




London Breed
Mayor

Micki Callahan
Human Resources Director

Date: March 15, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan 
Human Resources Director

From: Joan Lubamersky, ADM
William Lee, DEM
Amy Nuque, MTA
Genie Wong, POL
Lavena Holmes, PRT
Bill Irwin, PUC
Alexander Burns, DPW
Jolie Gines, TIS
Cynthia Avakian, AIR
Marissa Bloom, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) 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 FY2018-2019	Total for FY2018-2019
\$48,970,000	\$232,212,749	\$1,463,264,137

Joan Lubamersky
City Admin
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, Ca 94102
(415) 558-3866

Amy Nuque
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
(415) 646-2802

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

Lavena Holmes
Port
Pier 1
San Francisco, CA 94111
(415) 274-0305

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

Alexander Burns
Public Works
1155 Market ST., 4th Floor
San Francisco, CA 94102
(415) 554-6411

Jolie Gines
Technology
1 South Van Ness Ave., 2nd Fl
San Francisco, CA 94103
(628) 652-5074

Cynthia Avakian
Airport Commission
Contracts Administration Unit
POB 8097
San Francisco, CA 94128
(650) 821-2014

Marissa Bloom
Economic and Workforce Development
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103
(415) 701-4887

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
42910-18/19	City Admin	1
41046-18/19	Emergency Management	6
42130-18/19	Municipal Transportation Agency	19
49604-18/19	Municipal Transportation Agency	27
46768-18/19	Police	33
45645-18/19	Port	43
41223-18/19	Public Utilities Commission	51
41960-18/19	Public Utilities Commission	57
44479-18/19	Public Work	67
 Modification PSCs		
33637-14/15	Technology	77
47813-16/17	Technology	90
41289-14/15	Airport Commission	100
31773-15/16	Economic and Workforce Development	109
4003-12/13	Public Utilities Commission	119
4161-08/09	Public Utilities Commission	129
38892-18/19	Public Utilities Commission	141

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****April 01, 2019****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2019-04-01

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42910 - 18/19	GENERAL SERVICES AGENCY - CITY ADMIN	\$300,000.00	"Upfitting" is the installation of special equipment and systems to police or emergency services vehicles. This Personal Services Request (PSR) is for the labor component required to install equipment on San Francisco Police Department (SFPD) Fleet vehicles. This includes, but not limited to: ballistic windows, sirens, officer/passenger compartment cages, radio, computer and supporting console mounting, and underlying wiring additions or replacements.	March 1, 2019	February 28, 2020	REGULAR
41046 - 18/19	DEPARTMENT OF EMERGENCY MANAGEMENT	\$5,000,000.00	Contractor will provide training and exercise services to the Bay Area Urban Areas Security Initiative (UASI) region. The Bay Area UASI Region is comprised of twelve counties and the three core cities of San Francisco, Oakland and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters. Services will include developing training and exercise curriculums; facilitating and conducting trainings and table-top/full-scale exercises; creating classroom based, computer based, or field based trainings and exercises; ensuring compliance to Homeland Security Exercise Evaluation Program (HSEEP) requirements; developing and improving systems, policies, procedures, and processes related to training and exercise; coordinating with federal and state partners on training and exercise design; engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts. Examples of training topics can include: emergency operations center management and planning, mass prophylaxis preparedness and planning, preventive radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and the common operating picture, essentials of emergency management, community emergency response and preparedness, critical incident response, dark web and cybersecurity, all hazards preparation, terrorism preparedness, incident command systems, hazardous materials, tactical lifesaver and rescue systems.	April 1, 2019	March 31, 2021	REGULAR
42130 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$10,000,000.00	To develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness and injury prevention, and compliments existing Agency services and programs by implementing, providing and managing the following (or similar) services: <ul style="list-style-type: none"> • Comprehensive Health Risk Assessments to include: blood pressure screening, orthopedic assessments, nutrition, stress reduction, weight control, chronic illness screening (no medical laboratory requirements) • Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment (both aerobic and strengthening) with supervision and training; site to facilitate healthy lifestyle and training programs that emphasize all aspects of wellness 	March 1, 2019	February 28, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<ul style="list-style-type: none"> • Therapeutic program to include yoga instruction, Zumba, tai chi, chair massage, and other similar modalities • Site services to be provided at main location and satellite locations • Data tracking, management and reporting to measure success 			
49604 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$9,000,000.00	<p>The engineering consultant will provide support to the delivery of capital projects in the Intelligent Transportation system. The scope of consultant support includes but is not limited to:</p> <ul style="list-style-type: none"> • Plan, design, review, and construction management support of Digital systems that support the transportation business of the agency; • Assist in the preparation of procurement contracts for software and hardware components, including product research, integration criteria, and performing alternative analyses; • Prepare project management plan in accordance with FTA requirements; preparing QA oversight, audit plans, training; • Perform special testing and inspection, cost analyses of contracts, change orders, task orders, and contract modification; • Perform geotechnical investigation and reports; • Perform system engineering related work; • Perform start-up and commissioning of system processes; • Provide safety certification oversight and required documentation; • Other tasks related to system engineering and cost engineering support. 	June 1, 2019	May 31, 2026	REGULAR
46768 - 18/19	POLICE	\$500,000.00	<p>Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.</p>	January 1, 2020	December 31, 2023	REGULAR
45645 - 18/19	PORT	\$300,000.00	<p>Development of a financial model based on the Contractor's proprietary Whitebirch Financial Modeling Platform ("Whitebirch"), advisory services in connection with the ongoing use and continued configuration and re-configuration of the financial model, and post-implementation support.</p>	March 1, 2019	February 28, 2023	REGULAR
41223 - 18/19	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	<p>This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers.</p> <p>The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced. Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced. Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the</p>	April 1, 2019	March 31, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full.</p> <p>All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.</p>			
41960 - 18/19	PUBLIC UTILITIES COMMISSION	\$670,000.00	<p>The purpose of this contract is to provide additional funding to the contract established on June 1, 2017 for three years with Calgon Carbon Corp. (Calgon) for the maintenance of Calgon's proprietary ultraviolet light (UV) disinfection system at the San Francisco Public Utilities Commission's (SFPUC) Tesla Treatment Facility. The contract provides for field services by Calgon's trained field services technicians and purchase of proprietary parts that need to be replaced such as UV lamps, sleeves, ballasts, etc.</p> <p>Services performed by Calgon:</p> <ul style="list-style-type: none"> • Calibration of current transducers and ballast drive boards • UV sensor inspection and re-scale power settings as required • UV sensor inspection and sensor well cleaning - inspect for scratches on all quartz surfaces, leaks in sensor wells, etc. • Replace UV sensors and sensor wells as required • Inspect power supply cabinets and ensure proper terminations on all PLC I/O cards • Inspect lamps for deformation suspected to be from acoustic resonance at this time • Replace UV lamps, as requested • Replace quartz sleeves, as requested • PLC programming 	June 1, 2017	May 31, 2020	REGULAR
44479 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$900,000.00	<p>This request is for the design portion of design-build services for the design and construction of a SAFE Center at Sea Wall Lot 330. The Contractor will provide all design, construction, and related services necessary for the successful delivery of a 200-bed temporary homeless shelter. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH), on Port property along the Embarcadero.</p>	April 1, 2019	September 30, 2020	REGULAR

TOTAL AMOUNT \$35,670,000

1037

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For April 01, 2019****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-04-01

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
33637 - 14/15 - MODIFICATIONS	April 1, 2019	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$850,000	<p>Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.</p> <p>Scope Change: There is no change to the initial entry.</p>	06/01/2019	05/31/2023	REGULAR
47813 - 16/17 - MODIFICATIONS	April 1, 2019	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$0	\$10,000,000	<p>Install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS). The Permit and Project Tracking System is a commercial off-the-shelf product that will give City departments the capability to process and track all construction permits and project transactions seamlessly across departments. The Permit and Project Tracking System will replace legacy systems used by the Department of Building Inspection (DBI) and the Department City Planning (DCP). Ultimately it can be used by other City departments and greatly improves customer services. It will enhance data accuracy and ensure performance accountability while reducing processing times. The total cost of the project implementation phase is estimated at \$10M, of which \$4.2M is for professional services, including \$500K for specialized equipment installation, \$1.7M for specialized support and maintenance of software, and \$2M for software implementation and training.</p>	07/01/2020	12/31/2025	REGULAR
41289 - 14/15 - MODIFICATIONS	April 1, 2019	AIRPORT COMMISSION -- AIR	\$3,000,000	\$9,000,000	<p>As-Needed Construction Management (CM) Support Services requiring specialized experience in airport construction projects including, but not limited to specific expertise in design/bid/build, design/build, and other alternative delivery method projects. CM services may include: 1) Construction</p>	02/20/2019	10/01/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Inspection Services, 2) Resident Engineering and/or Office Engineering Services, 3) Special Inspection and Testing, 4) Material Testing and Reporting, 5) Surveying Services, and 6) Other CM services as required. Contractor will provide CM support services for various projects at the San Francisco International Airport (SFO), including but not limited to projects in the design, construction and post construction phases of work. Anticipated projects include: Boarding Area A 400 Hertz System and Infrastructure Improvements, Terminal 3 East Improvements, Central Plant Renovation, Generator and Diesel Fuel System Testing, Maintenance and Repair, Firehouse Number 3 and South Field Checkpoint Relocation, and other related projects.			
31773 - 15/16 - MODIFICATIONS	April 1, 2019	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$2,000,000	\$2,862,000	The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.	07/01/2020	06/30/2023	REGULAR
4003 - 12/13 - MODIFICATIONS	April 1, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$4,000,000	\$9,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	06/30/2020	12/31/2021	REGULAR
4161-08/09 - MODIFICATIONS	April 1, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$4,000,000	\$11,500,000	Contract work consists of engineering design and cost estimates with additional environmental and permitting services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. The design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. The environmental work includes preparation of California Environmental Quality Act (CEQA) documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of	08/02/2019	03/31/2022	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.			
38892 - 18/19 - MODIFICATIONS	April 1, 2019	PUBLIC UTILITIES COMMISSION -- PUC	\$300,000	\$400,000	Scope of Services includes financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities. These services include renewable energy procurement and economic analyses.	02/01/2019	06/01/2022	REGULAR

TOTAL AMOUNT \$13,300,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Upfitting of San Francisco Police Department (SFPD) Vehicles

Funding Source: General Fund

PSC Duration: 52 weeks

PSC Amount: \$300,000

1. Description of Work

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

"Upfitting" is the installation of special equipment and systems to police or emergency services vehicles. This Personal Services Request (PSR) is for the labor component required to install equipment on San Francisco Police Department (SFPD) Fleet vehicles. This includes, but not limited to: ballistic windows, sirens, officer/passenger compartment cages, radio, computer and supporting console mounting, and underlying wiring additions or replacements.

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

These systems are necessary for SFPD staff to use departmental communications and information systems and for the safety and security of SFPD staff and the persons transported. Without this upfitting, vehicles will be unable to perform the necessary functions of the Police Department mission.

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

Some components have been provided by the City Administrator's Office "Central Shops" unit in the past, others by contractors, and some specific technology systems are new and have never been installed by City staff or contractors.

D. Will the contract(s) be renewed?

No, future procurement will be evaluated to determine whether or not the service can be performed by City staff.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

SFPD acquires and upfits vehicles on an intermittent and periodic basis. Upfitting more than one or two vehicles requires dedicated facility space, equipment, and training on a wide range of equipment and electronic systems that two separate City Departments do not have.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and training of all parts and systems to be installed, including manufacturer trainings for electronic systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 7313, Automotive Machinist; 7362, Communications Systems Tech; 7381, Automotive Mechanic;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide facilities, equipment, specialized software that the City does not possess.

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

The current range of components and systems cannot be installed by City Departments require specialized tools, software, and training that City staff do not possess.

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

A. Explain why civil service classes are not applicable.

The civil service classes listed above are applicable to this PSR.

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, sufficient civil service classes exist. Longer term planning could be pursued to acquire space, equipment and train existing staff and staff units to possess capacity and capability to undertake future service demands in a timely manner

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 services will be performed off-site and no training is identified as there is no plan to bring this particular scope of service installation in-house.

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 12/20/2018, the Department notified the following employee organizations of this PSC/RFP request:
Automotive Machinists, Local 1414; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Joan Lubamersky Phone: 415-554-4859 Email: rand.miyashiro@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42910 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/01/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of rand.miyashiro@sfgov.org
To: [RECEIPT for Union Notification for PSC 42910 - 18/19 more than \\$100k](mailto:Miyashiro.Rand (ADM); 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; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; agonzalez@iam1414.org; speedy4864@aol.com; Miyashiro.Rand (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 42910 - 18/19
Date: Thursday, December 20, 2018 1:35:57 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 42910 - 18/19 for \$300,000 for Initial Request services for the period 03/01/2019 – 02/28/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12341> 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: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD

Dept. Code: ECD

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

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

Type of Service: Regional Catastrophic Training and Exercise Services

Funding Source: Federal Homeland Security Grant

PSC Duration: 2 years

PSC Amount: \$5,000,000

1. Description of Work

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

Contractor will provide training and exercise services to the Bay Area Urban Areas Security Initiative (UASI) region. The Bay Area UASI Region is comprised of twelve counties and the three core cities of San Francisco, Oakland and San Jose. A major goal of the Bay Area UASI is to develop and enhance regional training and exercise efforts in order to prevent, respond to, and recover from terrorist incidents and related catastrophic disasters.

Services will include developing training and exercise curriculums; facilitating and conducting trainings and table-top/full-scale exercises; creating classroom based, computer based, or field based trainings and exercises; ensuring compliance to Homeland Security Exercise Evaluation Program (HSEEP) requirements; developing and improving systems, policies, procedures, and processes related to training and exercise; coordinating with federal and state partners on training and exercise design; engaging with regional stakeholders to address gaps and needs that will inform the future growth of regional training and exercise efforts.

Examples of training topics can include: emergency operations center management and planning, mass prophylaxis preparedness and planning, preventive radiological and nuclear detection, community mass care and emergency assistance, unified response to school/workplace/community violence, situational awareness and the common operating picture, essentials of emergency management, community emergency response and preparedness, critical incident response, dark web and cybersecurity, all hazards preparation, terrorism preparedness, incident command systems, hazardous materials, tactical lifesaver and rescue systems.

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

The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. The Bay Area's Homeland Security Strategy supports training and exercise opportunities for emergency responders. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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 were provided through Alameda County's Regional Training and Exercise Program.

D. Will the contract(s) be renewed?

Based on need, performance and funding availability.

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):

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

B. Explain the qualifying circumstances:

The contract will be funded by a time limited grant from the federal government.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The service requires extensive knowledge and expertise in regional catastrophic planning, training and exercise. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The program is a regional endeavor which includes participation from law enforcement, fire, emergency medical services, emergency management, and community public health. The provider must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area region during disaster preparedness and recovery.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 0931, Manager III; 0932, Manager IV;

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?

Existing staff does not have the time or expertise to conduct a project of this magnitude. Also, a Homeland Security Grant is being used to fund these services. Conditions of the grant include a personnel cap limit, which has already been reached. No additional funds can be used towards personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete this project.

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

A. Explain why civil service classes are not applicable.

The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Also, we have reached the personnel cap limit on this time limited grant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above: The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco Civil Service employee to perform this work for and on behalf of the state or other counties. Because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties. Also, we have reached the personnel cap limit on this time limited grant. The service is unique and requires subject matter expertise not found in civil service classes.

6. Additional Information

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

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

Yes. Training is open to all emergency services workers, first responders, and public safety personnel within the UASI region (12 Bay Area counties), including the City and County of San Francisco.

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.

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 01/11/2019, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

Address: 1011 Turk Street San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41046 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

Kim-Molina, Mikyung (DEM)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Friday, January 11, 2019 10:57 AM
To: Lee, William (DEM); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Christina@sfmea.com; staff@sfmea.com; Kim-Molina, Mikyung (DEM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41046 - 18/19

RECEIPT for Union Notification for PSC 41046 - 18/19 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 41046 - 18/19 for \$5,000,000 for Initial Request services for the period 04/01/2019 – 03/31/2021. 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:

<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F12373&data=02%7C01%7CMikyung.Kim-Molina%40sfgov.org%7C72b0d358556a4988d0cf08d677f69554%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C636828298280928180&sdata=W91MdPs6X5dEzViKk51EBSriOzsO7f7aqW0%2FwlpvdUI%3D&reserved=0> 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)

 Part 200 Federal Procurement Standards

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR data is current as of October 20, 2015

Title 2 → Subtitle A → Chapter II → Part 200 → Subpart D → Subject Group

Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Subpart D—Post Federal Award Requirements

PROCUREMENT STANDARDS**§200.317 Procurements by states.**

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including subrecipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition.

The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publically advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance

that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

Need assistance?

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: Employee Fitness and Wellness Program

Funding Source: General Funds

PSC Amount: \$10,000,000

PSC Est. Start Date: 03/01/2019

PSC Est. End Date: 02/28/2026

1. Description of Work

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

To develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness and injury prevention, and compliments existing Agency services and programs by implementing, providing and managing the following (or similar) services:

- Comprehensive Health Risk Assessments to include: blood pressure screening, orthopedic assessments, nutrition, stress reduction, weight control, chronic illness screening (no medical laboratory requirements)
- Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment (both aerobic and strengthening) with supervision and training; site to facilitate healthy lifestyle and training programs that emphasize all aspects of wellness
- Therapeutic program to include yoga instruction, Zumba, tai chi, chair massage, and other similar modalities
- Site services to be provided at main location and satellite locations
- Data tracking, management and reporting to measure success

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

This is a request to renew a successful program, which has served as a preventative tool to reduce the incidence of lost days associated with back and other injuries; to reduce workers' compensation claims; to reduce other costs related to lost time such as overtime; to improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost work days. Chronic disease, which is largely preventable accounts for about 80% of the burden of disease/illness and 90% of all medical costs. Preventable illnesses and chronic disease accounts for eight of the nine leading causes of death. Participation in this program demonstrates increased employee morale and emotional well-being.

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 under contract. Previous approval PSC No. 4001-09/10.

D. Will the contract(s) be renewed?

The need for this service will continue.

- 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.
Continuity of service is essential in the delivery of wellness benefits which prosper with solid interpersonal relationships between the provider and employee.

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:

Currently available resources do not exist that would be required to staff, implement, develop and equip the services required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This wellness program requires direction and management an experienced staff that includes medical clinical experience in the areas of orthopedics, physical therapy, nutrition. Direct experience in presenting and leading participants in a variety of wellness presentations required. Direct experience in working with the program manager to identify and secure relevant seminar speakers/presenters required. Mobility to deliver equipped services to a variety of locations on an ongoing basis required. Adequate staffing in order to provide ongoing services for 6,000 employees on an as needed basis.

B. Which, if any, civil service class(es) normally perform(s) this work? 2555, Physical Therapist Assistant; 2556, Physical Therapist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide equipment: MedX lumbar Strength Testing Machine or equivalent; MedX Lumbar Strengthening Units or equivalent; MedX Stretch Units or equivalent; Cardiovascular machines; evaluation table; office furniture; mobile transport van with exercise and biometric equipment; computer equipment; telephone/fax; etc.. The equipment and services to be provided at up to eight (8) locations throughout SFMTA as designated.

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

The civil service class(es) already exist. City services, as well as existing contracts, were reviewed to identify possible available resources.

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

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

The conclusion was reached that there are no available resources within the City with the staffing and equipment and experience to provide this service. This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (van with exercise and biometric equipment), and multiple types of clinical personnel in several locations with varying schedules and does not utilize full-time positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The civil service class(es) already exist. This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (van with exercise and biometric equipment), and multiple types of clinical personnel in several locations with varying schedules and does not utilize full-time positions.

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 contract will allow for the provision of services, without training. This provision includes consideration for the lack of allocated positions to be trained, as well as the conflicts noted above including varying schedules, multiple locations, part-time work, lack of current staff and equipment availability.
- 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. Previous approval PSC No. 4001-09/10
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/01/2019, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42130 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, February 01, 2019 1:16 PM
To: Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42130 - 18/19

RECEIPT for Union Notification for PSC 42130 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42130 -18/19 for \$10,000,000 for Initial Request services for the period 03/01/2019 – 02/28/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12527> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 10, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 4001-09/10)

TYPE OF SERVICE: Professional Consulting Services: Back Strengthening & Employee Fitness and Wellness Program

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$350,000.00
MODIFICATION: \$700,000.00
TOTAL: \$1,050,000.00

PSC DURATION: June 30, 2009 - June 2012
MODIFICATION PSC DURATION: July 1, 2012 - June 30, 2013
PSC DURATION: June, 30, 2009 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative /office positions. This program will be expanded to the Metro East site during the contract extension period.

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

This service is necessary as a preventive tool to reduce incidence of lost days associated with back injuries, to reduce workers' compensation claims and subsequent overtime costs, as well as improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost work days.

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 been provided under contract. Previous approved PSC No. 4001-09/10.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 2/10/12

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-09/10

SFMTA approved 2-10-12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Registered Physical Therapist (program coordinator) must have a minimum of 5-year of experience managing and coordinating physical therapy program and be in good standing with the State of California. On-site team members (Physical Therapist Assistant) and support staff must have a minimum of one-year experience working in a physical therapy field.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant normally perform this work.

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

Contractor will provide equipment: MedX Lumbar Strength Testing Machine or equivalent MedX Lumbar Strengthening Units or equivalent; MedX Stretch Units or equivalent; Cardiovascular machine; evaluation table; office furniture, mobile transport van with exercise and biometric equipment; computer equipment; telephone/fax, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The cost of purchase and/or leasing equipment, hiring a registered/licensed physical therapist, health educator, program coordinator and support staff is not financially feasible for the SFMTA at this time.

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

No. The civil service class(es) already exist(s). This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (Van with exercise and biometric equipment), and multiple types of therapeutic personnel in several locations.

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?	()	(X)
- Describe training and indicate approximate number of hours.		
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.		
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? SFMTA Board Resolution #09-102 dated 6/16/2009	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	(X)	()
This is a 1-year extension with the current contractor, Back First.		

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Specialized Engineering Services

Funding Source: Fund: Federal, Local, Grants (State)

PSC Amount: \$9,000,000 PSC Est. Start Date: 06/01/2019 PSC Est. End Date: 05/31/2026

1. Description of Work

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

The engineering consultant will provide support to the delivery of capital projects in the Intelligent Transportation system. The scope of consultant support includes but is not limited to:

- Plan, design, review, and construction management support of Digital systems that support the transportation business of the agency;
- Assist in the preparation of procurement contracts for software and hardware components, including product research, integration criteria, and performing alternative analyses;
- Prepare project management plan in accordance with FTA requirements; preparing QA oversight, audit plans, training;
- Perform special testing and inspection, cost analyses of contracts, change orders, task orders, and contract modification;
- Perform geotechnical investigation and reports;
- Perform system engineering related work;
- Perform start-up and commissioning of system processes;
- Provide safety certification oversight and required documentation;
- Other tasks related to system engineering and cost engineering support.

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

The services to be performed require highly specialized knowledge and various technology expertise not otherwise available in house. Due to the time-sensitivity of technology projects which may directly or indirectly impact the delivery of Intelligent Transportation System capital projects, we believe it is reasonable and necessary to request contractors to fill such needs. In some instances, due to the proprietary nature of certain software systems, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work. In certain circumstances, per regulation requirement, we must hire independent third-party services to perform review and inspection. Denial of this service will delay capital project delivery approved by the MTA Board set forth by the agency's Capital Improvement Program and negatively impact our capital project delivery performance. In instances

where independent review and inspection services are required, denial of the service will prevent project acceptance and completion.

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

We have established project level professional services contracts to acquire specialized engineering support based on individual project needs. This contract will be a task order contract to support the program of capital projects as specified in the agency's FY19-23 Capital Improvement Program as a commitment to the public in delivery technology projects.

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.

Initial Contract term of 3 years with options to extend 2 terms of 2 years each to cover as -needed specialized engineering support needs based on the capital project schedule.

2. Reason(s) for the Request

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

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

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

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

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

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:

We seek professional services for Intelligent Transportation System capital projects that require highly specialized knowledge and various technology expertise not otherwise available in-house. The short duration of such projects would not make it feasible to conduct hiring through the civil service process. Due to the time-sensitivity of such projects which may directly or indirectly impact the agency's daily operations and delivery of services to the public, we believe it is reasonable and necessary to hire contractors to fill such needs. We may also require independent reviews and inspections services per funding requirement or government regulation. Every reasonable attempt will be made to transition this work back to the City through the civil service hiring process if deemed appropriate and resources are available. In some instances, due to the proprietary nature of certain software systems, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The professional services we seek are necessary to assist with the timely completion of technology projects, including but not limited to, initial planning and programming, specialized analytical studies, construction support and management, start-up and operations planning,

installing, configuring, testing, validating, and providing training and maintenance for various software and hardware used by the agency, as well as developing and implementing technology related processes and solutions. In general, we seek technology expertise in Digital systems that support the transportation business of the agency and the delivery of capital projects in the Intelligent Transportation System.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

We seek professional services for IT projects that require highly specialized knowledge and various technology expertise not otherwise available in house. The short duration of such projects would not make it feasible to conduct hiring through the civil service process. In some instances, due to the proprietary nature of certain software systems, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

A. Explain why civil service classes are not applicable.

No, due to the immediate need for highly specialized skills for projects with a short duration, there are no applicable civil service classes that can perform the work. In some cases, due to the proprietary nature of the software system, City personnel do not have access to the trade-secret software source code or design of specialized electronic circuits.

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, due to the temporary need for services to assist with the completion of short-term ad-hoc projects, it is not practical to adopt a new civil service class to perform the highly specialized nature of the work defined by each project manager.

6. Additional Information

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

No.

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

Yes. Depending on the scope of work defined by each project manager, the contractor will train City employees in their area of technology expertise to enhance and streamline current technology processes and solutions. Project managers will ensure that the contractors provide the proper cross-training and documentation to engineers and business analysts. The length of training varies depending on the scope of work, anywhere from a week up to several months.

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

No.

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

No.

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

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

7. **Union Notification:** On 02/01/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49604 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Friday, February 01, 2019 11:06 AM
To: Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49604 - 18/19

RECEIPT for Union Notification for PSC 49604 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49604 - 18/19 for \$9,000,000 for Initial Request services for the period 06/01/2019 – 05/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12523> 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: 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: Pre-Employment Polygraph Examination Services

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$500,000

1. Description of Work

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

Contractors will provide pre-employment polygraph screening on an as-needed basis during hiring periods for entry level police officers, lateral police officers (transfers from other jurisdictions), police reserve officers, and police service aides. Polygraph examinations will cover general information about employment candidates to include employment history, prior police history, criminal activity, military service, employment theft, financial issues, gambling, internet use, illegal drug use, drinking habits and incidence of domestic violence. Contractors shall provide business sites and adequate interrogation facilities.

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

Screening is an extremely useful and necessary tool in the law enforcement pre-employment selection process. The Police Department is conducting an accelerated hiring period. Denial would adversely affect the background investigation process of the candidates.

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 40331-15/16

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).

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

B. Explain the qualifying circumstances:

Services are as-needed and not available within the City.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Pre-employment screening is an essential element in the background investigation process. The contractors must be highly skilled to interpret test data, read body language, and demonstrate attendance of continued polygraph training. The contractors must graduate from polygraph schools certified by the American Polygraph Association (APA) and must have final polygraph certifications. They must also be active members of the APA, American Association of Police Polygraphists or the California Association of Polygraph Examiners.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide unique equipment and all screening will be performed at contractors' facilities.

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

None. Pre-employment polygraph services are not available within the City.

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

- A. Explain why civil service classes are not applicable.
No civil service classification describes the specialized knowledge, skills, training, and certifications necessary to perform the 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. This service is only as-needed.

6. Additional Information

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

7. **Union Notification:** On 01/04/2019, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: 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# 46768 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/01/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Wong, Genie (POL)

From: Wong, Genie (POL)
Sent: Friday, January 4, 2019 11:37 AM
To: 'Genie.Wong@sfgov.org'; Wanless, Annie (HRD); kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 46768 - 18/19
Attachments: PSC 46768 18-19 Polygraph.pdf

Hi All,

I corrected the start and end dates. The estimated contract start date is 1/1/20 and end date is 12/31/23.

Genie

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Genie.Wong@sfgov.org
Sent: Friday, January 4, 2019 10:46 AM
To: Wong, Genie (POL) <Genie.Wong@sfgov.org>; Wanless, Annie (HRD) <annie.wanless@sfgov.org>; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Wong, Genie (POL) <Genie.Wong@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 46768 - 18/19

RECEIPT for Union Notification for PSC 46768 - 18/19 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC)

46768 - 18/19 for \$500,000 for Initial Request services for the period 01/01/2019 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12403> 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: 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: Pre-Employment PolygraphFunding Source: General FundPSC Duration: 2 years 52 weeksPSC Amount: \$300,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets, and police service aides. Such screening shall include questions about prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Contractor shall have a business site with adequate interrogation facilities divided by one way mirrors and equipped with sound devices, video, and audio recording equipment.

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

Screening is an extremely useful and necessary tool in the pre-employment selection process. The Police Department is conducting an accelerated hiring period. Denial would adversely affect the background investigation process of the candidates.

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 4093-09/10

D. Will the contract(s) be renewed?

It will likely need to be renewed.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Service required is as-needed. The City does not have polygraph equipment and facilities.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Pre-employment screening is an essential element in the background investigation process. The contractor must be highly skilled to interpret test data and read body language. The contractor must have the following credentials: (1) American Polygraph Association (APA) Certificate, (2) Final polygraph certificate from an APA certified school, (3) American Polygraph Association membership, (4) American Association of Polygraphists membership, and (5) California Association of Polygraph Examiners membership.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide unique equipment and all screening will be performed at contractor's facility.

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

None. The City does not employ polygraphists.

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

- A. Explain why civil service classes are not applicable.
No civil service classification describes the specialized knowledge, experience, training and certifications necessary to perform the 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. This service is only as-needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
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 01/22/2016, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: 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# 40331 - 15/16

DHR Analysis/Recommendation:

action date: 04/18/2016

Commission Approval Required

Approved by Civil Service Commission

04/18/2016 DHR Approved for 04/18/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Software licensing, design, installation, licensing, advisory, and ancillary services

Funding Source: Port Operating Budget

PSC Amount: \$300,000

PSC Est. Start Date: 03/01/2019

PSC Est. End Date: 02/28/2023

1. Description of Work

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

Development of a financial model based on the Contractor's proprietary Whitebirch Financial Modeling Platform ("Whitebirch"), advisory services in connection with the ongoing use and continued configuration and re-configuration of the financial model, and post-implementation support.

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

Whitebirch is a proprietary financial modeling platform developed by PFM Solutions, LLC (PFM) to provide dynamic financial advisory planning services for the Port of San Francisco (Port). Port uses the platform to conduct comprehensive and integrated real time data-based analysis to quickly evaluate the impacts of various Port investment scenarios. The Port will also use the model to develop its Five Year Financial Plan. The platform is only accessible to clients with service agreements in place with PFM. Denial of this PSC will mean that Pot cannot have access to the platform and may not be able to conduct the necessary financial analysis to inform real estate investing decisions.

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.

PFM began providing financial modeling services to the Port in 2014 under its financial advisory contract. Federal regulations now required firms to enter into separate contracts for financial advisory and other financial services. This contract is necessitated by that requirement.

D. Will the contract(s) be renewed?

The Port will consider a contract renewal at the end of this contract term if the services are still required then.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator). • The financial modelling platform is proprietary to the Contractor and only made available to the City on a subscription basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in the development and servicing of the Whitebirch financial modeling platform. The platform is a proprietary tool that belongs to the contractor and will not be released to the City.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1003, IS Operator-Senior; 1670, Financial Systems Supervisor; 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No. The contractor will provide the Port with access to the platform to conduct financial analyses.

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

The software platform is proprietary to the Contractor and is not available through the City.

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

- A. Explain why civil service classes are not applicable.
The platform is proprietary to the Contractor and the services are provided only through the Contractor's employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because the software is only available through the Contractor.

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 contractor will provide training to Port staff on the use of the software after the installation. Training on the use of the software, it is not currently known how many hours of training would be required.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. The contractor has a PSC with the Port to provide financial services.

- 7. Union Notification:** On 01/29/2019, the Department notified the following employee organizations of this PSC/RFP request:
Management & Superv Local 21; Professional & Tech Engrs, Local 21

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1 San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45645 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfport.com
To: [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@PRT); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Holmes, Lavena \(PRT\)](mailto:Holmes.Lavena@PRT); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45645 - 18/19
Date: Tuesday, January 29, 2019 3:22:19 PM

RECEIPT for Union Notification for PSC 45645 - 18/19 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45645 - 18/19 for \$300,000 for Initial Request services for the period 03/01/2019 – 02/28/2023. 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/12518> 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: PORT--PRT Dept. Code: PRT

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Financial Advisory Services

Funding Source: Operating Budget PSC Duration: 3 years
PSC Amount: \$600,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

Assist Port Staff with the issuance of new bonded debt including developing presentation for meeting with rating agencies and underwriters. Assist in bond sizing and structuring, establishing policies for syndication and any other items needed to help ensure that the Port obtains its financing at the lowest practical interest cost. Assist in the formulations of financing plans, including the presentations of alternative financial programs and strategies.

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

The services provided are necessary to assist the Port in issuing new bonded debt. Without these services, the issuance of debt may be significantly delayed and will be more costly (in terms of interest cost). This, in turn, will negatively impact the funding needed to implement the Port's capital program which is targeted for the repair of the Port's aging facilities.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most

recently approved PSC # and upload a copy of the PSC.
Similar service was proved through PCS 4188-07/08 to provide financial advisory services. Additionally PSC #3101-0304 was executed to assist in the 2004 refunding initiative.

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

2. Union Notification: On 04/21/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40525 - 13/14

DHR Analysis/Recommendation: 06/16/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This work requires extensive experience in and an expert understanding of municipal bond financing and issuance, bond structuring and pricing. Knowledge of the current capital market conditions is also required, as is the ability to make cogent and thorough presentation to rating agencies and underwriters. No civil service class normally performs this work, as it includes specialized skills in municipal financial advisory services stated above.

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

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The expertise requires is very specialized, and does not currently exist within the City. All City Departments contract out financial advisory services for debt issuances. The expertise of municipal bond finance, bond structuring, and knowledge of current capital market conditions obtained by personnel who are engaged in debt issuance on a day-today basis. Contact with underwriters, municipal bond trading desks at investment firms, investors, and other capital market participation is not covered within City classes.

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

No, given the specialized nature of the work, and infrequent need for these services it would not be practical existing classes trained to perform this work.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- 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 PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/28/2014 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1 San Francisco, CA 94111

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: Biosolids, Grit, and Tanker Hauling

Funding Source: Wastewater Biosolids Mgt Operating Budget

PSC Amount: \$9,000,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 03/31/2024

1. Description of Work

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

This contract entails the hauling of biosolids, grit, and primary sludge from wastewater treatment plants with a fleet of tractors, trailers, and tankers.

The solids and liquids are separated at the wastewater treatment plant and the solids are sent to anaerobic digesters where they are biologically treated. The resulting material is called biosolids, a nutrient rich material which is used as a fertilizer. Biosolids are transported from the Oceanside and Southeast treatment plants to various locations ranging from 50 to 100 miles away. Biosolids hauling requires a specialized water tight, end dump trailer capable of holding 23 tons of material. The Oceanside and Southeast plants require 9 to 16 truck trips per day to manage the amount of biosolids produced.

Grit is separated out from the influent at the Oceanside and Southeast treatment plants and is transported to landfills 50 to 100 miles away. Grit hauling requires a similar trailer as is used for biosolids hauling. The Oceanside and Southeast plants require 10 to 20 truck trips per month to manage the amount of grit produced.

Primary sludge and secondary scum is transported from the Treasure Island treatment plant to the Oceanside treatment plant for anaerobic digestion. This requires the rental of a tanker which remains at the Treasure Island treatment plant and is hauled to the Oceanside treatment plant approximately 15 times per month. Dumpsters for dewatered sludge and grit are also rented to the Treasure Island treatment plant and hauled to landfill when full.

All drivers performing this work are paid prevailing wage as required by Section 21C.5. of the San Francisco Administrative Code. This prevailing wage for biosolid and grit hauling services is determined by the Collective Bargaining Agreement (CBA) between Recology Sunset & Recology Golden Gate and Sanitary Truck Drivers and Helpers Union Local 350, IBT.

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

This service is critical for the proper functioning of the City's wastewater treatment plants. The treatment plants do not have onsite storage for biosolids or grit. A fleet of trucks must be available every day to haul biosolids to end use sites where they are recycled and to haul grit to landfill where it is disposed. Denial of this service would be disrupting a vital operation that has occurred daily since the construction of these treatment plants. The consequences for the operation of the treatment plants would be severe.

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 always been provided by a contracted hauling company with a fleet of tractors, trailers, and tankers.

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.

This contract and the PSC will be for a maximum of five years. This is the stated term limit for PSCs. Five years is a standard term for large, critical contracts where limited disruption in service is desired. This contract will be for a term of 3 years with the option to extend, in one year increments, to a total of 5 years. There will not be an extension to this duration. Production of biosolids and grit at wastewater treatment plants is variable. While there are no anticipated modifications to the contract amount of \$9 million at this time, it is possible an increase of not more than \$1 million to the contract would be implemented to ensure continued service towards the end of this contract's term limit. The contract would not be modified for more than a total of \$10 million without approval from the Board of Supervisors and there is no intention of modifying the contract for more than a total of \$10 million.

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 biosolids, grit and tanker hauling contract requires a large fleet of tractors, trailers and tankers that the Wastewater Enterprise does not possess. The biosolids hauling alone requires up to 16 truck trips per day to locations as far away as Sacramento County.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This scope requires a fleet of tractors, trailers, and tankers for the transportation of biosolids, grit, and primary sludge produced by the city's treatment plants. The trucking fleet must be available every day of the year to transport these materials. A dispatcher must be reachable 24 hours a day to handle requests by the treatment plants. Maintenance of all equipment is the responsibility of the contractor. Equipment must be stored and maintained at a yard. All equipment must be properly insured. Drivers must be able to transport, load and unload material safely.

B. Which, if any, civil service class(es) normally perform(s) this work? 1705, Communications Dispatcher 2; 7355, Truck Driver; 7381, Automotive Mechanic;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor provides a fleet of tractors, trailers and tankers and a yard for the storage and maintenance of this equipment.

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

The hauling of solid waste and recyclables has traditionally been contracted out by the City to a private company. The Wastewater Enterprise does not have the resources available to provide this service internally.

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

A. Explain why civil service classes are not applicable.

The scope cannot be performed by civil service staff because Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because Wastewater Enterprise does not have the requisite fleet of tractors, trailers and tankers.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There is no immediate plan for City and County employees to perform this work as the Wastewater Enterprise does not have requisite the tractors, trailers or tankers. As there is no ability or plan to have City and County employees perform work on equipment the Wastewater Enterprise does not own, there is no reason for training. No training would be necessary in any case as to how to drive trucks, or repair trucks as these are skills the classifications that would perform these duties should already possess.

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 12/21/2018, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; Bldg Mtl & Constr Teamsters, L 853; 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# 41223 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Jackson, Shamica; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; 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; agonzalez@iam1414.org; speedy4864@aol.com; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41223 - 18/19
Date: Friday, December 21, 2018 4:21:55 PM

RECEIPT for Union Notification for PSC 41223 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41223 - 18/19 for \$9,000,000 for Initial Request services for the period 04/01/2019 – 03/31/2024. 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/12358> 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

Irwin, William

From: Irwin, William
Sent: Thursday, February 21, 2019 4:23 PM
To: dhart@teamsters853.com; dharrington@teamsters853.com; lkuhls@teamsters853.com
Subject: Receipt of Notice for new PCS over \$100K PSC # 41223 - 18/19

RECEIPT for Union Notification for PSC 41223 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41223 - 18/19 for \$9,000,000 for Initial Request services for the period 04/01/2019 -- 03/31/2024. 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/12358> 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

Bill Irwin
Senior Administrative Analyst
Contract Administration Bureau
Ph. 415-934-3975

San Francisco Water, Power, and Sewer
Services of the SF Public Utilities Commission
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102

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: Equipment Maintenance for Calgon Carbon Corp's UV System

Funding Source: WST Operating Funds

PSC Duration: 3 years

PSC Amount: \$670,000

1. Description of Work

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

The purpose of this contract is to provide additional funding to the contract established on June 1, 2017 for three years with Calgon Carbon Corp. (Calgon) for the maintenance of Calgon's proprietary ultraviolet light (UV) disinfection system at the San Francisco Public Utilities Commission's (SFPUC) Tesla Treatment Facility. The contract provides for field services by Calgon's trained field services technicians and purchase of proprietary parts that need to be replaced such as UV lamps, sleeves, ballasts, etc.

Services performed by Calgon:

- Calibration of current transducers and ballast drive boards
- UV sensor inspection and re-scale power settings as required
- UV sensor inspection and sensor well cleaning - inspect for scratches on all quartz surfaces, leaks in sensor wells, etc.
- Replace UV sensors and sensor wells as required
- Inspect power supply cabinets and ensure proper terminations on all PLC I/O cards
- Inspect lamps for deformation suspected to be from acoustic resonance at this time
- Replace UV lamps, as requested
- Replace quartz sleeves, as requested
- PLC programming

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

The contract provides for maintenance and related parts that are necessary to assure safe, reliable operation of the Tesla UV reactors and comply with regulatory requirements for the disinfection of Hetch

Hetchy water. Additional funding of the contract has become necessary because a higher level of maintenance support than originally anticipated has proven necessary to keep the UV reactors in good working order. The consequence of denial of the contract include decreased reliability of disinfection of Hetch Hetchy water and increased possibility of regulatory violation and interruption of Hetch Hetchy water delivery.

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 via purchase order (BPUW17000028).

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The amendment to the existing contract is needed to address an increase in immediately needed services that have been proven to be required in addition to previously anticipated maintenance activities required to assure reliable operation of the Tesla Treatment facility UV disinfection system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: UV Reactor Service Technicians must be highly skilled and trained to maintain and diagnose the needs of this highly specialized water treatment equipment. The UV system consists of a proprietary integration of electronic and mechanical equipment controlled by elaborate instrumentation and the manufacturer's programming, the complexity of which requires skilled technicians years to competently master. The technicians must be proficient in working on electronics, mechanical and lighting equipment, instrumentation and controls and pressure vessels and pipelines. The SFPUC trains its highly skilled water treatment operations staff in the operation and some of the more routine service required to maintain some of the system components, but they in turn must be proficient in the operation and maintenance of water treatment plants, a trade that is distinct from expertise in proprietary UV reactor components.

B. Which, if any, civil service class(es) normally perform(s) this work? 7341, Statnry Eng Water Treat Plant; 7343, Sr Statnry Eng, Wtr Treat Plnt;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Proprietary tools and equipment may be provided for use temporarily during service, but only replacement parts needed to maintain the system will be installed and left as City property.

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

The services cannot feasibly be provided by available resources within the City because the related specialty knowledge and proprietary information would be unreasonably expensive to procure, administer and maintain up-to-date in a fashion that would assure reliable, continuous operation of the UV disinfection system at the SFPUC's Tesla Treatment Facility.

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

A. Explain why civil service classes are not applicable.

The Tesla Treatment Facility UV disinfection system is an integration of components that can be and are serviced by civil service staff, but the proper functioning of the system requires service by technicians who have expert knowledge and experience servicing the system's unique components. It would be unreasonably expensive to train Civil Service staff on the integration of this single, remote water treatment system. The relatively limited amount of work that requires services by the manufacturer's trained technicians does not merit the investment that would be needed for continual training to assure competence and retention and address attrition.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical or feasible to adopt a new civil service class to perform this work because the amount of work is not enough to justify the cost of developing and administering a new class in addition to the cost of staffing overhead and training required to assure competence, retention and address attrition.

6. Additional Information

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

No.

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

Yes. The Contractor will train the City's staff who are responsible for maintaining the Tesla Treatment Facility in the less complicated, more routine maintenance activities needed to operate and maintain the UV disinfection system. The training is intended for a team of 8 Water Treatment Stationary Engineers (classes 7341 & 7343) for 2 or 3 days and may include additional single-day training of Electronics Maintenance Technicians (classes 7318 & 7329), Electricians (classes 7345 & 7238) and/or an Information Services Engineer (class 1043) depending upon the evolving maintenance requirements of the system.

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

Yes. Continued reliable operation of the Tesla Treatment Facility UV disinfection system is necessary for SFPUC compliance with USEPA and State of California regulatory requirements for advanced disinfection of the Hetchy Hetchy drinking water, and contractual services are the only feasible approach to providing these services.

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. This is an amendment to the current contract with Calgon Carbon Corp. The original contract is \$400,000. The amendment is \$270,000. The previous contract was done via purchase order and there was no PSC obtained. We are asking CSC approval for the entire amount of \$670,000.

7. Union Notification: On 01/30/2019, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41960 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); MRainsford@Local39.org; grojo@Local39.org; ecassidy@ifpte21.org;
WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org;
pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org;
khughes@ibew6.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41960 - 18/19
Date: Wednesday, January 30, 2019 2:57:51 PM

RECEIPT for Union Notification for PSC 41960 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41960 - 18/19 for \$670,000 for Initial Request services for the period 06/01/2017 – 05/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12524> 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.

Irwin, William

From: Kyger, Todd
Sent: Wednesday, March 06, 2019 10:06 AM
To: Irwin, William; Cheung, Angela
Cc: Jackson, Shamica; Kaplan, Scott
Subject: FW: PSC No. 41960-1819
Attachments: RE: PSC clarification; FW: Receipt of Notice for new PCS over \$100K PSC # 41960 - 18/19

Importance: High

Bill,

With the additional language provide, the union has approved this PSC for the April 1, 2019 Commission meeting. Please work with the PM to include the additional clarifications on the form under the scope of services.

Thank you,

Todd Kyger

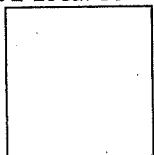
Workforce & Economic Programs
Infrastructure Division
San Francisco Water, Power, Sewer
415-554-3412 | tkyger@sfwater.org

From: Michael Rainsford <mrainsford@local39.org>
Sent: Wednesday, March 06, 2019 9:39 AM
To: Kyger, Todd <TKyger@sfwater.org>
Cc: Kaplan, Scott <SKaplan@sfwater.org>
Subject: Re: PSC No. 41960-1819

Todd
Yea go ahead and include the language and move forward.

*
Thank you,
Michael Rainsford

Business Representative
IUOE Local 39



337 Valencia Street
San Francisco, CA
1(415)861-1135 Office
1(415)861-5264 Fax

On Mar 6, 2019, at 9:36 AM, Kyger, Todd <TKyger@sewater.org> wrote:

Hi Michael,

With the additional language provided earlier this week and the update from the PM regarding the work that existing staff will perform below, is Local 39 satisfied with the clarifications provided? Please confirm today by noon, if possible.

Work that will continue to be performed by stationary engineers at Tesla under this PSC:

- Lamp replacements
- Sleeve replacements
- Sensor lens and sleeve brush replacements
- Wiper system troubleshooting
- Calibration of duty sensors (Regulatory and Maintenance)
- Sensor well inspections and cleaning
- Sensor well lens replacements
- UVT analyzer maintenance
- Grit pump system maintenance
- UV room filter replacement (Cuts down on the amount of dust/dirt that the cabinets draw through via the exhaust fans)
- Sample pumps

Thank you,

Todd Kyger

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

From: Michael Rainsford <mrainsford@local39.org>
Sent: Monday, March 04, 2019 1:03 PM
To: Kyger, Todd <TKyger@sfwater.org>
Cc: Kaplan, Scott <SKaplan@sfwater.org>
Subject: Re: PSC clarification

Todd,

I was able to speak to one of my members and he assured me that the staff is interested in performing as much work as possible with respect to the UV system but that there is a recognized problem right now.

I don't feel there is a need for a 3 year PSC to address the problem. P.O.'s could be used to get the vendor on site to assess and repair the problem as well as any factory warranty service.

That's the best I can give you for now. I would still want to see more detail with respect to who will be doing what duties and a list of those duties.

Thank You,
Michael Rainsford
Business Representative
I.U.O.E. Stationary Engineers, Local 39
337 Valencia Street
San Francisco, Ca 94103
1(415)861-1135 Office
1(415)861-5264 Fax

From: [Kyger, Todd](#)
To: [Todd Kyger \(tkyger@sfwater.org\)](#)
Bcc: ["ecassidy@ifpte21.org"](#); ["tmathews@ifpte21.org"](#); ["kschumacher@ifpte21.org"](#); ["pkim@ifpte21.org"](#); ["amakayan@ifpte21.org"](#); ["L21PSCReview@ifpte21.org"](#); ["oashworth@ibew6.org"](#); ["khughes@ibew6.org"](#); ["DHR-PSCCoordinator, DHR \(DHR-PSCCoordinator@sfgov.org\)"](#); [Choi, Suzanne \(HRD\)](#); [Scott Kaplan](#)
Subject: PSC No. 41960-1819 (Equipment Maintenance Calgon Corp.)
Date: Thursday, March 07, 2019 12:10:00 PM

This is a courtesy notice that there was a clarification added, with no change to the scope, on the referenced PSC.

Thank you,

Todd Kyger

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

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: Design-Build Services for 200-bed Shelter Access for Everyone (SAFE) Center

Funding Source: ERAF Set Aside for Homelessness

PSC Amount: \$900,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date: 09/30/2020

1. Description of Work

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

This request is for the design portion of design-build services for the design and construction of a SAFE Center at Sea Wall Lot 330. The Contractor will provide all design, construction, and related services necessary for the successful delivery of a 200-bed temporary homeless shelter. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH), on Port property along the Embarcadero.

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

This service is necessary for expediently delivering a homeless shelter site. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night.

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

This is a project-specific service for a one-time project and has not been provided for in the past.

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:

Services will be utilized for homeless shelter site capital projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in coordinating design and construction services as one entity. Being able to provide parallel design and construction services while avoiding conflict and rework.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Design-build opportunities do not exist within the City. City architectural staff performed preliminary concept studies and are authoring design-build criteria for publication with the RFP. City architectural staff will perform technical reviews during design, and City construction management staff will inspect the construction.

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

- A. Explain why civil service classes are not applicable.
Architecture and engineering classes exist, but their expertise is not applicable to Design-Build projects. San Francisco Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not practical to adopt a new civil service class to perform this work, because it is beyond professional services. It will require licensing and registration as either a Class A or B General Contractor.

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

7. Union Notification: On 03/06/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market St. 4th floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44479 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44479 - 18/19
Date: Wednesday, March 06, 2019 9:25:53 AM

RECEIPT for Union Notification for PSC 44479 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 44479 - 18/19 for \$900,000 for Initial Request services for the period 04/01/2019 – 09/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12686> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: Chung Park
To: Burns, Alexander (DPW)
Cc: Alonso, Rachel (DPW); Amihan Milman; Macaranas, Belle (DPW); Williams, Hyun (DPW); Sy, Don (DPW); Eugene Cassidy; WendyWong26@yahoo.com; Timothy Mathews; Kristen Schumacher; Ken Page; Emma erbach; Paul Kim; L21PSC Review; DHR-PSCCoordinator, DHR (HRD); Vaksberg, Svetlana (ADM); Tedman Lee; Rinaldi Wibowo (AIR)
Subject: Waiver Granted- Re: Receipt of Notice for new PCS over \$100K PSC # 44479 - 18/19
Date: Monday, March 11, 2019 10:15:41 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Mr. Burns et al:

~~X~~ After conferring with our elected leaders; the Union hereby grants the City a waiver of the thirty (30) days review process on this item.

Thank you for your understanding and patience.

Respectfully,

Chung Park
Representative/Organizer
IFPTE Local 21 -- South Bay Office
4 North Second Street, Suite 430
San Jose, CA 95113
Mobile 415.530.6308
Phone 408.291.2200
Fax 408.291.2203
cpark@ifpte21.org
Website -- ifpte21.org
Facebook -- www.facebook.com/IFPTELocal21

On Mar 8, 2019, at 2:17 PM, Burns, Alexander (DPW) <alexander.burns@sfdpw.org> wrote:

Good afternoon Chung and Amihan,

San Francisco Public Works is in dire need for Local 21 to grant the request to waive the union review period as outlined by Rachel Alonso below.

If possible, please provide your response by 5:00 PM today. Thanks in advance for your attention to this important issue.

All the best,

<image001.jpg>

Alexander Burns
Contract Administration

San Francisco Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-6411
Fax: (415) 554-6232
E-Mail: Alexander.Burns@sfdpw.org
sfdpw.org · twitter.com/sfdpw

From: Alonso, Rachel (DPW)

Sent: Wednesday, March 06, 2019 9:59 PM

To: cpark@ifpte21.org; amakayan@ifpte21.org

Cc: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; Williams, Hyun (DPW) <hyun.williams@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44479 - 18/19

Hi Chung and Amihan,

I received your contact information from Svetlana Vaksberg, who reached out to you yesterday about an emergency procurement. I am respectfully requesting that you grant a waiver of the 30-day union review period for the subject PSC.

Architectural consultant services are urgently needed for design of a new SAFE Navigation Center. Since 2016, the Board of Supervisors has passed legislation declaring a shelter crisis in San Francisco and waiving certain contracting requirements for shelter site projects (Ordinance 57-16, enacted 4/22/16; Ordinance 97-17, enacted 5/17/17; Ordinance 29-18, enacted 3/1/18; and a forthcoming ordinance to be heard by the Rules Committee later this month). In that time, the shelter crisis has grown: in January 2015, there were 6,686 individuals in San Francisco who were homeless. According to the January 2017 Point in Time Homeless Count administered by the Department of Homelessness and Supportive Housing (HSH), there were approximately 7,499 people experiencing homelessness in San Francisco on a single night.

On 10/2/18, Mayor London Breed declared her intent that the City add 1,000 new shelter beds for people experiencing homelessness, with half of the new beds becoming available by the summer of 2019. This request is related to 200 of those beds. Without a waiver of the 30-day review period, move-in will be delayed, leaving

more people sleeping outside. Given the aggressive and accelerated schedule, San Francisco Public Works has elected to use the design-build project delivery method. We will enter into a contract directly with a general contractor, who will hire and be responsible for the design team. This will foster a seamless transition from design to construction and allow the City to make smart design decisions informed by cost, constructability, and schedule concerns. Public Works architects and engineers are currently developing the concept plan for the site and bridging documents for the design-build team.

Please provide a response by 5pm on Fri 3/8. If you have any questions, you can reach me via email (rachel.alonso@sfdpw.org) or by calling 415.557.4784. I am a proud member of Local 21, officially joining last year after the Janus ruling. I believe the homelessness epidemic has been exacerbated by increased economic insecurity stemming from the decline in unionization in this country. I would never try to limit union rights or review if it weren't for the true emergency nature of this work. Thank you for considering this request to help San Francisco provide shelter to more people sooner.

Rachel Alonso, MCP
Project Manager

Building Design & Construction | San Francisco Public Works | City and County of San Francisco
30 Van Ness, 4th floor | San Francisco, CA 94102 | 415.557.4784 |
sfpublicworks.org · twitter.com/sfpublicworks

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

From: Burns, Alexander (DPW)
Sent: Wednesday, March 06, 2019 9:26 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; Williams, Hyun (DPW) <hyun.williams@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>
Cc: Alonso, Rachel (DPW) <rachel.alonso@sfdpw.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44479 - 18/19

FYI

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of alexander.burns@sfdpw.org
Sent: Wednesday, March 06, 2019 9:25 AM
To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle (DPW)

<belle.macaranas@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-pscordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 44479 - 18/19

RECEIPT for Union Notification for PSC 44479 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 44479 - 18/19 for \$900,000 for Initial Request services for the period 04/01/2019 – 09/30/2020. Notification of 30 days

(60

days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12686> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request: Initial Modification of an existing PSC (PSC # 33637 - 14/15)

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

Type of Service: End user Training for Commvault Software and Equipment

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 06/20/14 - 06/19/15 (52 weeks)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 06/20/14-05/31/18 (2 years 49 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 06/01/18-05/31/19 (1 year)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 06/01/19-05/31/23 (4 years 1 day)

PSC Cumulative Amount Proposed: \$850,000

PSC Cumulative Duration Proposed: 8 years 49 weeks

1. Description of Work

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

Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

Scope Change

There is no change to the initial entry.

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

This request is technical support services and training for City end users to back up the DT servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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 by PSC 33637-14/15

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:

This request is for technical support services and training for City end users to back up their servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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:

no response from department

B. Reason for the request for modification:

This modification is to extend the term to 2023.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Subject matter expert on the Commvault Equipment and Software and certified to provide training to end users.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;

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

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

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 City has no employees who are subject matter expert and certified to provide technical support and provide training on this product. The training required is for end user training for back up and restore of data on the servers. No employee has the required certification to be able to train other City employees on how to complete this task.

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 Civil Service employee classification exist, but the work would not justify a full time position.

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 for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

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 Commvault has existing PSC see below

7. Union Notification: On 02/19/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33637 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: [Gines, Jolie \(TIS\); Wanless, Annie \(HRD\); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Renteria, Jason \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Gines,Jolie(TIS);Wanless,Annie(HRD);ecassidy@ifpte21.org;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;pkim@ifpte21.org;L21PSCReview@ifpte21.org;Renteria,Jason(TIS);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Modification Request to PSC # 33637 - 14/15 - MODIFICATIONS
Date: Tuesday, February 19, 2019 10:03:35 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 1, 2019 – May 31, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4090>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.org annie.wanless@sfgov.org

Additional Attachment(s)

Previously Approved PSC

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # 33637 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: End user Training for Commvault Software and EquipmentFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 06/20/14 - 06/19/15 (52 weeks)PSC Mod#1 Amount: \$750,000PSC Mod#1 Duration: 06/20/14-05/31/18 (2 years 49 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 06/01/18-05/31/19 (1 year)PSC Cumulative Amount Proposed: \$850,000PSC Cumulative Duration Proposed: 4 years 49 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

Scope Change

There is no change to the initial entry.

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

This request is technical support services and training for City end users to back up the DT servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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 by PSC 33637-14/15

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:
This request is for support services and training for City end users to back up the DT servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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:
no response from department

B. Reason for the request for modification:

This request is to only extend the term of service an additional year.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Subject matter expert on the Commvault Equipment and Software and certified to provide training to end users.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 City has no employees who are subject matter expert and certified to provide technical support and provide training on this product. The training required is for end user training for back up and restore of data on the servers. No employee has the required certification to be able to train other City employees on how to complete this task.

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 Civil Service employee classification exist, but the work would not justify a full time position.

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 additional training is identified at this time
- 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 Commvault has existing PSC see below

7. **Union Notification:** On 04/11/18, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33637 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/25/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # 33637 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: End user Training for Commvault Software and EquipmentFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 06/20/14 - 06/19/15 (52 weeks)PSC Mod#1 Amount: \$750,000PSC Mod#1 Duration: 06/20/14-05/31/18 (2 years 49 weeks)PSC Cumulative Amount Proposed: \$850,000PSC Cumulative Duration Proposed: 3 years 49 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Training for solutions and techniques for protecting, backing up and recovering physical server and virtual server files, applications, system images and remote offices and endpoint devices. These backup products provide features such as traditional backup to tape, backup to conventional disk or virtual tape library (VTL), data reduction, snapshot, heterogeneous replication, and continuous data protection (CDP). These solutions may be provided as software only, or as an integrated appliance that contains all or substantial components of the backup application, such as backup management server or a media server.

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

This request is technical support services and training for City end users to back up the DT servers that support the mainframe and all data that is currently virtualized. If this training and service is not provided, the data on the mainframe is jeopardized and would not fully support the City's daily function that would impact the following departments to include, but not limited to the Controller's Office, Department of Emergency, 311, the Board of Supervisors, and DHR.

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 see original request

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:**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:
no response from department

B. Reason for the request for modification:

Term and Amount of PSC are being increased due to demand from Departments for additional End User Training for Commvault Software and Equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Subject matter expert on the Commvault Equipment and Software and certified to provide training to end users.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 City has no employees who are subject matter expert and certified to provide technical support and provide training on this product. The training required is for end user training for back up and restore of data on the servers. No employee has the required certification to be able to train other City employees on how to complete this task.
- 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 Civil Service employee classification exist, but the work would not justify a full time position.

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.
160 hours of training for 1042, 1043 and 1044 Engineers.
- 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 Commvault has existing PSC see below

7. **Union Notification:** On 10/28/14, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33637 - 14/15

DHR Analysis/Recommendation:

12/01/2014

Commission Approval Required

Approved by Civil Service Commission

12/01/2014 DHR Approved for 12/01/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # 47813 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: installation, Configuration and Training-Permit and Project Tracking SystemFunding Source: DBI Revenue fund DCPGeneral FundPSC Original Approved Amount: \$10,000,000PSC Original Approved Duration: 05/01/17 - 06/30/20 (3 years 8 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/20-12/31/25 (5 years 26 weeks)PSC Cumulative Amount Proposed: \$10,000,000PSC Cumulative Duration Proposed: 8 years 35 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

Services have been provided in the past through earlier PSC request. See 47813 - 16/17

D. Will the contract(s) be renewed?
Yes, there is a possibility the contract may be renewed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The request is being extended an additional five years because the project requires additional modification, configuration and testing to ensure that the platform functions properly.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

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

B. Reason for the request for modification:

The request is being extended an additional five years because the project requires additional modification, configuration and testing to ensure that the platform functions properly.

3. Description of Required Skills/Expertise

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

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

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

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

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

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the classification exists, however the software is proprietary and City employees do not have source codes to customize the software to the City's needs and requirements.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
\$2M for software implementation and training 1040 series engineers

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.
This is a continuation of the agreement.

7. Union Notification: On 02/06/19, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47813 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/01/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Wednesday, February 06, 2019 9:15 AM
To: Gines, Jolie (TIS); Wanless, Annie (HRD); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47813 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2020 – December 31, 2025. 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/12539>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org

Additional Attachment(s)

Previously Approved PSC

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TISDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: installation, Configuration and Training-Permit and Project Tracking SystemFunding Source: DBI Revenue fund DCPGeneral FundPSC Amount: \$10,000,000PSC Est. Start Date: 05/01/2017PSC Est. End Date: 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

Yes, PSC 4037-09/10

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):** Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

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

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

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

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

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

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

A. Explain why civil service classes are not applicable.

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

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the classification exists, however the software is proprietary and City employees do not have source codes to customize the software to the City's needs and requirements.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training to employees will be conducted because the software is proprietary.

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

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

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

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

7. **Union Notification:** On 02/27/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47813 - 16/17

DHR Analysis/Recommendation:

action date: 05/01/2017

Commission Approval Required

Approved by Civil Service Commission

05/01/2017 DHR Approved for 05/01/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 41289 - 14/15)

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

Type of Service: As-Needed Construction Management Support Services

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$6,000,000 PSC Original Approved Duration: 11/01/14 - 06/30/20 (5 years 34 weeks)

PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 02/20/19-10/01/24 (4 years 13 weeks)

PSC Cumulative Amount Proposed: \$9,000,000 PSC Cumulative Duration Proposed: 9 years 48 weeks

1. Description of Work

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

As-Needed Construction Management (CM) Support Services requiring specialized experience in airport construction projects including, but not limited to specific expertise in design/bid/build, design/build, and other alternative delivery method projects. CM services may include: 1) Construction Inspection Services, 2) Resident Engineering and/or Office Engineering Services, 3) Special Inspection and Testing, 4) Material Testing and Reporting, 5) Surveying Services, and 6) Other CM services as required. Contractor will provide CM support services for various projects at the San Francisco International Airport (SFO), including but not limited to projects in the design, construction and post construction phases of work. Anticipated projects include: Boarding Area A 400 Hertz System and Infrastructure Improvements, Terminal 3 East Improvements, Central Plant Renovation, Generator and Diesel Fuel System Testing, Maintenance and Repair, Firehouse Number 3 and South Field Checkpoint Relocation, and other related projects.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require maintenance of airport and airfield infrastructure to improve operational efficiency and safety; and to meet forecasted demand. CM support for airport and airfield improvement projects are required for various capital facility projects, runway, taxiway, apron, infield, roadway pavements, underground infrastructure, industrial waste, sewer, drainage pump stations, and telecommunication and high voltage infrastructure. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

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

Yes, PSC 41289-14/15.

D. Will the contract(s) be renewed?

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

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

This PSC is to align with the anticipated two new contracts and their duration.

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:

Anticipated as-needed capital projects require specialized skills and knowledge of airport construction projects.

B. Reason for the request for modification:

This modification increases the contract amount and duration for as-needed construction management support services requiring specialized experience in airport construction projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: As-needed CM services require specialized skills on airport projects with direct and current experience related to airport terminals and facilities, runways and taxiways, airfield lighting, security and special systems, navigational aids and power systems, utility infrastructure, redevelopment of interior spaces; and airfield and landside site work. Required skills include management of construction projects and project documents, and development and implementation of a Quality Control/Quality Assurance Program in an airport environment.

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; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5504, Project Manager 2; 5506, Project Manager 3; 6318, Construction Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Existing staff does not have the required expertise and specialized skills related to the proposed services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as projects are on an as-

needed, temporary basis and do not occur frequently enough to justify permanent staffing, with the exception of project management staff. However, contracted work will be supervised by City project managers and staff with appropriate airport construction expertise.

6. Additional Information

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

7. Union Notification: On 02/20/19, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41289 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Janelle Dung-Sapantay \(AIR\)](mailto:Janelle.Dung-Sapantay@AIR); [DHR-PSCCoordinator.DHR \(HRD\)](mailto:DHR-PSCCoordinator.DHR@HRD)
Subject: Receipt of Modification Request to PSC # 41289 - 14/15 - MODIFICATIONS
Date: Wednesday, February 20, 2019 11:52:57 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period February 20, 2019 – November 1, 2024. 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/12606>

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

pkim@ifpte21.org

kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com

WendyWong26@yahoo.com ecassidy@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType 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 Support ServicesFunding Source: Airport Capital FundsPSC Amount: \$6,000,000PSC Est. Start Date: 11/01/2014 PSC Est. End Date 06/30/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

As-Needed Construction Management (CM) Support Services requiring specialized experience in airport construction projects including, but not limited to specific expertise in design/bid/build, design/build, and other alternative delivery method projects. CM services may include: 1) Construction Inspection Services, 2) Resident Engineering and/or Office Engineering Services, 3) Special Inspection and Testing, 4) Material Testing and Reporting, 5) Surveying Services, and 6) Other CM services as required. Contractor will provide CM support services for various projects at the San Francisco International Airport (SFO), including but not limited to projects in the design, construction and post construction phases of work. Anticipated projects include: Boarding Area A 400 Hertz System and Infrastructure Improvements, Terminal 3 East Improvements, Central Plant Renovation, Generator and Diesel Fuel System Testing, Maintenance and Repair, Firehouse Number 3 and South Field Checkpoint Relocation, and other related projects.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require maintenance of airport and airfield infrastructure to improve operational efficiency and safety; and to meet forecasted demand. CM support for airport and airfield improvement projects are required for various capital facility projects, runway, taxiway, apron, infield, roadway pavements, underground infrastructure, industrial waste, sewer, drainage pump stations, and telecommunication and high voltage infrastructure. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

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

This is a new request.

D. Will the contract(s) be renewed?

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

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

See attached justification.

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:

Anticipated as-needed capital projects require specialized skills and knowledge of airport construction projects.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: As-needed CM services require specialized skills on airport projects with direct and current experience related to airport terminals and facilities, runways and taxiways, airfield lighting, security and special systems, navigational aids and power systems, utility infrastructure, redevelopment of interior spaces; and airfield and landside site work. Required skills include management of construction projects and project documents, and development and implementation of a Quality Control/Quality Assurance Program in an airport environment.
- 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; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5504, Project Manager 2; 5506, Project Manager 3; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

A Notice of Intent was issued on August 26, 2014 to the following City Departments: Public Utilities Commission, Department of Public Works, Port of San Francisco, and San Francisco Municipal Transportation Agency. No responses were received.

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

- A. Explain why civil service classes are not applicable.
Existing staff does not have the required expertise and specialized skills related to the proposed services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as projects are on an as-needed, temporary basis and do not occur frequently enough to justify permanent staffing, with the exception of project management staff. However, contracted work will be supervised by City project managers and staff with appropriate airport construction expertise.

6. Additional Information

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

7. **Union Notification:** On 09/08/2014, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41289 - 14/15

DHR Analysis/Recommendation:

action date: 11/03/2014

Commission Approval Required

Approved by Civil Service Commission

11/03/2014 DHR Approved for 11/03/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 31773 - 15/16)

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

Type of Service: Real Estate Economic Analysis

Funding Source: General Fund

PSC Original Approved Amount: \$375,000 PSC Original Approved Duration: 10/01/15 - 06/30/17 (1 year 39 weeks)

PSC Mod#1 Amount: \$187,000 PSC Mod#1 Duration: 07/01/17-04/30/18 (43 weeks 3 days)

PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 05/01/18-06/30/20 (2 years 8 weeks)

PSC Mod#3 Amount: \$2,000,000 PSC Mod#3 Duration: 07/01/20-06/30/23 (3 years)

PSC Cumulative Amount Proposed: \$2,862,000 PSC Cumulative Duration Proposed: 7 years 39 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

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?

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 Office of Economic and Workforce Development (OEWD) would like additional authorization in order to continue receiving professional financial analysis related to real estate development in San Francisco, in order to ensure that the City is developing the best possible public policy as it applies to real estate development and finance. As the real estate market has continued with strength, it is even more important for the City of San Francisco to continue these efforts for the next several years.

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:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

B. Reason for the request for modification:

Additional time and budget is needed to continue the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;

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 work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' 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. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

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, Consultant(s) would provide explanation of methods and results as needed to City staff to ensure they are using the information properly but in-depth training for additional staff to be able to perform this level of survey analysis would be outside of the scope of the as-needed service contracts.
- 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.
Additional contracting authority needed to complete the work

7. Union Notification: On 02/21/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31773 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

2/21/2019

Mail - marissa.bloom@sfgov.org

Receipt of Modification Request to PSC # 31773 - 15/16 - MODIFICATIONS

dhr-psccordinator@sfgov.org on behalf of marissa.bloom@sfgov.org

Thu 2/21/2019 3:03 PM

To: Bloom, Marissa (ECN) <marissa.bloom@sfgov.org>; ecassidy@ifpte21.org <ecassidy@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; Damalas, Kristine (ECN) <kristine.damalas@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period July 1, 2020 – June 30, 2023. For all Modification requests; there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8621>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # 31773 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Real Estate Economic AnalysisFunding Source: General FundPSC Original Approved Amount: \$375,000 PSC Original Approved Duration: 10/01/15 - 06/30/17 (1 year 39 weeks)PSC Mod#1 Amount: \$187,000 PSC Mod#1 Duration: 07/01/17-04/30/18 (43 weeks 3 days)PSC Mod#2 Amount: \$300,000 PSC Mod#2 Duration: 05/01/18-06/30/20 (2 years 8 weeks)PSC Cumulative Amount Proposed: \$862,000 PSC Cumulative Duration Proposed: 4 years 39 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

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?

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

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

Explain the qualifying circumstances:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

B. Reason for the request for modification:

Additional budget and time is needed to complete the task.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- 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 work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' 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. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training is expected other than for the contractors to explain methods and analysis so recommendations can be properly implemented

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.
Additional contracting authority needed to complete the work

7. Union Notification: On 03/13/18, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Marissa Bloom Phone: 415-701-4887 Email: marissa.bloom@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31773 - 15/16

DHR Analysis/Recommendation:

04/16/2018

Commission Approval Required

Approved by Civil Service Commission

04/16/2018 DHR Approved for 04/16/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4003 - 12/13)

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

Type of Service: HHWP Transmission Owner & Operator Business Processes (CS-246)

Funding Source: WECC/NERC Programmatic Funding

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/02/12 - 06/30/17 (4 years 52 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/17-06/30/18 (1 year)

PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#3 Amount: \$4,000,000 PSC Mod#3 Duration: 06/30/20-12/31/21 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$9,000,000 PSC Cumulative Duration Proposed: 9 years 26 weeks

1. Description of Work

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

Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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

Denial would lead to non-compliance or delay in registration as it relates to TO and TOP requirements and will result in financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day.

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 services is currently being provided via PSC No. 4003-12/13.

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:

This PSC duration is over five years to assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other

registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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 necessary experience is not available within the SFPUC.

B. Reason for the request for modification:

The North American Electric Reliability Corporation (NERC), under the jurisdiction of the Federal Energy Regulatory Commission, adopts and enforces mandatory electric reliability standards. Hetch Hetchy Water and Power (HHWP) is required to meet standards in five functional categories: • Generator Owner; • Generator Operator; • Transmission Owner; • Transmission Operator; and • Transmission Planner. There are almost 1000 applicable requirements, including upgrades to power, communication, and security facilities, as needed to maintain compliance. HHWP must meet strict standards, including process, procedures, and documentation to demonstrate implementation of the requirements. This is currently HHWP's only available regulatory compliance support contract. Due to difficulties recruiting and retaining Permanent Civil Service employees with skill sets in NERC compliance, HHWP relies on this contract to fill staffing gaps that impact compliance with Operation and Planning Standards (FERC 693) and Critical Infrastructure Protection Standards (Order 706). The amendment will allow the San Francisco Public Utilities Commission (SFPUC) time to develop a Request for Proposals and award a new contract to meet current and additional NERC obligations.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Previous experience in performing transmission planning studies is California (short-term and long-term). Background in WECC/NERC regulatory requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 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?

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because this experience is not available within Infrastructure.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, civil service classes already exist.

6. Additional Information

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

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

Staff in the following classes and the subject matter expert at Hetch Hetchy Water & Power for Transmission Operator, Transmission Planner, and Planning Authority will be trained on registration requirements for WECC NERC regulatory compliance with the SFPUC. Approximately one-half of the contract will be used for this training. 5241: Engineer; 5212: Engineer/Architect Principal; 5211: Engineer/Architect/Landscape Architect Senior; 5207: Associate Engineer; 5602: Utility Specialist; 0942: Manager VII, Powerhouse trainer and NERC Compliance Manager, NERC Compliance Officer; 7488: Power Generation Supervisor; 7484: Senior Power Generation Technician; 7482: Power Generation Technician II It is our intent that the training/studies/analysis will eventually be performed by classes 5241, 5211 and the 5207 and provides the remaining HHWP staff that implements the standards.

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.
Utility System Efficiencies, Inc. (CS-246)

7. Union Notification: On 02/27/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sflower.org

Address: 525 Golden Gate Ave 8th Fl, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003 - 12/13

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/01/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Wednesday, February 27, 2019 2:26 PM
To: Irwin, William; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Sanchez, Daniel; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4003 - 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$4,000,000 for services for the period June 30, 2020 – December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrrupal/node/7760>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4003 - 12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: HHWP Transmission Owner & Operator Business Processes (CS-246)Funding Source: WECC/NERC Programmatic FundingPSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/02/12 - 06/30/17 (4 years 52 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 06/30/17-06/30/18 (1 year)PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 8 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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

Denial would lead to non-compliance or delay in registration as it relates to TO and TOP requirements and will result in financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day.

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 services is currently being provided via PSC No. 4003-12/13.

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:

This PSC duration is over five years to assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).

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 necessary experience is not available within the SFPUC.

B. Reason for the request for modification:

This modification is being requested for \$3,000,000 and to extend the agreement term by two years in order to maintain access to regulatory support services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Previous experience in performing transmission planning studies in California (short-term and long-term). Background in WECC/NERC regulatory requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 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?

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because this experience is not available within Infrastructure.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, civil service classes already exist.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Staff in the following classes and the subject matter expert at Hetch Hetchy Water & Power for Transmission Operator, Transmission Planner, and Planning Authority will be trained on registration requirements for WECC NERC regulatory compliance with the SFPUC. Approximately one-half of the contract will be used for this training. 5241: Engineer; 5212: Engineer/Architect Principal; 5211: Engineer/Architect/Landscape Architect Senior; 5207: Associate Engineer; 5602: Utility Specialist; 0942: Manager VII, Powerhouse trainer and NERC Compliance Manager, NERC

Compliance Officer; 7488: Power Generation Supervisor;7484: Senior Power Generation Technician;7482: Power Generation Technician II It is our intent that the training/studies/analysis will eventually be performed by classes 5241, 5211 and the 5207 and provides the remaining HHWP staff that implements the standards.

- 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.
Utility System Efficiencies, Inc. (CS-246)

7. **Union Notification:** On 06/07/17, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

Address: 525 Golden Gate Ave 8th Fl, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003 - 12/13

DHR Analysis/Recommendation:

07/17/2017

Commission Approval Required

Approved by Civil Service Commission

07/17/2017 DHR Approved for 07/17/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4161-08/09)

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

Type of Service: Power Engineering Design and Environmental Analysis Services (CS-991)

Funding Source: Hetch Hetchy Power Capital

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

PSC Original Approved Duration: 01/01/10 - 07/15/12 (2 years 27 weeks)

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

PSC Mod#1 Duration: 07/16/12-08/15/14 (2 years 4 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 08/16/14-03/01/19 (4 years 28 weeks)

PSC Mod#3 Amount: \$2,500,000

PSC Mod#3 Duration: no duration added

PSC Mod#4 Amount: no amount added

PSC Mod#4 Duration: 03/02/19-08/01/19 (21 weeks 5 days)

PSC Mod#5 Amount: \$4,000,000

PSC Mod#5 Duration: 08/02/19-03/31/22 (2 years 34 weeks)

PSC Cumulative Amount Proposed: \$11,500,000

PSC Cumulative Duration Proposed: 12 years 13 weeks

1. Description of Work

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

Contract work consists of engineering design and cost estimates with additional environmental and permitting services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. The design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure Island with additional possible connections in the Greater Bay Area. The environmental work includes preparation of California Environmental Quality Act (CEQA) documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.

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

The SFPUC has been directed by the Board of Supervisors and the Mayor to develop City-owned transmission projects including the Newark-San Francisco Project and the Potrero-Embarcadero Project with a "transmission-only" solution to expedite closure of the Potrero Power Plant. Denial would not provide the SFPUC the opportunity to complete this requirement.

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 4161-08/09

D. Will the contract(s) be renewed?

No.

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

The SFPUC Power Enterprise resolved multiple, complex business factors to move forward with the transmission work. These factors involved major issues including the expiration of the Interconnection Agreement with PG&E in 2015, policies associated with use of the California Independent System Operator (CAISO) grid for transmission, potential participation by SFPUC as a Participating Transmission Owner (PTO) with CAISO, and many other complex considerations. These business factors needed to be resolved before the project could move forward with the project. Before the construction phase could begin, the transmission analysis, design, permitting and environmental analysis had to be resolved.

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:

This project requires complex, specialized and technical skills.

B. Reason for the request for modification:

The construction phase of the substructure work for the Bay Corridor Transmission Distribution (BCTD) Project has not yet been completed. The capacity increase and extension are necessary to support the design, engineering and installation of the electrical power substation to interconnect with PG&E and distribute to SFPUC customers. The consultant for CS991 has not been continuously working on this project due to gaps in the different phases of the project and business factors that needed to be addressed before the project design could commence. The preliminary report prepared by the consultant was completed in March 2012. This report analyzed various transmission options with respect to technical, environment, permitting and economic factors. While the work being done by the consultant was paused, the SFPUC Power Enterprise was resolving multiple, complex business factors to move forward with the transmission work. These factors involved major issues including the expiration of the Interconnection Agreement with PG&E in 2015, policies associated with use of the California Independent System Operator (CAISO) grid for transmission, potential participation by SFPUC as a Participating Transmission Owner (PTO) with CAISO, and many other complex considerations. These business factors needed to be resolved before the project could move forward. Before the construction phase could begin, the transmission analysis, design, permitting and environmental analysis had to be resolved. The consultant was not able to begin work until January 2016, which included performing preliminary engineering, cost estimating, environmental permitting and constructability reviews for a planned electrical distribution project that would serve SFPUC Power Enterprise customers along the Bayside of San Francisco. Construction of the distribution system infrastructure, consisting of duct banks and conduits, commenced in February 2018. The substation is required to interconnect the infrastructure for delivering the electricity to SFPUC customers. The substation will reduce the

transmission voltage from 220,000 volts (220 kV) to the distribution voltages of 12,000 volts (12 kV) and 13,400 volts (13.4 kV) for the safe delivery of electricity to our customers. The consultant is familiar with the project and has done preliminary reviews for different sites within the city for locating the substation. The consultant is familiar with the requirements for a compact substation due to the space constraints for the substation. For continuity, the consultant for CS991 will be best suited for the development of the electrical line design including, site and elevation plans, wiring diagrams, and detailed technical equipment specifications for a fully functional power substation. The consultant is keenly familiar with the project details as they prepared and completed the design bases for the project. The consultant will also provide design support during the construction of the substation based on their familiarity of the overall BCTD Project. If not extended, there will not be anyone that can provide clarifications to the contractor performing the construction of the project. There have been site specific conditions that have been encountered during the construction which the current consultant was able to address to mitigate based on their research and design bases. A new contract will create a significant knowledge gap that would delay the project, thus affecting the completion of the BCTD project to provide electric service to SFPUC customers.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Please see additional attachment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5278, Planner 2; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5602, Utility Specialist;
- 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.
Please see additional attachment.
- 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: Please see additional attachment.

6. Additional Information

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

No.

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

No.

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

No.

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

URS Corporation

7. **Union Notification:** On 02/25/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4161-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Monday, February 25, 2019 1:43 PM
To: Irwin, William; amakayan@ifpte21.org; annie.wanless@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4161-08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$4,000,000 for services for the period August 2, 2019 -- March 31, 2022. 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/960>
Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org annie.wanless@sfgov.org amakayan@ifpte21.org

Additional Attachment(s)

Supplemental Attachment A

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineering: Civil, structural, electrical and mechanical engineering in designing high voltage power transmission engineering is needed. The scope of work requires knowledge of principles and practices of including Federal, State, and Local Laws, ordinances, codes, standards, rules, and regulations applicable to planning and design, construction, maintenance, and operation of high voltage power transmission facilities and systems; and research and data analysis methods and techniques. Other requirements include ability to oversee, the operation of a complex power engineering project; convey technical ideas and information in a clear and concise manner; to read, review, evaluate and interpret power transmission technical materials, research reports, and scientific studies; organize written information in a logical sequence to prepare clear and concise reports, correspondence, contracts and other documents to support project activity; and use proper investigative and evaluation methods to solve difficult engineering problems in the field and office. Possession of a baccalaureate degree and a California Certificate of Registration as a Professional Engineer are required.

Environmental: Requires detailed knowledge of the principles and practices of environmental analysis; of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archeology, geology, hydrology, transportation, etc.), survey protocols, mitigation and environmental permitting/approval requirements; and expert environmental analysis and report writing skills and the completion of a baccalaureate degree.

5. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

With respect to the engineering scope of work; civil service classes are not applicable because High Voltage Direct Current (HVDC) power cable engineering is a highly specialized technical field. Engineers in current civil classifications perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of HVDC cable, transmission towers, AC/DC converter stations, and materials testing/inspection. There are not enough individuals with this type of experience needed within the City.

With respect to the CEQA/environmental review work, classes 5278, 5298, 5299 and 5602 work in support of the SF Planning Department and produce CEQA-related documentation. The classifications do not require the specialized training and expertise necessary to conduct the multidisciplinary environmental surveys and analyses necessary for the completion of specialized environmental studies and the required CEQA environmental documents. The environmental reviewer classifications are generalists. Planners are typically listed without the necessary specialized expertise of specific disciplines such as biology, archeology, geology, hydrology, transportation. Environmental management are typically not listed with the requirements for specific skills, for example, environmental permitting related to endangered species, the wetlands, etc.

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

No; designing and constructing high voltage power transmission lines is an unusual and singular project activity at the SFPUC. Engineers are needed to perform engineering design for projects, but the level of resources required for this project is not a long term need warranting personnel to be hired. There will be nominal opportunity for hiring power high voltage power transmission engineers for design work in the future. Similarly for the CEQA/environmental work tasks, it would not be practical to adopt a new class due to the specialized nature of the environmental services required for completion of the CEQA documents. None of the required services are required on a full-time basis.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4161-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Power Engineering Design and Environmental Analysis Services (CS-991)Funding Source: Hetch Hetchy Power CapitalPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 01/01/10 - 07/15/12 (2 years 27 weeks)PSC Mod#1 Amount: \$2,000,000PSC Mod#1 Duration: 07/16/12-08/15/14 (2 years 4 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 08/16/14-03/01/19 (4 years 28 weeks)PSC Mod#3 Amount: \$2,500,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: no amount addedPSC Mod#4 Duration: 03/02/19-08/01/19 (21 weeks 5 days)PSC Cumulative Amount Proposed: \$7,500,000PSC Cumulative Duration Proposed: 9 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract work consists of engineering design and cost estimates with additional environmental and permitting services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable. The design work will include substation sites and transmission routes from the existing Newark Substation to a new substation on or near Treasure island with additional possible connections in the Greater Bay Area. The environmental work includes preparation of California Environmental Quality Act (CEQA) documents, environmental background reports and permit applications. Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.

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

The SFPUC has been directed by the Board of Supervisors and the Mayor to develop City-owned transmission projects including the Newark-San Francisco Project and the Potrero-Embarcadero Project with a "transmission-only" solution to expedite closure of the Potrero Power Plant. Denial would not provide the SFPUC the opportunity to complete this requirement.

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.4161-08/09.

D. Will the contract(s) be renewed?

No.

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

The SFPUC Power Enterprise resolved multiple, complex business factors to move forward with the transmission work. These factors involved major issues including the expiration of the Interconnection Agreement with PG&E in 2015, policies associated with use of the California Independent System Operator (CAISO) grid for transmission, potential participation by SFPUC as a Participating Transmission Owner (PTO) with CAISO, and many other complex considerations. These business factors needed to be resolved before the project could move forward with the project. Before the construction phase could begin, the transmission analysis, design, permitting and environmental analysis had to be resolved.

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:

This project requires complex, specialized and technical skills.

B. Reason for the request for modification:

The construction phase of the substructure work for the Bay Corridor Transmission Distribution (BCTD) Project has not yet been completed. The capacity increase and extension is necessary to provide technical construction support during construction. The consultant for CS-991 has not been continuously working on this project due to gaps in the different phases of the project and business factors that needed to be addressed before the project design could commence. The preliminary report prepared by the consultant was completed in March 2012. This report analyzed various transmission options with respect to technical, environment, permitting and economic factors. While the work being done by consultant was paused, the SFPUC Power Enterprise was resolving multiple, complex business factors to move forward with the transmission work. These factors involved major issues including the expiration of the Interconnection Agreement with PG&E in 2015, policies associated with use of the California Independent System Operator (CAISO) grid for transmission, potential participation by SFPUC as a Participating Transmission Owner (PTO) with CAISO, and many other complex considerations. These business factors needed to be resolved before the project could move forward with the project. Before the construction phase could begin, the transmission analysis, design, permitting and environmental analysis had to be resolved. For the above reasons, the consultant did not commence work until January 2016 to perform preliminary engineering, cost estimating, environmental permitting and constructability reviews for a planned electrical distribution project that would serve SFPUC Power Enterprise customers along the Bayside of San Francisco. Construction of the distribution system did not begin February 2018 and is scheduled to be completed in June 2021. The consultant is keenly familiar with the project details as they prepared and completed the design bases for the project. If not extended, there will be no one

that can provide clarifications to the contractor performing the construction of the project. There have been site specific conditions that have been encountered during the construction which the current consultant was able to address to mitigate based on their research and design bases. A new contract will create a significant knowledge gap that would delay the project, thus affecting the completion of the BCTD project to provide electric service to SFPUC customers.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Please see additional attachment.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5278, Planner 2; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5602, Utility Specialist;

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.
Please see additional attachment.

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: Please see additional attachment.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be provided due to the complex, specialized and technical nature of this project.

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

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

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

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

URS Corporation

7. **Union Notification:** On 12/04/18, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@swater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4161-08/09

DHR Analysis/Recommendation:

01/07/2019

Commission Approval Required

Other

01/07/2019 DHR Approved for 01/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 38892 - 18/19)

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

Type of Service: Financial Advisory Services (PRO.0132)

Funding Source: Professional Services Operating Budget

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 02/01/19 - 02/01/21 (2 years 1 day)

PSC Mod#1 Amount: \$300,000 PSC Mod#1 Duration: 02/01/19-06/01/22 (1 year 17 weeks)

PSC Cumulative Amount Proposed: \$400,000 PSC Cumulative Duration Proposed: 3 years 17 weeks

1. Description of Work

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

Scope of Services includes financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities. These services include renewable energy procurement and economic analyses.

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

Service is required to support the deployment schedule of Clean Power San Francisco as well as provide economic analysis of Water projects that requires specialized skillset. Denial may result in delays and suboptimal decision-making.

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 38892 - 18/19

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 work requires highly specialized knowledge that is gained from regularly participating in the financial markets and having significant experience in community choice aggregation for Clean Power SF as well as economic analyses for the Water Enterprise.

B. Reason for the request for modification:

Additional financial advisory services in connection with general financial planning and transaction-specific activities will be required by the Power Enterprise.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skillset includes familiarity with renewable energy and community choice aggregation to assist Clean Power SF in its procurement of power to meet its growth targets.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because the proposed scope of work requires specialized knowledge related to economics and the financing of capital projects, including for renewable energy and water, as well as knowledge gained from being a frequent market participant.
- 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 recommended to create a civil service class to perform this work as it is highly specialized and needed only on a sporadic 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.
The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. The SFPUC doesn't have in-house expertise.

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

7. **Union Notification:** On 02/25/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38892 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/01/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Monday, February 25, 2019 11:24 AM
To: Irwin, William; Camaguey@sfmea.com; annie.wanless@sfgov.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcello, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigilliana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; Leah.Berlanga@seiu1021.org; gail@sfdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmtchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 38892 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period February 1, 2019 – June 1, 2022. 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/12636>

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

Additional Attachment(s)

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: Financial Advisory Services (PRO.0132)Funding Source: Professional Services Operating BudgetPSC Duration: 2 years 1 dayPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Scope of Services includes financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities. These services include renewable energy procurement and economic analyses.

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

Service is required to support the deployment schedule of Clean Power San Francisco as well as provide economic analysis of Water projects that requires specialized skillset. Denial may result in delays and suboptimal decision-making.

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

Yes, PSC No. 44538-1617. Please see attached.

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 work requires highly specialized knowledge that is gained from regularly participating in the financial markets and having significant experience in community choice aggregation for Clean Power SF as well as economic analyses for the Water Enterprise.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skillset includes familiarity with renewable energy and community choice aggregation to assist Clean Power SF in its procurement of power to meet its growth targets.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. The services requires specialized knowledge related to economics and the financing of capital projects, including for renewable energy and water, as well as knowledge gained from being a frequent market participant.

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because the proposed scope of work requires specialized knowledge related to economics and the financing of capital projects, including for renewable energy and water, as well as knowledge gained from being a frequent market participant.
- 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 recommended to create a civil service class to perform this work as it is highly specialized and needed only on a sporadic 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. The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. The SFPUC doesn't have in-house expertise.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/13/2018, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38892 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/04/2019