



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: May 3, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Monique Colon, HOM
John Tsutakawa, HSA
Amy Nuque, MTA
Bill Irwin, PUC
Jacquie Hale, DPH
Lavena Holmes, PRT
Kate Howard, HRD
Sharon Lee, DBI
Maureen Singleton, LIB

Subject: **Personal Services Contracts Approval Request**

This report contains eighteen (18) 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 Fiscal Year 18/19 to date:

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$88,639,152	\$244,759,266	\$1,546,026,679

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POSTING FOR

May 20, 2019

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2019-05-20

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46478 - 18/19	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING	\$5,000,000.00	The Awarded Contractors will provide fiscal agent/intermediary and documentation services for clients of the Department of Homelessness and Supportive Housing (HSH). The awarded providers shall disburse payments that provide food, shelter, supportive services, and other assistance to people at risk of or experiencing homelessness on behalf of the Mayor's Fund for the Homeless (MFH) and other HSH programs. Tasks include issuing payments to organizations as agreed upon and authorized by HSH; tracking and maintaining financial records relating to disbursements made on behalf of HSH; reporting expenses and disbursements.	January 1, 2019	December 31, 2027	REGULAR
40988 - 18/19	HUMAN SERVICES	\$125,000.00	<p>For the duration of the year-long project, the consultant will draw upon their expertise with the project's target population of older adults and/or adults with disabilities living in the City and County of San Francisco who have mental health and/or behavioral health conditions, and this population's social services needs. Consultant will conduct in-depth interviews of members of the target population, their caregivers, and other stakeholders in case management services. Stakeholders may include community-based organizations, City departments involved directly or indirectly in the provision of case management such as San Francisco Human Services Agency (SFHSA), Department of Aging and Adult Services (DAAS), Department of Public Health (DPH), Department of Homelessness and Supportive Housing (HSH), and applicable private pay organizations. The consultant will utilize comprehensive understanding of clinical data as related to case management to review case management services available citywide for the project's target population. The review will include case management services funded by DAAS, as well as DPH, HSH, and other funders; and the lines of communications between these services. The review process shall be comprehensive and will enable the consultant to deliver a systems assessment report after a thorough analysis. The report will be a resource used by DAAS to create an action plan that addresses the case management needs for the target population.</p> <p>The consultant should have specialized subject matter expertise in the following areas:</p> <ul style="list-style-type: none"> Assessing community needs including interviewing members of the target population and/or their caregivers. Assessing service capacity including interviewing stakeholders who provide case management services to older adults and adults with disabilities in the City, including the target population. Identifying service gaps including review of current waitlists for case management services and specifically for the target population. Evaluating the lines of communication between relevant City departments and community based providers regarding case management services for the target population. Researching and recommending best practices for case management services for the target population. 	April 1, 2019	June 30, 2020	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Identifying and recommending training curriculum to enhance case management services for the target population.			
40677 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$974,600.00	The San Francisco Municipal Transportation Agency (SFMTA) is proposing to enter into an agreement with Remix Software, Inc. for Software as a Service Application and Hosted Service. This will enable the City to utilize the Remix Software full transit planning platform, including fast and accurate sketch planning using existing stop infrastructure, instant demographic impact analysis, instant cost estimates, public engagement and share features, general transit feed specification (GTFS) uploads, and other features.	July 1, 2019	May 31, 2024	REGULAR
41540 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$1,000,000.00	Replace high duty cycle components on 14 identical circuit boards in the Breda Light Rail Vehicle propulsion group. The propulsion system gate driver boards are the electronic circuits that directly control the Light Rail Vehicle's electric motors. The central processing unit tells the driver boards what it wants the electric motors to do, and the driver boards output the appropriate signals to the motors. There are components on the driver boards such as capacitors and resistors that drift out of tolerance over long periods of time from heat and high duty cycles. The components need to be replaced to ensure the output signals have the proper waveforms and timing. Removing and replacing the assemblies will be performed by San Francisco Municipal Transportation Agency (SFMTA) technicians. Final tests shall be performed by SFMTA technicians when the post-overhaul units are returned.	July 15, 2019	May 1, 2022	REGULAR
44729 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$2,250,000.00	Contractors will conduct education and encouragement activities related to the San Francisco Safe Routes to School program (SRTS), requiring staff time as well as materials and equipment costs. Contracted staff will work with San Francisco Unified School District (SFUSD) to provide on-the-ground support at San Francisco schools to encourage walking, bicycling, carpooling, and public transit among San Francisco students and families. Provide education and encouragement to San Francisco students and families around walking, bicycling, public transit, and carpooling.	July 1, 2019	December 30, 2021	REGULAR
41430 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$1,000,000.00	The San Francisco Municipal Transportation Agency (SFMTA) seeks Proposals from specialized and qualified firms to perform condition assessments of the Agency's approximately 1,240 individual traffic signals to address the traffic signals' overall operating condition and projected useful life. The Traffic Signals Condition Assessment deliverables will include an independent, prioritized review of deficiencies, estimates of repair options, projected asset expiration timeframes, and data that can be integrated easily into the Agency's asset management system. The final report and information will be used to develop a comprehensive work plan and program to maintain the Agency's existing traffic signals in a state of good repair and strategically invest in new traffic signals as appropriate	October 1, 2019	October 1, 2021	REGULAR
47268 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$2,274,552.00	The objective of this project is to overhaul the HVAC units on the Breda Light Rail Vehicle (LRV) fleet. The objective is to improve the reliability of the Heating, Ventilation, and Air Conditioning (HVAC) units and reduce the amount of maintenance needed to keep the units in operation. Seventy-two HVAC units installed on the Breda Light Rail Vehicles will be completely overhauled. As part of this replacement, the Suttrak units will be converted from R-22 refrigerant to the more environmentally friendly R-407C to be in accordance with the latest EPA standards and phase-out schedule.	July 15, 2019	April 1, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Numerous components and sub-assemblies within the HVAC shall be removed and replaced with new. Final tests shall be performed by San Francisco Municipal Transportation Agency (SFMTA) personnel when the post-overhaul units are returned.			
47810 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$745,000.00	<p>The current master controllers in the Breda Light Rail Vehicle (LRV) driver's cabs have never been overhauled. The assemblies are a combination of mechanical moving parts and electronics, and both are subject to wear and have high maintenance costs. Continued ad hoc repairs are not enough to ensure a reasonable level of performance reliability. The original equipment manufacturer is no longer in business and mechanical parts are no longer available on the market. The mechanical and electrical components are under a high duty cycle throughout the day and have surpassed their useful life.</p> <p>Numerous high duty cycle parts within the master controller shall be removed and replaced with new. Final tests shall be performed by San Francisco Municipal Transportation Agency (SFMTA) personnel when the post-overhaul units are returned.</p>	July 15, 2019	February 28, 2022	REGULAR
41310 - 18/19	PUBLIC UTILITIES COMMISSION	\$33,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements for a cumulative amount not to exceed \$33 million for all Agreements to perform specialized dam and reservoir engineering services. The specialized work includes the area of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and intake tower design.</p>	December 2, 2019	November 29, 2030	REGULAR
47941 - 18/19	PUBLIC UTILITIES COMMISSION	\$19,000,000.00	<p>SFPUC civil, structural, electrical; process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. Major plant upgrades include new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C), modifications to various existing facilities and systems, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load.</p> <p>The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and various facility upgrades within the Sunol Valley and services of Technical Advisory Panels to review and provide expert opinion and recommendations during design and construction.</p>	October 1, 2019	October 1, 2026	REGULAR
41677 - 18/19	PUBLIC UTILITIES COMMISSION	\$155,000.00	<p>SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.</p> <p>Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are</p>	May 13, 2019	August 2, 2019	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.			
42002 - 18/19	PUBLIC UTILITIES COMMISSION	\$155,000.00	SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface. This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.	May 13, 2019	August 2, 2019	REGULAR
48258 - 18/19	PUBLIC HEALTH	\$1,960,000.00	Contractor will provide the infrastructure to develop, promote and maintain trauma-informed behavioral health and related systems work. The contracted agency currently maintains a clearinghouse of information on trauma-informed systems and structures; reviews and develops policy, and evidence-based interventions and services. Contractor will provide general and advanced training, technical assistance and capacity-building to develop, promote and maintain a trauma-informed, healing system of care. This will include large-scale and small group workforce trainings; facilitation of learning communities and coaching of trainers, champions, catalysts and leaders on trauma-informed principles, policies, procedures and practices, and technical assistance and on-site coaching to City department staff and nonprofit agencies.	October 1, 2019	September 30, 2024	REGULAR
45417 - 18/19	PORT	\$12,000,000.00	The Port intends to establish a pool of four qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.	April 1, 2019	April 1, 2023	REGULAR
42476 - 18/19	HUMAN RESOURCES	\$5,000,000.00	The City and County of San Francisco (CCSF) is nearing the end of its contract with JobAps Inc., which provides CCSF's sole job applicant tracking system. The contract has been in place for more than 10 years, so CCSF is required to publish a request for proposals (RFP) to allow vendors to submit bids to provide these services. CCSF currently uses the existing applicant tracking system to track job candidates from the time of application to the time of hire. This robust system allows CCSF to post online exam/job announcements, accept and review applications, send and track notices to candidates, score and track candidates through examinations, rank candidates on confidential eligible lists, and refer candidates to hiring departments for consideration. CCSF is looking for a solution that offers a modern, user-friendly, and integratable applicant tracking system as part of the larger Hiring Modernization Project to ensure CCSF 1) is improving its hiring practices to reflect today's technology and workforce and 2) has an infrastructure that will make it easy to continue to adapt over time.	July 1, 2019	June 28, 2028	REGULAR

TOTAL AMOUNT \$84,639,152

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

Home >

Posting For May 20, 2019**Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-05-20

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
49526 - 16/17 - MODIFICATIONS	May 20, 2019	DEPARTMENT OF BUILDING INSPECTION -- DBI	\$1,500,000	\$2,500,000	Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors; on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.	03/15/2019	10/31/2021	REGULAR
4120 12/13 - MODIFICATIONS	May 20, 2019	PUBLIC LIBRARY -- LIB	\$2,500,000	\$4,000,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese Language assistance in math and science subjects as well as English in all subjects.	01/31/2020	02/28/2029	REGULAR
40525 - 13/14 - MODIFICATIONS	May 20, 2019	PORT -- PRT	\$0	\$700,000	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.	03/01/2019	06/01/2020	REGULAR

TOTAL AMOUNT \$4,000,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- Dept. Code: HOM
HOM

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

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

Type of Service: Fiscal Agent & Intermediary Services

Funding Source: Private Donations and General Fund PSC Duration: 9 years 1 day

PSC Amount: \$5,000,000

1. Description of Work

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

The Awarded Contractors will provide fiscal agent/intermediary and documentation services for clients of the Department of Homelessness and Supportive Housing (HSH). The awarded providers shall disburse payments that provide food, shelter, supportive services, and other assistance to people at risk of or experiencing homelessness on behalf of the Mayor's Fund for the Homeless (MFH) and other HSH programs. Tasks include issuing payments to organizations as agreed upon and authorized by HSH; tracking and maintaining financial records relating to disbursements made on behalf of HSH; reporting expenses and disbursements.

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

HSH is responsible for administering the Mayor's Fund for the Homeless (MFH), which is a fund established by the City and County of San Francisco per the Administrative Code Section 10.100-106, to receive private donations (grants, gifts, and bequests of money) which may provide food, shelter, supportive services, and other assistance to people at-risk of or experiencing homelessness. These funds help improve outcomes for individuals in all of HSH's programs; including shelters, transitional and permanent supportive housing. Additionally, HSH programs often require direct check writing for services or expenses that will assist in a client's stabilization efforts, such as for emergency housing needs or food, and for non-emergency services such as transportation and clothing. Fiscal agent/intermediary services will allow HSH to disburse these funds to clients on demand. Failure to provide these services would impair the county's ability to achieve its vision of creating a system that treats homelessness as an emergency to be responded to quickly and effectively.

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

This service was previously provided by a fiscal agent solicited by the Department of Public Health (DPH) through RFQ No. 27-2015 Project Based Fiscal Administration Support & Research Development and Consultation Services. The Civil Service Commission approved these services through PSC 2005 07/08. This service was also previously provided by a fiscal intermediary solicited by DPH through RFP 31-2008 CBHS and HUH Fiscal Intermediary Services. The Civil Service Commission approved these services through PSC 2011-08/09.

D. Will the contract(s) be renewed?

HSH intends to award a three year initial contract with the option to extend for a total term not to exceed ten years. The actual agreement terms and amounts are subject to funding availability, proposals, Awarded Contractor agreement negotiations, and Contractor performance, as well as future needs.

- 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.
HSH intends to award a three year initial contracts with the option to extend for a total term not to exceed ten years. The actual agreement terms and amounts are subject to funding availability, proposals, Awarded Contractor agreement negotiations, and Contractor performance, as well as future needs.

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

The required services are intermittent and irregular. Fiscal agent services are as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: At least five years of experience providing fiscal agent services within the past seven years. Successful completion of two most recent financial audits with no major findings.

B. Which, if any, civil service class(es) normally perform(s) this work? 1630, Account Clerk; 1632, Senior Account Clerk; 1634, Principal Account Clerk; 1650, Accountant I;

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

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

The department has not made efforts to obtain these services through the City because the department does not have the administrative capacity or internal resources to manage direct payments to people experiencing homelessness. Also, payments are intermittent and irregular, but require immediate disbursement, so it is not practical to create the administrative capacity to manage the disbursements.

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 required services are intermittent and irregular so it is not practical to use civil service classifications. Additionally, the MFH is funded through private donations, which is not a reliable funding source for civil service classifications.

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 because payments are too intermittent and irregular.

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 City employees is not required for this service.

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 02/21/2019, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, 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: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission St San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46478 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of monique.colon@sfgov.org
To: Colon, Monique (HOM); Ricardo.lopez@sfgov.org; [Basconcello, Katherine \(PUC\)](mailto:Basconcello,Katherine@puc.org); 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 \(HSA\)](mailto:Poon,Sin Yee@hsa.org); 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; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Colon, Monique (HOM); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46478 - 18/19
Date: Thursday, February 21, 2019 2:03:11 PM

RECEIPT for Union Notification for PSC 46478 - 18/19 more than \$100k

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a request for a Personal Services Contract (PSC) 46478 - 18/19 for \$5,000,000 for Initial Request services for the period 01/01/2019 -- 12/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12155> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 11, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS (2005-07/08 THROUGH 2007-07/08).

At its meeting of July 7, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report as amended. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Larry Hendel, IFPTE Local 21
Jennifer Johnston, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Ed Warshauer, SEIU Local 1021
Commission File
Chron

POSTIN FOR
June 16, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

FSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
1007-08/09	6	Sheriff Department	Annual	\$200,000.00	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	30-Jun-09
1008-08/09	6	Sheriff Department	Annual	\$700,000.00	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	30-Jun-09
1009-08/09	6	Sheriff Department	Annual	\$190,000.00	Will facilitate an evaluation process; develop logic model and performance indicators; conduct the evaluation and present findings; and make recommendations to all stakeholders involved.	19-Jul-09
2004-07/08	4	District Attorney's Office	Continuing	\$90,000.00	Will provide services women and transgender individuals who have experience sexual exploitation and violence. The special focus is low-income drug addict women and girls who are currently in the criminal justice system.	30-Jun-09
2005-07/08	81	Public Health	Continuing	\$300,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	30-Jun-18
2006-07/08	81	Public Health	Continuing	\$140,000,000.00	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	30-Jun-18
2007-07/08	81	Public Health	Continuing	\$110,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, and training/technical assistance.	30-Jun-18
4173-07/08	40	San Francisco Public Utilities Commission	Regular	\$20,000,000.00	Will provide support to Program Controls staff in program and project scheduling, CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.	30-Sep-14
4174-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,650,000.00	Will provide services to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems.	31-Aug-09
4175-07/08	40	San Francisco Public Utilities Commission	Regular	\$150,000.00	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds.	30-Jul-11



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

April 27, 2009

MORGAN R. GORRONO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JÓY Y. BOATWRIGHT
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-
08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.**

MARY Y. JUNG
COMMISSIONER

At its meeting of April 20, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Jacquie Hale, Department of Public Health
- Kan Htin, Arts Commission
- Jennifer Johnston, Department of Human Resources
- Mary Ng, Department of Human Resources
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of Work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,797,925.00	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 56th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the-ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-18

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/25/09

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Behavioral health services: Fiscal intermediary services for Client Stabilization Programs

FUNDING SOURCE: General Fund, State and Federal Funds (including MediCal), Grant Funds

Original PSC AMOUNT: \$17 million per year; PSC DURATION: 7/1/09-6/30/12
\$51 million for 3 years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting; within San Francisco and out-of-county, in small, home-like operations that are owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for its Housing and Urban Health office's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH), those served using State Substance Abuse Crime Prevention and Administration ("Prop. 36") and Mental Health Services Act ("Prop. 63") funds, those referred from the SF First, SF Homeless Outreach Team (HOT), and Project Homeless Connect programs, and DPH-funded case management programs.

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

As the County's health department, DPH is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State mandates to provide mental health and substance abuse treatment services. While DPH provides many of these services directly, some services are either mandated to be provided at the community level, require facilities which the City does not have (e.g., residential care homes and stabilization rooms in hotels), or require business capacity not available through the very small providers who are needed. Many of these services enable stabilization of mental health and elderly clients which, if unavailable, would result in an increase of both physical and mental diseases, often resulting in increased unemployment and crime, and the utilization of more expensive health and social services, as well as exposing the City to lawsuits, and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

These services were previously approved under PSC 2013-04/05 (mental health and substance abuse services).

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

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

[X] IFPTE Local 21; SEIU Local 1021 Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Signature Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2011-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: April 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the Description of Work above.

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

IFPTE Local 21: 1650 Accountant; 2589/2591/2593 Health Program Coordinators I, II, and III;
SEIU Local 1021: 2574 Psychologist, 2585/86/87/88; 2910 Social Worker, 2930 Psychiatric Social Worker;
2706 Housekeeper/Food Service Cleaner.

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

Yes. Contractors will provide services in applicably licensed and approved facilities in the community.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are currently utilized to provide some of these services related to this contract, particularly assessment, referral and support services for client stabilization. However, neither the County or DPH have the facilities or infrastructure to implement client stabilization efforts which require the level of either temporary or permanent housing needed, and the very small businesses ("mom-and-pop" residential care facilities) and intermittent out-of-county and wraparound services provided primarily by sole proprietors do not have the business capacity to enable adequate provision of services. The services under this contract assist the County in meeting its obligations as San Francisco's health safety net for very diverse populations.

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

No. If the City did acquire the facilities/infrastructure to provide those services, classes already exist which might perform the work, as outlined in 3.B. above.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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

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

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

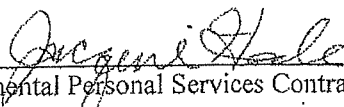
E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes (Health Commission).

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

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



Signature of Departmental Personal Services Contract Coordinator

JH Jacquie Hale (415) 554-2609
Print or Type Name Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES -- DSS

Dept. Code: DSS

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

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

Type of Service: Evaluation of Case Management Needs for Seniors and disabled

Funding Source: County

PSC Amount: \$125,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 06/30/2020

1. Description of Work

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

For the duration of the year-long project, the consultant will draw upon their expertise with the project's target population of older adults and/or adults with disabilities living in the City and County of San Francisco who have mental health and/or behavioral health conditions, and this population's social services needs. Consultant will conduct in-depth interviews of members of the target population, their caregivers, and other stakeholders in case management services. Stakeholders may include community-based organizations, City departments involved directly or indirectly in the provision of case management such as San Francisco Human Services Agency (SFHSA), Department of Aging and Adult Services (DAAS), Department of Public Health (DPH), Department of Homelessness and Supportive Housing (HSH), and applicable private pay organizations. The consultant will utilize comprehensive understanding of clinical data as related to case management to review case management services available citywide for the project's target population. The review will include case management services funded by DAAS, as well as DPH, HSH, and other funders; and the lines of communications between these services. The review process shall be comprehensive and will enable the consultant to deliver a systems assessment report after a thorough analysis. The report will be a resource used by DAAS to create an action plan that addresses the case management needs for the target population.

The consultant should have specialized subject matter expertise in the following areas:

- Assessing community needs including interviewing members of the target population and/or their caregivers.
- Assessing service capacity including interviewing stakeholders who provide case management services to older adults and adults with disabilities in the City, including the target population.
- Identifying service gaps including review of current waitlists for case management services and specifically for the target population.
- Evaluating the lines of communication between relevant City departments and community based providers regarding case management services for the target population.
- Researching and recommending best practices for case management services for the target population.
- Identifying and recommending training curriculum to enhance case management services for the target population.

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

The FY 17-18 Dignity Fund Community Needs Assessment (DFCNA) report highlighted the importance of case management services in the community and noted that social service providers consistently identified a need for increased case management capacity. Providers expressed that the amount of case management service available is not sufficient to meet the demand. They also expressed concern that older adults and adults with disabilities with mental health and/or behavioral health conditions have complex needs and to serve this population successfully, additional resources are required. Further analysis is required to understand the scale of unmet demand, identify the type(s) of case management needed (e.g., mental health, behavioral health, geriatric), and assess opportunities to streamline access and collaboration across case management programs within the City. The consequence for denial of this request means the community and older adults and adults with disabilities with mental health and/or behavioral health conditions will continue to suffer from insufficient and incomplete case management services.

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

This is a new service.

D. Will the contract(s) be renewed?

No, the contract will not be renewed, as this is a one-time only project.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project (about a year) and the City does not have the staff and supervisors to manage and organize this intensive effort in the allotted time frame for the project. The office will have to recruit, hire and train temporary workers in a short period of time; and then these workers will be released from employment after the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant is required to have three years of demonstrated experience performing similar evaluation services as identified in this RFQ, knowledgeable in social services, have an understanding of clinical data as it relates to case management, and familiar with older adults and/or adults with disabilities living in the City and County of San Francisco who have mental health and/or behavioral health conditions and large public institutions.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 2917, Program Support Analyst;

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?

N/A

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

A. Explain why civil service classes are not applicable.

This is a short-term project (about a year). The office will have to recruit, hire and train temporary staff in a short period of time; and then these workers will be released from employment after the project.

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

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No, this one-time only project is to assess needs for case management services, not to train.

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 03/22/2019, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; 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: John Tsutakawa Phone: 415-557-6299 Email: john.tsutakawa@sfgov.org

Address: 1650 Mission Street, Suite 300 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40988 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Lee, Ella (HSA)

From: Tsutakawa, John (HSA)
Sent: Tuesday, January 15, 2019 10:25 AM
To: Lee, Ella (HSA); Leone, Elizabeth (HSA)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40988 - 18/19

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of john.tsutakawa@sfgov.org
Sent: Tuesday, January 15, 2019 10:24 AM
To: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconciello, Katherine (PUC) <kbasconciello@sfgwater.org>; 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) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Gendelman, Johanna (HSA) <johanna.gendelman@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 40988 - 18/19

RECEIPT for Union Notification for PSC 40988 - 18/19 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 40988 - 18/19 for \$125,000 for Initial Request services for the period 04/01/2019 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12426> 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: Tsutakawa, John (HSA)
To: Lee, Ella (HSA)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40988 - 18/19
Date: Friday, March 22, 2019 10:39:03 AM

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of john.tsutakawa@sfgov.org
Sent: Friday, March 22, 2019 10:37 AM
To: Tsutakawa, John (HSA) <John.Tsutakawa@sfgov.org>; sarah.wilson@seiu1021.org;
thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org;
Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>; 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)
<sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.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; Lee, Ella (HSA) <ella.lee@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 40988 - 18/19

RECEIPT for Union Notification for PSC 40988 - 18/19 more than \$100k

The HUMAN SERVICES -- DSS has submitted a request for a Personal Services Contract (PSC) 40988 - 18/19 for \$125,000 for Initial Request services for the period 04/01/2019 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12426> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Software as a Service Agreement

Funding Source: Operating Funds

PSC Amount: \$974,600

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 05/31/2024

1. Description of Work

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

The San Francisco Municipal Transportation Agency (SFMTA) is proposing to enter into an agreement with Remix Software, Inc. for Software as a Service Application and Hosted Service. This will enable the City to utilize the Remix Software full transit planning platform, including fast and accurate sketch planning using existing stop infrastructure, instant demographic impact analysis, instant cost estimates, public engagement and share features, general transit feed specification (GTFS) uploads, and other features.

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

Remix Software provides SFMTA staff with an essential tool to carry out their core job functions of planning new transit service routes and designing interim transit services during special events and construction projects. This tool informs and expedites the transit service planning process. Denial would compromise staff ability to carry out core job functions in a timely and efficient manner.

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.
Not provided 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):

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

B. Explain the qualifying circumstances:

This is proprietary software that enhances the ability of City staff to perform their core job functions.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Remix Software includes a full transit planning platform, including fast and accurate sketch planning using existing stop infrastructure, instant demographic impact analysis, instant cost estimates, public engagement and share features, GTFS uploads

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?

This is proprietary software and no City job classification has access to the source code.

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

A. Explain why civil service classes are not applicable.

This is proprietary software. City employees do not have access to the source code.

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

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 03/21/2019, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40677 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 21, 2019 4:03 PM
To: Nuque, Amy; Camaguey@sfmea.com; 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; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40677 - 18/19

RECEIPT for Union Notification for PSC 40677 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 40677 - 18/19 for \$974,600 for Initial Request services for the period 07/01/2019 -- 05/31/2024. 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/12776> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Gate Driver Control Board

Funding Source: Local Funds and Local Sales Tax

PSC Amount: \$1,000,000

PSC Est. Start Date: 07/15/2019

PSC Est. End Date 05/01/2022

1. Description of Work

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

Replace high duty cycle components on 14 identical circuit boards in the Breda Light Rail Vehicle propulsion group. The propulsion system gate driver boards are the electronic circuits that directly control the Light Rail Vehicle's electric motors. The central processing unit tells the driver boards what it wants the electric motors to do, and the driver boards output the appropriate signals to the motors. There are components on the driver boards such as capacitors and resistors that drift out of tolerance over long periods of time from heat and high duty cycles. The components need to be replaced to ensure the output signals have the proper waveforms and timing.

Removing and replacing the assemblies will be performed by San Francisco Municipal Transportation Agency (SFMTA) technicians. Final tests shall be performed by SFMTA technicians when the post-overhaul units are returned.

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

Numerous components on the gate driver control boards are beyond the recommended mid-life overhaul and are identified as a high failure rate system. A one-time final comprehensive overhaul of the boards is necessary to keep the Breda fleet running until retirement. 1680 control boards (with an option for 406 more) need to be overhauled within 2.75 years of the notice to proceed. Maintenance personnel is not staffed to take on a full-time overhaul project within the expedited time frame required. The Original Equipment Manufacturer (OEM) is out of business and new replacement assemblies are not available for purchase. If the project is denied then the condition of the equipment will continue to degrade and maintenance will not be able to sustain the demands of revenue service.

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

The gate driver control boards were never overhauled in the past and now it is overdue. SFMTA electronics maintenance currently repairs the boards on an as-needed basis with the demand on a steady increase.

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):

- 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:

These items are explained in earlier questions. In summary, the gate driver control board overhaul is a one-time overhaul project required to be performed within an expedited schedule in order to help keep the Breda fleet running reliably until retirement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in electronics equipment, associated parts, and techniques. Understanding of Light Rail Vehicle equipment and system integration. Expertise in mechanical and electrical assembly, hand tools, soldering equipment, and bench test equipment. Familiarity with industry standards for Light Rail Vehicle and electronic equipment and workmanship.

B. Which, if any, civil service class(es) normally perform(s) this work? 7318, Electronic Maintenance Tech;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor is required to provide the overhaul facilities, all required labor, materials procurement, technical documentation, and administrative aspects. Units will be shipped to Contractor and returned in a completely overhauled condition.

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

SFMTA is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.

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

A. Explain why civil service classes are not applicable.

SFMTA is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. 7318's can perform this work but we are not staffed/resourced to engage in an overhaul project of this magnitude.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training is not necessary. SFMTA staff are already familiar with the equipment. The contractor will be required to provide updated technical documents and drawings for our use.

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

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

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

7. **Union Notification:** On 03/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41540 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/20/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 21, 2019 2:18 PM
To: Nuque, Amy; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41540 - 18/19

RECEIPT for Union Notification for PSC 41540 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41540 - 18/19 for \$1,000,000 for Initial Request services for the period 07/15/2019 – 05/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12749> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Safe Routes to School non-Infrastructure Project

Funding Source: Fund: Federal/Local; Grants: State

PSC Amount: \$2,250,000

PSC Est. Start Date: 07/01/2019

PSC Est. End Date 12/30/2021

1. Description of Work

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

Contractors will conduct education and encouragement activities related to the San Francisco Safe Routes to School program (SRTS), requiring staff time as well as materials and equipment costs. Contracted staff will work with San Francisco Unified School District (SFUSD) to provide on-the-ground support at San Francisco schools to encourage walking, bicycling, carpooling, and public transit among San Francisco students and families.

Provide education and encouragement to San Francisco students and families around walking, bicycling, public transit, and carpooling.

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

San Francisco has prioritized the Transit First policy, which prioritizes travel by walking, bicycling, transit, and ridesharing, and has prioritized Vision Zero, a policy that aims to eliminate roadway fatalities by 2024. In order to ensure that these policies are carried out for San Francisco's youngest residents, the SRTS Non-Infrastructure Project will support the safe, easy and convenient transportation of children to schools in San Francisco. Denial of this request will result in fewer San Francisco school children having the skills, tools, and knowledge necessary to get to school conveniently safely using these alternative forms of transportation.

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.

Previously provided through a contract administered by the San Francisco Department of Public Health (DPH)

D. Will the contract(s) be renewed?

No, This contract is funded by a 2-year grant. No funds are currently available beyond the end of the grant period.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This project is a large effort of limited duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The success of this program will necessitate close work with various city agencies as well as with schools throughout San Francisco. Contracted staff must have skills and expertise in working with school communities including principals, teachers, administrative staff, PTAs/PTOs, parents, and students. Contracted staff must have knowledge of school needs, transportation options, and cultural sensitivities at schools throughout San Francisco.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV; 5330, Graphics Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide bicycles, bicycle helmets, and a bicycle trailer sufficient to store and transport these bicycles from the various elementary school sites. These materials are to be used exclusively for this program. Contractor shall be responsible for organizing facilities for various training and educational events and may use facilities not possessed by the SFMTA.

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

Not applicable. This project is a large effort of limited duration.

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

- A. Explain why civil service classes are not applicable.
Not applicable. Existing civil service classes could perform the required work, however, there is insufficient project duration to hire new staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not applicable. Existing civil service classes could perform this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training of City and County for San Francisco employees is planned for the contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. Contractual services are required in the details of the grant agreement which is through the Metropolitan Transportation Commission's (MTC's) One Bay Area Grant (OBAG). The grant specifies four specific contractors to perform the work outlined in this request.

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.

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 proposed work will be completed by 4 separate contractors. Three of them currently have personal services contracts with this department and one does not.

7. **Union Notification:** On 03/04/2019, 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, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44729 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, March 04, 2019 10:55 AM
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 # 44729 - 18/19

RECEIPT for Union Notification for PSC 44729 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44729 - 18/19 for \$2,250,000 for Initial Request services for the period 07/01/2019 – 12/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12674> 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

Nuque, Amy

From: PSCsCoordinator
Sent: Friday, April 19, 2019 5:24 PM
To: 'XiuMin Li'
Subject: RE: Receipt of Modification Request to PSC # 44729 18-19

Importance: High

Hi XiuMin: We did not receive any objection from Local 1021 about the removal of Class 1310 from the list of civil service class from PSC # 44729 18-19. We will now proceed to the next step of notifying Suzanne Choi, DHR PSC Coordinator, to schedule PSC # 44729 18-19 to the next GSC meeting.

Thank you,

Amy Nuque

Human Resources Division – Employee & Labor Relations Section (Reasonable Accommodation /Personal Services Contract)
San Francisco Municipal Transportation Agency
1 S Van Ness Ave, 6th Fl
San Francisco, CA 94103
Phone: 415.646.2802
Fax: 415.701.5397
www.sfmta.com



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From: Nuque, Amy
Sent: Monday, April 15, 2019 4:46 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Subject: Receipt of Modification Request to PSC # 44729 18-19
Importance: High

Hi XiuMin: This is to update you that on March 1, 2019, I submitted PSC 44729 18-19 and class 1310 was removed from the list of civil service class(es) that normally performs the work for "Safe Routes to School non-Infrastructure Project". I attached the memo from Miriam Sorell explaining the removal of 1310 class.

Please response by Friday, April 19, 2019, if you don't agree so that I can forward your concern to Miriam Sorell. If we don't hear from you by the end of Friday, April 19, 2019, we will assume that you have no objections.

Thank you,

Amy Nuque

Human Resources Division – Employee & Labor Relations Section (Reasonable Accommodation /Personal Services Contract)
San Francisco Municipal Transportation Agency
1 S Van Ness Ave, 6th Fl
San Francisco, CA 94103
Phone: 415 646 2802
Fax: 415.701 5397
www.sfmta.com

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Nuque, Amy

From: Sorell, Miriam
Sent: Friday, April 12, 2019 3:18 PM
To: Nuque, Amy
Subject: RE: PSC 44729-18/19

To whom it may concern:

As we have been further developing the details of the Safe Routes to School Program, further review of the types of activities we will be requiring of our contractor has revealed that the 1310 classification does not have the level of self-direction and autonomy that will be required of the contractor; therefore, work that might have previously been considered as appropriate for someone in a 1310 classification has now been categorized as appropriate for someone in a 1312 classification.

Thank you,

Miriam

Miriam Sorell

Pronouns: she/her/hers

TDM Program Manager, Sustainable Streets
San Francisco Municipal Transportation Agency
Phone: 415.646.2412

From: Nuque, Amy
Sent: Friday, April 12, 2019 1:45 PM
To: Sorell, Miriam <Miriam.Sorell@sfmta.com>
Subject: FW: PSC 44729-18/19

Hi Miriam: See below message from DHR PSC Coordinator. Please provide me a short memo why it was removed.

Thank you,
Amy N.

From: Choi, Suzanne (HRD) [<mailto:Suzanne.Choi@sfgov.org>]
Sent: Friday, April 12, 2019 1:04 PM
To: Nuque, Amy <Amy.Nuque@sfmta.com>
Subject: RE: PSC 44729-18/19

Hi Amy,

Please make sure you add a memo why it was removed and notify SEIU 1021 Misc.

Thank you,

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: Request for Proposals for Traffic Signals Condition Assessments

Funding Source: Local Sales Tax and Operating Funds

PSC Duration: 2 years 1 day

PSC Amount: \$1,000,000

1. Description of Work

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

The San Francisco Municipal Transportation Agency (SFMTA) seeks Proposals from specialized and qualified firms to perform condition assessments of the Agency's approximately 1,240 individual traffic signals to address the traffic signals' overall operating condition and projected useful life. The Traffic Signals Condition Assessment deliverables will include an independent, prioritized review of deficiencies, estimates of repair options, projected asset expiration timeframes, and data that can be integrated easily into the Agency's asset management system.

The final report and information will be used to develop a comprehensive work plan and program to maintain the Agency's existing traffic signals in a state of good repair and strategically invest in new traffic signals as appropriate

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

In July 2016, the Federal Transit Administration (FTA) published a Final Rule for Transit Asset Management. The Transit Asset Management Rule is a set of federal regulations that sets out minimum asset management practices for transit providers. The Final Rule applies to all recipients of federal transit funds, such as the SFMTA. The Rule stipulates that transit agencies such as the SFMTA must prepare a Transit Asset Management Plan every four years that includes an inventory of capital assets, a condition assessment of those assets, an estimate of capital investments needed over time, and a prioritized list of investments to improve the state of good repair of capital assets. Since 2010, the SFMTA has been working to improve its Asset Management practices. This includes the development of a full asset inventory in 2009, and performance measurements through an annual State of Good Repair report (first published in 2010). With the above FTA requirement, it is now imperative that the SFMTA move forward on refining its asset inventory list and develop a better understanding of the lifecycle of all its assets. The hiring of a consultant to assess the Agency's traffic signals will enable the SFMTA to better comply with FTA regulations and will enable the SFMTA in the long-run to more effectively use available resources and funding to manage this important asset. If the SFMTA does not hire a consultant, the SFMTA will not be able to effectively manage the life-cycle of this asset, leading to reduced productivity and increased costs. The hiring of a consultant demonstrates to the FTA the SFMTA's commitment to developing an effective asset management program and builds on the SFMTA's current asset management practices.

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.
An assessment of the SFMTA's transit signals has not been previously been performed.

D. Will the contract(s) be renewed?

No, the contract will not be renewed, but it may be extended. Specifically, the contract shall have an initial term of one year, which the SFMTA may extend at its sole discretion for additional 2 terms of 6 months each.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term, one-year project to assess the City's traffic signals. Expertise is needed to understand the specific condition of traffic signals, including any deficiencies and maintenance needs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Minimum qualifications include: Experienced engineers and/or electricians, possessing applicable city planning and/or traffic signal specific experience. Experience on three prior projects of a similar nature and scope, within the last five years. Other qualifications include previous experience working with signal infrastructure in sub-sidewalk basements.

B. Which, if any, civil service class(es) normally perform(s) this work? 9145, Traffic Signal Electrician; 9147, Traffic Signal Electrician Supervisor I; 9147, Traffic Signal Electrician Supervisor I; 9149, Traffic Signal Electrician Supervisor II; 9149, Traffic Signal Electrician Supervisor II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes, for all work to be performed, the selected Contractor shall provide their own vehicles, equipment and tools.

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

The division has examined its current staffing levels and resources and does not have the current personnel and resources to perform this time-consuming and exacting work. All existing staffs are currently very busy with their regular day-to-day activities that ensure the smooth and safe functioning of all the City's numerous traffic signals.

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

A. Explain why civil service classes are not applicable.

Existing civil service classes are able to perform this work; however, currently, the SFMTA does not have available personnel to perform this time-consuming and exacting work. In order to continue to move forward on the overall development of the SFMTA's Asset Management program and comply with FTA Regulations, it is in the best interest of the SFMTA to currently hire a consultant to perform this short-term 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, because classifications currently exist that can perform this work, Class(es) 9145, 9147 and 9149, so there is no need to adopt a new civil service class.

6. Additional Information

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

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

No. The contractor will perform only the work indicated in the scope of the RFP, which does not include training City and County employees. This is a short-term specific assignment to assess the City's traffic signals and to provide a comprehensive report and data on findings. While managed by the SFMTA, the contractor is expected to perform the work on its own without the use of SFMTA staff.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
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 03/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41430 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 21, 2019 4:44 PM
To: Nuque, Amy; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy; DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41430 - 18/19

RECEIPT for Union Notification for PSC 41430 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41430 - 18/19 for \$1,000,000 for Initial Request services for the period 10/01/2019 – 10/01/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12752> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Heating, Ventilation, and Air Conditioning Overhaul

Funding Source: Local Funds and Local Sales Tax

PSC Amount: \$2,274,552

PSC Est. Start Date: 07/15/2019

PSC Est. End Date 04/01/2022

1. Description of Work

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

The objective of this project is to overhaul the HVAC units on the Breda Light Rail Vehicle (LRV) fleet. The objective is to improve the reliability of the Heating, Ventilation, and Air Conditioning (HVAC) units and reduce the amount of maintenance needed to keep the units in operation. Seventy-two HVAC units installed on the Breda Light Rail Vehicles will be completely overhauled. As part of this replacement, the Suttrak units will be converted from R-22 refrigerant to the more environmentally friendly R-407C to be in accordance with the latest EPA standards and phase-out schedule.

Numerous components and sub-assemblies within the HVAC shall be removed and replaced with new. Final tests shall be performed by San Francisco Municipal Transportation Agency (SFMTA) personnel when the post-overhaul units are returned.

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

The HVACs are beyond the recommended mid-life overhaul and are identified as a high failure rate system. A one-time final comprehensive overhaul of the units is necessary to keep the Breda fleet running until retirement. 72 HVAC units need to be overhauled within 2.5 years of the notice to proceed. Maintenance personnel is not staffed to take on a full-time overhaul project within the expedited time frame required. Additionally, on January 1, 2020, the Federal Government will enact a ban on the R-22 refrigerant used in our HVACs which means that maintenance of our HVACs will have to rely on recycled or stockpiled quantities of R-22 refrigerant. This will contribute to an increase in un-maintainable equipment and we will not be able to meet revenue service demands with a reduced number of functional or maintainable HVACs.

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.

Not provided 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):

- 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:

These items are explained in earlier questions. In summary, the HVAC overhaul is a one-time overhaul project required to be performed within an expedited schedule in order to help keep the Breda fleet running reliably until retirement.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in HVAC equipment, associated parts, and techniques. Understanding of Light Rail Vehicle equipment and system integration. Expertise in mechanical assembly, hand tools, and bench test equipment. Familiarity with industry standards for Light Rail Vehicle and HVAC equipment and workmanship. License to purchase and use refrigerant.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7371, Electrical Transit System Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor is required to provide the overhaul facilities, all required labor, materials procurement, technical documentation, and administrative aspects. Units will be shipped to Contractor and returned in a completely overhauled condition.

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

SFMTA is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.

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

- A. Explain why civil service classes are not applicable.
San Francisco Municipal Transportation Agency (SFMTA) is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. 7371's can perform this work but we are not staffed/resourced to engage in an overhaul project of this magnitude.

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 necessary. SFMTA staff are already familiar with the equipment and the fundamentals of the overhauled equipment will not change. Contractor will be required to provide updated technical documents and drawings for our use.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 03/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47268 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 21, 2019 4:19 PM
To: Nuque, Amy; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47268 - 18/19

RECEIPT for Union Notification for PSC 47268 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47268 - 18/19 for \$2,274,552 for Initial Request services for the period 07/15/2019 – 04/01/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12748> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Master Controller Overhaul

Funding Source: Local Funds and Local Sales Tax

PSC Amount: \$745,000 PSC Est. Start Date: 07/15/2019 PSC Est. End Date: 02/28/2022

1. Description of Work

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

The current master controllers in the Breda Light Rail Vehicle (LRV) driver's cabs have never been overhauled. The assemblies are a combination of mechanical moving parts and electronics, and both are subject to wear and have high maintenance costs. Continued ad hoc repairs are not enough to ensure a reasonable level of performance reliability. The original equipment manufacturer is no longer in business and mechanical parts are no longer available on the market. The mechanical and electrical components are under a high duty cycle throughout the day and have surpassed their useful life.

Numerous high duty cycle parts within the master controller shall be removed and replaced with new. Final tests shall be performed by San Francisco Municipal Transportation Agency (SFMTA) personnel when the post-overhaul units are returned.

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

The master controllers are beyond the recommended mid-life overhaul and are identified as a high failure rate system. A one-time final comprehensive overhaul of the units is necessary to keep the Breda fleet running until retirement. 240 master controllers (with an option for 58 more) need to be overhauled within 2.5 years of the notice to proceed. Maintenance personnel are not staffed to take on a full time overhaul project within the expedited time frame required. The Original Equipment Manufacturer (OEM) is out of business and new replacement assemblies are not available for purchase. If the project is denied then the condition of the equipment will continue to degrade and maintenance will not be able to sustain the demands of revenue service.

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.

Master controller overhaul was never performed in the past and now it is overdue. SFMTA electronics maintenance currently repairs master controllers on an as-needed basis with the demand on a steady increase.

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):

- 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:

These items are explained in earlier questions. In summary, the master controller overhaul is a one-time overhaul project required to be performed within an expedited schedule in order to help keep the Breda fleet running reliably until retirement.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in electronics equipment, associated parts, and techniques. Understanding of Light Rail Vehicle equipment and system integration. Expertise in mechanical and electrical assembly, hand tools, soldering equipment, and bench test equipment. Familiarity with industry standards for Light Rail Vehicle and electronic equipment and workmanship.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor is required to provide the overhaul facilities, all required labor, materials procurement, technical documentation, and administrative aspects. Units will be shipped to Contractor and returned in a completely overhauled condition.

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

SFMTA is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.

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

- A. Explain why civil service classes are not applicable.
SFMTA is staffed only to perform attrition repairs. We are not staffed or resourced to conduct an overhaul project within the required time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. 7318's can perform this work but we are not staffed/resourced to engage in an overhaul project of this magnitude.

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 necessary. SFMTA staff are already familiar with the equipment. Contractor will be required to provide updated technical documents and drawings for our use.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. **Union Notification:** On 03/21/2019, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6

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

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

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47810 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, March 21, 2019 1:37 PM
To: Nuque, Amy; oashworth@ibew6.org; khughes@ibew6.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47810 - 18/19

RECEIPT for Union Notification for PSC 47810 - 18/19 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47810 - 18/19 for \$745,000 for Initial Request services for the period 07/15/2019 – 02/28/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12750> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Services for Dams and Reservoirs (PRO.0138)

Funding Source: Water Enterprise

PSC Amount: \$33,000,000

PSC Est. Start Date: 12/02/2019 PSC Est. End Date 11/29/2030

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements for a cumulative amount not to exceed \$33 million for all Agreements to perform specialized dam and reservoir engineering services. The specialized work includes the area of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and intake tower design.

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

In 2017, the Governor of California ordered the California Division of Safety of Dams (DSOD) to identify spillways in the state associated with large high-hazard dams that could pose significant risk to the public if a spillway incident similar to Oroville were to occur. Accordingly, the SFPUC received letters from the DSOD ordering the SFPUC to conduct condition assessments of the spillways for O'Shaughnessy Dam, Cherry Valley Dam, Turner Dam, and San Andreas Dam. SFPUC has developed a 10-Year CIP to address the DSOD orders. These condition assessments are all underway.

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

Similar services have been provided in the past via PSC#4098-02/03 (Contract No. CS-716, Engineering Services for Calaveras Dam) and PCS#4072-07/08 (Contract No. CS-911R, Construction Management Services for Calaveras Dam).

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 contract is for eleven (11) years; Ten (10) years is for the duration of the Capital Program (FY 2019- FY 2028) and one (1) year (FY 2029) is for monitoring and permit requirements associated with the capital projects. State legislation requires the DSOD to update their inspection and reevaluation protocols by January 1, 2019 and SFPUC anticipates that the updates to DSOD protocols may trigger additional actions that will require the SFPUC to perform updated stability analyses and/or potential failure mode analyses. Specialized dam and reservoir engineering services will be needed to address potential dam safety issues revealed through the ongoing condition assessments and reevaluation of existing facilities in the coming years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The 10-Year Water Enterprise CIP has identified projects that are under the jurisdiction of DSOD. However, SFPUC anticipates that updates to DSOD protocols may trigger additional actions that will require the PUC to perform updated stability analyses and/or potential failure mode analyses as a direct result of the updated protocols. It is anticipated that specialized engineering dam and reservoir services will be needed to address potential dam safety issues revealed through the ongoing condition assessments and reevaluation of existing facilities during the course of the 10-Year Water Enterprise CIP plus one (1) extra year for post-construction engineering support for a total of eleven (11) years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant will provide specialized engineering dam and reservoir services including civil, geomorphology, hydrology, hydraulics, geotechnical, slope stabilization and structural engineering for the design and reconstruction of the dams, reservoirs and its associated key facilities. The consultant will provide an integrated team for all engineering dam and reservoir designs. However, work outside the dam and reservoir will be performed by City engineering resources, where applicable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The work is highly specialized and the City does not have the specialized dam and reservoir engineering resources for the project though City (SFPUC) will provide project engineer(s) to lead, oversee and coordinate City staff engineers and consulting engineers. However, work outside the dam and reservoir will be performed by City engineering resources, where applicable, and workplans will be developed as projects are funded.

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

- A. Explain why civil service classes are not applicable.
There are no specific civil service classes in the field of geotechnical engineering, earthquake engineering of embankments, engineering geology, dam design, spillway design, and intake tower design. These tasks focus on dam, spillway, and intake tower designs, and civil, mechanical, structural and electrical disciplines. City does not have experience with designing dam, reservoirs or associated key facilities. Depending on regulatory requirements, portions of the work can be intermittent and of a short-term duration and/or these engineering services will be utilized as needed during peak workloads.
- 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. Dam Engineering is a very specific field of Civil/Structural/Geotechnical Engineering and the work is performed intermittently. State legislation requires the DSOD to update their inspection and reevaluation protocols by January 1, 2019 and SFPUC anticipates that the updates to DSOD protocols may trigger additional actions that will require the SFPUC to perform updated stability analyses and/or potential failure mode analyses.

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. Training/Technology workshops will be identified for each project to train City staff in the development of key deliverable(s). 40 hours will be allocated for key task deliverables, where practical, as each task order is issued.

- 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 pool of qualified dam and reservoir consultants is limited and those the larger firms such as AECOM, HDR, and Stantec that provide program management, engineering and construction services.

7. **Union Notification:** On 03/20/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: 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# 41310 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@swater.org
Sent: Wednesday, March 20, 2019 4:02 PM
To: Irwin, William; amakayan@ifpte21.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41310 - 18/19

RECEIPT for Union Notification for PSC 41310 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41310 - 18/19 for \$33,000,000 for Initial Request services for the period 12/02/2019 -- 11/29/2030. 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/12755> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4098-02/03)

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

Type of Service: Engineering Services for Calaveras Dam (CS-716)

Funding Source: Water System Improvement Program

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 09/12/03 - 03/02/07 (3 years 24 weeks)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 03/03/07-09/11/12 (5 years 27 weeks)

PSC Mod#2 Amount: \$1,900,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$10,100,000

PSC Mod#3 Duration: 09/12/12-09/11/16 (4 years 1 day)

PSC Mod#4 Amount: \$4,500,000

PSC Mod#4 Duration: 09/12/16-05/24/19 (2 years 36 weeks)

PSC Mod#5 Amount: \$2,415,000

PSC Mod#5 Duration: 05/25/19-06/30/20 (1 year 5 weeks)

PSC Cumulative Amount Proposed: \$30,915,000

PSC Cumulative Duration Proposed: 16 years 42 weeks

1. Description of Work

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

The work under Amendment No. 5 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.

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

CDRP has experienced increases in the contract cost and duration due to local slope stability issue in Borrow Area B, and severe and unusual rain events in 2017 which triggered a landslide on Calaveras Road. These issues have extended the construction duration for six (6) months. The final construction completion date has changed from its previous revised schedule of Nov 26, 2018 to May 28, 2019. Due to the magnitude of this issue, URS has been providing tremendous design support to address it as the construction progressed. Therefore budget that was originally planned to be used during the second half of 2018 and the first half of 2019 will be all exhausted by mid to late this year. In addition, the services from URS will also need to be extended to allow them to provide engineering support caused by the delay of the project. If amendment to this professional engineering services are denied, the project will be interrupted and potentially be stopped because the SFPUC does not have the in-house to replace URS to provide required engineering support services needed during construction, start-up and commissioning of a new dam.

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. 4098-02/03 (CS-716).

D. Will the contract(s) be renewed?

No as this request will end at the same time when Phase 4 and 5 will be completed.

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 project started in early 2002 and construction won't be completed until next year.

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:

Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering.

B. Reason for the request for modification:

The work under Amendment No. 5 will provide additional engineering support during the construction phase of the Calaveras Dam Replacement Project (CDRP). Engineering support services will include reviewing of submittals, responding to Request for Information, revising drawings and specifications to address project issues that arise during the course of construction and in respond to Division of Safety of Dam (DSOD) request, attending construction meetings at the site, providing assistant during start-up, and commissioning of the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialty experience and expertise in the field of dam engineering, design and construction: geotechnical, earthquake, hydraulic and structural engineering. The following areas of expertise are also required: civil, mechanical, electrical engineering as they relate to dam and reservoir facilities; engineering geology, soil mechanics, rock mechanics, grouting, and foundation treatment; environmental issues related to dam construction; cost estimating and construction scheduling related to dams; specialty expertise in permitting related to steelhead and other endangered species; and specialty expertise and experience in construction compliance related to naturally occurring asbestos (NOA).

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; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;

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

significant part of the work involves specialized computer modeling for geotechnical and earthquake engineering analysis, jar testing for portable treatment plant design, collection of air samples for NOA analysis, laboratory testing of air & water samples for NOA and metals (testing to be provided by specialty laboratories using methods and equipment that the SFPUC does not possess).

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

There are no civil service classifications in the fields of geotechnical engineering, dam design, spillway design, and development of compliance plans for naturally occurring asbestos. With respect to project tasks in the civil, mechanical, and electrical engineering disciplines, these tasks focus on dam, spillway, and intake tower design. SFPUC civil, mechanical, and electrical staff do not have experience with design issues related to replacement dam construction or associated facilities. However, SFPUC staff will work in partnership with the consultant on these tasks. The structural engineering tasks on this project focus on dam foundation design; SFPUC staff have no experience with dam foundation design.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. There are few projects of this type, the required expertise would not be utilized on a full-time, permanent basis.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will be available to civil, mechanical, electrical and structural classifications. Each discipline would receive approximately 24 hours of training.

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

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

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

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

URS CORPORATION

7. Union Notification: On 05/21/18, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-02/03

DHR Analysis/Recommendation:

06/18/2018

Commission Approval Required

Approved by Civil Service Commission

06/18/2018 DHR Approved for 06/18/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4072-07/08)

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

Type of Service: Calaveras Dam Replacement Project Construction Management Service (CS-911R)

Funding Source: Project FundedPSC Original Approved Amount: \$13,000,000PSC Original Approved Duration: 07/01/08 - 12/31/13 (5 years 26 weeks)PSC Mod#1 Amount: \$25,000,000PSC Mod#1 Duration: 01/01/14-12/31/15 (2 years)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/16-08/02/16 (30 weeks 4 days)PSC Mod#3 Amount: \$32,000,000PSC Mod#3 Duration: 08/03/16-05/24/19 (2 years 42 weeks)PSC Mod#4 Amount: \$2,000,000PSC Mod#4 Duration: 05/25/19-03/29/20 (44 weeks 2 days)PSC Cumulative Amount Proposed: \$72,000,000PSC Cumulative Duration Proposed: 11 years 39 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Calaveras Dam Replacement Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design and environmental mitigation measures. See Supplemental Attachment A.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary CM expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250,000,000 construction project.

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-4072-07/08

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 SFPUC requires specialized and technical needs in construction management, environmental compliance, and air/water quality compliance monitoring for the Calaveras Dam Replacement Capital Project.

B. Reason for the request for modification:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Construction management skills including contract administration, construction inspection, construction scheduling and cost estimating, expertise in water dam construction including typical contractor means and methods, safety regulation, water quality standards, system shutdown, start-up procedures, equipment and performance testing. See Supplemental Attachment A.

B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 5177, Safety Officer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist; 6319, Senior Const Inspector; 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Many of the employees within current civil service classes are not applicable, because these employees do not have the specialized experience and knowledge to adequately manage the construction, environmental compliance, and air/water quality compliance monitoring of a large earth and rock-fill dam. See Supplemental Attachment A.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized needs of construction management, environmental compliance, and air/water quality compliance monitoring are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Explanation of training has not been provided by the department
- 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.
Black and Veatch

7. **Union Notification:** On 11/07/18, the Department notified the following employee organizations of this PSC/RFP request:

Teamsters, Local 856 Health Workers; Professional & Tech Engrs, Local 21; Municipal Executive Association; 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@sewater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-07/08

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/27/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4072-07/08)

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

Type of Service: Calaveras Dam Replacement Project Construction Management Service (CS-911R)

Funding Source: Project Funded

PSC Original Approved Amount: \$13,000,000

PSC Original Approved Duration: 07/01/08 - 12/31/13 (5 years 26 weeks)

PSC Mod#1 Amount: \$25,000,000

PSC Mod#1 Duration: 01/01/14-12/31/15 (2 years)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 01/01/16-08/02/16 (30 weeks 4 days)

PSC Mod#3 Amount: \$32,000,000

PSC Mod#3 Duration: 08/03/16-05/24/19 (2 years 42 weeks)

PSC Cumulative Amount Proposed: \$70,000,000

PSC Cumulative Duration Proposed: 10 years 47 weeks

1. Description of Work

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

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the Calaveras Dam Replacement Project on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction protocols, seismic safety design and environmental mitigation measures. See Supplemental Attachment A.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary CM expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250,000,000 construction project.

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. 4072-07/08.

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 SFPUC requires specialized and technical needs in construction management, environmental compliance, and air/water quality compliance monitoring for the Calaveras Dam Replacement Capital Project.

B. Reason for the request for modification:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Construction management skills including contract administration, construction inspection, construction scheduling and cost estimating, expertise in water dam construction including typical contractor means and methods, safety regulation, water quality standards, system shutdown, start-up procedures, equipment and performance testing. See Supplemental Attachment A.

B. Which, if any, civil service class(es) normally perform(s) this work? 2484, Biologist III; 5177, Safety Officer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist; 6319, Senior Const Inspector; 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

Many of the employees within current civil service classes are not applicable, because these employees do not have the specialized experience and knowledge to adequately manage the construction, environmental compliance, and air/water quality compliance monitoring of a large earth and rock-fill dam. See Supplemental Attachment A.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized needs of construction management, environmental compliance, and air/water quality compliance monitoring are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

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

No.

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

Explanation of training has not been provided by the department

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.

Black and Veatch

7. Union Notification: On 11/05/14, the Department notified the following employee organizations of this PSC/RFP request:

Teamsters, Local 856 Health Workers; Professional & Tech Engrs, Local 21; Municipal Executive Association; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-07/08

DHR Analysis/Recommendation:

12/15/2014

Commission Approval Required

Approved by Civil Service Commission

12/15/2014 DHR Approved for 12/15/2014

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: Engineering Services for Sunol Valley Water Treatment Plant Long Term Taste & Odor (PRO.0120)

Funding Source: SFPUC Water Enterprise CIP

PSC Amount: \$19,000,000

PSC Est. Start Date: 10/01/2019

PSC Est. End Date 10/01/2026

1. Description of Work

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

SFPUC civil, structural, electrical; process, mechanical, and other specialized engineering services in the design and support during construction of a new raw water ozonation system, flocculant aid polymer system, and various needed upgrades at SFPUC's Sunol Valley Water Treatment Plant (SVWTP) to address long-term taste and odor issues and plant reliability. Major plant upgrades include new cryogenic oxygen tanks, liquid oxygen vaporizers, ozone generators, ozone injectors, an ozone contactor, an ozone building, an ozone destruct system, electrical power facilities, backup power facilities, polymer mixing skids, polymer aging tanks, transfer pumps, polymer building, associated piping/appurtenances, and associated automatic controls (I&C), modifications to various existing facilities and systems, and power generation consisting of solar panels atop the Treated Water Reservoir and nearby SVWTP facilities to offset the increased power load.

The scope also includes an upgrade to the Calaveras high voltage substation to accommodate increasing power needs brought on by the new ozonation system and various facility upgrades within the Sunol Valley and services of Technical Advisory Panels to review and provide expert opinion and recommendations during design and construction.

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

SFPUC is working on the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP) and Capital Improvement Program (CIP). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning, engineering design and construction support services on projects. This project requires special expertise in water treatment plant design and in particular, the raw water ozonation system, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and the need to have a long-term taste and odor system in place. If these services are not available, the project will not be completed to the highest quality and meet the project schedule. There is substantially more work than can be completed with in-house engineers within the planned schedule. Also, some of the services require expertise which is not available from City employees.

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

Previous similar contracts include Agreement No. CS-879 (Engineering Project Design Services) for the Water System Improvement Program projects. The PSC No. for this Agreement is 4004-07/08.

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.

A project of this magnitude and complexity requires a seven-year contract. The planning phase will be 1.5 years and includes a Conceptual Engineering Report. The design phase will be 2 years and includes 35, 65, 95 and 100% design milestones with presentations at each milestone, preparation of Civic Design Review documents, engineer's estimates and construction schedules and documents needed for the California Environmental Quality Act (CEQA) process. The bid and award phase will be .5 years and includes addendum preparation, review of Question of Bid Documents (QBD's), review of bids and participation in preconstruction meetings and activities. The construction phase will be 2.5 years and includes construction support services, review of Requests for Information (RFI), Submittals and Requests for Substitutions, attend weekly construction meetings, attend site visits, prepare designs related to change orders or RFI's, and preparation of an Operations and Maintenance (O&M) plan for the facility. The closeout phase will be .5 years and will include review of closeout documents, preparation of as-built Computer-Aided Design (CAD) drawings and closeout reports. In the event there are design or construction delays and/or follow-up sub projects, consultant services will be needed for design and construction support work, pushing the duration past the 6-year mark.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

As stated in Section 1B, this project requires special expertise in water treatment plant design and the ozonation process, which is not available from City employees. The project is also on a tight schedule for completion due to the Hetch Hetchy shutdowns and need to have taste and odor control systems installed prior to the shutdowns.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experienced professional engineers in the structural, electrical, power, process, mechanical and civil disciplines during the design and construction phases of the new raw water ozonation system, substation upgrades and SVWTP improvements are needed. Areas of specialized engineering experience are needed for the ozonation and high voltage systems. In addition, process modifications downstream of the raw water ozonation process requires expertise in water treatment design. Design support services during the construction phase are needed to review RFI's, RFS' and submittals, address design changes and prepare operations and maintenance plans and as-built CAD drawings.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;

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

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

City resources will be utilized for various scope based on availability and the project schedule.

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

A. Explain why civil service classes are not applicable.

The project requires special expertise in Ozonation and water treatment design, which is not available from City employees.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The specialized engineering expertise required for the project is not normally needed for projects and the level of resources needed is not long term. Adopting a new class for these specialized areas is not feasible.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. In-house engineering staff will gain valuable knowledge and experience on this project. In addition to the knowledge transfer that will be provided as a result of working closely with the award firm, the consultant will also provide brown bag lunch presentations (one-hour each) throughout the term of the project. The target audience will be Water Enterprise, EMB and PMB staff. Planned topics will include in depth presentations on treatment technologies, facility operation and start-up, BIM, and/or lessons learned. These topics will benefit both the team directly assigned to the project, as well as additional staff across multiple departments.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/22/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: 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# 47941 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgov.org
Sent: Friday, March 22, 2019 12:24 PM
To: Irwin, William; amakayan@ifpte21.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; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47941 - 18/19

RECEIPT for Union Notification for PSC 47941 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47941 - 18/19 for \$19,000,000 for Initial Request services for the period 10/01/2019 -- 10/01/2026. 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/12783> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4004 - 07/08)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Specialized Engineering to complete Utility Engineering Projects (CS-879)Funding Source: Project fundedPSC Original Approved Amount: \$39,200,000PSC Original Approved Duration: 09/04/07 - 09/30/14 (7 years 4 weeks)PSC Mod#1 Amount: \$6,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$18,300,000PSC Mod#2 Duration: 10/01/14-09/30/16 (2 years 1 day)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 10/01/16-12/06/16 (9 weeks 4 days)PSC Mod#4 Amount: \$2,000,000PSC Mod#4 Duration: 12/07/16-12/06/19 (3 years)PSC Mod#5 Amount: \$3,500,000PSC Mod#5 Duration: 12/07/19-12/20/22 (3 years 2 weeks)PSC Cumulative Amount Proposed: \$69,000,000PSC Cumulative Duration Proposed: 15 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility training projects. Consultants will be working on project designs and engineering support for the following types of work: construction for large diameter pipeline crossing a seismic fault with a large anticipated design fault offset; geotechnical investigation for subsurface conditions; geotechnical recommendations for soil mitigation measures; slope stabilization design; treatment plant upgrades and seismic retrofit of basins, vaults and tanks; modification to reservoir culvert to prevent loss of water during maintenance; modifications and repairs to existing tunnels; repair of reservoir outlet structures; reinforce an existing pipeline for increased pressure; design of new treatment train to an existing treatment facility and other project designs requiring specialties that are not available within the City engineers. These projects will be completed with teams consisting of Consultants and City engineers.

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

The San Francisco Public Utilities Commission (SFPUC) has been working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Some of these projects require expertise which is not available from City employees. Projects currently in design cannot be completed if the services from these modifications are not available.

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. 4004-07/08.

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 services under this PSC is more than 5 years so that the Consultant can continue to provide engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply Project.

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 specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class and are so specialized that the expertise is not available from City employees. The specialized engineering needed is not normally performed by engineers in the applicable City classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

B. Reason for the request for modification:

Modification No. 5 is being requested for \$3,500,000, and a time extension for a total agreement duration of 15 years, in order to provide continued engineering design and engineering services during construction for the Regional Groundwater Storage and Recovery Project and the San Francisco Groundwater Supply (SFGW) Project, and to provide fluoride compliance evaluation for the SFGW Project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Engineering support is needed during construction to respond to questions from the field. Also, areas of specialized engineering experience are also needed to complete projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 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.
Specialized engineers are required to perform engineering design for these projects, but this level of resources is not a long term need.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of engineering needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided. These projects will be completed with teams consisting of Consultants and City 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.
Kennedy/Jenks Consultants

7. Union Notification: On 10/02/18, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004 - 07/08

DHR Analysis/Recommendation:

11/05/2018

Commission Approval Required

Approved by Civil Service Commission

11/05/2018 DHR Approved for 11/05/2018

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: Mastication (Req. 99672)

Funding Source: Water Enterprise Operating Budget

PSC Amount: \$155,000 PSC Est. Start Date: 05/13/2019 PSC Est. End Date 08/02/2019

1. Description of Work

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

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid.

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

- A. Explain why civil service classes are not applicable.
Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running an excavator for in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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 Avenue, 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41677 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of: wirwin@swater.org
Sent: Friday, April 19, 2019 2:41 PM
To: Irwin, William; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41677 - 18/19

RECEIPT for Union Notification for PSC 41677 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41677 - 18/19 for \$155,000 for Initial Request services for the period 05/13/2019 -- 08/02/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12892> 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: Fine, Ivy
Sent: Monday, April 22, 2019 2:01 PM
To: Irwin, William
Subject: FW: thanks for the call yesterday
Attachments: PSC 41677-1819 Mastication with union notice.pdf; PSC 42002-1819 Roadside Mowing with union notice.pdf

Hi Bill,
Would you please enter this email string, along with the two attachments, into the PSC workflow so that it is available if CSC Commissioner wants to see it. thanks!

Ivy Vanessa Fine
Project Administration Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, San Francisco, CA 94102
Tel. 415-934-5761

From: Ordikhani, Masood
Sent: Monday, April 22, 2019 1:50 PM
To: Fine, Ivy <IFine@sfgwater.org>
Subject: FW: thanks for the call yesterday

From: Kyger, Todd
Sent: Monday, April 22, 2019 12:33 PM
To: Charles Lavery <clavery@oe3.org>
Subject: RE: thanks for the call yesterday

Thank you, Charley. Following your approval last week, here are copies of the two forms that have now been entered into the PSC database (PSC 41677-1819 and PSC 42002-1819) for the 5-20-19 Civil Service Commission meeting. Feel free to reach out to me if you have any further questions.

Talk soon,
t

Todd Kyger

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

From: Charles Lavery <clavery@oe3.org>
Sent: Friday, April 19, 2019 1:59 PM
To: Kyger, Todd <TKyger@sfwater.org>
Subject: Re: thanks for the call yesterday

* No issue with the contracts at this time
Sent from my iPhone

On Apr 19, 2019, at 9:29 AM, Kyger, Todd <TKyger@sfwater.org> wrote:

<image001.gif>
Hi Charley,

It was great having you on the prejob call yesterday and I look forward to getting together soon. Just wanted to see if you had any questions about the services contracts I sent over yesterday. If all looks good, you can just send over a confirmation sometime this morning or early afternoon and I will let our folks know we're good to go.

Thanks again,

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: 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: Roadside Mowing (Req. 99674)

Funding Source: Water Enterprise Operating Budget

PSC Amount: \$155,000

PSC Est. Start Date: 05/13/2019

PSC Est. End Date 08/02/2019

1. Description of Work

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

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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. Contract put out to bid.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term contract to assist our operations division in completing work by a July 4th deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

The department work orders this work to Water supply and Treatment annually. WS&T completes over 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles has not been completed each year which results in a higher risk of potential catastrophic fires. This work will continued to be work ordered and contracted until staffing levels are high enough to complete all work by a July 4th fire protection deadline.

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

- A. Explain why civil service classes are not applicable.
Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42002 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/20/2019

Civil Service Commission Action:

Receipt of Union Notification(s)

Irwin, William

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
Sent: Friday, April 19, 2019 2:38 PM
To: Irwin, William; Irwin, William; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42002 - 18/19

RECEIPT for Union Notification for PSC 42002 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42002 - 18/19 for \$155,000 for Initial Request services for the period 05/13/2019 -- 08/02/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12893> 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: Fine, Ivy
Sent: Monday, April 22, 2019 2:01 PM
To: Irwin, William
Subject: FW: thanks for the call yesterday
Attachments: PSC 41677-1819 Mastication with union notice.pdf; PSC 42002-1819 Roadside Mowing with union notice.pdf

Hi Bill,
Would you please enter this email string, along with the two attachments, into the PSC workflow so that it is available if CSC Commissioner wants to see it. thanks!

Ivy Vanessa Fine
Project Administration Bureau
San Francisco Public Utilities Commission
525 Golden Gate Avenue, San Francisco, CA 94102
Tel. 415-934-5761

From: Ordikhani, Masood
Sent: Monday, April 22, 2019 1:50 PM
To: Fine, Ivy <IFine@sfgwater.org>
Subject: FW: thanks for the call yesterday

From: Kyger, Todd
Sent: Monday, April 22, 2019 12:33 PM
To: Charles Lavery <clavery@oe3.org>
Subject: RE: thanks for the call yesterday

Thank you, Charley. Following your approval last week, here are copies of the two forms that have now been entered into the PSC database (PSC 41677-1819 and PSC 42002-1819) for the 5-20-19 Civil Service Commission meeting. Feel free to reach out to me if you have any further questions.

Talk soon,
t

Todd Kyger

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

From: Charles Lavery <clavery@oe3.org>
Sent: Friday, April 19, 2019 1:59 PM
To: Kyger, Todd <TKyger@sfwater.org>
Subject: Re: thanks for the call yesterday

No issue with the contracts at this time

Sent from my iPhone

On Apr 19, 2019, at 9:29 AM, Kyger, Todd <TKyger@sfwater.org> wrote:

<image001.gif>
Hi Charley,

It was great having you on the prejob call yesterday and I look forward to getting together soon. Just wanted to see if you had any questions about the services contracts I sent over yesterday. If all looks good, you can just send over a confirmation sometime this morning or early afternoon and I will let our folks know we're good to go.

Thanks again,

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: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Behavioral Health -- Trauma-Informed System of Care

Funding Source: General Funds, State Funding

PSC Duration: 5 years 1 day

PSC Amount: \$1,960,000

1. Description of Work

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

Contractor will provide the infrastructure to develop, promote and maintain trauma-informed behavioral health and related systems work. The contracted agency currently maintains a clearinghouse of information on trauma-informed systems and structures; reviews and develops policy, and evidence-based interventions and services. Contractor will provide general and advanced training, technical assistance and capacity-building to develop, promote and maintain a trauma-informed, healing system of care. This will include large-scale and small group workforce trainings; facilitation of learning communities and coaching of trainers, champions, catalysts and leaders on trauma-informed principles, policies, procedures and practices, and technical assistance and on-site coaching to City department staff and nonprofit agencies.

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

This service is necessary because the funding supports the dissemination of the Department of Public Health's Trauma-Informed Systems (TIS) model to community-based organizations in San Francisco. Denial of this request will result in loss of funding for this key city initiative aimed at improving service delivery for both clients and civil service employees, based on current nationally recognized evidence-based studies and recommended best practices.

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 #47317 – 14/15.

D. Will the contract(s) be renewed?
Depending on availability of funds.

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 will continue the federally funded Bay Area Trauma-Informed System of Care (BATISC) work begun at the regional level of the San Francisco's system of care.

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).

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

B. Explain the qualifying circumstances:

It is important for the contractor to be a neutral party with significant relevant expertise and which is not part of the City and County of San Francisco, in an effort to avoid any potential or perceived conflict of interest.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have the following expertise: (1) At least five years experience in system and practice change development and implementation; (2) five years experience in evidence-based interventions used in the treatment of trauma and the implementation of these practices in urban, diverse, and traumatized communities; (3) a positive track record of hiring and maintaining a diverse workforce; (4) organizational and staff experience providing trauma-informed system capacity-building services to nonprofit service providers and/or public sector clients.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2591, Health Program Coordinator 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The contracting agency will provide their own facility.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The contractor provides an infrastructure and clearinghouse to support trauma-informed systems work and connects the San Francisco trauma-informed systems work to regional and national efforts and learning.
- 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 important that the agency supporting these efforts in San Francisco not be a part of the City of San Francisco, to ensure that it is a neutral agency with the ability to review, evaluate and recommend the changes needed support a city-wide transformation of the service delivery system.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. A portion of the funds will support training of Civil Service employees in basic trauma-informed systems principles.
- 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. East Bay Agency for Children

7. **Union Notification:** On 03/25/2019, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 1380 Howard 421b, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48258 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacque.hale@sfdph.org
To: [Hale, Jacquie \(DPH\); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Jacquie \(DPH\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 48258 - 18/19
Date: Monday, March 25, 2019 5:31:35 PM

RECEIPT for Union Notification for PSC 48258 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48258 - 18/19 for \$1,960,000 for Initial Request services for the period 10/01/2019 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12801> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 47317 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Bay Area Trauma Informed System of Care CollaborationFunding Source: Federal GrantPSC Original Approved Amount: \$2,400,000PSC Original Approved Duration: 06/29/15 - 09/30/19 (4 years 13 weeks)PSC Mod#1 Amount: \$1,125,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$3,525,000PSC Cumulative Duration Proposed: 4 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven counties in the Bay Area. The contracted agency will develop a center to provide a clearinghouse of information on trauma-informed systems and structures; review and develop policy, evidence-based interventions and services across the San Francisco Bay region in order to make resources available for the provision of consistent and effective services for traumatized children and families. Specialty populations addressed across counties include children aged 0-5 years, children residing out of county, and transitional age youth.

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

Under the federal grant funding these services, San Francisco was selected as the lead agency to administer a contract with the contracting agency selected under the grant to provide the services described above. In order to lead this regional effort across seven (7) counties, the grant was made on the premise that the selected agency be a neutral party that is not part of any county structure. As lead administering agency, San Francisco will retain part of the grant monies to support funding of civil service staff to manage this (continued on attachment)

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 47317 - 14/15

D. Will the contract(s) be renewed?

This is a pilot program under a one-time grant.

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

- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- 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).

Explain the qualifying circumstances:

The premise of the federal grant funding this pilot project is for a participating county in this seven-county regional effort to serve as lead agency to administer the grant and related contract, and for the contractor/agency selected to be a neutral party with significant relevant expertise and which is not a part of any of the participating counties' structures, in an effort to avoid any potential or perceived conflict of interest. This is a pilot program intended to be funded for four years, so support of civil service staff to manage this grant/contract is time-limited, as well.

B. Reason for the request for modification:

To increase amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have the following expertise: (1) At least five years experience in system and practice change development and implementation; (2) five years experience in evidence-based interventions used in the treatment of trauma and the implementation of these practices in urban, diverse, and traumatized communities; (3) a positive track record of hiring and maintaining a diverse workforce; (4) expertise related to (continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 0942, Manager VII;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contracting agency will provide their own facility.

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

Not Applicable

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

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

The contractor/agency will provide an infrastructure to develop, promote and maintain a trauma-informed system of care across seven different counties in the Bay Area. A center will be developed that provides a clearinghouse of information on trauma-informed systems and

structures, reviews and develops policy, evidence-based interventions and services, and which works across different regions for consistent and effective services for traumatized families.

- 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 vitally important that the agency leading these efforts not be a part of of the seven participating Bay Area counties, since the funding grant is predicated on having only a neutral agency with the credibility to review, evaluate and recommend the changes needed develop the center for this system-wide transformation effort.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The purpose of these services does not include direct training of civil service employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
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.
East Bay Agency for Children

7. Union Notification: On 08/24/18, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47317 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required
Approved by DHR on 09/06/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Professional Service - As needed Engineering and related services

Funding Source: Port Operational Budget

PSC Amount: \$12,000,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 04/01/2023

1. Description of Work

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

The Port intends to establish a pool of four qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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

These services have been provided in the past under PSC #4081 02/03, PSC #4101-08/09, PSC #4120-11/12 and PSC #41969-15/16

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 proposed services for this project are short-term, as-needed, and specifically relate to engineering projects located along the waterfront on Port property. The work associated with this project is as-needed and generally performed on less than a full-time basis. Although some of the work may be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal

engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, building inspecting, plan checking, project management, construction management/inspecting, dredging support services, material testing, special inspections and testing, etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Because the expertise in specific disciplines sought through the as-needed contracts are highly specialized and required occasionally for specific tasks, that expertise generally is not with the scope of existing civil service classifications and is not available from existing City staff. Many of the services sought through the as-needed contracts involve resources are not available with the City. In the past, Port staff notify other City departments who have staff with related skills before we issued each task order to see if existing City staff could perform any or all of the services needed.

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

- A. Explain why civil service classes are not applicable.
The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The work associated with this contract is performed as one time and associated with specific engineering projects on Port property. There are no training opportunities related to this work.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Yes.
- 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 03/26/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: 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# 45417 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com
To: [Holmes, Lavena \(PRT\); 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; Chan, Annie \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)
Subject: Receipt of Notice for new PCS over \\$100K PSC # 45417 - 18/19
Date: Tuesday, March 26, 2019 3:21:18 PM](mailto:Holmes.Lavena(PRT); 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; Chan, Annie (PRT); DHR-PSCCoordinator, DHR (HRD)

RECEIPT for Union Notification for PSC 45417 - 18/19 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45417 - 18/19 for \$12,000,000 for Initial Request services for the period 04/01/2019 – 04/01/2023. 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/12503> 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: Chan, Annie (PRT)
To: [Donnelly, Edward \(DBI\)](#)
Cc: [Choi, Suzanne \(HRD\)](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45417 - 18/19
Date: Wednesday, April 10, 2019 4:19:00 PM

Hello Edward,

Please refer to PSC #45417 - 18/19 submitted on 3/26/2019 for CSC review and approval.

Thank you,

Annie Chan
Sr. Human Resources Analyst
Port of San Francisco
(415)274-0424
annie.k.chan@sfport.com

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of lavena.holmes@sfport.com
Sent: Tuesday, March 26, 2019 3:21 PM
To: Holmes, Lavena (PRT); 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; Chan, Annie (PRT); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45417 - 18/19

RECEIPT for Union Notification for PSC 45417 - 18/19 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45417 - 18/19 for \$12,000,000 for Initial Request services for the period 04/01/2019 – 04/01/2023. Notification of 30 days (60 days for SEIU) is required.

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<http://apps.sfgov.org/dhrdrupal/node/12503> 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: Delepine, Boris (PRT)
To: Holmes, Lavena (PRT); Chan, Annie (PRT)
Subject: FW: Port PSC Request
Date: Monday, April 29, 2019 3:34:18 PM
Attachments: image001.jpg

Good afternoon,

Can you please upload this email to PSC #45417-1819 and change the designation to ready for DHR review?

Thank you,
Boris


From: Delepine, Boris (PRT)
Sent: Monday, April 29, 2019 3:32 PM
To: Mark Leach <mleach@ibt856.org>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>
Subject: RE: Port PSC Request

Thank you for waiving PSC #45417-1819. We will contact DHR to schedule for the May 20th Civil Service Commission meeting.

From: Mark Leach <mleach@ibt856.org>
Sent: Monday, April 29, 2019 2:56 PM
To: Delepine, Boris (PRT) <boris.delepine@sfport.com>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>
Subject: Re: Port PSC Request

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

Boris,

 We have reviewed the attached. The BIASF and the Teamsters have no concerns with this PSC.

Mark Leach
Representative
TEAMSTERS 856
453 San Mateo Ave. | San Bruno | CA | 94066
650.296.7887 | www.TEAMSTERS856.org

From: "Delepine, Boris (PRT)" <boris.delepine@sfport.com>
Date: Monday, April 29, 2019 at 1:59 PM
To: Mark Leach <mleach@ibt856.org>, Ed Donnelly <edward.donnelly@sfgov.org>

Subject: FW: Port PSC Request

Good afternoon,

Apologies for the emails today. I'm coming up to a 5pm deadline. Do you have any questions or concerns?

Thank you,
Boris

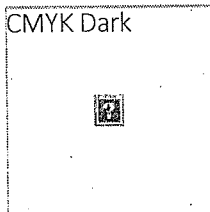
From: Delepine, Boris (PRT)
Sent: Monday, April 29, 2019 9:05 AM
To: Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>; MLeach@ibt856.org
Subject: Port PSC Request

Good morning,

Due to a scheduling problem on our end the Port did not properly notice our PSC for as-needed engineering services. Per DHR staff, they are willing to post this PSC on the next Commission agenda (May 20th) if I obtain written confirmation from you, by the end of the day today, waiving the notice requirement. The PSC request is attached.

We use this RFQ to award four multi-disciplinary as-needed engineering contracts valued at \$3 million each. We have awarded and obtained approved PSCs for this request for the last 16 years. I am available at your convenience to answer any questions. My cell phone number is 415-571-6626. Your consideration of this request is appreciated.

Thank you,
Boris



Boris Delepine
Contracts Administrator
Port of San Francisco
Pier 1, San Francisco, CA 94111
415.274.0443 | boris.delepine@sfport.com

Additional Attachment(s)

SIMILAR PAST PSCs



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

1/9/03
SAN FRANCISCO
PORT COMMISSION
03 JAN 10 PM 2:37
PERSONNEL OFFICE

January 9, 2003

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2001-02/03; 4076-02/03 THROUGH 4088-02/03; AND 4024-02/03.

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ADRIENNE PON
COMMISSIONER

LINDA RICHARDSON
COMMISSIONER

ROSABELLA SAFONT
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

At its meeting of January 6, 2003 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: Postpone PSC #2001-02/03 to the meeting of February 3, 2003 at the request of the Department of Public Health; Adopt Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

cc: Shawn Allison, Department of Telecommunications & Information Services
David Assman, Department of the Environment
Sholanda Baldwin, Mayor's Office
Parveen Boparai, Municipal Transportation Agency
Gordon Choy, Department of Public Works
Jim Horan, Department of Public Works
Gabe Karol, Airport Commission
Kerry Ko, Department of Human Resources
Galen Leung, Department of Public Health
Kathy Mallegni, Port Commission
Jonathan Nelly, Department of Human Resources
Vernon Nulph, Department of Human Resources
Commission File
Chron

POSTING FOR

December 20, 2002

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Contract Number	Department	Amount	Description	Term	Posting Date
2001-02/03	Public Health	\$30,113,795	Will provide services in Comprehensive Primary/Clinical Care, Tuberculosis, and STD/HIV, Asthma, Immunization, and Cancer; Training & Consultation regarding Research and Evaluation, Prevention, Education, and Intervention; and other Ancillary Health Care.	Continuing	12/31/2007
4076-02/03	Public Health	\$950,000	Will provide Inspector of Record services, facility evaluation surveys and reports, strategic and space accessibility planning reviews and analyses, and progress reports, for a series of time sensitive projects for SFGH, LHH and associated facilities.	Regular	12/31/2006
4077-02/03	Mayor's Office	\$196,250	Will serve as the lead agent in the California State Legislature working with the Mayor's Office of Legislative Affairs in determining legislative and budget priorities for the City and County of San Francisco.	Regular	12/31/2003
4078-02/03	Mayor's Office	\$312,000	Will serve as Federal Legislative representative.	Regular	12/31/2003

POSTING FOR

December 20, 2002.

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

4079-02/03	Airport Commission	\$1,334,000	Will work with staff to implement the direct leasing model, space development, concept planning, tenant outreach and tenant construction oversight to insure that food and beverage service to the traveling public is not disrupted.	Regular	12/31/2005
4080-02/03	Environment	\$300,000	Will provide technical assistance to businesses and institutions for source reduction, reuse, recycling, composting and other program participation efforts for the diversion of organic and non-organic materials from the landfill.	Regular	6/30/2004
4081-02/03	Port	\$2,000,000	Will provide a wide range of as-needed specialized engineering and architectural services.	Regular	1/31/2006
4082-02/03	Municipal Transportation Agency	\$200,000	Will analyze the exhaust emission data that were collected on a rolling chassis dynamometer and set up a computer modeling program to predict the on-road bus emissions and fuel economy over San Francisco's unique driving conditions and terrain.	Regular	12/31/2003
4083-02/03	Telecommunication & Information Services	\$500,000	Will administer a technical training program and provide training in personal computer software and other information technologies used in City government.	Regular	6/30/2003

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 9, 2002

DEPARTMENT NAME: PORT OF SAN FRANCISCO DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As Needed Engineering, Architectural and Environmental Services

FUNDING SOURCE: Port Operating and Capital Budgets

PSC AMOUNT: \$ 2,000,000 PSC DURATION: 2/1/03 - 1/31/06

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

The Port is seeking qualified consultants capable of providing a wide range of specialized engineering and architectural services on an as-needed basis. The consultants may work in conjunction with the Port's technical staff as part of a project team or provide professional services to be reviewed and approved by Port staff. The requested services may be required either for an entire project, for a portion of projects or for any project phase.

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

The Port's Engineering Department provides multi-disciplinary engineering services to all Port divisions. At times, the services requested exceed available staff resources and, therefore, consultant services are necessary to address the additional workload. These services will supplement Port engineering and architect staff in project analysis and design. If not approved, critical engineering, architectural and environmental work may not be completed in a timely manner.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC 4086-97/98.

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

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

IFPTE, Local 21 Union Name Belen C. Atable Signature of person mailing/faxing form 12/10/02 Date

Union Name Signature of person mailing/faxing form

IFPTE, Local 21 Will be sent when finalized RFP sent to: Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 4081-02/03

TAFF ANALYSIS/RECOMMENDATION:

Approved [Signature] 02/06/2003

CIVIL SERVICE COMMISSION ACTION:

RECEIVED DEPARTMENT OF HUMAN RESOURCES 02 DEC 13 AM 7:51

TOA

SA

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise
Expertise in civil, structural, marine, electrical, mechanical, environmental and geotechnical engineering; expertise in architecture, including landscape architecture; skill in AutoCAD drafting.
- B. Which, if any, civil service class normally performs this work?
Classes in the following engineering occupational series:
Civil, Structural, Electrical and Mechanical Engineer, Engineering Associate and Engineering Assistants
Architect, Architectural Associate, and Architectural Assistant.
- 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 number of projects and the amount of work continue to exceed Port staffing resources. The requested contractual services are intended to supplement existing Port staff and staff from other City agencies. In addition, the services will be required on an as-needed and generally less-than-full-time basis.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain?
No, classes already exist to perform this work.

5. ADDITIONAL INFORMATION (IF "yes", attach explanation

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

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

Kathy Mallegni
Signature of Departmental Personal Services Coordinator

Kathy Mallegni
Print or Type Name

415.274-0421
Telephone Number

Pier 1
San Francisco, CA 94111
Address

c: Tom Trimbur

10B

~~37~~

JUN 10 2009 3:06PM CIVIL SERVICE COMM

No. 1079 P. 2



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4098-08/09 THROUGH 4113-08/09; 4068-07/08; 4172-07/08 AND 4114-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Kahala Drain, Children & Families Commission
Jacquie Hale, Department of Public Health
Lavena Holmes-Williams, San Francisco Port
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Emergency Communications Department
Julian Low, Mayor's Office of Business & Economic Development
Joan Lubamersky, Administrative Services
Christine Martin, Department of Technology
Mary Ng, Department of Human Resources
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

Jun. 10. 2009 3:06PM civil service comm

No. 1079 P. 3

**POSTING FOR
March 02, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Posting	Agency	Position Title	Duration	Description of Work
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	30-Mar-12	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	15-Nov-09	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.
4100-08/09	35	San Francisco Municipal Transportation Agency	Regular	01-Mar-14	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port Capital and on-going projects.
4101-08/09	39	Port of San Francisco	Regular	30-Jun-14	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.
4102-08/09	40	San Francisco Public Utilities Commission	Regular	01-Aug-12	Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Ingleton Tunnel, on behalf of the SFPUUC.
4103-08/09	40	San Francisco Public Utilities Commission	Regular	31-Jul-14	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.
4104-08/09	40	San Francisco Public Utilities Commission	Regular	31-Dec-10	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-assignment commercial paper ("CP") program.
4105-08/09	40	San Francisco Public Utilities Commission	Regular	01-Apr-14	Will provide materials, training, and support to parents and preschool, classroom staff to effect early literacy and family engagement, cognitive and language skills.
4106-08/09	64	Children and Families Commission	Regular	01-Aug-12	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.
4107-08/09	70	GSA Medical Examiner	Regular	01-Jan-12	Will provide enhancements or modifications to its software that runs the dispatch program for EB11 calls. The modifications will enhance the data collected by or displayed to EB11 call takers and dispatchers.
4108-08/09	75	Department of Technology	Regular	01-Mar-12	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.
4109-08/09	75	Department of Technology	Regular	01-Mar-12	



City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: February 4, 2009

DEPARTMENT NAME: Port of San Francisco

DEPARTMENT NUMBER 39

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

[] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[x] INITIAL REQUEST [] MODIFICATION (PSC# _____)

TYPE OF SERVICE: As-Needed Engineering & Related Services

FUNDING SOURCE: Port Operating, Capital Budget and Bond Program

PSC AMOUNT: \$4,500,000

PSC DURATION: 7/1/09 - 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port intends to issue a Request for Qualifications to establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceed the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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

These services have been provided in the past under PSC #4021-05/08

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 2/5/09

Union Name Signature of person mailing/faxing form Date

RFP sent to IFPTE, Local 21 Union Name on February 20, 2009 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-08/09 approved 3/2/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

sent 2/6/09

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license(as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, project management, special testing and inspections; etc.

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

5207 Associate Engineer; 5218 Structural Engineer; 5241 Engineer; 5211 Senior Engineer; 5268 Architect, 5274 Landscape Architect and various classes in the engineering and architectural assistant and associate series.

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

None anticipated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

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

It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

This will be a competitive procurement and thus unknown.

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

Lavona Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavona Holmes-Williams

415-274-0421

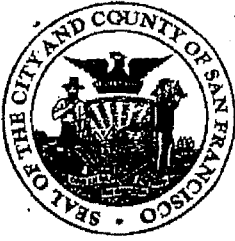
Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting May 7, 2012

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

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Scott R. Helfond	Present
Commissioner Mary Y. Jung	Not Present (Notified absence)

President E. Dennis Normandy presided.

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

None.

APPROVAL OF MINUTES

Regular Meeting of April 16, 2012

Action: Adopted. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

COMMENDATIONS AGENDA

0114-12-1 Commendation for Morgan R. Gorrone for his dedicated service to the City and County of San Francisco as a Civil Service Commissioner from February 4, 2000 through August 30, 2011; and his leadership as President of the Civil Service Commission from June 3, 2003 through May 31, 2004 and June 2, 2009 through June 7, 2010. (Item No. 5)

Speakers: Anita Sanchez, Executive Officer

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan, Human Resources Director stated that she is back and is mostly done with all the labor negotiations. In the last week, they have settled most of the labor contracts for Spring 2012. They settled over a week ago with IFPTE Local 21 and finished with SEIU, a combined settlement and arbitration award last Friday. She also stated that hopefully they have carefully navigated all the civil service issues.

There is one item with SEIU Local 1021 dealing with the as-needed/exempt Category 16 employees and their desire to be permanent and the alleged misuse of as-needs by departments throughout the City over the years. They were unable to reach an agreement with the Union on that proposal so the Arbitrator issued an award which has some civil service implications. The Department of Human Resources and the Unions will jointly be approaching the Commission for some problem-solving to help find ways that these individuals can be positioned to obtain permanent employment after appropriately passing whatever merit processes that are developed. She or Martin Gran may be contacted for any questions the Commissioners may have.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

Report included in Item No. 11.

0115-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-11/12	Art Commission	\$192,780	Contract for artist to design, fabricate, transport, and install artwork 28 for Daggett Park.	Regular	12/31/15
4117-11/12	Environment	\$150,000	To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2012 and September of 2014. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.	Regular	09/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

4118-11/12	Municipal Transportation Agency	\$400,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of 3 full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, which adversely affect job performance.	Regular	03/31/13
4119-11/12	Municipal Transportation Agency	\$32,500,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	Regular	09/30/17
4120-11/12	Port Commission	\$4,500,000	The Port intends to issue a Request of Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements for the Port's aging infrastructure.	Regular	06/30/16
4121-11/12	Public Utilities Commission	\$400,000	Provide file conversation/file relocation services between San Francisco Public Utilities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.	Regular	12/31/12
4111-10/11	District Attorney	Increase Amount \$72,500 New Amount \$145,000	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	Modification	06/30/13

Civil Service Commission Meeting Minutes

Regular Meeting of May 7, 2012

4046-11/12	Public Utilities Commission	Increase Amount \$50,000 New Amount \$400,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	Modification	04/01/15
4097-08/09	Public Utilities Commission	Increase Amount \$950,000 New Amount \$4,620,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program. This modification is necessary because washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is essential to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant from the CA Dept. of Water resources to implement this program and the SFPUC expects to receive \$630,000 of this funding.	Modification	12/31/20
4102-09/10	Public Utilities Commission	Increase Amount \$150,000 New Amount \$225,000	Contract work consists of the following: 1) Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification and identifying and sorting Polychaeta to families as needed. 2) Performing quality control (QC) on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences. 3) Performing taxonomic identification on samples as needed. 4) Providing training to identify freshwater aquatic invertebrates as needed. This modification is necessary because marine invertebrate taxonomy is a requirement of the Oceanside WPCP NPDES discharge permit and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the SFPUC's watershed lakes and streams. Training of in-house staff on freshwater taxonomy is an as-needed task, last provided by a training workshop in 2005.	Modification	07/30/22

Speakers:

Guillermo Rodriguez, Department of the Environment spoke on PSC #4117-11/12.

Angela Carmen, Municipal Transportation Agency spoke on PSC #4119-11/12.

Action:

Adopted the report; Approved the request for proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2012

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As-Needed Engineering & Related Services

FUNDING SOURCE: Port Operating, Capital Budget and Bond Program

PSC AMOUNT: \$4,500,000.00 PSC DURATION: 07/01/2012 - 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port intends to issue a Request for Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's Engineering Division provides multi-disciplinary engineering services to all Port Divisions, at times, the required services exceed the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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

These services have been provided in the past under PSC #4101-08/09.

D. Will the contract(s) be renewed: The RFQ will provide a one-year option to renew.

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

Form with fields for Union Name, Signature of person mailing/faxing form, and Date. Includes handwritten signature and date 03/07/2012.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# A120 - 11/12 CSC 05/07/2012 ; approved!

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license (as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, project management, special testing and inspections; etc.

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

- 5203 Assistant Engineer (Local 21)
5207 Associate Engineer (Local 21)
5211 Engineer/Architect/Landscape Architect Senior (Local 21)
5218 Structural Engineer (Local 21)
5241 Engineer (Local 21)
5268 Architect (Local 21)
5274 Landscape Architect (Local 21)

... and various classes in the Engineering and Architectural Assistant and Associate series.

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

None anticipated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

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

It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

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

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

Yes/No checkboxes for question A

B. Will the contractor train City and County employees?

Describe the training and indicate approximate number of hours.

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

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

Yes/No checkboxes for questions C and D

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? Under previous PSCs and pending March 13, 2012 action at the Port Commission.

Yes/No checkboxes for question E

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? This will be a competitive procurement and thus unknown.

Yes/No checkboxes for question F

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

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

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: As-Needed Engineering and Related Professional Services

Funding Source: Operating, Capital, & Bond Prog PSC Duration: 5 years
PSC Amount: \$6,000,000 PSC Est. Start Date: 04/01/2016 PSC Est. End Date: 03/31/2021

1. **Description of Work**

A. Scope of Work:

The Port intends to issue a Request for Qualifications to establish a pool of four (4) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

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

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

These services have been provided in the past under PSC #4101 - 08/09, CSC Action 03/02/2009.

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

2. **Union Notification:** On 10/07/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Bldg Mtl & Constr Teamsters, L 853; Building Inspectors - 6331, 6333

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41969 - 15/16

DHR Analysis/Recommendation:

03/07/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/07/2016

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Training, knowledge, license (as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, building inspecting, plan checking, project management, construction management/inspecting, dredging support services, material testing, special inspections and testing, etc.
- B. Which, if any, civil service class(es) normally perform(s) this work?
 6318,6331,5314,5207,5218,5241,5211,5268,5274,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 None anticipated.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
 The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 It would not be practical to adopt new Civil Service Classifications for work that will be sporadically needed or only needed for a single project.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? No. The consultants perform highly specialized sporadic work in the design	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/08/2016 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com
 Address: Pier 1, The Embarcadero San Francisco, CA 94111

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD

Dept. Code: HRD

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

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

Type of Service: Acquire New Applicant Tracking System and Support Services

Funding Source: General Fund

PSC Duration: 9 years

PSC Amount: \$5,000,000

1. Description of Work

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

The City and County of San Francisco (CCSF) is nearing the end of its contract with JobAps Inc., which provides CCSF's sole job applicant tracking system. The contract has been in place for more than 10 years, so CCSF is required to publish a request for proposals (RFP) to allow vendors to submit bids to provide these services.

CCSF currently uses the existing applicant tracking system to track job candidates from the time of application to the time of hire. This robust system allows CCSF to post online exam/job announcements, accept and review applications, send and track notices to candidates, score and track candidates through examinations, rank candidates on confidential eligible lists, and refer candidates to hiring departments for consideration.

CCSF is looking for a solution that offers a modern, user-friendly, and integratable applicant tracking system as part of the larger Hiring Modernization Project to ensure CCSF 1) is improving its hiring practices to reflect today's technology and workforce and 2) has an infrastructure that will make it easy to continue to adapt over time.

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

A system that both performs these functions and integrates with PeopleSoft is essential to satisfying CCSF's employee appointment business requirements. The City on average receives approximately 150,000 job applications and makes 9,000+ hires annually. Without such a system, CCSF would be unable to efficiently perform all Civil Service requirements for recruiting and hiring CCSF employees.

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

The services were approved by the Civil Service Commission via PSC4026-06/07.

D. Will the contract(s) be renewed?

Contract renewal will depend on contractor performance.

- 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.

Applicant tracking systems are very robust and CCSF has many civil service rules and processes that must be accounted for in the design of such a system. The first 1-2 years of the contract will be spent customizing the system(s) to CCSF's requirements, providing training, and testing functionality. Should a new vendor be chosen, there will also be a period of migrating data from the current applicant tracking system into the new one to ensure that retention policies are maintained and current hiring processes are not impacted. The system will act as the foundation for CCSF's hiring processes over the course of the contract, but the RFP will include requirements for the system to integrate with other programs, so that CCSF may take advantage of other specialized standalone software that will help modernize the application and/or hiring process. The desired contract is expected to be 3 years, with two 3-year extension options. The first 3-year term is estimated to be \$2,000,000 to include data migration, implementation work, and initial maintenance in addition to licensing.

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:

Applicant tracking systems are extremely robust, require a vast knowledge of civil service procedures, and are very difficult and time-intensive to build. Additionally, the system must have 24/7 security, customer service, and engineering teams to be ready should any service outages or functionality stop working within the system. An outage of service impacts all recruitments and hires citywide, thus a system with around-the-clock support and data backups at off-site storage facilities (in case of a natural disaster or other corruption of data on the main server) is essential.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: -Experience providing an applicant tracking system to a large organization (receiving more than 100,000 applications and/or having more than 10,000 users) -Customizing software solutions to meet specific user needs (e.g., complexity of civil service rules and processes) -Running and maintaining a larger scale technology solution with a focus on ensuring data security and privacy

- 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; 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 5506, Project Manager 3;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The contractor will provide the proprietary software and facilities for data backup.

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 do not have the capacity required to build a system of this size and complexity. Additionally, such classes would not be able to provide the required 24/7 support needed for system maintenance, customer service, and data recovery. Moreover, the system will house sensitive, confidential and legally protected data that internal employees outside of Human Resources should not be able to access.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class because the knowledge needed to create and maintain such a system could not be performed by a single class.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The contractor will train CCSF employees on how to navigate and utilize the new system.

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

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

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

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

7. Union Notification: On 03/13/2019, 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: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42476 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Brusaca, Christina
Sent: Monday, April 29, 2019 1:33 PM
To: DHR-PSCCoordinator, DHR (HRD)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Suzanne,

Local 21 no longer objects to PSC#42476-18/19. Please calendar for the next CSC meeting.

Christina



Connecting People with Purpose

Christina Brusaca
Senior Administrative Analyst
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
415-557-4829
Website: www.sfdhr.org

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Monday, April 29, 2019 11:06 AM
To: Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>; Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Thank you – hope yours was enjoyable, too.

Given the additional information provided and the fact that this item is directly related to the Hiring Modernization project (one which will hopefully allow for the faster onboarding of merit-based PCS positions), the Union is removing its objection to this PSC.

For the Union,

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>

Sent: Monday, April 29, 2019 11:02 AM

To: Timothy Mathews <tmathews@ifpte21.org>

Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>; Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

I hope you had a nice weekend. Just wanted to follow up on this matter – do you have any updates after our discussion last Tuesday along with the info in my email below?

Thanks,



Anne Marie Monroe
Hiring Modernization Project
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4914
Website: www.sfdhr.org

From: Monroe, Anne Marie (HRD)

Sent: Tuesday, April 23, 2019 4:51 PM

To: Timothy Mathews <tmathews@ifpte21.org>; Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>

Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

Thank you for speaking with us this afternoon. Following up on our call and per your request, here is a summary of the information we discussed:

- We currently pay JobAps approximately \$312,000 per year for licensing and maintenance. Over the course of 9 years, that's approximately \$2,800,000. Our \$5,000,000 budget for PSC# 42476 – 18/19 takes into consideration that we may end up with a new applicant tracking system and includes software licenses and professional services that come with moving over to a better system (including custom software development, implementation, data migration, etc.). As such, our proposed budget is in line with what we currently pay JobAps
- The modifications shown in PSC# 4026 – 06/07 accounts only for licensing and maintenance costs and does not reflect the total amount spent on JobAps
- The original contract with JobAps was for 3 years with two 2-year options, which is similar to what we've proposed in PSC# 42476 – 18/19
- The additional 10% we accounted for was to cover expected increases over the life of the contract. Over the course of our current contract with JobAps, there was an increase of their rates over that time

- As for the proposed duration of the contract, the potential for a longer contract puts the City in a better place to negotiate a cheaper price
- *We forgot to mention this during our phone call, but some of the vendors who responded to our RFI last year indicated (verbally) that the range for annual costs could be approximately \$300,000 - \$500,000*

I'm happy to answer any additional questions you may have. Have a nice evening!

Thanks,



Connecting People with Purpose

Anne Marie Monroe
Hiring Modernization Project
 Department of Human Resources
 One South Van Ness Ave., 4th Floor
 San Francisco, CA 94103
 Phone: (415) 557-4914
 Website: www.sfdhr.org

From: Monroe, Anne Marie (HRD)
Sent: Tuesday, April 23, 2019 3:02 PM
To: Timothy Mathews <tmathews@ifpte21.org>; Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,
 Sure, no problem. We'll call you at 3:30pm.



Connecting People with Purpose

Anne Marie Monroe
Hiring Modernization Project
 Department of Human Resources
 One South Van Ness Ave., 4th Floor
 San Francisco, CA 94103
 Phone: (415) 557-4914
 Website: www.sfdhr.org

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Tuesday, April 23, 2019 2:58 PM
To: Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Sorry, can I have another 30 minutes?!

Get [Outlook for iOS](#)

From: Luong, Susanna (HRD) <susanna.luong@sfgov.org>
Sent: Tuesday, April 23, 2019 14:20

To: Timothy Mathews; Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

There are no additional documents.

Thanks,
Susanna



Connecting People with Purpose

Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Timothy Mathews [<mailto:tmathews@ifpte21.org>]
Sent: Tuesday, April 23, 2019 12:31 PM
To: Luong, Susanna (HRD); Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

My cellphone is best – 917.319.6733

I believe Evan is unavailable, but we wanted to make sure you folks were able to deliver the updates / info you needed to.

Are there any documents I should look to review, before we speak?

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Luong, Susanna (HRD) <susanna.luong@sfgov.org>
Sent: Tuesday, April 23, 2019 11:58 AM
To: Timothy Mathews <tmathews@ifpte21.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

Thank you for confirming. I will send out a calendar invitation for 3pm today.

What is the best phone number to reach you and Evan at?

Susanna



Connecting People with Purpose

Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Timothy Mathews [mailto:tmathews@ifpte21.org]
Sent: Tuesday, April 23, 2019 10:54 AM
To: Luong, Susanna (HRD); Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hey there,

I can make myself available, after ~3pm, today.

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Luong, Susanna (HRD) <susanna.luong@sfgov.org>
Sent: Tuesday, April 23, 2019 9:43 AM
To: Timothy Mathews <tmathews@ifpte21.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hello Timothy,

I hope you had a good weekend. Are you still available today in the afternoon to meet with us?

If not, I am happy to offer additional dates and times. Thank you for your attention to this matter.

Susanna



Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Luong, Susanna (HRD)
Sent: Tuesday, April 16, 2019 12:51 PM
To: Timothy Mathews; Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

The following dates/times works for us.

Monday 4/22, between 9-4pm
Tuesday 4/23, after 11am

Thank you,
Susanna



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Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Timothy Mathews [mailto:tmathews@ifpte21.org]
Sent: Friday, April 12, 2019 9:27 PM
To: Luong, Susanna (HRD); Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

I'm afraid I'll be trapped in a room with Steve Kawa and company, in arbitration, that week.

Perhaps the following?

Get [Outlook for iOS](#)

From: Luong, Susanna (HRD) <susanna.luong@sfgov.org>
Sent: Friday, April 12, 2019 17:15
To: Howard, Kate (HRD); Timothy Mathews; Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

Are you available at the following dates and times? We have some flexibility with the times on these dates.

Tuesday 4/16 from 1:30-2:30pm

Wednesday 4/17, anytime between 1:30-4pm

Happy to chat on the phone to schedule as well.

Thank you,
Susanna



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Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Howard, Kate (HRD)
Sent: Friday, April 12, 2019 2:35 PM
To: Timothy Mathews; Luong, Susanna (HRD); Monroe, Anne Marie (HRD)
Cc: Brusaca, Christina; Evan McLaughlin; Luong, Susanna (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

Thanks for the follow up. I think there may be additional information that we could provide to you to help you further evaluate this proposal. Would you be able to meet with us early next week? Susanna can help us schedule.

Thank you,
Kate



Connecting People with Purpose

Kate Howard, Managing Deputy Director
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4944
Website: www.sfdhr.org

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Thursday, April 11, 2019 10:40 AM
To: Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

All,

Kate and Christina, thank you for making yourselves available for our questions.

Unfortunately, the Union cannot withdraw its objection to PSC # 42476 – 18/19. In the interest of the merit system and delivery of service to the public; we believe that the amount and duration are excessive and this project should be approached, through multiple PSC submissions (if justified), as was the previous iteration (PSC# 4026 – 06/07).

Thank you.

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Timothy Mathews
Sent: Friday, March 29, 2019 6:18 PM
To: 'Luong, Susanna (HRD)' <susanna.luong@sfgov.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Susanna,

Thanks for getting back to us.

Let's reserve the 10th. Evan will be finishing up a meeting, so will likely join a few minutes late.

Cheers!

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Luong, Susanna (HRD) <susanna.luong@sfgov.org>
Sent: Thursday, March 28, 2019 9:18 AM
To: Timothy Mathews <tmathews@ifpte21.org>; Howard, Kate (HRD) <kate.howard@sfgov.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Brusaca, Christina <christina.brusaca@sfgov.org>; Evan McLaughlin <emclaughlin@ifpte21.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

I apologize for my late response. We would like to schedule a high level check in conference call. Please kindly share if the dates and times below work for you and Evan. We can schedule additional time after the call if needed.

Friday, 4/5, from 1-1:30pm

Wednesday, 4/10 from 1-1:30pm

Once we've confirmed a date and time, I will send a calendar invitation out with conference call information.

Thank you,
Susanna



Connecting People with Purpose

Susanna Luong, Management Assistant
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4864
Website: www.sfdhr.org

From: Timothy Mathews [<mailto:tmathews@ifpte21.org>]
Sent: Tuesday, March 19, 2019 2:36 PM
To: Howard, Kate (HRD); Monroe, Anne Marie (HRD)
Cc: Luong, Susanna (HRD); Brusaca, Christina; Evan McLaughlin
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Great, thank you.

It will most likely be myself and Evan McLaughlin. I've copied him to this email.

Cheers!

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Howard, Kate (HRD) <kate.howard@SFGOV1.onmicrosoft.com>
Sent: Tuesday, March 19, 2019 10:14 AM
To: Timothy Mathews <tmathews@ifpte21.org>; Monroe, Anne Marie (HRD) <annemarie.monroe@sfgov.org>
Cc: Luong, Susanna (HRD) <susanna.luong@sfgov.org>; Brusaca, Christina <christina.brusaca@sfgov.org>
Subject: Re: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

Hi Timothy,

I'm happy to find a time to meet. Can you let me know who will attend from Local 21?

Susanna Luong in my office will offer a few times to meet.

Thanks,

Kate

Kate Howard, Managing Deputy Director
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4944
Website: www.sfdhr.org

Connecting People with Purpose

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Saturday, March 16, 2019 2:47:48 PM
To: Howard, Kate (HRD)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

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

Given the information contained in this PSC, the Union objects to this action.

We would like to set a time to meet and discuss this PSC. In advance of this meeting, please make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.

Explanation and related supporting documentation supporting the compelling merits or factor(s) used to justify contracting out, where our existing civil service classes can perform the work.

Thank you.

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: 415-914-7345

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of kate.howard@sfgov.org

Sent: Wednesday, March 13, 2019 10:38 AM

To: kate.howard@sfgov.org; Eugene Cassidy <ecassidy@ifpte21.org>; WendyWong26@yahoo.com;
wendywong26@yahoo.com; Timothy Mathews <tmathews@ifpte21.org>; Kristen Schumacher
<kschumacher@ifpte21.org>; Ken Page <kpage@ifpte21.org>; Emma erbach <eerbach@ifpte21.org>; Paul Kim
<pkim@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; christina.brusaca@sfgov.org; DHR <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 42476 - 18/19

RECEIPT for Union Notification for PSC 42476 - 18/19 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 42476 - 18/19 for \$5,000,000 for Initial Request services for the period 07/01/2019 – 06/28/2028. 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/11995> 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: CONTROLLER Dept. Code: CON

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4026 - 06/07)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Configuration of proprietary software, hosting of proprietary software

Funding Source: Controller - General Fund

Table with 2 columns: PSC Mod# Amount and PSC Mod# Duration. Rows include PSC Original Amount, PSC Mod#1-6, and PSC Cumulative Amount Proposed.

1. Description of Work

A. Scope of Work:

In 2006, the City selected JobAps through a Request for Proposals (RFP) process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps, Inc. to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process.

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

If the City is unable to enter to into an agreement with JobAps, the City will no longer have access to a job-application system. Without JobAps, the City will not have the ability to deploy the full functionality of the Project eMerge solution as promised.

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. yes, through PSC 4026 06/07

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

2. Union Notification: On 09/17/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026 - 06/07

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/25/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 You must be a JobAps employee to perform this work.

B. Which, if any, civil service class(es) normally perform(s) this work?
 1052,

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:
 This is proprietary/hosted software. Only JobAps employees are able to configure and/or support the system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. This is proprietary/hosted software. City employees will never be able to perform this work.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? yes, with current vendor JobAps Inc	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
 ON 09/17/14 BY:

Name: Lily Conover Phone: 415-554-7525 Email: lily.conover@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Rm 306 San Francisco, CA

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION

Dept. Code: DBI

Type of Request: Initial Modification of an existing PSC (PSC # 49526 - 16/17)

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

Type of Service: professional service

Funding Source: Department operating fund

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

PSC Original Approved Duration: 11/01/17 - 10/31/21 (4 years)

PSC Mod#1 Amount: \$1,500,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,500,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors, on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.

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

It is the Department's policy, procedures and safety regulations to monitor the construction of new buildings in San Francisco. The Department continues to review and constantly take steps to strengthen requirements to ensure that buildings are as safely built as contemporary engineering permits. Staff of engineers, inspectors and permitting technician's works closely with the project sponsor and chosen design and engineering team to ensure that submitted plans and subsequent construction meet or exceed the minimum standards of the San Francisco Building Code. Expert Consultants supplement the plan review process. Denial would limit the Department's ability to work directly with experts.

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

Services have been provided in the past through earlier PSC request. See 49526 - 16/17

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

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

Explain the qualifying circumstances:

Structure Design Services utilized are limited and project specific based.

B. Reason for the request for modification:

increase amount due to the Department anticipates more complex tall buildings projects that will require peer review services for structural and/or geotechnical design review.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants will be individual consultants (structural engineers and researchers) with minimum 15 years experience in the following areas: A Structural Design Reviewer/Practicing Structural Engineer shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Structural Design Reviewer/Academia with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Geotechnical and Geological Engineering Reviewer with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil-structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

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.

This is very specialized sets of skills and expertise not currently available through Civil Service 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 contractor will on an as-needed basis. This skill set is not needed on a long term bases as a Civil Service 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.
There is no training as professional services are specialized and on a as-needed basis.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/15/19, 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: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 1660 Mission Street, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49526 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

Lee, Sharon (DBI)

From: dhr-psccordinator@sfgov.org on behalf of sharon.lee@sfgov.org
Sent: Friday, March 15, 2019 12:24 PM
To: Lee, Sharon (DBI); camaguey@sfmea.com (contact); 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; Basconciello; Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); 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: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period March 15, 2019 – October 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/dhrdrupal/node/12734>

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

Additional Attachment(s)

City and County of San Francisco
Department of Building Inspection



London N. Breed, Mayor
Tom C. Hui, S.E., C.B.O., Director

April 25, 2019

Micki Callahan
Director
Department of Human Resources
One South Van Ness Avenue, 4th Floor
San Francisco, CA 94103

Subject: Request to Calendar Modification #1 for PSC #49526-16/17

Dear Ms. Callahan:

The Department of Building Inspection is requesting Modification #1 for PSC #49526-16/17 be calendared on May 20, 2019. This PSC provides as-needed structural design and plan review services for specialized construction projects. The Modification is needed because the number of projects subject to this review continues to increase. Currently, several construction projects are awaiting peer-review contracts.

On March 15, 2019, the Department notified unions of this PSC modification. The 7-day notification review period ended. On March 16, 2019, IFPTE Local 21 objected to this modification and requested a meeting. The Department emailed IFPTE Local 21 on the following dates proposing meetings dates: March 18, March 25, April 10, April 18 and April 23. See attached emails.

The Department has not received any responses from IFPTE Local 21 on the Department's proposed dates nor has the union responded with alternative dates. The Department will continue to outreach to IFPTE Local 21. However, we request Modification #1 for PSC #49526-16/17 be calendared on May 20, 2019 as the inability to award peer-review contracts impacts construction projects.

If you have any questions, please contact me at (415) 558-6239.

Sincerely,

A handwritten signature in black ink that reads "Taras W. Madison".

Taras W. Madison
Deputy Director

Attachments

cc: Tom Hui, Director
Dan Lowery, Deputy Director

Lee, Sharon (DBI)

From: Lee, Sharon (DBI)
Sent: Wednesday, April 24, 2019 11:18 AM
To: Timothy Mathews
Cc: Madison, Taras (DBI)
Subject: FW: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

Hi Timothy,

Just an update on dates and times, Project managers are also available to meet with IFPTE21 next week. Dan Lowrey and Richard Tam are available next Wednesday May 1st, Thursday May 2nd and Friday May 3rd morning between 10 am to 12 noon. Peer review contracts and projects are on hold pending PSC modification approval.

Please let us know your availability.

Thank you.

DBI - Finance | 1660 Mission St., 6th Floor
Tel: 575-6947 | Email: Sharon.lee@sfgov.org

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

From: Lee, Sharon (DBI)
Sent: Thursday, April 18, 2019 9:08 AM
To: 'Timothy Mathews' <tmathews@ifpte21.org>
Cc: Madison, Taras (DBI) <taras.madison@sfgov.org>
Subject: FW: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

Hi Timothy,

Since we have not heard back you regarding a convenient date to meet and discuss this PSC, DBI is reaching out again to schedule a meeting per your email on March 16th.

One of the project managers is on vacation for the next couple of weeks. Deputy Director, Dan Lowrey, and another project manager, Richard Tam, will be available to meet with you Thursday April 25th and Friday April 26th between 10 am to 12 noon.

Let me know if these dates fits with your schedule. Alternatively, propose alternate dates so the project managers may accommodate.

Look forward to hearing from you.

Thank you.

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

From: Lee, Sharon (DBI)
Sent: Thursday, April 04, 2019 12:16 PM
To: 'Timothy Mathews' <tmathews@ifpte21.org>

Cc: Madison, Taras (DBI) <taras.madison@sfgov.org>
Subject: FW: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

Hi Timothy,

The project managers are available to meet with you April 9th or 10th in the morning between 10 am to 12 noon.
Let us know if that works with your schedule.

Thank you.

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

From: Lee, Sharon (DBI)
Sent: Monday, March 25, 2019 3:57 PM
To: Timothy Mathews <tmathews@ifpte21.org>
Subject: FW: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

Hi Timothy,

Just circling back to you on your availability to discuss with the project managers and answer your questions.
Let me know at your convenience.
Thank you.

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

From: Lee, Sharon (DBI)
Sent: Monday, March 18, 2019 9:28 AM
To: 'Timothy Mathews' <tmathews@ifpte21.org>
Subject: RE: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

We sent your notice to the project managers to respond.
What are your dates and times to meet with them.

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

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Saturday, March 16, 2019 2:42 PM
To: Lee, Sharon (DBI) <sharon.lee@sfgov.org>
Subject: RE: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

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

Given the information contained in this PSC modification, the Union objects to this action.

We would like to set a time to meet and discuss this PSC. In advance of this meeting, please make available for inspection any and all pertinent background and/or documentation relating to the service contemplated to be contracted out.

Explanation and related supporting documentation supporting the compelling merits or factor(s) used to justify contracting out, where our existing civil service classes can perform the work.

Thank you.

-Timothy

Timothy Mathews
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: 415-914-7345

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of sharon.lee@sfgov.org

Sent: Friday, March 15, 2019 12:24 PM

To: sharon.lee@sfgov.org; Camaguey@sfgov.org; kcartermartinez@cirseiu.org; Eugene Cassidy <ecassidy@ifpte21.org>; WendyWong26@yahoo.com; sarah.wilson@seiu1021.org; Kristen Schumacher <kschumacher@ifpte21.org>; Ken Page <kpage@ifpte21.org>; tjenkins@uapd.com; Emma erbach <eerbach@ifpte21.org>; Timothy Mathews <tmathews@ifpte21.org>; Amihan Milman <amakayan@ifpte21.org>; jlb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgov.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; Paul Kim <pkim@ifpte21.org>; agonzalez@jam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfgov.org; mike@dc16.us; khughes@ibew6.org; L21PSC Review <L21PSCReview@ifpte21.org>; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSC Review <L21PSCReview@ifpte21.org>; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfgov.org; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; DHR <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 49526 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF BUILDING INSPECTION -- DBI has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period March 15, 2019 -- October 31, 2021. For all Modification requests, there is a 7-Day notice 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/12734>

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF BUILDING INSPECTION -- DBIDept. Code: DBIType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: professional serviceFunding Source: Department operating fundPSC Duration: 4 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Department to issue a Request for Qualifications (RFQ) to seek responses from Respondents demonstrating expertise in one or more of the following Areas: 1) Structural Design Review/Practicing Structural Engineer; 2) Structural Design Review/Academia and 3) Geotechnical and Geological Engineering Review. Based on the responses from this Request for Qualifications (RFQ), DBI will create a pre-qualified list of consultants/professionals and academic experts from which DBI may choose prospective contractors, on an as-needed basis for up to four (4) years of the prequalification notification date, to advise the Department in structure design and plan review for privately-sponsored projects.

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

It is the Department's policy, procedures and safety regulations to monitor the construction of new buildings in San Francisco. The Department continues to review and constantly take steps to strengthen requirements to ensure that buildings are as safely built as contemporary engineering permits. Staff of engineers, inspectors and permitting technician's works closely with the project sponsor and chosen design and engineering team to ensure that submitted plans and subsequent construction meet or exceed the minimum standards of the San Francisco Building Code. Expert Consultants supplement the plan review process. Denial would limit the Department's ability to work directly with experts.

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

This service has not been provided 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):**

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

B. Explain the qualifying circumstances:

Structure Design Services utilized are limited and project specific based.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants will be individual consultants (structural engineers and researchers) with minimum 15 years experience in the following areas: A Structural Design Reviewer/Practicing Structural Engineer shall have minimum 15 years experience practicing in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, and nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Structural Design Reviewer/Academia with minimum 15 years experience researching in structural engineering with expertise in structural engineering, earthquake engineering, performance-based seismic engineering, nonlinear response history analysis of building and tall building design; structural peer review; development of structural building codes and guidelines for buildings. A Geotechnical and Geological Engineering Reviewer with minimum 15 years experience in geotechnical and geological engineering with expertise in geotechnical or geological engineering, generation of site-specific ground motions of use in linear and nonlinear analyses, performance-based seismic design for tall buildings, site soil classification, foundation recommendation, deep foundation evaluation, earth pressure recommendation, soil-structure interaction, building settlements analysis, excavation and ground water monitoring; geotechnical peer review; development geotechnical requirements for building codes and design guidelines of buildings.

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?

There is no other available experts or resources within the city with this specialized knowledge.

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

A. Explain why civil service classes are not applicable.

This is very specialized sets of skills and expertise not currently available through Civil Service 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 contractor will on an as-needed basis. This skill set is not needed on a long term bases as a Civil Service 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. There is no training as professional services are specialized and on a as-needed basis.

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

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

No.

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

No.

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

No.

7. **Union Notification:** On 04/24/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Sharon Lee Phone: 415-575-6947 Email: sharon.lee@sfgov.org

Address: 1660 Mission Street San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49526 - 16/17

DHR Analysis/Recommendation:

action date: 06/05/2017

Commission Approval Required

Approved by Civil Service Commission

06/05/2017 DHR Approved for 06/05/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request: Initial Modification of an existing PSC (PSC # 4120 12/13)

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

Type of Service: Internet live tutoring program for students

Funding Source: Library's Collection Development

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 10/01/13 - 01/31/20 (6 years 17 weeks)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 01/31/20-02/28/29 (9 years 4 weeks)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 15 years 22 weeks

1. Description of Work

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

Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese Language assistance in math and science subjects as well as English in all subjects.

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

Programs and services supporting learning and literacy are a key part of the Public Library's mission. This service helps children and youth resolve homework problems after school and at night when teachers are no longer available. It also helps young adults who may be balancing college and jobs and adult learners balancing jobs and a desire to pursue furthering their education. Denying the service will affect all of the constituents, especially children and youth who come from economically challenged families and families who speak English as a second language.

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 4120-12/13, awarded to Brainfuse via RFP process

D. Will the contract(s) be renewed?

Please see attachment labeled "1D.Will Contract 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:

Ongoing tutor support is a vital service of the Library. Interruption of this service deprives students without financial means of the ability to gain access to the educational supports that wealthier students enjoy.

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:

Teacher and education-related classes are governed by the Board of Education. However, an online tutoring service helps children, youth, and adults resolve homework and job skills issues after school and at night when teachers are no longer available.

B. Reason for the request for modification:

Library wishes to extend this popular service to SF populace by increasing the allowable amount spent and extending the duration. Online tutoring provides equal access to educational opportunities for the diverse communities in the City at no charge to them.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to teach children, youth, young adults and adult learners. Requires education and knowledge of classroom instruction materials for grade school through college entry levels.

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 actual facilities and/or equipment will be provided. What will be provided is access to the contractor's online site, enabling internet communication between their tutors via their virtual classroom and its resources.

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.

Teacher and education-related classes are governed by the Board of Education.

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 Board of Education already has classes to perform this kind of work.

6. Additional Information

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

No.

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

No Training

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

7. **Union Notification:** On 04/17/19, 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: Maureen Singleton Phone: 4155574248 Email: MSingleton@sfpl.org

Address: 100 Larkin Street, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4120 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of MSingleton@sfpl.org
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Singleton, Maureen (LIB); camaguey@sfmea.com (contact); 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@pachell.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; rmittchell@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; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4120 12/13 - MODIFICATIONS
Date: Wednesday, April 17, 2019 4:19:32 PM</p><hr/></div><div data-bbox=)

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$2,500,000 for services for the period January 31, 2020 – February 28, 2029. 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/12826>

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)

June 17, 2013 Regular Meeting

MINUTES

Regular Meeting

June 17, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Ging Louie on behalf of Alex Tonisson, JFPTE, Local 21, spoke regarding item #7 of this Agenda.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 3, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

PSC #4004-12/13 from the Arts Commission postponed to the meeting of July 1, 2013.

Other announcements. None.

0181-13-1

Commendation for Sergeant Matthew Perez, San Francisco Police Department, upon his retirement after 33 years of service to the City & County of San Francisco. (Item No. 5)

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan gave an update about the Department of Human Resources working closely with the Controller's Office and Project eMerge about bringing forward their improved hiring processes in terms of reduction of duplicative requirements for entering data, better access to information and dashboards for departments to see all the positions they wish to fill; they are hoping to see these changes in July.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

0187-13-11

Report on the Inspection Service Request on Angela Heyward's Temporary Civil Service Appointments and her request to Return to the Priority Eligible List.

- Speakers:
- Sandra Eng, Civil Service Commission
 - Ging Louie, IFPTE Local 21
 - Donna Kotake, Department of Human Resources
 - Micki Callahan, Department of Human Resources
 - Angela Heyward

Action: Considered report. Calendar Angela Heyward's request to return to the Redevelopment Agency Priority Eligible List for reconsideration, for the meeting of July 1, 2013. (Vote of 4 to 0)

0179-13-8

Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4133-12/13	Public Utilities Commission	\$4,500,000	The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendation for foundation designs criteria for various utility projects.	Regular	7/30/18
4134-12/13	Municipal Transportation Agency	\$110,000	Contractor will produce an updated Nexus Study (highly technical analysis) to model and justify a proposed rate structure for the Transportation Sustainability Fee (TSF) proposed for future commercial and residential development. The Study will produce and develop a model that links trip generation by development type to maximum fee levels; write a report explaining the findings for a broad audience base; ensure the report is consistent with all legal requirements; participate in public outreach including presentation materials; work with the San Francisco Transportation Agency (SFMTA) and the City Attorney's Office on the implementation of the TSF. The Contractor will also provide updated reports to the initial preparation of materials related to an environmental impact report on the TSF Program.	Regular	12/31/13
4135-12/13	Municipal Transportation Agency	\$350,000	The San Francisco Municipal Transportation Agency (SFMTA) recently adopted a six-year Strategic Plan (2012-2018). The SFMTA seeks a consultant to analyze, and help identify and implement systems and processes, and an organizational culture and framework that directly results in improved performance in achieving the Agency's Strategic Plan goals.	Regular	6/30/16
4136-12/13	Municipal Transportation Agency	\$1,200,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion and post-accident breath and urine collection in compliance with Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations.	Regular	11/30/18
4137-12/13	Public Health	\$175,000	Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; void, replace or re-bill denied claims; negotiate with third party payers on partial payments; collect share-of-cost and other patient financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. *Note: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown.	Regular	12/31/18
4138-12/13	General Services Agency	\$87,000	The Office of Contract Administration (OCA) currently uses a legacy mainframe system for the majority of procurement activities which involves many manual and paper-driven processes. This project will implement a cloud-based e-Procurement system to automate these manual and paper-driven processes to enhance performance, to realize cost and time savings, to increase vendor participation and outreach and to increase transparency.	Regular	6/30/16
4050-10/11	Adult Probation	Current Approved Amount \$709,000 Increase Amount Requested \$290,300 New Total Amount Requested \$999,300	Adult Probation Department (APD) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.	Modification	6/30/16
3082-11/12	Public Health	Current Approved Amount \$25,000 Increase Amount Requested \$125,000 New Total Amount Requested \$150,000	The Contractor will provide on-site at LHH approximately two hundred eighty eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00 am - 5:00 pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy.	Modification	6/30/18

4030-09/10	Public Works	Current Approved Amount	Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSH-PD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap of \$1,000,000).	Modi- fication	12/31/18
		\$5,495,000			
		Increase Amount Requested			
		\$4,000,000			
		New Total Amount Requested			
\$9,495,000					

Speakers: Alaric Degrafinried spoke on PSC #4133-12/13.
 Jacquie Hale and Anne Okubo spoke on PSC #4137-12/13
 Martin Krizay and Bella Fudym spoke on PSC #4050-10/11

Action: 1) PSC #4133-12/13 approved with the condition that Section "3C" is amended and submitted to the Department of Human Resources and the Civil Service Commission. (Vote of 4 to 0)
 2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0183-13-8 Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (Item No. 9)

Speakers: None.

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount	Nine Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-1/2 months from August to June.	Modi- fication	6/30/14
		\$330,000			
		Increase Amount Requested			
		\$70,000			
		New Total Amount Requested			
\$400,000					

June 3, 2013: Postponed PSC #4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

Action: Postponed to the meeting of July 1, 2013 at the request of the Art Commission. (Vote of 4 to 0)

0180-13-8

Review of request for approval of proposed personal services contract number 4120-12/13 from the San Francisco Public Library. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4120-12/13	Public Library	\$1,500,000	Provide online, live tutoring/homework help to students, elementary through college entry level, as well as adult learners, of the Public Library seven days a week from 2:00-9:00PST, at the library, home or other locations with computer access. Tutoring services will include Spanish and/or Cantonese language assistance in math and science subjects as well as English in all subjects.	Regular	1/31/21

May 20, 2013: Continued PSC #4120-12/13 to the next meeting of June 3, 2013; clarify and amend the duration; previous Personal Service Contract #4056-06/07 was approved by the Civil Service Commission through 2010; include an explanation and documentation on how the contract was renewed from 2010-2013 through an annual purchase order.

June 3, 2013: Postponed to the meeting of June 17, 2013 at the request of the San Francisco Public Library.

Speakers: None.

Action: Adopted the report; Approved request for PSC #4120-12/13. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0175-13-1 Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency) and the San Francisco International Airport. (Item No. 11)

May 6, 2013: Postponed to the meeting of June 3, 2013 and rescheduled at the request of the Civil Service Commission with the intent to include the ban from the San Francisco International Airport; therefore both bans can be addressed.

Speakers: Donna Kotake, Department of Human Resources
 Alex Lawrence, San Francisco International Airport
 Vernelle Gomez-Boyd

Action: Adopted staff report. Lifted the Waiver on Ms. Vernelle Gomez-Boyd's Future Employment with the Department of Parking & Traffic (Municipal Transportation Agency) and the San Francisco International Airport. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 12)

Commissioner Normandy questioned why the terms of the elected President and Vice President of the Civil Service Commission ended on May 31st when the Commissioners' terms of office end at the end of the fiscal year, June 30th. He requested staff to review the Rules and synchronize the terms of the President and Vice President to coincide with the terms of office for the Commissioners.

President Favetti requested staff to look into the Procedures for Removal of Ban to add as a requisite "submission of satisfactory performance of employment".

ADJOURNMENT (Item No. 13)

3:02 p.m.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT

Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 40525 - 13/14)

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

Type of Service: Financial Advisory Services

Funding Source: Operating Budget

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/14 - 06/30/17 (3 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 07/01/17-06/30/18 (1 year)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 03/01/19-06/01/20 (1 year 48 weeks)

PSC Cumulative Amount Proposed: \$700,000

PSC Cumulative Duration Proposed: 5 years 48 weeks

1. Description of Work

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

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 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:

This request is second modification to PSC 40525-13/14 to extend the duration of the contract term only. The contract associated with this PSC was executed a year after the PSC start date due to staff changes and contract negotiations. The services rendered through this contract are short term, as-needed and relate to the new bonded debt and financial planning.

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).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

This work requires 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.

B. Reason for the request for modification:

Duration Modification

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 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 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-to-day basis. Contact with underwriters, municipal bond trading desks at investment firms, investors, and other capital market participation is not covered within City classes.

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

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 provided, contractor performs the work

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

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

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

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

7. Union Notification: On 04/11/19, 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: 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# 40525 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2019

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sport.com
To: [PSC RECEIPT of Modification notification sent to Unions and DHR](mailto:Holmes.Lavena(PRT);camaguey@sfmea.com(contact);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;amakavan@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@opcmlocal300.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;iduritz@uapd.com;staff@sfmea.com;mike@dc16.us;khughes@ibew6.org;L21PSCReview@ifpte21.org;sfmsa@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;Braganza.Lorceli(PRT);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Modification Request to PSC # 40525 - 13/14 - MODIFICATIONS
Date: Thursday, April 11, 2019 4:08:54 PM</p><hr/></div><div data-bbox=)

The PORT -- PRT has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period March 1, 2019 – June 1, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5500>

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 staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com

Choi, Suzanne (HRD)

From: Delepine, Boris (PRT)
Sent: Wednesday, April 24, 2019 11:08 AM
To: DHR-PSCCoordinator, DHR (HRD); Holmes, Lavena (PRT)
Cc: Chan, Annie (PRT); Braganza, Lorceli (PRT)
Subject: RE: 40525-13/14
Attachments: Re: 7 Day Notice Review Period Over - Ready for DHR Approval Modification 40525 - 13/14 - MODIFICATIONS

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Suzanne-

Please see the attached email from L21 removing their objection to the PSC. Given that there is no increase in dollar amount, why does this PSC require Commission approval?

Boris

From: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Sent: Wednesday, April 24, 2019 11:01 AM
To: Holmes, Lavena (PRT) <lavena.holmes@sfport.com>; Delepine, Boris (PRT) <boris.delepine@sfport.com>
Cc: Chan, Annie (PRT) <annie.k.chan@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Braganza, Lorceli (PRT) <lorceli.braganza@sfport.com>
Subject: 40525-13/14

Hi Lavena and Boris,

I am just following up with this PSC to see if I can review it for the 5/20/2019 CSC Meeting. Were you able to meet with L21? Please make sure you have L21 send you an email stating that they have no more issue with this PSC once all their questions are answered.

Thank you,



Connecting People with Purpose

Suzanne Choi, Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4886
Website: www.sfdhr.org

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

From: Delepine, Boris (PRT) <boris.delepine@sfport.com>
Sent: Monday, April 08, 2019 9:33 AM
To: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Braganza, Lorceli (PRT) <lorceli.braganza@sfport.com>
Cc: Holmes, Lavena (PRT) <lavena.holmes@sfport.com>; Chan, Annie (PRT) <annie.k.chan@sfport.com>
Subject: RE: PORT Expedited PSC - Pending Administrative Approval

Suzanne,

I have been working with the union representative to schedule a meeting. I'm hoping it will happen this week. Still pending.

Boris

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Monday, April 08, 2019 9:31 AM
To: DHR-PSCCoordinator, DHR (HRD); Braganza, Lorceli (PRT)
Cc: Holmes, Lavena (PRT); Chan, Annie (PRT); Delepine, Boris (PRT)
Subject: RE: PORT Expedited PSC - Pending Administrative Approval
Importance: High

Hi Lorceli,

Just following up on this PSC. Is PRT still working on this PSC?

Thank you,



Connecting People with Purpose

Suzanne Choi, Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4886
Website: www.sfdhr.org

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

From: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Sent: Monday, March 25, 2019 4:25 PM
To: Braganza, Lorceli (PRT) <lorceli.braganza@sfport.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Cc: Holmes, Lavena (PRT) <lavena.holmes@sfport.com>; Chan, Annie (PRT) <annie.k.chan@sfport.com>; Delepine, Boris (PRT) <boris.delepine@sfport.com>
Subject: RE: PORT Expedited PSC - Pending Administrative Approval
Importance: High

Hi Lavena,

This PSC is an Regular PSC that will need to be scheduled for the CSC Meeting.

The following items require updates in the system:

PSC 40525-13/14

- Upload Union Notice email receipt under section #2
 - The one updated had the end date of 6/1/2019 not 2020
- It also seems that the union had question regarding this PSC. (See email above from Timothy Mathews) Please let DHR know if you have met. If L21 have no more issues regarding the PSCs, please have them send an email stating so.
- Please change the type of approval to "Administrative Approval" instead of "Expedited"
- Describe training and indicate approximate number of hours, occupational type and number of employees to receive training:
- In the Initial PSC, please answer

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)., Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate., Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances: ---no response from department

Please email once the updates are completed, union notification period is over, and PSC is ready for DHR re-review.

Thank you,



Connecting People with Purpose

Suzanne Choi, Citywide PSC Coordinator
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4886
Website: www.sfdhr.org

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

From: Braganza, Lorceli (PRT) <lorceli.braganza@sfport.com>

Sent: Wednesday, March 20, 2019 2:36 PM

To: Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: Holmes, Lavena (PRT) <lavena.holmes@sfport.com>; Chan, Annie (PRT) <annie.k.chan@sfport.com>; Delepine, Boris (PRT) <boris.delepine@sfport.com>

Subject: RE: PORT Expedited PSC - Pending Administrative Approval
Importance: High

Hi Suzanne,

I hope is well with you. Just following up on status of our Expedited PSC Modification.

Thank you,
Lorceli Braganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0522
Fax: 415-274-0583

From: Braganza, Lorceli (PRT)
Sent: Tuesday, March 12, 2019 9:45 AM
To: Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Cc: Holmes, Lavena (PRT); Chan, Annie (PRT); Delepine, Boris (PRT)
Subject: PORT Expedited PSC - Pending Administrative Approval

Hi Suzanne,

Happy Tuesday!

Port has submitted modification for PSC 40525-13/14 for your review and approval.

Thank you,
Lorceli Braganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0522
Fax: 415-274-0583

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 40525 - 13/14)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Financial Advisory Services

Funding Source: Operating Budget

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/14 - 06/30/17 (3 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 07/01/17-06/30/18 (1 year)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$700,000

PSC Cumulative Duration Proposed: 4 years

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.

Services have been provided in the past through earlier PSC request. See 40525 - 13/14

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

2. **Union Notification:** On 07/09/15, 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:

Commission Approval Not Required

Approved by DHR on 07/17/2015

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-to-day 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)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes. See attached explanation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/09/15 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: 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

DHR Approved for 06/16/2014

Approved by Civil Service Commission

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)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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