training session apart from the customary poll worker training that occurs for several hours during a class on one day. The separate poll worker courses will involve educating poll workers on opening the polls, equipment operations, notices the equipment issues to voters when not properly marking ballot cards, initiating accessible voting features, closing polling places, and preparing equipment for pick up. The education provided to voters will encompass the processes associated with voting when using the new equipment, the accessible voting options, and the manner that votes from ballots will be obtain from images and then posted on the Department's website. The occupational type of the people who provide the initial training will be employed by the contractor. The contractor's employees will instruct the Department's personnel on the operation and features associated with the voting system and its equipment. After the contractor provides initial training to Department personnel, the Department's personnel will be able to provide most training to co-workers, poll workers, voters, and to the public generally. The number of hours required for training is currently unknown. However, the training associated with implementing and then using the new system will require many hundreds of 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 12/11/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Nataliya Kuzina Phone: 415-554-5683 Email: nataliya.kuzina@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, City Hall, Room 48, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48420 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of nataliya.kuzina@sfgov.org
Sent: Monday, December 11, 2017 11:46 AM
To: Kuzina, Nataliya; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kuzina, Nataliya; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48420 - 17/18

RECEIPT for Union Notification for PSC 48420 - 17/18 more than \$100k

The ELECTIONS -- REG has submitted a request for a Personal Services Contract (PSC) 48420 - 17/18 for \$14,000,000 for Initial Request services for the period 01/01/2019 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/10413> 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)

Meeting Information

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MINUTES

Regular Meeting
December 19, 2005

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

<u>CALL TO ORDER</u>	
2:07 p.m.	
<u>ROLL CALL</u>	
President Linda F. Richardson	Present
Vice President Thomas T. Ng	Present
Commissioner Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
President Linda F. Richardson presided.	
<u>PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA</u>	
None.	
<u>APPROVAL OF MINUTES</u>	
Regular Meeting of December 5, 2005	
Action:	Approve. (Vote of 5 to 0)
Special Meeting of December 5, 2005 - 4:00 p.m.	
Action:	Approve. (Vote of 5 to 0)

0715-05-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-05/06	Municipal Transportation Agency	\$300,000	Will oversee the onsite operations at the Primary and Secondary Towing Storage facilities and ensure that all requirements or the Towing Agreement are met by the Towing Contractor.	Regular	12/31/08
4062-05/06	Tele-communication & Information Services	\$180,000	Will provide Internet/Intranet Servers/Services and Network Security. The contractor will perform the more difficult system upgrades and enhancements to the Internet Servers and the Internet Firewall.	Regular	12/31/08
4063-05/06	Elections	\$12,000,000	Will provide ancillary services to support a new voting system, which will include optical scan and touch-screen machines.	Regular	12/31/09

4064-05/06	Public Works	\$600,000	Will provide expert specialized support to City staff for the development of a Justice Facilities Improvement Program to improve or replace the SF Hall of Justice.	Regular	04/01/08
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Speakers:	<p>Steve Bell, Municipal Transportation Agency spoke on PSC #4061-05/06 Archie Lee, Department of Telecommunication and Information Services spoke on PSC #4062-05/06 John Arntz, Elections Department spoke on PSC #4063-05/06 Jim Buker, Department of Public Works spoke on PSC #4064-05/06.</p>
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Action:	<p>(1) Conditional approval of PSC #4061-05/06 for two (2) years from date of contract award and renewal for another two (2) years subject to the approval of the Civil Service Commission after presentation of a report to the Civil Service Commission on the feasibility of civil service classes performing the work. (Vote of 5 to 0)</p> <p>(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)</p>
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0654-05-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4045-05/06	Airport Commission	\$380,938	Will provide remote after-hours network and systems monitoring, reporting, and restoration of critical Airport applications.	Regular	06/30/06

November 21, 2005 :	<p>Conditional approval of PSC #4045-05/06 for the duration from April 1, 2005 through December 31, 2005; Approval of the remainder conditional on the acceptance of a report from the Office of Contract Administration to the Civil Service Commission prior to December 31, 2005 responding to the concerns raised by IFPTE Local 21. Notify the Offices of the Controller and the Purchaser. (Vote of 4 to 0)</p>
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Speakers:	<p>John Marquez, Airport Commission Michael Seville, IFPTE Local 21</p>
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Action:	<p>Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)</p>
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0686-05-5 Request to extend Volume I – Civil Service Commission Rule 113 – Certification of Eligibles, Article II, Section 113.2.2 – Expansion of Certification Rules. (Item No. 7)

December 5, 2005 : Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Human Resources Director to extend Rule 113, Section 113.2.2 for an additional six months, through June 30, 2006 , upon agreement with the affected employee organizations.

Speakers: None.

Action: Approve the extension of Rule 113, Article II, Section 113.2.2 - Expansion of Certification Rules for an additional six months, through June 30, 2006 , for IFPTE Local 21, SEIU United Healthcare Workers West and SEIU Local 790, excluding SEIU Local 535 until further notice. (Vote of 5 to 0)

0687-05-5 Request to extend Volume IV– Civil Service Commission Rule 413 – Certification of Eligibles, Article II, Section 413.2.2 – Expansion of Certification Rules. (Item No. 8)

December 5, 2005 : Direct the Civil Service Commission Executive Officer to post for adoption the recommendation of the Director of Transportation to extend Rule 413, Section 413.2.2 for an additional six months, through June 30, 2006 , upon agreement with the affected employee organizations.

Speakers: None.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 49981 - 14/15)

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

Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation Project

Funding Source: Local Highway Bridge Program

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

PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,200,000

PSC Mod#3 Duration: 01/01/19-05/01/20 (1 year 17 weeks)

PSC Cumulative Amount Proposed: \$6,700,000

PSC Cumulative Duration Proposed: 4 years 48 weeks

1. Description of Work

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

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

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

Yes, through PSC # 49981-14/15 approved on June 15, 2015, with modifications approved on January 21, 2016 and June 20, 2017.

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:

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

B. Reason for the request for modification:

Work which was originally assumed to be taken on by Public Works staff had to be assigned to Consultant, which includes specialty specification writing, increased inspection during construction.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.

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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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 broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").

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 Public Works bridge maintenance crew (BBR) will receive training on how to operate the bridge and maintain it. There are at least 4 people in that group.

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.

Caltrans Local Assistance Procedures Manual.

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-TRC has asst'd w/spec creation, will support during Const Adm

7. Union Notification: On 12/28/17, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/05/2018

Receipt of Union Notification(s)

Cheng, Paul (DPW)

From: Bui, David (DPW)
Sent: Thursday, December 28, 2017 3:11 PM
To: Cheng, Paul (DPW); Williams, Hyun (DPW); Burns, Alexander (DPW)
Subject: FW: Receipt of Modification Request to PSC # 49981 - 14/15 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Thursday, December 28, 2017 3:06 PM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; michelle.lim@sfdpw.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Modification Request to PSC # 49981 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$2,200,000 for services for the period January 1, 2019 – May 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6305>

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

Additional Attachment(s)



SAN FRANCISCO
PLANNING
DEPARTMENT

GENERAL PLANNING INFORMATION

Environmental Review Process Summary

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Date:
March 17, 2011

Subject:
**Environmental Review under the California
Environmental Quality Act**

Cal. Pub. Res. Code Section 21000 et seq.; CCR Title 14,
Section 15000 et seq.; and San Francisco Admin. Code
Chapter 31

Introduction

The California Environmental Quality Act (CEQA) was enacted in 1970 in response to the growing awareness that environmental impacts must be carefully considered in order to avoid unanticipated environmental problems resulting from development or planning efforts. The environmental review process provides decision-makers and the general public with an objective analysis of the immediate and long-range specific and cumulative impacts of a proposed project on its surrounding physical environment. In California, environmental review is two-fold in purpose: to disclose the impacts of a project and to ensure public participation.

Environmental review under CEQA is administered for all departments and agencies of the City and County of San Francisco by the Environmental Planning division of the Planning Department (the Department). Projects subject to CEQA are those actions that have the potential for resulting in a physical change of some magnitude on the environment and that require a discretionary decision by the City, such as public works construction and related activities, developments requiring permits (which in San Francisco are discretionary and thus not exempt from CEQA), use permits, activities supported by assistance from public agencies, enactment and amendment of zoning ordinances, and adoption or amendment of the General Plan or elements thereof. No action to issue permits, allocate funds, or otherwise implement a discretionary project may be taken until environmental review is complete.

Projects requiring analysis in environmental impact reports (EIRs) are generally complex major public or private development proposals, or those projects that could potentially have a significant impact on the physical environment.

Exemption from Environmental Review

The environmental review process begins with a determination by the Department as to whether or not a discretionary action by the City falls within a class of projects that are exempt from environmental evaluation pursuant to CEQA Statutes and Guidelines. Projects that are exempt generally include small-scale new construction or demolition, some changes of use, some additions, and other generally small-scale projects. These projects are enumerated in the *Categorical Exemptions from the California Environmental Quality Act*, adopted by the San Francisco Planning Commission (the Commission) on August 17, 2000.

Some small projects may be issued environmental exemptions over the counter at the Planning Information Center (PIC), 1660 Mission Street, First Floor, or may be referred to Environmental Planning staff. In the latter case, the project sponsor (private applicant or government agency) submits an *Environmental Evaluation (EE) Application* to the Environmental Planning intake planner, along with a fee (see *Schedule of Application Fees*).

If the proposed project involves the major alteration or demolition of a property more than 50 years old, the project sponsor will need to file a *Historical Resource Evaluation – Supplemental Information Form* with the *EE Application* so that Department staff can evaluate whether the proposed project would result in impacts on historical resources.

Project sponsors also need to submit a Tree Disclosure Statement with the *EE Application*. Other materials, such as technical reports, may be required on a case-by-case basis. Refer to Special Studies, below.

Community Plan Exemption

Per Section 15183 of the State CEQA Guidelines, community plan exemptions from CEQA review may be issued for projects within adopted plan areas. These exemptions may be issued for larger projects that would not otherwise be exempt, if they are determined not to create significant impacts beyond those identified in the applicable area plan EIR.

Exemption Timeline

A determination of exemption is generally processed in a minimum of two weeks; however, projects that require historical review or other supplemental data may take two months or longer to process, based on factors such as changes in the proposed project, supplemental data requirements, and staff case load.

Appeal of Exemption

A determination of exemption may be appealed to the Board of Supervisors (the Board). The procedures for filing an appeal of an exemption determination are available from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Environmental Review

Please note that some moderate to large projects (e.g., those that create six or more dwelling units and those that create or add 10,000 square feet to a non-commercial building) are required to submit a *Preliminary Project Assessment (PPA) Application* prior to submitting an *EE Application*.

ENVIRONMENTAL EVALUATION APPLICATION

For projects not exempt from environmental evaluation, the project sponsor (private applicant or government agency) files a completed *EE Application* by appointment with the assigned Environmental Planning application intake planner along with a fee based on the construction cost of the proposed project. The Department's *Schedule of Application Fees* and contact information for the intake planner are available online at sfplanning.org, and at the PIC, 1660 Mission Street, First Floor, or by calling (415) 558-6377. The *EE Application* may be filed prior to or concurrently with the building permit application.

SPECIAL STUDIES

To assist Department staff in the environmental evaluation process, the project sponsor may be required to provide supplemental data or studies to the *EE Application* intake planner to address potential impacts on soils, transportation, biological resources, wind, hazards, shadows, noise, air quality, or other issue areas. If a shadow study is required, the project sponsor files a *Shadow Analysis Application* along with a fee (see *Schedule of Application Fees*), and Department staff prepares a shadow fan analysis. If a transportation study is required for impact analysis, the project sponsor submits two fees: one to the Department and one to the Municipal Transportation Agency (see the Department's *Schedule of Application Fees*). Fees are generally non-refundable and are in addition to costs paid by the project sponsor for consultant-prepared reports (see Consultants, below).

INITIAL STUDY

After the project sponsor submits a completed *EE Application*, Department staff prepares an initial study for the proposed project. Projects are evaluated on the basis of the information supplied in the *EE Application*,

any additional information required from the applicant, research, and contact with affected public agencies, citizens groups, and concerned individuals, all by or under the direction of Environmental Planning staff. Initial studies for some large or complex projects may need to be prepared by a consultant rather than by Department staff.

NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION

If the initial study determines that the proposed project would not have a significant effect on the environment, a preliminary negative declaration (PND) is issued, advertised in a local newspaper, posted at the Department, on its website, and on the subject site, and mailed to various parties as requested.

If the initial study determines that the project would result in significant impacts on the environment, but that such impacts could be reduced to a less-than-significant level through mitigation measures, Environmental Planning staff issues a preliminary mitigated negative declaration (PMND), provided that the project sponsor agrees to implement the mitigation measures.

Appeal of PND or PMND

During the 20 (or 30 if required by CEQA) calendar days after legal advertisement of the PND or PMND issued by the Department, concerned parties may comment on the adequacy of the PND or PMND, request revisions or appeal the determination, and/or request preparation of an EIR. Appeals must be in the form of a letter to the Environmental Review Officer stating the grounds for the appeal and must include an appeal fee (see *Schedule of Application Fees*). The Commission will decide the appeal at an advertised public hearing. The Commission may (1) sustain the PND or PMND as written, (2) amend the PND or PMND, or (3) require that an EIR be prepared.

If no appeal is filed within 20 or 30 calendar days, any substantive comments related to environmental effects will be incorporated into the final negative declaration (FND) or final mitigated negative declaration (FMND), which is signed by the Environmental Review Officer and issued. Approval decisions may then be made on the project.

Appeal of FND or FMND

FNDs and FMNDs are appealable to the Board. The procedures for filing an appeal of an FND or FMND determination may be obtained from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Negative Declaration Timeline

A minimum timetable for the negative declaration (ND) or mitigated negative declaration (MND) process is about six months; the timetable may be six to twelve months or longer based on factors such as changes in the proposed project, staff case load, supplemental data requirements, whether the document is appealed, and – where consultant work is required – quality of work.

ENVIRONMENTAL IMPACT REPORT

Before or during the initial study process, the Department may determine that the project could have a significant effect on the environment and that an EIR is required. The determination that an EIR is required is published in a local newspaper, posted at the Department, at the subject site, and on the sfplanning.org website, and mailed to various parties.

Administrative Draft EIR

If an EIR is required, the project sponsor must have an administrative draft EIR (ADEIR) prepared by a qualified environmental consultant and submitted to Department staff. Fees for processing the EIR are billed when staff advertises the EIR notice of preparation, and are payable upon submittal of the first ADEIR. This first administrative draft is reviewed by Environmental Planning staff in consultation with other relevant Department staff and public agencies. Two or three revisions of the ADEIR are often required for completion of research and verification of accuracy before the material is ready for publication.

Draft EIR Publication and Public Hearing

When staff determines that the ADEIR is acceptable for publication, the Department assumes authorship, authorizes publication of the draft EIR (DEIR), and advertises in a local newspaper and with on-site posting that the DEIR is available for public review, will be considered by the Commission at a specified public hearing, and what, if any, significant impacts are identified in the DEIR. The public hearing before the Commission occurs at least 30 days after publication of the DEIR. The purpose of the hearing is to receive

testimony related to the accuracy and completeness of the DEIR; written comments are also accepted during the review period, which extends at least five days beyond the hearing.

Final EIR Certification

Following the DEIR hearing, a comments and responses document is prepared to respond to all substantive issues raised in the written and oral testimony. The document is distributed to the Commission, commentators, and others as requested. After reviewing the comments and responses document, including any revisions to the DEIR and incorporation into the EIR of any further changes requested by the Commission, the Commission certifies at a public meeting that the final EIR (FEIR) has been completed in compliance with State law, and determines whether the project would or would not have a significant effect on the environment. It is important to note that certification does not approve or disapprove a project, but rather concludes that the EIR complies with CEQA and provides environmental information regarding the proposed project to serve as one of the elements upon which a reasoned decision is based.

If the Commission determines that the proposed project would have a significant effect on the environment, it may approve a project in one of two ways: (1) require changes in the project to reduce or avoid environmental damage if it finds such changes feasible (generally via alternatives and/or mitigation), or (2) find that changes are infeasible and make a statement of overriding considerations. CEQA requires decision-makers to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project would outweigh the unavoidable adverse environmental effects, those adverse effects may be considered "acceptable." The Commission must, in such cases, state in writing the specific reasons to support its action based on the FEIR and/or other information in the record.

Appeal of EIR

The certification of an FEIR is appealable to the Board. Any person or entity that has submitted comments to the Commission or to the Environmental Review Officer may appeal the Commission's certification of the FEIR to the Board within 20 calendar days after that certification. Appeals must be in the form of a letter to the Board stating the grounds of the appeal, with submittal of an appeal fee (see *Schedule of Application Fees*).

Upon review by the Department, the appeal fee may be reimbursed for neighborhood organizations that have been in existence for a minimum of 24 months. The Board may reject by motion an appeal that fails to state proper grounds for the appeal. The Board must act on valid appeals at an advertised public hearing, which must be scheduled within 30 calendar days after the Commission's certification of the FEIR, but may in certain circumstances extend such time period up to 90 calendar days from the date of filing the appeal. The Board may affirm or reverse the certification by the Commission by a majority vote. If the Board affirms the Commission's certification, the FEIR is considered certified on the date upon which the Commission originally certified the FEIR. If the Board reverses the Commission's certification, the Board must make specific findings and remand the FEIR to the Commission for further action consistent with the Board's findings. The Commission must take such action as may be required by the Board and consider recertification of the EIR. Only the new or revised portions of the FEIR may then be appealed again to the Board.

EIR Timeline

A minimum timeline for the EIR process is 18 months; the period is variable, however, based on factors such as changes in the proposed project, staff case load, supplemental data requirements, quality of consultant work submitted to the Department, nature and volume of the DEIR comments, and whether the FEIR is appealed.

NOTICES OF EXEMPTION/ DETERMINATION

For projects that are exempt from environmental evaluation, the project sponsor may request that a notice of exemption (NOE) be filed after the project is approved. Though not required, the NOE shortens the statute of limitations for legal challenges under CEQA from 180 calendar days to between 30 and 35 calendar days.

A notice of determination (NOD) may be filed upon approval of a project for which an ND, MND, or EIR has been prepared. The filing of an NOD starts a 30-calendar day statute of limitations on court challenges to the approval under CEQA. If no NOD is filed, the statute of limitations is 180 calendar days.

The NOE or NOD must not be filed until after the project is approved but within five working days of project approval. It is possible that several NODs may be needed for one project if the project requires multiple approvals at different times. To file an NOE or NOD, the project sponsor must submit a fee to the County Clerk. A higher fee established by the State Department of Fish and Game is required for filing an NOD for a project that may result in an adverse impact on sensitive species, sensitive habitat, or wildlife migration.

Consultants

The project sponsor may retain or be required to retain environmental consultants to prepare an initial study, ND, MND, EIR, and other environmental documents or studies. The Department has established pools of qualified consultants with expertise in the preparation of environmental, transportation, historical resource, and archeological resource documents. If required for project analysis, the document must be prepared by a consultant who is included in the respective consultant pool. While the project sponsor pays all costs for preparation of the necessary consultant-prepared documents, the Department scopes, monitors, reviews, and approves all work completed by consultants.

For More Information

The following reference materials, applications, and forms are currently available at the Planning Information Center, 1660 Mission Street, First Floor, and on the Department's website, sfplanning.org:

- **Preliminary Project Assessment (PPA) Application** – Must be submitted prior to the EE Application if the project would create six or more dwelling units or create/add 10,000 square feet to a non-residential building. The PPA process provides project sponsors with early feedback for environmental review and other Department requirements before development applications are filed. This early viewing of the project provides sponsors with early feedback and procedural instructions, and also allows staff to coordinate early in the development process.
- **Environmental Evaluation (EE) Application** – May need to be filed to determine whether projects are environmentally exempt or require environmental review.
- **Historical Resources – Supplemental Information Form** – May need to be filed with the EE Application.
- **Categorical Exemptions from the California Environmental Quality Act** – Lists the types of projects that are exempt from environmental evaluation.
- **San Francisco Preservation Bulletin No. 16: CEQA and Historical Resources** – Provides direction and guidance for the environmental evaluation of historic resources.
- **Initial Study Checklist** – Provides a template for the Initial Study, and also serves to scope an EIR by determining which topics require more extensive review and which do not.
- **Shadow Analysis Application** – Determines whether new structures above 40 feet in height would cast shadows on San Francisco Recreation and Parks Department properties.
- **Transportation Impact Analysis Guidelines for Environmental Review** – Aids consultants in preparing transportation impact analyses for NDs, MNDs, and EIRs.
- **Schedule of Application Fees** – Lists Department fees, including fees for exemptions, initial studies, environmental impact reports, and appeals of environmental determinations. Some fees are based on the construction cost of a proposed project, others are flat fees, and some are based on the cost of time and materials for environmental review processing.

General inquiries regarding environmental review should be directed to Environmental Planning at (415) 575 9025. For information regarding a specific project undergoing environmental review, contact the assigned planner (call the PIC at (415) 558-6377 to request the name and number of the assigned environmental planner).



SAN FRANCISCO
PLANNING
DEPARTMENT

FOR OTHER PLANNING INFORMATION:
Call or visit the San Francisco Planning Department

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: 415.558.6378
FAX: 415.558.6409
WEB: <http://www.sfplanning.org>

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: 415.558.6377

Planning staff are available by phone and at the PIC counter.
No appointment is necessary.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 49981 - 14/15)

Request:

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

Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation Project

Funding Source: Local Highway Bridge Program

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

PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,500,000

PSC Cumulative Duration Proposed: 3 years 30 weeks

1. Description of Work

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

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

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

Yes this service has been provided through the original PSC 49981-14/15.

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

B. Reason for the request for modification:

The assumed work during the original contract award was based on as-builts. Our consultant discovered during detailed investigation that these as-builts were not sufficient and more detailed design was needed. Caltrans also recently requested additional load analyses that are very time consuming.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.

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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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 broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The contractor will not train any employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Caltrans Local Assistance Procedures Manual.
- 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, PSC Mod #2 continues existing services

- 7. Union Notification:** On 06/12/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/20/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 49981 - 14/15)

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

Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation Project

Funding Source: Local Highway Bridge Program

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 06/01/15 - 05/31/18 (3 years)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 06/01/18-12/31/18 (30 weeks 4 days)

PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 3 years 30 weeks

1. Description of Work

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

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA)... see attached PSC Additional Response.

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 49981 - 14/15

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

B. Reason for the request for modification:

The increase in amount and duration is a result of contract negotiations and a clearer definition of the scope for the consultant in support of Third Street Bridge rehabilitation project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures... see attached PSC Additional Response

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; 5218, Structural Engineer; 5219, Senior Strucutral Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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

Public Works has reached out to other city departments to inquire about their expertise, services and availability.

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

A. Explain why civil service classes are not applicable.

The broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges

over waterways) so the adoption of a new civil service class to perform this work would be impractical... see attached PSC Additional Response

6. Additional Information

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

7. Union Notification: On 01/12/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Architect & Engineers, Local 21;

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

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49981 - 14/15

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 01/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering and Environmental Services for the 3rd Street Bridge Rehabilitation ProjectFunding Source: Local Highway Bridge ProgramPSC Amount: \$3,000,000PSC Est. Start Date: 06/01/2015PSC Est. End Date 05/31/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The selected consultant ("consultant") will perform a full range of engineering, environmental studies, and construction support for the 3rd Street Bridge Rehabilitation Project ("Project"). The Project requires specialized engineering and environmental consultants with expertise in major rehabilitation of bascule bridges over navigable waterways with a strong environmental/regulatory component. The consultant will perform the work in three phases. Phase 1 consists of a condition survey of the bridge, preliminary engineering, traffic studies and environmental studies. Phase 2 consists of detailed design and preparation of construction documents. Phase 3 consists of providing engineering support during construction.

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

The 3rd Street Bridge is a one-of-a-kind bascule bridge over water that will require bridge assessments and related engineering work to develop a feasible rehabilitation design to mitigate against corrosion on the bridge and improve the sufficiency rating of the bridge. The Project will need to comply with both Federal and State environmental requirements [National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA)] in addition to necessary environmental studies. The 3rd Street Bridge has been submitted to Caltrans and Federal Highway Administration (FHWA) and approved for Federal funding. Denial of this request will delay the delivery of this major infrastructure project and jeopardize Caltrans and FHWA funding commitments and technical requirements.

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.

Specialized engineering and environmental services for major infrastructure projects are routinely provided by consultants who specialize in the work and possess unique qualifications. The most recent personal services contract for similar work was approved via PSC # 42606-13/14 on February 3, 2014 for the Islais Creek Bridge Seismic Retrofit and Rehabilitation Project.

D. Will the contract(s) be renewed?

No

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

B. Explain the qualifying circumstances:

The need of specialized services for rehabilitation of a bascule bridge is infrequent.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The project requires engineering and environmental consultants with expertise in rehabilitation of bridges over navigable waterways. The project also requires expertise in bridge engineering, structural engineering, corrosion engineering, materials engineering, and construction management specifically for bascule bridge structures. In addition, environmental consultants need both CEQA and NEPA expertise to support the environmental analysis. Consultant work products must be compatible with the requirements of federally funded projects and comply with the requirements of the Federal Highway Administration, Caltrans and San Francisco Planning.
- 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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5620, Regulatory Specialist; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consultant will provide facilities, equipment and computer software for analyses required for the work.

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

Public Works has reached out to other city departments to inquire about their expertise, services and availability.

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

- A. Explain why civil service classes are not applicable.
The broad and specialized scope of the necessary engineering and environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City's engineers and planners. The City's engineers and planners who are experienced with the type of work will review and substantiate that the engineered design and environmental analysis are in conformance with Federal, State, and local requirements.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the work is highly specialized and project specific. This project type is unique and infrequent (City only has 3 bridges over waterways) so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached "Environmental Review Process Summary").

6. Additional Information

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

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

7. **Union Notification:** On 04/17/2015, 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:

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DHR Analysis/Recommendation:

action date: 06/15/2015

Commission Approval Required

Approved by Civil Service Commission

06/15/2015 DHR Approved for 06/15/2015