



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: July 1st, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Shamica Jackson/Stacey Lo, PUC
Karen Henderson, MYR
Kevin Quan, ART
Belle La, CPC
Cynthia Hamada, MTA
Joan Lubamersky, ADM
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$416,270,000	\$312,422,000	\$728,692,000

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POSTING FOR

July 18, 2016

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

2016-07-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42752 - 15/16	AIRPORT COMMISSION	\$55,000,000.00	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction. Services will include:</p> <ul style="list-style-type: none"> -Development of airport-wide wayfinding plan, including improvements to virtual gateways, roadways, parking, curbside, terminal, dining and shopping, and gates -Development of airport-wide Signage Guideline Standards -Development of an airport-wide implementation plan for signage upgrades with phased and interim approaches -Graphic and environmental design services for ongoing airport campus requirements -Management of graphic design, industrial design, prototyping, use and experience studies, geographic information system (GIS) mapping, dynamic display technology and information and technology systems. <p>Of the total \$55,000,000 PSC Amount, the current estimated construction cost is \$45,000,000.</p>	July 19, 2016	December 31, 2021	REGULAR
47124 - 15/16	AIRPORT COMMISSION	\$60,000,000.00	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project ("Project"). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.</p>	June 20, 2016	December 31, 2019	REGULAR
45314 - 15/16	PUBLIC UTILITIES COMMISSION	\$1,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) is seeking the services of six (6) consultants to increase the participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetchy Capital Improvement Projects (HCIP) and Auxiliary Water Supply System (AWSS) projects.</p> <p>The Contractor Engagement Support Services will include work in the following areas:</p> <ol style="list-style-type: none"> 1. Marketing and promoting of contracting opportunities; 2. Regional construction contractors services, SFPUC- Local Business Enterprise (LBE) Program site visits; 3. Specialized Technical Support Services; and 	August 1, 2016	July 30, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			4. Creating economic development strategies to enhance the LBE Program.			
45324 - 15/16	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	April 1, 2016	April 1, 2024	REGULAR
43283 - 15/16	MAYOR	\$520,000.00	Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.	July 1, 2016	June 30, 2021	REGULAR

TOTAL AMOUNT \$124,520,000



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Posting For July 18, 2016

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-07-18

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4077 12/13 - MODIFICATIONS	July 18, 2016	ARTS COMMISSION -- ART	\$8,000,000	\$11,700,000	<p>Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.</p> <p>Scope Change: Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, storing, framing, photography, installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition of existing and proposed artworks. Major projects will include conservation and installations of fine art located throughout the city, including San Francisco International Airport.</p>	06/30/2016	06/29/2021	REGULAR
35583 - 13/14 - MODIFICATIONS	July 18, 2016	CITY PLANNING -- CPC	\$800,000	\$1,200,000	<p>Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations. Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of</p>	12/01/2013	10/31/2018	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.			
					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 on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare 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.			
4119 - 11/12 - MODIFICATIONS	July 18, 2016	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$77,698,000	\$110,198,000	Scope Change: The contractor provided a successful Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program and will continue this service. 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 on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare 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.	09/01/2016	12/31/2020	REGULAR
32412 - 14/15 - MODIFICATIONS	July 18, 2016	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$250,000	The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize	08/01/2016	06/30/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.			
4176 07/08 - MODIFICATIONS	July 18, 2016	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$45,000,000	Program Management, RISK Management, Independent Technical Reviews, Program Construction Management, Cost Estimating, Labor and Contract Relations, Communications for Water System Improvement Program (WSIP).	08/02/2016	03/02/2019	REGULAR
4057 12/13 - MODIFICATIONS	July 18, 2016	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$252,000	\$1,950,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	10/30/2016	06/30/2017	REGULAR
2007-07/08 - MODIFICATIONS	July 18, 2016	PUBLIC HEALTH -- DPH	\$55,000,000	\$165,000,000	Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, training/technical assistance, physician & radiology services; training & consultation services on intervention, prevention & education; ancillary services including psycho-social support, counseling, outreach, home visits & referrals; delivered meals & grocery center; complimentary therapies; client advocacy; legal assistance; mental health services; dental services; & testing. Scope Change: To provide the following services to residents of the City and County of San Francisco who are affected by Human Immunodeficiency virus (HIV), Sexually Transmitted Disease, and other communicable diseases: comprehensive primary care, monitoring, treatment, prevention education, community support, research, consultation services, fiscal administration, intervention services,	07/01/2018	continuing	CONTINUED

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					ancillary services including psycho-social support, counseling, outreach, home visits, and referrals, delivered meals and grocery center, complementary therapies, client advocacy, legal advocacy, mental health, testing, and dental services. Funding to support these projects may be Federal, State and local grants and General Fund.			
2005-07/08 - MODIFICATIONS	July 18, 2016	PUBLIC HEALTH -- DPH	\$150,000,000	\$450,000,000	Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): case management, advocacy, mental health psychosocial support, benefits eligibility, money management/representative payee, transportation/vouchers, emergency financial assistance, housing for youth & housing grants/subsidies; mental health & substance abuse srvs; primary medical care, including dementia & dental care; other health care, including residential site/home care, hospice care, attendant care, home infusion therapy, alternative/complementary therapies,fiscal administration/intermediary support, respite (child) care, case management, peer advocacy, assisted housing program, permanent HIV housing, crisis hotline, & nutrition counseling; delivered meals, grocery center, emergency food boxes, & food solicitation. Scope Change: In collaboration with HIV System of Care division of the Department of Public Health programs, community based organizations will provide the following services to residents of the City and County of San Francisco affected by HIV who meet income eligibility requirements of the grantors and the Departments high risk and affected target populations. Services include ambulatory outpatient care, oral health care, medical case management, non-medical case management, peer advocacy, fiscal and administrative program support, technical assistance, treatment adherence services, outpatient mental health, outpatient substance use counseling, prevention with positives counseling, money management representative payee services, legal support advocacy services, benefits counseling, therapeutic monitoring, emergency financial assistance services, home health care hospice services, medical nutrition therapy, food bank, delivered meals, health education, risk reduction counseling, emergency housing,	03/01/2016	continuing	CONTINUED

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					medical transportation, outreach, psychosocial support, referral and linkages, respite care, rehabilitation, treatment advocacy, facility based care, residential mental health, residential substance use services, detox, employment advocacy, hotline counseling, HIV consumer advocacy, grant writing, HIV Health Services Planning Council support. Funding will include Federal grants, State grants, local grants, and General Fund.			

TOTAL AMOUNT \$291,750,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support and Design-Build Services for the Wayfinding Enhancement Program

Funding Source: Airport Operating Capital Funds

PSC Amount: \$55,000,000 PSC Est. Start Date: 07/19/2016 PSC Est. End Date 12/31/2021

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction. Services will include:

-Development of airport-wide wayfinding plan, including improvements to virtual gateways, roadways, parking, curbside, terminal, dining and shopping, and gates

-Development of airport-wide Signage Guideline Standards

-Development of an airport-wide implementation plan for signage upgrades with phased and interim approaches

-Graphic and environmental design services for ongoing airport campus requirements

-Management of graphic design, industrial design, prototyping, use and experience studies, geographic information system (GIS) mapping, dynamic display technology and information and technology systems.

Of the total \$55,000,000 PSC Amount, the current estimated construction cost is \$45,000,000.

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

The Program will increase passengers' wayfinding success rate and improve the guest experience by standardizing signage, reducing visual clutter and visual conflicts, providing real-time information, and organizing and displaying information in a consistent and accessible format to better serve the increasing number of passengers at SFO. If denied, the guest experience would suffer, resulting in confused and lost passengers, and an increase in passengers with missed connections or pick-ups. The impact to the guest experience would result in decreased concession and non-airline revenue.

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

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at SFO.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The term includes the anticipated 5-year program term and a few additional months through the end of the calendar year to allow for any possible delays initiating the work.

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 Wayfinding Enhancement Program requires short-term services with diverse skills and expertise in signage and wayfinding at large hub airports.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized skills include airport design, management, and facility development are required. Additionally, environmental graphics, graphic design, industrial design, experience design, dynamic display technology and project and construction management expertise are required. Designers must have experience with managing the complexities of signage systems and wayfinding within a large hub airport setting.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5322, Graphic Artist; 5330, Graphics Supervisor; 7457, Sign Worker;

- 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?

A Notice of Intent (NOI) for PMSS was sent to the San Francisco Municipal Transportation Authority, Port, Public Utilities and Public Works on January 21, 2016 with responses due February 4, 2016. While Public Works acknowledge receipt of NOI, no other responses were received by the deadline.

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 classifications do not have the unique and highly specialized expertise in the field of airport signage and wayfinding.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the scope and scale of this project does not occur frequently enough to adopt permanent civil service classifications.

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.

While formal training is not anticipated at this time, based on the outcome of the work, vendor may provide training to Airport staff where and when applicable.

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

7. **Union Notification:** On 03/11/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42752 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Christina Chiong (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, March 11, 2016 3:59 PM
To: Cynthia Avakian (AIR); Lopez-Barrios, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42752 - 15/16

RECEIPT for Union Notification for PSC 42752 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42752 - 15/16 for \$55,000,000 for Initial Request services for the period 06/15/2016 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/6462> 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: [XiuMin Li](#)
To: [Christina Chiong \(AIR\)](#)
Cc: [Emma Gerould](#); [Norman Ten](#); [Choi, Suzanne \(HRD\)](#)
Subject: Re: 42752 - 15/16
Date: Friday, June 24, 2016 1:41:58 PM

Hi Christina,

* We are okay with this PSC as is for this time frame. Thank you
Xiu

Sent from my iPhone, please excuse brevity.

On Jun 22, 2016, at 2:35 PM, Christina Chiong (AIR) <christina.chiong@flysfo.com> wrote:

Hi Xiu,

Thanks for the response. Much appreciated. My apologies urgent request but I was informed just yesterday that an email confirmation from the union is required. Please provide an email that there are no further questions at your earliest convenience, but no later than Friday, June 24th.

Thanks in advance.

Best Regards,
Christina

Christina Chiong
Contracts Administration Unit (CAU)
San Francisco International Airport | P.O. Box 8097 | San Francisco 94128
Tel 650-821-2030 | E-mail: Christina.Chiong@flysfo.com

From: XiuMin Li [<mailto:XiuMin.Li@seiu1021.org>]
Sent: Wednesday, June 22, 2016 2:18 PM
To: Christina Chiong (AIR) <christina.chiong@flysfo.com>; Emma Gerould <Emma.Gerould@seiu1021.org>; Norman Ten <norman.ten@seiu1021.org>
Subject: RE: 42752 - 15/16

Hi Christina,

We will get back to you in the next couple days hopefully.

Cheers,

Xiu Min Li
SF Field Supervisor

SEIU 1021 SF Office

350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021
For updates on what's happening with the union, visit us at
<http://www.seiu1021.org/>

From: Christina Chiong (AIR) [<mailto:christina.chiong@flysfo.com>]
Sent: Tuesday, June 21, 2016 4:55 PM
To: XiuMin Li; Emma Gerould; Norman Ten
Subject: RE: 42752 - 15/16

Good Afternoon,
Please respond via email to confirm that SEIU does not have additional questions regarding PSC# 42751-15/16.

Thanks in advance.

Best Regards,
Christina

Christina Chiong
Contracts Administration Unit (CAU)
San Francisco International Airport | P.O. Box 8097 | San Francisco 94128
Tel 650-821-2030 | E-mail: Christina.Chiong@flysfo.com

From: Christina Chiong (AIR)
Sent: Friday, March 25, 2016 5:00 PM
To: 'XiuMin.Li@seiu1021.org' <XiuMin.Li@seiu1021.org>;
'Emma.Gerould@seiu1021.org' <Emma.Gerould@seiu1021.org>;
'norman.ten@seiu1021.org' <norman.ten@seiu1021.org>
Cc: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Lisa Randall (AIR) <Lisa.Randall@flysfo.com>
Subject: RE: 42752 - 15/16

Good afternoon,
Please see below for the responses to the additional information requested regarding PSC# 42752-15/16 for Project Management Support Services and Design-Build Services for the Wayfinding Enhancement Program.

Addendum 1 to RFP 11001.41 for Project Management Support Services for the

Wayfinding Enhancement Program is attached.

Best Regards,
Christina

Christina Chiong
Contracts Administration Unit (CAU)
San Francisco International Airport | P.O. Box 8097 | San Francisco 94128
Tel 650-821-2030 | E-mail: Christina.Chiong@flysfo.com

From: XiuMin Li <XiuMin.Li@seiu1021.org>
Date: March 11, 2016 at 4:17:55 PM PST
To: "cynthia.avakian@flysfo.com" <cynthia.avakian@flysfo.com>
Cc: Emma Gerould <Emma.Gerould@seiu1021.org>, Norman Ten
<norman.ten@seiu1021.org>
Subject: 42752 - 15/16

Dear Ms. Avakian

SEIU Local 1021 has reviewed the PSC 42752 - 15/16 and requests the following information regarding this PSC.

Please provide SEIU Local 1021 with the RFP and/or other documents, as may be relevant and available.

1. Which of the following is the reason for this PSC? (check appropriate box)

- Emergency, unanticipated or transitional situation: Yes or **No**

If yes,
which _____

- Special Expertise, Skills, and/or Knowledge not currently possessed by SEIU Local 1021-represented city staff: **Yes** or No
- As-needed, intermittent, or periodic services, e.g., peak work load: Yes or **No**

If yes, specify which : **Project Management skills with proven ability to manage multifaceted projects valued at over \$4,000,000. Management of design professionals with experience in architecture, drafting, Experience Design, Industrial Design and Graphic Design. Ability to generate complex cost models and maintain for the duration of the program. Experience managing and executing large modeling and surveying exercises. Engage and collaborate with multiple stakeholders at the airport for the duration of the program. Experience working on large-scale signage or wayfinding programs.**

- Regulatory or legal requirements, or funding source mandates that preclude City employees: Yes or **No**. If yes, specify _____

Services that require resources that the City lack, e.g., office space: Yes or **No**
If yes, specify

- Demonstrable Conflict of Interest: Yes or **No**
- Future funding is so uncertain that new civil service positions, classes or program not feasible: Yes or **No**

2. What efforts the Department has made to obtain these services through available resources with the City, including through the use of interdepartmental work orders

A Notice of Intent (NOI) for Project Management Support Services was sent to the following City and County of San Francisco Departments on January 21, 2016: MTA, Port, PUC and DPW. The deadline to respond to the NOI was February 4, 2016. Outside of an acknowledgement of receipt, no other responses were received regarding the NOI.

3. Has this work of service been performed in the past by city staff? Explain.
This is a new service.

4. Please provide the number and type(s) of consultant positions (contracted or subcontracted) that are proposed to be hired.

Project Management, Project Controls & Scheduler, Cost Estimator, Market Analysis and Administrative services will be required. More than one of the duties combined could be provided by one individual. Specialized design services with expertise in Experience Design, Industrial Design and Graphic Design, will be required on an as-needed basis. Additional Design and Construction Services for the Design-Build team will be required during the implementation of the program.

5. Please provide the scope of work, including duties to be performed.

Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction.

Project Management Services will include:

- **Assist with the development of an airport-wide implementation plan for signage upgrades with phased and interim approaches**

Construction Planning and Program Management support will include:

- **Management of occasional design**
- **Modeling/prototyping and surveying**
- **Design and construction services for implementation of**

recommended changes

6. Please provide the estimated number of hours to be worked or FTE equivalents for these personnel.

- ½ FTE Project Manager
- ¼ FTE Design Manager
- ¼ FTE Program Controls/Scheduler
- ¼ FTE Cost Estimator
- 1/8 FTE Market Analysis
- ¼ FTE Administrative
- 1/10 FTE Special Design Services (Experience/Industrial/Graphic)

7. What skills and expertise are required for these positions?

Project Management skills with proven ability to manage multifaceted projects valued at over \$4,000,000. Management of design professionals with experience in architecture, drafting, Experience Design, Industrial Design and Graphic Design. Ability to generate complex cost models and maintain for the duration of the program. Experience managing and executing large modeling and surveying exercises. Engage and collaborate with multiple stakeholders at the airport for the duration of the program. Experience working on large-scale signage or wayfinding programs.

8. Do Local 1021-represented employees in the Department have the required skills and expertise to do this work? **No.**

1. **[if yes]**

1. Which positions could do what work?
2. Are you open to having current city staff perform this work?

2. **[if no]**

1. Does the Department have an ongoing need to perform this service? (Why? Why not?)

No, the program calls for specialized services on an intermittent basis during the program.

2. Is the Department open to considering providing support, such as providing knowledge transfer to current staff, to help build internal capacity to do this work in the future? _____

As an intermittent service, we do not anticipate skills to be required beyond this program however knowledge transfer to current staff will be done if/when applicable.

3. What efforts has the Department made to obtain these services through available resources with the City, including through the use of interdepartmental work orders?

As mentioned above, a Notice of Intent (NOI) for Project Management Support Services was sent to the following City and County of San Francisco Departments on January 21, 2016: MTA, Port, PUC and DPW. The deadline to respond to the NOI was February 4, 2016. Outside of an acknowledgement of receipt, no other responses were received regarding the NOI.

4. Are you open to hiring staff to do this work to create the capacity of city staff to do this work?

No, as the specialized services will not be necessary beyond the conclusion of the Program.

9. Is there is a plan to transition this work back to the City – if so, please explain; if not, explain why not?

No as the work is infrequent and will conclude with the completion of the Program.

Additionally, below are more project or department specific questions:

- 1) How many 5322 are currently employed at SFO? Please provide names, Date of Hire, work location, phone numbers, emails.

SFO currently employs one 5322, Nicole Woo; hired on 7/15/2015; works in Reprographics section; 650-821-2153; Nicole.woo@flysfso.com

- 2) Who currently performed the work of signage design, production and maintenance at SFO?

Day to day sign changes and fabrication is performed internally by the SFO Sign Shop.

- 3) Who will be responsible for the maintenance of these signage after the expiration of the contract?

Maintenance will not be part of this program/contract. Currently the internal staff (the Sign Shop and Facilities Maintenance) manage maintenance of signage.

- 4) How many Graphic Designers would be employed through the contractor to perform this work?

Special design services (Experience/Industrial/Graphic) services may constitute 1/10 a FTE with needed on a short-term and intermittent basis during

the Program.

Please provide this information at your earliest convenience and within 10 working days. When you reply, please reply to "reply all".

Thank you.

Xiu Min Li
SF Field Supervisor

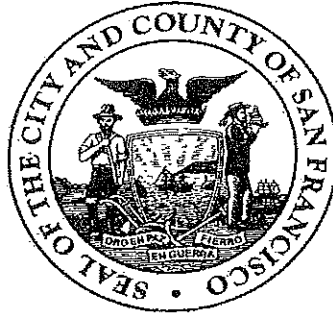
SEIU 1021 SF Office
350 Rhode Island, South Building
San Francisco, CA 94103

Phone: 415-848-3686
Fax: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021
For updates on what's happening with the union, visit us at
<http://www.seiu1021.org/>

Additional Attachment(s)

**City and County of San Francisco
Airport Commission**



**Request for Qualifications/Proposals
Contract No 11001.41**

PROJECT MANAGEMENT SUPPORT SERVICES

FOR THE

Wayfinding Enhancement Program

At the

San Francisco International Airport

Date Issued:	March 2, 2016
Pre-Proposal Conference:	March 9, 2016, Wednesday, 10:00 AM
Questions Due:	March 16, 2016, Wednesday, 2:00 PM
Proposals Due:	April 13 6, 2016, Wednesday, 2:00 PM
Oral Interviews (Tentative):	May 13 11, 2016

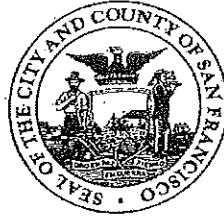
ISSUED FOR ADDENDUM 1

**Request for Qualifications/Proposals 11001.41
Project Management Support Services
For the
Wayfinding Enhancement Program**

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VII. Terms and Conditions for Receipt of Proposals.....	15
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Appendices:

- A. Statement of Minimum Qualifications (SOQ)
- B. Services to be provided by Contractor
- C. Contract Monitoring Division (CMD) Forms.
- D. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, Business Tax Declaration, and Chapters 12B and 12C, and 14B of the San Francisco Administrative Code.
- E. Agreement for Professional Services (form AIR-600)
- F. Project Site Plan
- G. Partnering Requirements
- H. First Source Hiring Agreement
- I. Maximum Billing Rates for Key Personnel
- J. San Francisco International Airport Wayfinding Study, October 2013



SECTION I INTRODUCTION AND PROCUREMENT SCHEDULE

A. GENERAL

The City and County of San Francisco ("City"), acting by and through its Airport Commission ("Airport" or "Commission") is soliciting Proposals from qualified firms, teams, joint ventures, or LLCs ("Proposer") to provide Project Management Support Services ("PM Support Services") for the **Wayfinding Enhancement Program** (Program), which encompasses an airport-wide Wayfinding Master Plan, the creation of a detailed set of airport-wide Signage Guidelines and Standards and the implementation of recommended signage and Wayfinding upgrades at the San Francisco International Airport ("SFO" or the "Airport").

The successful Proposer ("Contractor") will provide Program, Project and Construction Management and quality assurance oversight of, graphic design, rendering, modeling and prototyping, experience surveying, building code compliance, safety oversight, project controls, scheduling, budgeting, estimating, document control services and preparation of progress reports.

As used in this Request for Proposal (RFQ/RFP), the term "Proposer" or "Team" refers to any entity submitting a response to this RFQ/RFP and may be comprised of any combination of a Prime, joint venture, and individual team member firms. Experience and qualifications shall be evaluated based on the combined experience and qualifications of the Proposer or Team.

The Program will utilize the Progressive Design-Build project delivery method to integrate the PM Support Services and Design-Build Contractor team throughout the Program to improve the reliability of design, quality of documentation and accuracy of cost models, as well as to plan and organize the sequence of construction.

Proposers with relevant experience and qualifications as set forth in Appendix B of this Request for Qualifications/Proposals (RFQ/RFP) are encouraged to prepare and submit a Statement of Minimum Qualifications (SOQ) set forth in Appendix A and a Proposal in accordance with the requirements set forth in this RFQ/RFP, which include the format and content guidelines in Sections IV and V.

The Airport cautions Proposers that the California Government Code Section 1090 conflict of interest prohibition pertaining to public officials and government employees has been interpreted to prohibit some independent contractors from being financially interested in any contract that they help create. It is the contractor's sole responsibility to determine whether it may have such a conflict of interest in regard to this RFP/RFQ.

B. PROCUREMENT SCHEDULE

The anticipated schedule for selecting a PM Support Services Contractor for the Program is:

<u>Proposal Phase</u>	<u>Date</u>
RFQ/RFP is issued by the City:	March 2, 2016
Pre-Proposal Conference:	March 9, 2016, Wednesday, 10:00 AM
Deadline for submission of written questions or requests for clarification:	March 16, 2016, Wednesday, 2:00 PM
Proposals Due:	April 13 6, 2016, Wednesday, 2:00 PM
Oral Interviews (Tentative Date):	May 13-14 , 2016

SECTION II PROGRAM OVERVIEW AND BUDGET

A. PROGRAM OVERVIEW

Recent improvements to the Airport's Terminal passenger amenities, increased circulation space and holdroom area, and improved concessions have not only earned the Airport accolades from passengers, but the Airport has seen enhanced revenue from non-airline sources. The Wayfinding Enhancement Program aims to achieve an equal or better level of passenger experience improvement for this project as the Airport has achieved on other recent Airport Terminal projects.

Through ongoing analysis and a Wayfinding Study completed in 2013, the Wayfinding Enhancement Program aims to implement Airport-wide improvements and recommendations identified to directly enhance the guest experience, to provide clear wayfinding, and to make the guest experience superior to any other airport.

Wayfinding pathways extend to all facets of the guests' experience including virtual gateways, roadways, parking, curbside, terminals, dining and shopping, gates and more.

The scope of work for the Wayfinding Enhancement Program includes, but is not limited to, the following:

1. Continued development of airport-wide Wayfinding Plan to include assessments and recommendations for improvements to virtual gateways, roadways, parking, curbside, terminals, dining and shopping, gates and more.
2. Continued development of airport-wide Signage Guidelines & Standards.
3. Continued development of an airport-wide Implementation Plan for signage upgrades to include phased and interim approaches.
4. Graphic and Environmental Design for ongoing airport campus requirements including active programs and projects.
5. Management services of graphic design, industrial design, prototyping, use and experience studies, GIS mapping, dynamic display technology, and information and technology systems during the planning, design and construction phases of the Program.

The Contractor will work with the Airport Staff and Design-Builder to develop a refined scope of work for the Program that aligns with the overall goals and budget for the Program.

B. PROGRAM BUDGET AND FUNDING

The estimated duration of the PMSS Contract is 60 ~~72~~ months. The estimated value of the Wayfinding construction program is twenty-six million dollars (\$26,000,000).

The Airport intends to fund the Program from the Airport 5-year Capital Improvement Program.

SECTION III SERVICES TO BE PROVIDED

The services to be provided, attached as Appendix B to this RFQ/RFP, shall be used as a general guide and are not intended to be a complete list of services that may be assigned to a successful Proposer ("Contractor"). A modified version of Appendix B shall become Appendix A, "Services to be provided by the Contractor," in the Agreement between the City and County of San Francisco and the selected Contractor.

SECTION IV PRE-PROPOSAL CONFERENCE AND SUBMISSION REQUIREMENTS

A. Pre-proposal Conference

A Pre-Proposal meeting will be held on **Wednesday, March 9, 2016 at 10:00 AM (PST) at the San Francisco International Airport, Airport Commission Building, 710 N. McDonnell Road, 2nd Floor, Conference Room B, San Francisco, California 94128**. The meeting will be held to answer questions or requests for clarification on any items in the RFQ/RFP.

B. Requests for Information/Clarifications

All written questions and requests for information/clarifications must be received by Wednesday, March 16 ~~9~~, 2016, at 2:00 PM. Written responses will be available as an addendum to this RFQ/RFP at the Airport's website: www.sfoconstruction.com

Requests for information/clarification and questions shall be in writing and submitted via email. The email subject line shall include, at a minimum, the date of the request, RFQ/RFP Number and Title. Submit your correspondence to:

Jacob Ehrenberg, Airport Project Manager
Design and Construction
Email: jacob.ehrenberg@flysfso.com

C. Proposal Deadline:

Proposals must be delivered to and received by **the Airport's Project Manager before 2:01 PM (PST) on Wednesday, April 13 ~~6~~, 2016**. Proposals shall be delivered to:

Jacob Ehrenberg, Airport Project Manager
c/o Geri Rayca

San Francisco International Airport
Design and Construction
676 N. McDonnell Road
San Francisco, CA 94128

THE AIRPORT WILL REJECT UNTIMELY SUBMITTALS AND SUBMITTALS NOT DELIVERED TO THE CORRECT ADDRESS

PLEASE NOTE THAT THE U.S. MAIL DOES NOT MAKE DELIVERIES AT THE ADDRESS STATED ABOVE

Postmarks will not be considered in judging timeliness of submissions. While not advised, proposal packages could be mailed to the following P.O. Box address for general deliveries to the Airport. Be advised that delivery to the P.O. Box address may be delayed by internal handling of incoming mail at SFO. Proposal packages that are mailed, therefore, may not reach the Project Manager before the deadline for receipt even if postmarked well in advance:

Jacob Ehrenberg, Airport Project Manager
C/O Geri Rayca
San Francisco International Airport
Design and Construction
P.O. Box 8097
San Francisco, CA 94128

D. Submission Format

1. Print double-sided to the maximum extent practical.
2. For word processed documents, use justified text, 11 point, serif font (e.g., Times New Roman, not Arial), and use pages with margins of at least 1" on all sides (excluding headers and footers).
3. Pages shall be no larger than letter size (8 ½ by 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). Attachment pages shall also be no larger than letter size (8 ½ by 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches).
4. Bind the contents of Envelopes 1, 2, and 3 with binder clips only. Do not bind any of these documents with a spiral binding, glued binding, or anything similar.

E. Submission Envelopes

The Proposal package is made up of five (5) envelopes listed in this subsection with quantity and envelope label as required below. Further explanation of envelope content is described in the following Sections:

1. Envelope 1: Statement of Minimum Qualifications

One (1) unbound copy of the completed and signed Statement of Minimum Qualifications (Appendix A) in an envelope clearly marked "Envelope 1 – Statement of Minimum Qualifications for Request for Proposal No. 11001.41, Project Management Support Services for the Wayfinding Enhancement Program"

2. Envelope 2: Contract Monitoring Division (CMD) Forms

One (1) unbound copy of Contract Monitoring Division (CMD) Forms (Appendix C) in a sealed envelope clearly marked "Envelope 2 - CMD Documents for Request for Proposal No. 11001.41, Project Management Support Services for the Wayfinding Enhancement Program."

3. Envelope 3: First Source Hiring Agreement

One (1) unbound copy of First Source Hiring Agreement (Appendix H) in an envelope clearly marked "Envelope 3 – First Source Hiring Agreement for Request for Proposal No. 11001.41, Project Management Support Services for the Wayfinding Enhancement Program."

4. Envelope 4: Proposal

Five (5) spiral-bound copies of the proposal in an envelope clearly marked "Envelope 4 - Proposal for Request for Proposal No. 11001.41, Project Management Support Services for the Wayfinding Enhancement Program."

5. Envelope 5: Electronic Submission

One (1) CD or USB flash drive containing all of the Proposal documents from envelopes 1 through 4 as stated above. The envelope should be clearly marked "Envelope 5 - Electronic Copy - Request for Proposal No.11001.41, Project Management Support Services for the Wayfinding Enhancement Program."

SECTION V CONTENT OF THE PROPOSAL PACKAGE

The content requirements set forth in this RFQ/RFP represent the minimum content requirements for the Proposal Package. It is the Proposer's responsibility to include information in its SOQ and the Proposal that represents all relevant qualifications and other materials. The SOQ and the Proposal, however, should not contain standard marketing or other general materials. It is the Proposer's responsibility to modify such materials so that only directly relevant information is included in the submitted Proposal package. At its sole discretion, the Airport may waive any such failure to meet a requirement of this RFQ/RFP and may request clarification or additional information to cure a failure. If the Airport allows a cure, the Proposer will have twenty-four (24) hours to cure its failure of responsiveness.

A. Statement of Minimum Qualifications (SOQ)

Pass/Fail

Proposers shall complete and submit the SOQ attached as Appendix A to this RFQ/RFP. In order to have its proposal considered for scoring and potential award of this contract, Proposer shall be able to answer "yes", or N/A as it may apply, to each of the questions posed on Appendix A and shall sign the document under penalty of perjury.

B. Contract Monitoring Division (CMD) Forms

Responsiveness

Complete the following CMD forms and documents found at the link provided in Appendix C:

- a. CMD Form 2A, Contract Participation Form;
- b. CMD Form 2B, Good Faith Outreach Form;
- c. CMD Form 3, CMD Compliance Affidavit;
- d. CMD Form 4, Joint Venture Form, if applicable;
- e. CMD Form 5, Employment Form.

C. First Source Hiring Agreement (FSHP)

Responsiveness

Complete the FSHP agreement provided in Appendix H for the Proposer only.

D. Proposal**240 Maximum points**

For the purpose of this proposal, a page is one side of a sheet of paper. **The Proposal shall be a maximum number of 20 double-sided pieces of paper.**

Proposer will be responsible for providing the services detailed in Appendix B of this RFQ/RFP and must demonstrate that it is able to provide all services necessary to support the Projects. The Proposal should also demonstrate the Proposer's understanding and commitment to support or implement the following throughout the Projects:

- SFO Strategic Plan 2011-2016: The SFO Strategic Plan can be found at: <https://sfoconnect.com/sites/default/files/strategicplan.pdf>
- Principles of REACH. The Principles of REACH can be found at <http://www.flysfo.com/business-at-sfo>
- Partnering Requirements: Appendix G of this RFQ/RFP will become Appendix D of the Agreement.
- Stakeholder Engagement Process. The Stakeholder Engagement Process (SEP) is part of the document Delivering Exceptional Projects, which can be found at www.sfoconstruction.com
- Sustainability Principles. SFO Sustainable Planning, Design and Construction Guidelines can be found at: <http://www.flysfo.com/community-environment/environmental-sustainability-reports>
- San Francisco Rules and Regulations, which can be found at: <http://www.flysfo.com/about-sfo/the-organization/rules-and-regulations>

Proposers to this RFQ/RFP must submit the following information and respond specifically to the information requested, in the order specified, and use tabs to help organize the Proposal. The Airport recommends preparation of a concise Proposal.

1. Introduction and Executive Summary (Maximum 2 pages)] (10 Points)

- a. Provide a cover letter presenting the Proposer's vision for delivering the Projects as detailed in this RFQ/RFP. Provide comments or suggestions to the Airport pertaining to generating coordination, synergy, and teamwork to run the Projects wisely and efficiently. The cover letter must be signed by a person authorized by Proposer to obligate the Proposer to perform the commitments contained in the Proposal and the Agreement. Submission of the letter will constitute a representation by Proposer that Proposer is willing and able to perform the commitments contained in the Proposal and Agreement.
- b. Indicate whether the Proposer is a single entity, partnership, or corporation, joint venture, or other legal entity recognized in the State of California. If the Proposer is a joint venture, provide a copy of the joint venture agreement in Envelope 2, CMD Forms.
- c. Identify the name of the contact person, his or her title, telephone number, facsimile number, email address, and a brief description of his or her role on the Projects. The contact person must be a key personnel individual. If a joint venture, the contact person must have the authority through the joint venture agreement to be the contact person to act on behalf of the joint venture.
- d. By submission and signature of the Proposal, Proposer affirms:

- 1) Proposer agrees to commit and assign the Project Manager and all Key Personnel identified in the Proposal.
- 2) If any substitution of the Contractor's Project Manager as submitted with the Proposal is required, the Contractor shall propose a replacement in writing to the Airport Project Manager for consideration. Contractor is obligated to provide a Project Manager that meets's with the Project Manager's approval.
- 3) The Contractor shall replace the Project Manager departing from the Project or departing from his/her assigned role in the Contract with an individual of comparable experience thirty (30) calendar days prior to the departure of the assigned Project Manager. Failure to replace the Project Manager or any Key Personnel shall not relieve Proposer of its obligation for full performance of the services to be provided as a result of any unfilled position.
- 4) Proposer understands that selection of its Proposal will be based, in part, on the Proposer's Team and Key Personnel as submitted in the response to this RFQ/RFP. Therefore, the Airport will not approve any requests for substitution of Key Personnel within nine (9) months after the issuance of the Notice to Proceed, until it has thoroughly and fully investigated the causes and reasons for such requests. The Airport retains sole discretion in determining whether to approve any proposed substitution.

2. Proposer's Experience and Qualifications (Maximum 2 pages)

(50 Points)

Proposer must possess verifiable experience that demonstrates the capability to provide PM Support Services on relevant projects of similar size and complexity. Generally, relevant projects will involve complex renovation and expansion of Airport terminal facilities with complex, phased construction. Proposer must either individually, or Proposer's Team must collectively, demonstrate relevant expertise to successfully perform Proposer's role and responsibilities described in Appendix B of this RFQ/RFP. Proposer must demonstrate a full range of technical and managerial disciplines and capabilities associated with providing PM Support Services.

Provide a description of a minimum of two (2) projects where Proposer and/or its key personnel performed PM Support Service duties. At least one (1) project shall be an airport terminal project and at least one (1) shall be an integrated project delivery type, such as Design-Build or Construction Manager/General Contractor. The project examples shall be similar in type, scope and magnitude to these Projects. Project descriptions shall be limited to one-page each. Provide the following information for each project:

- a) Identify which firm provided the PM Support Services on the project
- b) Name of the project
- c) Client contact information – telephone number and current email address
- d) The scope of services provided
- e) Total dollar value of the project
- f) Total dollar value of the Firm's contract
- g) The project start and end dates
- h) Identify the project delivery method

3. Proposer's Organization and Key Personnel (Maximum 14 pages)

(90 Points)

Proposer's Team consists of the Proposer, all joint venture members, and subcontractors, including Key Personnel. "Key Personnel" is defined as those individuals of the Proposer's Team who will have direct, hands-on responsibility within their respective disciplines for the provided professional services.

Describe the proposed Proposer's Team composition, organization and management as follows:

a. Organization of Proposer's Team

- 1) Provide a summary describing the scope of services to be provided by each member of Proposer's Team, including the Proposer and/or joint venture, and each subcontractor, during all Project phases. Proposer shall fill each role or a combination thereof on Proposer's Team with qualified personnel capable of fulfilling any and all duties and responsibilities required by each role.
- 2) Identify the local office location from which the firms will be supported while at the Airport. Indicate all former names, if any, under which the prime firm has conducted business and the years of operation under each name.
- 3) Provide an organizational chart showing the reporting relationships and responsibilities of the Proposer team and describe the Proposer's approach to the management of such firms for all of the Projects phases.
- 4) For each discipline indicated on the organizational chart, indicate the key roles and responsibilities to the Projects.

b. Key Personnel

- 1) Demonstrate the skills and qualifications of the individuals qualified for these and experience of the Key Personnel, including at a minimum, the following positions:
 - a) ~~Identify the~~ Project Manager. The Project Manager should not only have robust and relevant experience, but should be able to thrive in the collaborative working environment of SFO. The Project Manager should have experience managing the delivery of a larger Wayfinding program from programming through closeout, preferably one which required complex phasing to maintain operations. The Project Manager should be collaborative, innovative, and be able to drive the team to solutions.
 - b) ~~Identify the~~ Design Manager. The Design Manager should have experience managing the design of a transit Wayfinding program with an emphasis on the passenger experience. The Design Manager should be collaborative, innovative and able to help guide the team towards fulfillment of the SFO passenger experience vision.
 - c) ~~Identify the~~ Project Controls Manager. The Project Controls Manager should have experience in project controls on a major public-sector project, and should be comfortable using the Airport-provided Project Management System, Primavera Unifier.
- 2) Provide a maximum two-page (double-sided) resume for all Key Personnel that includes relevant projects and the following information (resumes are not part of the page count):

- a) First name and last name
 - b) Business contact information
 - c) Position with firm
 - d) Years of Experience
 - e) Years of Experience with the current Firm
 - f) Education
 - g) Current Professional registration (as applicable)
 - h) Qualifications and experience on projects of similar size, scope and complexity.
 - i) Role on the Project with estimated percentage of time during each phase in Appendix B
- 3) Provide up to three (3) relevant client references for all Key Personnel that includes the following information:
- a) Client Name
 - b) Phone Number
 - c) Email Address
- 4) Provide up to three (3) relevant projects for each individual identified as one of Proposer's Key Personnel, which have been completed within the last ten (10) years, including the following information:
- a) Title and location of project (City and State)
 - b) Year completed for professional services
 - c) Year completed for construction services
 - d) Brief description of project and specific role as it relates to this project
 - e) State if work was completed with current firm
 - f) State if other proposer team members were also part of this project

4. Program Approach (Maximum 2 pages)

(90 Points)

Using the Services to be provided as a guide, describe the project execution approach that the Proposer intends to utilize in a coordinated and thorough manner. Describe how, as a PM Support Services team, the Proposer would provide the depth of technical and support services required for managing each task of these Projects while integrating the Airport's Strategic Plan, Core Values and Delivering Exceptional Projects: Our Guiding Principles throughout the Projects lifecycle. The execution plan should discuss the following at a minimum:

- a. Innovative design ideas, with particular emphasis on the guest experience through signage and wayfinding considerations, as well as any perceived program challenges and any other recommendations for the Airport to deliver an Exceptional Project Outcome.
- b. Approach to management of the Program entities (Design-Build Contractor, and lead design firm, subcontractors, etc.) throughout the Programming, Design, Construction, Activation, and Closeout phases.
- c. Approach to managing a wayfinding and signage improvement program through programming, design, construction, activation, and closeout.
- d. Approach to incorporating LBEs into the projects to meet or exceed the minimum requirements and to work with the LBE team members to help them grow their expertise and develop meaningful experience. The Airport strongly encourages Proposer to provide meaningful LBE

participation, encouraging workforce development and increased Airport experience and technical capacity for local businesses.

5. Key Personnel Billing Rate Schedules

Appendix I (Maximum Billing Rate for Key Personnel) of this RFQ/RFP contains the maximum billing rates for Key Personnel assigned to the Program. The billing rates stated are fully burdened and include the maximum ten percent (10%) fee. These are the maximum billing rates the Airport will accept for these positions. More junior positions beyond what is indicated in Appendix I may be added during execution of the Program, but must be approved by the Airport Project Manager.

- a. During negotiation of the Contract, the successful proposer will be required to provide a complete Billing Rate Sheet and staffing plan for each member of its team. The approved Billing Rates will become part of Appendix B to the Contract.
- b. The Prime Contractor will be allowed a markup not-to-exceed two percent (2%) on the work of first tier subcontractor invoices.
- c. Unless authorized by the Deputy Airport Director of Design & Construction, the Commission will not reimburse the Contractor for the costs of business travel, contractor meals, or accommodations; this includes specialists that are based out of town and not assigned to the jobsite office. Travel and *per diem* expenses for the project team's management, jobsite personnel, or staff that commute to or from other offices or residences is not allowed. If authorized, any travel expense reimbursements shall be in accordance with the City & County of San Francisco Travel Guidelines, which can be found at the following link:
https://www.google.com/url?q=http://sfcontroller.org/Modules/ShowDocument.aspx%3Fdocumentid%3D2174&sa=U&ved=0CAUQFjAAahUKEwjU0_TaqLjHAhUImogKHT3jCMw&client=internal-uds-cse&usg=AFQjCNHkyPKe3iRnxQ0y7-OQ2M7NqoiPbA

SECTION VI EVALUATION AND SELECTION CRITERIA

A. Evaluation Process

1. **Step One:** Envelope 1 – Airport staff will review the submitted Statement of Minimum Qualification Applications to determine whether each Proposer meets the minimum required qualifications.
 - a. The Airport reserves the right to verify from any other available sources (including past performance record at the Airport), the information provided by the Proposer in the any part of the Proposal package and to rely upon such information gathered during the verification process. The Airport reserves the right to adjust, increase, decrease, limit, suspend, or rescind any or all determination(s) based on subsequently learned information.
2. **Step Two:** Envelopes 2, 3, & 5 – Airport staff will forward the sealed envelope with the Contract Monitoring Division (CMD) forms (see Section N) to CMD for evaluation. Airport staff will review the First Source Hiring agreement and electronic submission to ensure that all required files have been submitted.
3. **Step Three:** Envelope 4 - The Evaluation Panel will review and score Proposals.

- a. Evaluation Panel: The Airport will establish an Evaluation Panel to evaluate and score Proposals and oral interviews. The evaluation panel will score the Proposals, taking into account responsiveness, demonstrated competence, and experience. Members of the panel will be impartial, have technical knowledge and experience in the subject matter of the Project, and will reflect the diversity of the City and County of San Francisco.
- b. Allocation of Points: Each Evaluation Panel member will individually evaluate and assign rating points to Proposals described in Section IV, D – Content of the Proposal as follows:

Introduction and Executive Summary	10 points
<p>Proposers' Experience & Qualifications</p> <ul style="list-style-type: none"> • Degree to which the experience of the firm demonstrates the full range of technical and managerial disciplines associated with providing PM Support Services for this Program. • Relevance of verifiable experience and expertise in projects of a similar scope and scale, as evidenced by project descriptions. 	50 points
<p>Proposer's Organization and Key Program Personnel</p> <ul style="list-style-type: none"> • Professional qualifications and experience of key personnel in providing similar services. • Evidence that the organizational chart sufficiently addresses the positions necessary to support the project throughout the project lifecycle, i.e. Programming, Design, Construction, Activation & Commissioning, and Closeout. • Relevance of recent projects completed by Key Personnel. 	90 points
<p>Relevance and Quality of Program Approach:</p> <ul style="list-style-type: none"> • Innovative design ideas, with particular emphasis on the guest experience through signage and wayfinding considerations, as well as any perceived program challenges and any other recommendations for the Airport to deliver an Exceptional Project Outcome. • Approach to management of the Program entities (Design-Build Contractor, and lead design firm, subcontractors, etc.) throughout the Programming, Design, Construction, Activation, and Closeout phases. • Description of approach to incorporating LBE and First Source Hiring goals into project and encouraging meaningful participation and growth of expertise. • Ability of firm to work in functioning Airport environment, and approach to risk management. 	90 points
TOTAL PROPOSAL AVAILABLE POINTS	240 points

- c. Following the evaluation of the Proposals, the Airport will notify the Proposers of proposal ranking and up to **four (4)** eligible Proposers receiving the highest scores will be invited to an oral interview. In the event of a tie for the fourth place position, the Airport may invite all tied proposers even if it results in more than four proposers being invited to the oral interview. The Airport reserves the right to select a Contractor without conducting oral interviews.
4. **Step Four:** Oral interviews will be conducted by the Evaluation Panel and will be sixty (60) minutes in length.
- a. The proposed Project Manager, Design Manager and Project Controls Manager that will be assigned to the Project must be present at the oral interview. Up to three (3) additional Key Personnel may also attend the oral interview. No other staff such as sales, marketing, or management shall be allowed to participate in the oral interview.
- b. The Proposers may prepare a brief presentation to introduce the team members (five (5) minutes maximum).
- c. There will be a problem solving or situation activity where the Proposer will be given a problem or situation and will have ten (10) minutes to develop a strategy, options or approach to addressing the problem or situation. The Proposer will then have five (5) minutes to present its solution to the evaluation panel. There will be up to three (3) standard problems or situations given to each team. The types of problems or situations will be project-level based matters such as those involving design, phasing, implementation, budget, or stakeholder-related issues. Each team will be given the same problems. After the first problem solution is presented, the Proposing team will be given the next problem and the process will be the same until all problems have been analyzed and the Proposing Team has presented its solution to the evaluation panel. Following the exercises, the Proposing team will have up to five (5) minutes to present a presentation wrap-up.
- d. The Airport Project Manager will be made available to the Proposing team during the ten (10) minute strategy exercises and may be called upon by the Proposing team to answer questions or supply information but cannot lead the discussion or offer suggestions for the response. Airport staff will moderate and time the proceedings.
- e. The evaluation panel will remain in the oral interview room during each problem solving exercise to observe how the Proposing team approaches problem solving, collaboration and team integration.
- f. Total oral interview available points : 260 points

Each Evaluation Panel member will individually evaluate and assign rating points to the oral interview using the following evaluation criteria.

- 1) Approach to Problem Solving: Proposer's approach to understanding a problem and methodology of developing a solution.
- 2) Communication and Collaboration: How clearly the Proposer's team communicates with one another and how well the team works together in a collaborative way to solve problems.

- 3) Technical and Management Expertise: Each team member's technical and/or management expertise and strengths.
5. **Step Five**: The Airport will combine the scores achieved from the Proposal and the oral interviews to determine the final ranking.

Total Available Points:

500 points

B. Contract Award

The Airport intends to award this Contract to the highest-ranked Proposer, which the Airport determines will provide the best overall Project Management Support Services for the Wayfinding Enhancement Program, taking into strong consideration the Proposer's response to collaboration, integration and commitment to the "Reaching for Number 1" core values of the Airport.

The Airport reserves the right to accept other than the highest scored proposal and to reject any proposals that are not responsive to this request.

Following the completion of the RFQ/RFP evaluation process and notification to the Proposers of the final ranking, Airport staff will commence contract negotiations with the highest-ranked Proposer. The selection of any proposal shall not imply acceptance by the Airport of all terms of the proposal, which may be subject to further negotiations and approvals before the Airport may be legally bound thereby. If the Airport is unable to negotiate a satisfactory contract with the highest-ranked Proposer within a reasonable time, the Airport, in its sole discretion, may terminate negotiations with the highest ranked Proposer and begin contract negotiations with the next highest ranked Proposer.

Upon successful contract negotiations, Airport staff will submit to the Airport Commission for award the negotiated Project Management Support Services – Wayfinding Enhancement Program contract. Once the contract is certified, Airport staff will issue a Notice to Proceed. Notwithstanding, the Airport reserves the right to reject all Proposals without incurring any liability to any Proposer.

SECTION VII TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

A. Errors and Omissions in RFQ/RFP

Proposers are responsible for reviewing all portions of this RFQ/RFP. Proposers shall promptly notify the Department, in writing, if Proposer discovers any ambiguity, discrepancy, omission, or other error in the RFQ/RFP. Any such notification should be directed to the Airport Project Manager promptly after discovery, but in no event later than five (5) working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFQ/RFP

Inquiries regarding the RFQ/RFP and all oral notifications of intent to request written modification or clarification of this RFQ/RFP must be directed via email to:

Jacob Ehrenberg, Airport Project Manager
Design and Construction
Email: jacob.ehrenberg@flysfso.com

C. Objections to RFQ/RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFQ/RFP, Proposer must, not more than ten (10) calendar days after the RFQ/RFP is issued, provide written notice to the Airport setting forth with specificity the grounds for the objection. The failure of a proposer to object within the time allowed and in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Addendum

The Airport may modify the RFQ/RFP, prior to the response due date, by issuing Addenda, which will be posted on the SFO Construction website (www.sfoconstruction.com). The proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the Airport prior to the response due date regardless of when the response is submitted. Therefore, the Airport recommends that the Proposer consult the website frequently, including shortly before the response due date, to determine if the Proposer's Proposal is responsive to the RFP/RFQ as amended by any Addenda.

E. Term of Proposal

Proposer warrants that its proposed services and prices as set forth in its Proposal are valid for one hundred twenty (120) calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

1. A proposer may revise its Proposal on Proposer's own initiative at any time before the deadline for submission of proposals. Proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date to be considered for selection.
2. In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.
3. At any time during the proposal evaluation process, the Airport may require a Proposer to provide oral or written clarification of its Proposal. The Airport reserves the right to make an award without further clarifications of Proposals received.

G. Errors and Omissions in Proposal

Failure by the Airport to object to an error, omission, or deviation in a Proposal will in no way modify the RFQ/RFP or excuse the Proposer from full compliance with the specifications of the RFQ/RFP or any contract awarded pursuant to the RFQ/RFP.

H. Financial Responsibility

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

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which states:

1. No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.
2. If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period Proposer is prohibited from making contributions to:
 - The officer's re-election campaign
 - A candidate for that officer's office
 - A committee controlled by the officer or candidate.
3. The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any City officer or employee about a particular contract, or a City officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a City officer or employee to promote himself or herself as a candidate for a contract; and (2) a City officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to this RFQ/RFP, and requests to be placed on a mailing list do not constitute negotiations.
4. Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:
 - Criminal. Any person who knowingly or willfully violates Section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
 - Civil. Any person who intentionally or negligently violates Section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
 - Administrative. Any person who intentionally or negligently violates Section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

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

J. Sunshine Ordinance

In accordance with San Francisco Administrative Code Section 67.24(e), contractors' bids, responses to RFQ/RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this

provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

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

L. Reservations of Rights by the City

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

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ/RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ/RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

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

N. Local Business Enterprise Requirements and Outreach

1. Please refer to Section II C for details about the Commission offered LBE Joint Venture Incentive.

2. The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFQ/RFP.
3. All prime contractors and subcontractors will be required to enter all subcontractors' payment information, and confirm payments received in the City's secure web-based system called the Local Business Enterprise Utilization Tracking system (LBEUTS). This requirement is in addition to any other requirements for requesting payment from the City. The information previously submitted through CMD Forms 7 and 9 will now be entered into the LBEUTS for each progress payment. Prior to the Notice to Proceed, the prime consultant will be required to enter subconsultant's information into LBEUTS. The prime consultant will then be required to enter information before and after each progress payment. After payment, subconsultants will be required to confirm receipt of payment through LBEUTS. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B LBE Ordinance.
4. It is strongly encouraged that each contractor receives training in LBEUTS prior to the Notice to Proceed. For more information about LBEUTS and upcoming training sessions, please go to <http://www.sfgsa.org/index.aspx?page=6182>.
5. LBE Sub-consultant Participation Requirements
 - a. The LBE subcontracting requirement for the projects is **twenty percent (20%)** of the total value of the goods and/or services to be procured. The LBE subcontracting requirement can only be met with CMD certified small or Micro-LBEs. Pursuant to Administrative Code Section 14B.9, proposers are hereby advised that the sub-consultant requirement is based on data indicating availability of **nine point eight percent (9.8%)** Minority Business Enterprises ("MBE"), **five point one percent (5.1%)** Woman Business Enterprises ("WBE") and **five point one percent (5.1%)** Other Business Enterprises ("OBE") to perform sub-consultant work on this Contract. Proposers are further advised that they may not discriminate in the selection of sub-consultants on the basis of race, gender, or other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.
 - b. Each Proposer responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in San Francisco Administrative Code 14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco CMD at the time of the proposal due date, and must be contacted by Proposer (prime contractor) prior to listing them in the proposal. It is the sole responsibility of the Proposer to confirm the status of LBEs identified as subcontractors through the San Francisco CMD Directory of Certified LBEs, available at: <http://sfgsa.org/index.aspx?page=6132>. Any proposal that does not meet the requirements of this paragraph will be non-responsive.
 - c. In addition to demonstrating that it will achieve the level of subcontracting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8 (D)&(E) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8

(B), if a proposer submits a proposal demonstrating LBE participation that exceeds by 35%, (or twenty seven percent [27%]), of the established LBE subcontracting participation requirement for the Contract, Proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8(D) & (E). A certified Small and/or Micro LBE prime proposer may count its participation towards meeting the good faith outreach exception set forth in 14B.8(B).

- d. Proposals which fail to comply with the material requirements of San Francisco Administrative Code 14B.8 and 14B.9, CMD Attachment 2, and this RFQ/RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontracting participation specified in the Contract shall be deemed a material breach of contract. Subcontracting requirements can only be met with CMD-certified LBEs located in San Francisco.
6. Certified LBE Bid Discount /Rating Bonus
- a. Micro LBE and Small LBE Rating Bonus

The City strongly encourages proposals from qualified, certified Micro and Small LBEs. Pursuant to Chapter 14B, a rating bonus will be in effect for the award of this project for any proposers who are certified by CMD as a Micro or Small LBE, or joint ventures whereby each joint venture partner meets the minimum qualifications in the proposal, with the specific levels of participation as identified below. For joint ventures, the certified Micro and /or Small LBE must be an active partner in the joint venture and perform work of a commercially useful function, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the certified Micro and/or Small LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The certified Micro and/or Small LBE joint venture's portion of the contract must be assigned a commercially useful function.

The LBE joint venture partner must perform Prime Level Work and be CMD certified for the scope of work they are proposing to perform in order to be eligible for the bid discount/rating bonus. Joint ventures receive bid discounts/rating bonuses depending upon the LBE percentage of **prime level** participation. Certification applications may be obtained by calling CMD at (415) 581-2310.

The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

- 1) 10% to a certified Micro or Small LBE; or a joint venture between or among certified Micro or Small LBEs;
- 2) 5% to a joint venture with certified Micro and/or Small LBE participation, whose participation is equal to or exceeds 35%, but is under 40% or
- 3) 7.5% to a joint venture with certified Micro and/or Small LBE participation, whose participation equals or exceeds 40%; or
- 4) 10% to a certified non-profit entity.

The rating bonus will be applied by adding 5%, 7.5%, or 10% (as applicable) to the score of each Proposer eligible for a bonus for the purposes of determining the highest ranked Proposer.

b. Small Business Administration (SBA) LBE Rating Bonus

Pursuant to Chapter 14B.7(E), for contracts between \$400,000 and \$10 million, a 5% rating bonus will be in effect for proposers who are certified by CMD as a SBA LBE; however, the 5% rating bonus shall not be applied at any stage if it would adversely affect a Micro or Small LBE proposer or a J/V with LBE participation.

7. CMD Forms to Submit with Proposal

- a. All proposals submitted must include the following CMD Forms contained in the CMD Attachment 2: i) Form 2A, CMD Contract Participation Form, ii) Form 2B - CMD "Good Faith Outreach" Requirements Form, iii) Form 3, CMD Compliance Affidavit, iv) Form 4, CMD Joint Venture Form (if applicable), and v) Form 5, CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.
- b. Please submit only one (1) copy of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms. Airport Commission staff will deliver them to the attention of the San Francisco CMD.

If you have any questions concerning the CMD Forms, you may call Michael Visconti, CMD Contract Compliance Officer for the Airport at (650) 821-7765 or via email at Michael.Visconti@flysf.com.

SECTION VIII CITY AND AIRPORT CONTRACT REQUIREMENTS

A. Standard Contract Provisions

1. The successful Proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix E to this RFQ/RFP. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.
2. Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§10.5 "Nondiscrimination Requirements" in the Agreement); the Minimum Compensation Ordinance (§10.7 "Minimum Compensation Ordinance" in the Agreement); the "Health Care Accountability Ordinance" (§10.8 "Health Care Accountability Ordinance" in the Agreement); the First Source Hiring Program (§10.9 "First Source Hiring Program" in the Agreement); and applicable conflict of interest laws (§10.2 "Conflict of Interest" in the Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

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

12C is available on the CMD's website at: <http://sfgsa.org/index.aspx?page=6125>.

C. Minimum Compensation Ordinance (MCO)

1. The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 in the Agreement.

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

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

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

Proposer will complete, sign and submit a First Source Hiring Agreement with the Contractor's proposal. Failure to submit a completed and signed First Source Hiring Agreement with the Contractor's proposal will result in a rejected bid or proposal. The link to the First Source Hiring Agreement can found in Appendix H.

F. Consideration of Criminal History in Hiring and Employment Decisions

To the extent not preempted by State or Federal law, the successful proposer will be required to comply fully with and be bound by all of the provisions of the San Francisco Administrative Code Chapter 12T "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," as may be amended from time to time.

G. Conflicts of Interest

1. The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it

does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

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

H. Airport Intellectual Property

Pursuant to Resolution No. 01-0118, adopted by the Airport Commission on April 18, 2001, the Airport Commission affirmed that it will not tolerate the unauthorized use of its intellectual property, including the SFO logo, CADD designs, and copyrighted publications. All proposers, bidders, contractors, tenants, permittees, and others doing business with or at the Airport (including subcontractors and subtenants) may not use the Airport intellectual property, or any intellectual property confusingly similar to the Airport intellectual property, without the Airport Director's prior consent.

I. Labor Peace / Card Check Rule

Without limiting the generality of other provisions herein requiring Contractor to comply with all Airport Rules, Contractor shall comply with the Airport's Labor Peace/Card Check Rule, adopted on February 1, 2000, pursuant to Airport Commission Resolution No.00-0049 (the "Labor Peace/Card Check Rule"). Capitalized terms not defined in this provision are defined in the Labor Peace/Card Check Rule. To comply with the Labor Peace Card Check Rule, Contractor shall, among other actions: (a) Enter into a Labor Peace/Card Check Agreement with any Labor Organization which requests such an agreement and which has registered with the Airport Director or his/her designee, within thirty (30) days after the Labor Peace/Card Check Agreement has been requested; (b) Not less than thirty (30) days prior to the modification of this Agreement, Contractor shall provide notice by mail to any Labor Organization or federation of labor organizations which have registered with the Director or his/her designee ("registered labor organization"), that Contractor is seeking to modify or extend this Agreement; (c) Upon issuing any request for proposals, invitations to bid, or similar notice, or in any event not less than thirty (30) days prior to entering into any Subcontract, Contractor shall provide notice to all registered Labor Organizations that Contractor is seeking to enter into such Subcontract; and (d) Contractor shall include in any subcontract with a Subcontractor performing services pursuant to any covered Contract, a provision requiring the Subcontractor to comply with the requirements of the Labor/Peace/Card Check Rule. If Airport Director determines that Contractor shall have violated the Labor/Peace/Card Check Rule; Airport Director shall have the option to terminate this Agreement, in addition to exercising all other remedies available to him / her.

SECTION IX PROTEST PROCEDURES

A. Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent

Proposer, and must cite the law, rule, local ordinance, procedure or RFQ/RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

1. Within five (5) working days of the City's issuance of a Notice of Intent to Award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

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

C. Delivery of Protests

Proposers are responsible for delivery to and receipt by the Airport of any protest by the deadlines specified in Section 8 -- Protest Procedures. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Geoffrey W. Neumayr
Deputy Airport Director
San Francisco International Airport
Design and Construction
P.O. Box 8097
San Francisco, CA 94128

APPENDIX B SERVICES TO BE PROVIDED BY CONTRACTOR

This document provides the anticipated Scope of Work to be performed under a contract awarded to the Project Management Support Services (PMSS) Contractor ("Contractor") for Project 11001.41 – The Wayfinding Enhancement Program ("Program") at the San Francisco International Airport ("Airport").

The Contractor will provide overall management and oversight of the Program throughout its lifecycle under the direction of the Airport Project Manager. The final scope will be negotiated based on the program requirements and associated tasks assigned to the Contractor.

The following scope of services is as comprehensive as possible at the outset of the Program. Because individual services may be added and/or deleted as the Program progresses, it is not possible to present a complete list of services that could be finally assigned to the Contractor. Tasks listed herein within a particular section may be required at any time throughout the Program. During the contract, all work to be performed by the Contractor will either be included in a scope of work similar to this document or in mutually-agreed-upon contract amendments or specific task orders.

A. PROGRAM CONTROLS AND REPORTING

The Contractor shall provide program controls and reporting services including, but not limited to, those that follow:

1. Provide real time data inputs into the Airport's Project Management Control Systems. Information provided to the Airport will be used to report on the progress of the Program including information on the Contractor and subcontractors' Work, percentage of completion of the Work, current estimates, forecasted contract growth, subcontract buyouts, updated monthly schedules, including projected time to completion and estimated cost to complete the Work, digital progress photographs, logs for Requests for Information (RFI), submittals and shop drawings, pending and approved change orders, meetings minutes, and other project metrics as requested by the Airport.
2. Utilize systems that are compatible with current Airport program control software. These include, but are not to be limited to, Primavera P6 EPPM (scheduling), Primavera Unifier (cost management and business processes), CIP Planner (project financial planning), OpenText eDocs (document control), Microsoft Outlook (email), AutoCAD, Creative Suite and Revit.
3. Perform data entry into the project management system to ensure that real-time data is readily available. The Contractor shall perform quality control to reduce input error, thus enhancing consistency and accuracy in the reporting of all information.
4. Provide an environment that allows the Design-Builder to uniformly exchange information with other contractors relating to Program budgets, costs, estimates, risk, and schedule using the Stakeholder Engagement Process (SEP) to maintain transparency between interfacing and adjoining projects.
5. Produce reports and deliverables that help the Airport to manage the Program and make decisions. Reports and deliverables shall be outputted from and generated using the data entered into the Project Management System. At the request of the Airport, Contractor shall provide

Airport with hard copy color duplicates. The reports and deliverables shall include, but are not limited to, the following:

- a) A monthly report to the Airport on services provided to the Airport under this Agreement in a format consistent with the Airport reporting process. The Contractor will report on its progress and any problems in performing the Work of which the Contractor becomes aware.
 - b) Program cost and budget reports as part of the required monthly report in a format determined by the Airport to include total Program budget amounts, total Program cost to date, earned value estimates, trends and forecasts. Reports shall include costs and payments to Designers and Builders, and Airport cost and expenses.
 - c) Update schedules by monitoring progress in relationship to the existing baseline schedules for adjoining projects. Prepare detailed monthly schedule reports and schedule trend reports. Provide schedule recovery recommendations on a monthly basis and anticipated schedule phases.
 - d) A monthly cash flow and trend reports and additional reports as requested by the Airport.
 - e) Report all potential and anticipated Program risks and issues. Provide cost recovery recommendations on a monthly basis.
 - f) Quality assurance and quality control processes and how these are being engaged on a monthly basis.
 - g) A monthly safety report.
 - h) Other reports and presentations so that varying levels of details can be communicated to different management levels within the Airport organization as well as to the Public. Contractor shall provide reports monthly, quarterly, annually, or at other frequencies determined by the Airport, as requested.
6. Provide high-level Program cost information to the Airport's Program Management Support Services consultant for input into the overall program-level management and coordination of the Airport's Capital Improvement Program.

B. PROGRAM SCHEDULING SERVICES

The Contractor shall be prepared to support Airport program scheduling and analyses, and to incorporate all three program schedules within the Program in the following manner:

1. Compile applicable schedules from Airport staff, major tenants, Design-Builder, and other agencies to prepare a Level 1 schedule for the Program using the Airport's provided scheduling tools. The Level 1, or Contract Master Schedule, is a summary level schedule that establishes key completion objectives for the Program. At a minimum, it defines the overall period of performance, major milestones, contractual milestones, contract deliveries, and other major program phases. It also shows milestones that interface with other adjoining projects and programs.

2. Verify and validate Level 2 schedules provided by the Design-Builder. The Level 2, or Intermediate Schedule, should contain a detailed reflection of the activities that must be accomplished to achieve the Level 1 schedule objectives. At a minimum, the Level 2 schedule shall include contractually required deliveries of critical long lead items, hardware, software, and performance requirements.
3. Verify and validate Level 3 schedules provided by Design-Builder. The Level 3, or Detailed Schedule, contains a detailed set of activities that must be accomplished to achieve Level 2 schedule objectives. This schedule should contain enough detail for the Airport Project Manager to plan, direct, and monitor the completion of work and to reliably calculate the Program's critical path. The Level 3 schedule shall reflect the Contractor's review and monitoring of construction schedules and the coordination of those schedules with other Airport projects and programs, either planned or ongoing.
4. Identify and analyze dependencies, controls, and interfaces among the Program, with other Airport operational activities, and/or with external projects and perform alternative analysis project sequence to optimize Program delivery within the Level 3 schedule.
5. Develop, review, update, and monitor program schedules to the required management level during all Program phases as directed by the Airport Project Manager.

C. PROJECT BUDGET AND ESTIMATING SERVICES

The Contractor shall support Airport financial analyses by performing tasks including, but not limited to, those that follow:

1. Prepare and review Program hard and soft cost budget estimates, resulting in the establishment of the Program baseline budget. The estimates shall follow a Work Breakdown Structure consistent with Airport requirements.
2. Analyze financial consequences of design alternatives, alternatives resulting from value engineering reviews of design and construction techniques, and costs due to site and schedule constraints.
3. Provide program-level cost and trend management services.
4. Provide a wide range of cost estimates, including pre-construction, concept, budgetary, design, construction, and engineer's estimates.
5. Utilize the cost management system provided by the Airport.
6. Establish, review, and support Airport staff in making appropriate budgetary contingencies and reviewing Program risks.
7. Provide budget and funding report services, documenting sources of funds and cash flow projections for the Program.
8. Develop and maintain procedures to forecast Program costs and advise the Airport on corrective actions if forecasted costs are predicted to exceed budgeted amounts.

9. Prepare and review life cycle costs including operations and maintenance costs.
10. Prepare and review cost benefit analysis.
11. Reconcile the Program scope with appropriate budgets.
12. Prepare preliminary estimates of construction costs and times of completion for the Program.

D. DOCUMENT CONTROL SERVICES

The Contractor shall provide document control services including, but not be limited to, those that follow:

1. Use Airport's document control system and tools for the Program and provide training.
2. Maintain all the Program documentation in an integrated, accessible electronic format with hard copy stored in a retrievable system as directed by the Airport.
3. Maintain status logs of Program documents such as design activities and status, requests for information, submittals, substitution requests, etc. in the Airport-provided Project Management System.
4. Develop and maintain systems for the efficient distribution of Program documents to Design-Builder, external agencies, City departments, and other stakeholders as directed.

~~E. SPECIALIZED TECHNICAL SUPPORT SERVICES~~

~~The Contractor shall provide specialized services to manage the complex programming, design, construction, activation, and closeout issues associated with the systems listed below. The Contractor's team should include individual team members with specific expertise in each of the following areas:~~

- ~~1. Environmental Graphics~~
- ~~2. Industrial Design~~
- ~~3. Experience Design~~
- ~~4. Dynamic Display Technology~~

~~F.E. AIRPORT STRATEGIC PLAN~~

~~The Contractor shall assist in the advancement of the Mission, Vision, Overall Goals, and Core Values in the Airport Strategic Plan, which can be found using the following link: <https://sfoconnect.com/sites/default/files/strategicplan.pdf> and will become Appendix C of the Agreement.~~

~~G.F. STRUCTURED COLLABORATIVE PARTNERING PROCESS~~

~~The Contractor shall participate in the Structured Collaborative Partnering process (SCP) as described in the "Delivering Exceptional Projects: Our Guiding Principles" document (DEP) which can be~~

found using the following link: www.sfoconstruction.com, and the Partnering Requirements document which is included in Appendix G of this RFP which will become Appendix D of the Agreement.

H.G. SEP PARTICIPATION AND ADMINISTRATION

The Contractor shall coordinate, participate in, and document the SEP process throughout the Program lifecycle and:

1. Manage the overall SEP process for the Program. This includes organizing the SEP groups, scheduling and coordinating meetings and ensuring that invitees can attend, assigning SEP leaders where Airport staff is not available and providing administrative and documentation support, including the preparation and distribution of meeting agendas and minutes and tracking action items.
2. Prepare the program requirements narrative as appropriate and with concurrence from the Airport Project Manager, and oversee inclusion of requirements into Design-Builder construction documents.
3. Utilize the SEPs to prepare for all start-up and activation activities.

I.H. REVENUE ENHANCEMENT AND CUSTOMER HOSPITALITY (REACH)

San Francisco International Airport (SFO) is proud of the development of the Principles of Revenue Enhancement and Customer Hospitality program, REACH. Contractor shall provide support to Airport staff for the incorporation of REACH principles and goals into the procurement and bid documents for the program as these values apply to our staff facilities as well as the guest environment.

The Contractor shall:

1. Ensure that the Principles of REACH are incorporated into all applicable aspects of the Program.
2. Work alongside Airport staff, stakeholders, and the Design-Builder to incorporate REACH principles throughout the Program.
3. Review the Program construction documents and construction site for consistency with the applicable REACH principles and goals set for the program.

J.L. SUSTAINABILITY

SFO has achieved significant environmental sustainability goals and intends to incorporate sustainability procedures and practices in all spheres of SFO operations. Contractor shall provide support to Airport staff for the incorporation of sustainability requirements and goals into the procurement and bid documents for the program.

The Contractor shall:

1. Demonstrate a full understanding of all applicable sustainability requirements and guidelines of the Airport, relevant local, state, and federal codes and regulations for renovation or construction of non-residential buildings. Contractor shall also have a full understanding of sustainability ranking protocols for similar projects.
2. Incorporate the requirements of various sustainability components throughout the Tasks:
3. Review the Program construction documents and construction sites for consistency with the applicable Airport sustainability guidelines, and green building codes and standards based on the sustainability goals set for the program.
4. Demonstrate a full understanding of the requirements to achieve a Net Zero Energy Building Certification.

K.J. PROJECT COORDINATION

The Contractor shall provide coordination services including, but not be limited to, those that follow:

1. In all phases, assist Airport staff with Program coordination and development efforts with the SEP, Airport Engineering staff and other stakeholders, as required and directed by the Airport.
2. Coordinate Program work with all ongoing Airport activities, and other adjacent or coordinated projects.
3. Assist with the establishment, implementation, and modification of Program administrative procedures.
4. Implement and support an Action Item system to track key Program activities.
5. Develop and monitor a Risk Register to identify, track and respond to Program risks.
6. Coordinate and document SEP programming and design review input.
7. Coordinate, lead, and document appropriate weekly Program meetings throughout each phase of the Program lifecycle.
8. Manage the programming, design, construction, activation, and closeout activities associated with all aspects of the Wayfinding Enhancement Program.
9. Assist Airport staff with special systems, security special systems and equipment coordination.
10. Assist Airport staff with maintaining phasing, environmental issues, off-hours work, utility connection and associated activities.
11. Coordinate any hazardous material survey, reporting and abatements work to ensure Airport compliance with appropriate entities.
12. Assist Airport staff with the San Francisco Arts Commission Civic Design Review and Art Enrichment processes, as appropriate to the size and scope of this Program.

13. Assist Airport staff with preparing for reporting and presenting to various levels of Airport Management, including the Design & Construction Advisory Board and the Executive Committee, as directed by the Airport Project Manager.

L.K. PRE-PROGRAMMING PHASE

The Contractor shall provide the following pre-programming phase services including, but not limited to, those that follow:

1. Develop a preliminary Program description and schedule in coordination with all components of the Program and all other affected Airport activities and stakeholders.
1. Provide a Rough Order of Magnitude Cost Model for the Project and develop strategies to ensure meeting the Project budget.
2. Prepare a list of Program permits and requirements pertaining to environmental quality, including, but not limited to Air Quality, and Water Quality. The Contractor shall ensure permits required to be obtained are listed in construction documents, and proper permits are obtained and facilitate adherence to all applicable requirements.

M.L. PROGRAMMING PHASE

The Contractor shall provide the following programming phase services including, but not limited to, those that follow:

1. Provide oversight, coordination, and review of the Designer and Builder in all aspects of Program programming.
2. Ensure information is assembled in a comprehensive narrative report to be used for all Basis of Design. Information shall include, but not limited to:
 - a) Program Description:
 - 1) A comprehensive narrative of the scope of work and programming requirements for the Program. Requirements shall incorporate input from the SEP, which will be led and coordinated by the Airport Project Manager.
 - 2) Conceptual design drawings incorporating efficient Program site layout.
 - b) Provide oversight and coordination of the Design/Builders in generating Program design criteria and standards based on the inputs and guidelines established by the Wayfinding Enhancement Program Team. Criteria shall incorporate Airport and other regulatory standards as well as input and requirements from the SEP. Design criteria shall include, but not limited to:
 - 1) Identification of preliminary civil, architectural, engineering, landscaping/ site layout/ utility, vertical transportation, security and special systems for the Program.

- 2) Compilation of civil, architectural, engineering, landscaping/site layout, vertical transportation, security and special systems specification outlines based on conceptual design. The outline specifications shall include minimum performance criteria and standards and preferred manufacturers.
 - 3) Identification of preliminary building code classifications, accessibility, egress requirements, and life safety requirements.
 - 4) Identification of sustainability requirements.
 - 5) Preliminary schedules and cost models based on all proposed Basis of Design.
3. Reconcile the Program estimate with the Airport's budget. Advise the Airport if the Program and budget are not in compliance and recommend potential solutions.
 4. Prepare reports, exhibits, and presentation materials to convey the Program as requested by the Airport Project Manager.
 5. Identify, analyze, and conform to the requirements of governmental and private authorities having jurisdiction to approve the design of the Program and participate in consultations with such authorities.
 6. At the end of this Programming Phase, provide a cost loaded Staffing Plan for PMSS for each phase of the remainder of the Program and an anticipated direct labor cost for the remainder of the Program.
 7. Provide oversight and review of proposed design fees and construction fees.

L. DESIGN PHASE

The Contractor shall provide design phase services including, but not limited to, those that follow:

1. Provide management, administration and oversight of Airport issued Design-Build contract. Coordinate with other Airport projects and stakeholders.
2. Provide third-party, peer, and quality assurance reviews of design deliverables and construction documents produced by the Design-Builder and verify that all design review comments are incorporated. Furthermore, the Contractor shall ensure that the Design-Builder implements the standards and Basis of Design developed in the SEP.
3. Coordinate and facilitate additional SEP meetings to resolve design issues and identify any necessary deviations from the Basis of Design developed during the Programming Phase and propose alternative solutions.
4. Provide design oversight, monitor design progress and deliverables, and recommend corrective action when required.
5. Coordinate proposed design elements and phasing in conjunction with all components of the Program and all other affected Airport activities and stakeholders.

M. CONSTRUCTION PHASE

The Contractor shall provide construction phase services including, but not limited to, those that follow:

1. Provide procurement support, management, administration and oversight of the Program's design build contract.
2. Perform as the Construction Manager during the Program lifecycle. At a minimum, the Contractor shall provide the following construction management services:
 - a) Review construction documents for constructability, impact to Airport operations, and consistency with the program schedule.
 - b) Review construction work plans and make recommendations.
 - c) Report on and participate in the trade subcontract procurement process with the Design-Builder.
 - d) Review and/or prepare construction quality assurance/quality control plans.
 - e) Provide technical, full-time, on-site observation and inspection of the progress and quality of the construction work. (Note: During the construction phase, the Contractor may need to integrate, within its technical support staff, Airport/City staff to provide on-site observation of the Work, depending upon availability of Airport/City personnel.)
 - f) Monitor environmental inspection for Design-Builder's compliance with environmental regulations.
 - g) Examine materials and equipment being incorporated into the work to verify that they are supported by approved submittals, handled, stored, and installed properly.
 - h) Coordinate or procure the services of testing laboratories to assure that the proper number and type of tests are being performed in a timely manner.
 - i) Provide special inspections and materials testing as required.
 - j) Prepare inspection and engineer's reports for submission as required.
 - k) Manage and review for contract and code compliance the submission of samples, shop drawings, Operation & Maintenance (O&M) manuals, and other submittals between contractors and the Commission. The Contractor shall maintain a log of all submittals for the Program.
 - l) Identify problems encountered in accomplishing the Work and recommend appropriate action to the Commission in order to resolve problems with a minimum effect on the timely completion of the projects.

- m) Provide all testing and special inspections required by the California Building Code. The Airport Project Manager will judge the acceptability of all testing and inspection means, methods, results and reports performed on behalf of the Contractor. The Airport building official has the authority to require additional testing based on final code requirements and interpretation.
- n) Maintain a log of any requests for information and prepare the Commission's non-technical responses, which must be approved by the Airport Project Manager.
- o) Review progress payment requests for accuracy and recommend whether to approve. The contractor shall prepare all supporting documentation for progress payment requests, including but not limited to, certified payroll tracking forms.
- p) Review contractor reports, as-built drawings, and other construction documentation and ensure information is captured in the Commission's record keeping system.
- q) Attend job site meetings and prepare meeting minutes. The Contractor shall review and communicate information presented to Airport Managers and all attendees.
- r) Monitor compliance by all Airport contractors of all contract terms and conditions including, but not limited to, CMD requirements, certified payroll, labor standards, drug policy, security requirements, site cleanliness, and safety.
- s) Administer the evaluation and negotiation of change orders and prepare and process change orders and contract modifications.
- t) Manage activation activities and prepare written status reports.
- u) Conduct final inspections prior to project acceptance, notify the Commission in a timely manner of the results of the inspections, and administer acceptance procedures and tests for each phase of the program.
- v) Perform program closeout activities.
- w) Support dispute and/or claim resolution analysis and reconciliation efforts.
- x) Negotiate on the Airport's behalf, the Guaranteed Maximum Price for the Trade Package Sets.

N. ACTIVATION PHASE

The Contractor shall provide the following, but not be limited to, activation phase services:

1. Participate and provide oversight of the Design-Builder to develop an activation plan. The plan shall include input from the SEP.
2. Manage activation activities and prepare written status reports. Status reports shall verify that the installations and all associated systems and assemblies are constructed, installed, tested, operated and maintained to meet program requirements.

3. Coordinate and conduct final inspections prior to Program acceptance, and administer acceptance procedures and tests for each phase of the each project.
4. Provide coordination with the Design-Builder regarding testing procedures and clearly document the procedures in a test plan as it pertains to technology infrastructure.

O. COMMISSIONING PHASE

The Contractor shall provide the commission phase services including, but not be limited to, those that follow:

1. Coordinate and conduct final inspections prior to Program acceptance and administer acceptance procedures and tests for each phase of each Program.
2. Review and report on progress of the Design-Builder regarding testing procedures and clearly document the procedures in a test plan as it pertains to technology infrastructure.
3. Review and report on progress of training or operation and maintenance of new systems as required by the Airport and/or individual Program specifications.
4. ~~Provide support for move-in to the newly constructed facilities.~~
5. Provide oversight of all LEED commission activities.

P. CLOSEOUT PHASE

The Contractor shall provide closeout phase services including, but not be limited to, those that follow:

1. Support closeout activities for the Program. All procedures and documentation shall use Airport standards for the closeout process.
2. Support dispute and/or claim resolution analysis and reconciliation efforts.

END OF APPENDIX B

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION – AIR

Dept. Code: AIR

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

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

Type of Service: PMSS and DB Services for the Superbay Hangar Fire Protection System Replacement

Funding Source: Airport Capital Funds

PSC Amount: \$60,000,000

PSC Est. Start Date: 06/20/2016

PSC Est. End Date 12/31/2019

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project ("Project"). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

As a result of the failing fire suppression system at the Superbay Hangar, the Airport Fire Marshall issued a notice to correct fire hazards. The existing system is beyond its useful life and is beyond repair. Therefore, the Airport will replace the existing fire suppression system with a new system that meets the appropriate codes. This will allow for continued safe operation of the Hangar for aircraft and personnel. If the services for this project are denied, the Project will be delayed, resulting in loss of revenue by not having a hangar available for aircraft maintenance and resulting in a loss of revenue that would not be received from tenant leases. This Project is critical to ensure the safety and security within the maintenance hangar.

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

This is a new service.

D. Will the contract(s) be renewed?

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

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This Project is capital funded to repair the fire suppression system, and once complete, the work will be done.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized skills, knowledge, and expertise in airport facility development, Fire suppression system design, underground utility design, design management, integration of airline and tenant business requirements, and project and construction management are required. Additionally, this project will be constructed on the Airfield Operations Area (AOA) within an active maintenance hangar therefore exceptional safety and security measures will be required.
- 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; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

A Notice of Intent was sent to City Departments on April 6, 2016, and no responses were received by the April 20, 2016 due date.

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

- A. Explain why civil service classes are not applicable.
The existing civil service classifications do not have the required expertise and specialized skills necessary for the development, project and construction management of a large-scale airport facility project of this nature. SFO engineers, SFO project managers, and SFO construction inspectors will be integrated with the PMSS and DB staff to provide the required services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. An Airport Fire Protection System project of this scope and scale does not occur frequently enough to justify adopting a permanent civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Training will not be required as part of the scope of work as City employees will not be taking on 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.
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 04/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: PO Box 8094 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47124 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
To: [Cynthia Avakian \(AIR\)](#); richardisen@gmail.com; L21PSCReview@ifpte21.org; [Lisa Randall \(AIR\)](#); [Isen, Richard \(TIS\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47124 - 15/16
Date: Monday, April 25, 2016 10:36:42 AM

RECEIPT for Union Notification for PSC 47124 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47124 - 15/16 for \$60,000,000 for Initial Request services for the period 06/20/2016 – 12/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/6785> 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: Contractor Engagement Support Services (PRO.0040)

Funding Source: Infrastructure Budget

PSC Duration: 4 years 52 weeks

PSC Amount: \$1,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of six (6) consultants to increase the participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetchy Capital Improvement Projects (HCIP) and Auxiliary Water Supply System (AWSS) projects.

The Contractor Engagement Support Services will include work in the following areas:

1. Marketing and promoting of contracting opportunities;
2. Regional construction contractors services, SFPUC- Local Business Enterprise (LBE) Program site visits;
3. Specialized Technical Support Services; and
4. Creating economic development strategies to enhance the LBE Program.

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

A denial would interrupt the continuing need to engage with contractors, construction management, and related professional services firms that have expressed interest to participate on SFPUC projects located locally and regionally in the Hetch Hetchy water service territory. In addition, a denial will prevent the creation of economic development strategies to promote contracting opportunities for small, local business and result in the lack of hiring of local workers.

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

This services was is currently being provided via PSC No. 4138-09/10 which expires on 8/31/2016. We are in the process of issuing a new Request for Proposal (RFP).

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:

City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum of eight (8) years of experience and expertise developing strategies to identify contractors and consultants that have not participated on SFPUC contracts. Additionally, minimum of 10 years of experience and expertise developing strategic marketing plans for the promotion of construction, construction management, and related professional services contracting opportunities.

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

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

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

None. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

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

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

Civil service classes are not applicable because City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

- 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 class due to the specialized nature of contracting activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

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. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 05/23/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45314 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson_Shamica); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson_Shamica); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45314 - 15/16
Date: Monday, May 23, 2016 4:58:19 PM

RECEIPT for Union Notification for PSC 45314 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45314 - 15/16 for \$1,000,000 for Initial Request services for the period 08/01/2016 – 08/01/2021. 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/7388> 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 [x] Modification of an existing PSC (PSC # 4138-09/10)

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

Type of Service: Community Outreach and Technical Support Services (CS-142/306)

Funding Source: WSIP, SSIP, HSIP, CIP

Table with 2 columns: PSC Mod# Amount and PSC Mod# Duration. Rows include Original Amount (\$150,000), Mod#1-6 amounts, and Cumulative Amount Proposed (\$955,000).

1. Description of Work

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) sought to retain the services of Consultants to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including Water System Improvement Program (WSIP), Wasterwater, and Power. See Supplemental Attachment A.

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

Continuity of these services is critical to ensure a robust pool of construction bidders for Sewer System Improvement Program (SSIP) projects and the Power Capital Improvement Program. In addition, if good will is not maintained with local residents in communities where work is located then stakeholder confidence will diminish, extra effort will be required to rebuild relationships, projects will be delayed which will result in increased vulnerability to a seismic event and program costs will increase.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service is currently being provided via PSC No. 4138-09/10.

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

2. Union Notification: On 11/20/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138-09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Civil Service Commission Action:

Approved by DHR on 11/21/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Minimum 5 years of experience providing as-needed outreach services.

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

1312, 1314,

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 SFPUC staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community based organizations, including employment and job training programs.

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

It would not be practical to adopt a new class due to the specialized and temporary nature of the local business outreach activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

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

YES NO

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

B. Will the contractor train City and County employee?

Training will include assisting SFPUC to identify and understand the conne

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? See attached consultant list

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 11/20/14 BY:

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

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

April 01, 2013 Regular Meeting

Regular Meeting

April 1, 2013

2:00 p.m.

**ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

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

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of March 18, 2013

Action: Adopted as amended. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to agenda. None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Donna Kotake, on behalf of the Human Resources Director, indicated that the Department of Human Resources (DHR) is in the process of scheduling a meeting with SEIU, Local 1021 to include discussions regarding the 2903 Eligibility Worker classification. Therefore, DHR will be seeking a postponement of the 2903 Eligibility Worker joint report which is due in April 2013 pursuant to the Civil Service Commission's directive during its meeting of February 4, 2013.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0110-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-12/13	Assessor	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	Regular	06/30/17
4098-12/13	Art Commission	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park	Regular	02/05/18

4099-12/13	Public Utilities Commission	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	Regular	12/31/18
4100-12/13	Public Utilities Commission	\$12,000,000	Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	Regular	06/30/18
4101-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18
4102-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	Regular	03/14/18

4103-12/13	General Services Agency	\$500,000	The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	Regular	03/14/18
4104-12/13	Emergency Management	\$356,000	The chosen consultant(s) will perform planning activities and provide the Bay Area with a regional JIS gap analysis with tailored guidance to establish planning priorities and enhance regional JIS capabilities. The chosen will also provide training and exercises on JIS and JIC methodology and design and conduct a regional JIS and JIC exercise tabletop and functional exercises to assess current plans and boost regional JIS capabilities.	Regular	02/28/16

Speakers: John Updike, General Services Agency spoke on PSC# 4102-12/13 and 4103-12/13.

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 4 to 0)

0111-13-8 Review of request for approval of proposed modification to Personal Services Contract #4138-09-10. (Item No. 8)

4138-09/10	Public Utilities Commission	Current Approved Amount \$205,000 Increase Amount Requested \$500,000 New Total Amount Requested \$705,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, WasteWater, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (II) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (ii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.	Modification	01/01/16
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March 4, 2013:

Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution.

Speakers:

None.

~~Action:~~

Adopted the report; Approved the request for Proposed Personal Services Contract #4138-09-10. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0112-13-11

Commission Staff Report on the Inspection Service Review Regarding the Rescindment of Future Employment Restrictions for Terminated Custodial Employees of the San Francisco International Airport. (Item No. 9)

Speakers:

Luz Morganti, Civil Service Commission

Alex Lawrence, San Francisco International Airport

Action:

Accepted the report. (Vote of 4 to 0)

0016-13-6

**Appeal by Mary T. Dowling of the Human Resources Director's Determination of Insufficient Evidence to Sustain Her Discrimination Complaint Base on Her Age.
(Item No. 10)**

Speakers: Sylvia Castellanos, Department of Human Resources
Jason Hashimoto, Department of Public Health
Tracey Packer, Department of Public Health
Mary T. Dowling, Appellant

Action: 1) Adopted the report. Upheld the Human Resources Director's determination. Denied the appeal of Mary T. Dowling. (Vote of 4 to 0)
2) Directed the Executive Officer to follow-up with the department on the status of the Job Analysis Questionnaire, and to ensure that the EEO Unit of DPH works in conjunction with DHR to provide the HIV Unit with additional training specifically focused on age discrimination. (Vote of 4 to 0)

0089-13-5

**Proposed Rule Amendments to Civil Service Commission Rule Series 015 – Rules Related to the Employment of Persons with Disabilities, Affecting All Employees.
(Item No. 11)**

March 18, 2013: Postponed to the meeting of April 1, 2013 so that the Department of Human Resources can fully respond to the Civil Service Commission's questions regarding the proposed revisions to Rule Series 015.

Speakers: Linda Simon, Department of Human Resources

Action: Adopted the report. Directed the Executive Officer to post the proposed revisions for adoption following meet and confer with the City's labor unions. (Vote of 4 to 0)

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: As-Needed Community Benefits Services & Support, Wastewater Enterprise(CS-316)

Funding Source: Sewer System Improvement Program

PSC Duration: 8 years 2 days

PSC Amount: \$8,000,000

1. Description of Work

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

A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.

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

The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. A pool of qualified consultants will provide a myriad of services that will ensure the San Francisco Public Utilities Commission is a good neighbor and delivers community benefits to all whose lives or neighborhoods are affected by the SSIP and all of our Agency's operations.

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. However, a previously approved PSC (#4055-13/14) for these services has expired. A Request for Qualifications (RFQ) for services was issued and a qualified pool of consultants had been established within one year of the approval date of this PSC. However, additional time was needed to develop competitive Requests for Proposals (RFPs) for specific community benefits consulting services. As such, no contract was executed within one year of the approval date.

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.

Community benefits services will be required throughout the life of the 20 year SSIP. This PSC is designed to last through Phase I and for the start of Phase II SSIP projects, in order to ensure community benefits are implemented appropriately and consistently across the SSIP upgrades.

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 work under this PSC is intended to augment City resources on an as-needed basis and will vary based on need. The timelines and deliverables surrounding the Community Benefits program require that specialized consultants assist with technical program work while the limited time of City staff is allocated to coordinating consultant efforts and institutionalizing the Community Benefits program.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants will need to be experts in one or more of the community benefits areas described in the SFPUC Community Benefits Policy. They are also required to have skills in the following areas: strategic planning, program development and implementation, research, curriculum development, budgeting, monitoring and evaluation, contracts and grants administration, innovative community engagement strategies, participatory planning, group facilitation and grassroots/constituency based services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 3374, Volunteer/Outreach Coord; 5408, Coord of Citizen Involvement;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Existing civil service resources with specialized expertise in the field and practice of community benefits are not currently available. The services obtained through this Request for Qualifications (RFQ) and subsequent contracts are intended to augment City resources. The timelines and deliverables surrounding the Community Benefits program require that specialized consultants assist with technical program work while the limited time of City staff is allocated to coordinating consultant efforts and institutionalizing the Community Benefits program.

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

- A. Explain why civil service classes are not applicable.
The firms will augment the work of City staff ONLY when additional support is needed to adequately inform, educate, and engage San Franciscans about the Community Benefits Policy and the SSIP Program. Qualified firms will provide as-needed services for limited periods of time.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt new civil service classes because the services these firms will provide are on an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for the services will vary based on need.

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 will be no formal training provided by the consultants, but SFPUC staff will learn from and build off of the consultant's work to institutionalize the Community Benefits Program.
- 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 04/05/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45324 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
Sent: Tuesday, April 05, 2016 12:16 PM
To: Jackson, Shamica (PUC); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; amakayan@ifpte21.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; dsanchez@sfwater.org; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45324 - 15/16

RECEIPT for Union Notification for PSC 45324 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45324 - 15/16 for \$8,000,000 for Initial Request services for the period 04/01/2016 – 04/01/2024. 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/6675> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

December 20, 2013

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 4054-13/14 THROUGH 4058-13/14; 4038-10/11; 4103-09/10; 4096-05/06 AND 4105-10/11.

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

The Commission took the following actions:

- 1) Approved PSC #4054-13/14, subject to the Department of Children, Youth & Their Families agreeing to confer with its legal counsel on whether there are any potential risks related to the employment status of the youth interns. (Vote of 5 to 0)
- 2) ~~Approved PSC # 4055-13/14, on condition that there be an educational/training component for City employees included in the contract, and that the PUC report back to the Commission in three (3) years on the progress of the contract.~~
(Vote of 5 to 0) *CS-316 KofD*
- 3) PSC # 4056-13/14 was postponed to the meeting of January 6, 2014 so that the San Francisco Public Library can reevaluate its submission and work with the Executive Officer to address the questions and concerns raised by the Commission regarding training for City employees. (Vote of 5 to 0)
- 4) PSC # 4057-13/14 postponed to the meeting of January 6, 2014 so that the Health Service System can obtain clarification as to the legal advice the department received from the Deputy City Attorney. (Vote of 5 to 0)
- 5) PSC # 4103-09/10 postponed to January 6, 2014 so that the San Francisco Police Department can notify SEIU, Local 1021. (Vote of 5 to 0)
- 6) Approved the request for all remaining PSCs. Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

POSTING FOI
12/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4054-13/14	23	Children, Youth & Families	Regular	\$1,300,000	DCYF seeks a fiscal intermediary to provide fiscal and human resources support for the Youth Empowerment Fund. The Youth Empowerment Fund is a funding stream established by the Children's Amendment. The Children's Amendment states that a minimum of three percent of the Children's Fund must be spent on youth-initiated projects. These funds are referred to as the Youth Empowerment Fund. DCYF seeks to contract with a fiscal intermediary that can provide fiscal management for mini-grants to youth-initiated projects, hire and support youth interns to act in an advisory capacity to the Fund and to manager annual youth-led events.	1/1/2014 - 6/30/2016
4055-13/14	40	Public Utilities Commission	Regular	\$3,000,000	A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.	1/1/2013 - 6/1/2020
4056-13/14	41	Public Library	Regular	\$1,100,000	BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	12/1/2013 - 6/1/2020
4057-13/14	56	Health Service System	Regular	\$2,250,000	As recommended by the San Francisco Board of Supervisors Budget Analyst, the Health Service System needs to develop centrally coordinated health promotion programs for employees and retirees. Health insurance for nearly 110,000 employees, retirees and their families costs over \$750 million annually. During 2013 rates and benefits negotiations, the Board of Supervisors and City labor leaders expressed a strong commitment to employee and retiree health and wellness programs as an integral part of a cost containment strategy. This includes building online tools to advance decision support and patient education, expanding in-person outreach at events across departments, and promoting high levels of participation in preventive and condition management programs.	1/1/2014 - 6/30/2018
4058-13/14	68	Municipal Transportation Agency	Regular	\$200,000	The contractor will conduct executive searches to identify, assess and recruit candidates for five high-level specialized management positions at the San Francisco Municipal Transportation Agency (SFMTA). Services will include: developing search strategies; identifying and recruiting potential candidates; evaluating interested candidates; presenting final candidates; and performing follow-up duties as required.	12/17/2013 - 2/31/2014

Total Amount - Regular: \$12,850,000

CS-316 KofD

PERSONAL SERVICES CONTRACT SUMMARY

DATE 11/20/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-Needed Community Benefits Services and Support, Wastewater Enterprise (CS-316)

FUNDING SOURCE: Sewer System Improvement Program

PSC AMOUNT: \$8,000,000 PSC DURATION: 12/31/2013 - 12/31/2021

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.
B. Explain why this service is necessary and the consequences of denial: The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. A pool of qualified consultants will provide a myriad of services that will ensure the San Francisco Public Utilities Commission is a good neighbor and delivers community benefits to all whose lives or neighborhoods are affected by the Sewer System Improvement Program and all of our Agency's operations.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past.
D. Will the contract(s) be renewed: No.

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

L1021/L21 Union Name Shamica Jackson Signature of person mailing/faxing form 09/19/2013 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants will need to be experts in one or more of the community benefits areas described in the SFPUC Community Benefits Policy. They are also required to have skills in the following areas: strategic planning, program development and implementation, research, curriculum development, budgeting, monitoring and evaluation, contracts and grants administration, innovative community engagement strategies, participatory planning, group facilitation and grassroots/constituency based services.

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

1822 Administrative Analyst; 1823 Senior Administrative Analyst; 1824 Principle Administrative Analyst; 1825 Principal Administrative Analyst II; 5408 Coordinator Of Citizen Involvement, and 3374 Volunteer/Outreach Coordinator.

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 firms will augment the work of City staff ONLY when additional support is needed to adequately inform, educate and engage San Franciscans about the Community Benefits Policy and the SSIP Program. Qualified firms will provide as-needed services for limited periods of time.

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

No, it would not be practical to adopt new civil service classes because the services these firms will provide are on an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for the services will vary based on need.

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

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Conduct of environmental studies necessary to complete Part 58 Environmental Reviews

Funding Source: HOME, CDBG, HOPWA, ESG

PSC Amount: \$520,000 PSC Est. Start Date: 07/01/2016 PSC Est. End Date 06/30/2021

1. Description of Work

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

Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.

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

Under the terms of its grant agreement with the United States Department of Housing and Urban Development (HUD), the City and County of San Francisco is required to assume HUD's responsibilities for compliance with National Environmental Policy Act (NEPA) for federally funded projects in the City and County subject to the regulations at 24 CFR Part 58. All programs and projects subject to these regulations must be reviewed for compliance with the authorities listed in 24 CFR §§58.5 and 6 and the appropriate level of documentation published that evidences the review. Failure to review the projects and prepare these Environmental Review Records (ERR) would constitute a breach of the grant agreement the City has executed with Housing and Urban Development (HUD). Such a breach would result in denial of funding to the City of funds in excess of \$25 million. The City does not have the in-house technical capacity to conduct the background studies necessary for completion of the Environmental Review Records (ERR) or to prepare Environmental Impact Studies. The City has relied on professional firms to prepare these studies and documents for which it lacks technical capacity in the past.

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.

Mayor's Office of Housing and Community Development has contracted for these Environmental Review Records preparation services for the past 23 years. The most recent contract approval was 4117-12/13 issued on July 1, 2013.

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 services are needed on an intermittent basis as opportunities for affordable housing development arises.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in air quality analysis, traffic analysis, health risk assessment analysis, toxic and hazardous substance analysis and experience preparing Environmental Impact Statements for Part 58 programs. Also experience in preparing California Historic Inventory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5288, Transportation Planner II;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The City and County of San Francisco does not employ environmental scientists that have expertise in the areas of toxic and hazardous waste analysis, air quality monitoring, traffic analyses and noise studies.

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 cost would be exorbitant to employ the required number of specialists for all the necessary background studies.

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.
None

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.
We must comply with the standards articulate by Office of Management and Budget (OMB).

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 04/29/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43283 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org
Sent: Friday, April 29, 2016 2:46 PM
To: Henderson, Karen (MYR); richardisen@gmail.com; L21PSCReview@ifpte21.org;
Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43283 - 15/16

RECEIPT for Union Notification for PSC 43283 - 15/16 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 43283 - 15/16 for \$520,000 for Initial Request services for the period 07/01/2016 – 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/6811> 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 Service Contract – 43283-15/16

Funding Source

HOME – Home Investment Partnership Program

CDBG – Community Development Block Grant

ESG – Emergency Solutions Grant

HOPWA – Housing Opportunities for People with AIDS

TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 58--ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD
ENVIRONMENTAL RESPONSIBILITIES--Table of Contents

Subpart A--Purpose, Legal Authority, Federal Laws and Authorities

Sec. 58.1 Purpose and applicability.

- a. Purpose. This part provides instructions and guidance to recipients of HUD assistance and other responsible entities for conducting an environmental review for a particular project or activity and for obtaining approval of a Request for Release of Funds.
- b. Applicability. This part applies to activities and projects where specific statutory authority exists for recipients or other responsible entities to assume environmental responsibilities. Programs and activities subject to this part include:
 1. Community Development Block Grant programs authorized by Title I of the Housing and Community Development Act of 1974, in accordance with section 104(g) (42 U.S.C. 5304(g));
 2. [Reserved]
 3.
 - i. Grants to states and units of general local government under the Emergency Shelter Grant Program, Supportive Housing Program (and its predecessors, the Supportive Housing Demonstration Program (both Transitional Housing and Permanent Housing for Homeless Persons with Disabilities) and Supplemental Assistance for Facilities to Assist the Homeless), Shelter Plus Care Program, Safe Havens for Homeless Individuals Demonstration Program, and Rural Homeless Housing Assistance, authorized by Title IV of the McKinney-Vento Homeless Assistance Act, in accordance with section 443 (42 U.S.C. 11402);
 - ii. Grants beginning with Fiscal Year 2001 to private non-profit organizations and housing agencies under the Supportive Housing Program and Shelter Plus Care Program authorized by Title IV of the McKinney-Vento Homeless Assistance Act, in accordance with section 443 (42 U.S.C. 11402);
 4. The HOME Investment Partnerships Program authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act (NAHA), in accordance with section 288 (42 U.S.C. 12838);
 5. Grants to States and units of general local government for abatement of lead-based paint and lead dust hazards pursuant to Title II of the Departments of Veterans Affairs and Housing and Urban Development

and Independent Agencies Appropriations Act, 1992, and grants for lead-based paint hazard reduction under section 1011 of the Housing and Community Development Act of 1992, in accordance with section 1011(o) (42 U.S.C. 4852(o));

6.
 - i. Public Housing Programs under Title I of the United States Housing Act of 1937, including HOPE VI grants authorized under section 24 of the Act for Fiscal Year 2000 and later, in accordance with section 26 (42 U.S.C. 1437x);
 - ii. Grants for the revitalization of severely distressed public housing (HOPE VI) for Fiscal Year 1999 and prior years, in accordance with Title II of the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1999 (Pub. L. 105-276, approved October 21, 1998); and
 - iii. Assistance administered by a public housing agency under section 8 of the United States Housing Act of 1937, except for assistance provided under part 886 of this title, in accordance with section 26 (42 U.S.C. 1437x);
7. Special Projects appropriated under an appropriation act for HUD, such as special projects under the heading "Annual Contributions for Assisted Housing" in Title II of various Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Acts, in accordance with section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 (42 U.S.C. 3547);
8. The FHA Multifamily Housing Finance Agency Program under section 542(c) of the Housing and Community Development Act of 1992, in accordance with section 542(c)(9)(12 U.S.C. 1707 note); and
9. The Self-Help Homeownership Opportunity Program under section 11 of the Housing Opportunity Program Extension Act of 1996 (Pub. L. 104-120, 110 Stat. 834), in accordance with section 11(m)).
10. Assistance provided under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), in accordance with:
 - i. Section 105 for Indian Housing Block Grants and Federal Guarantees or Financing for Tribal Housing Authorities (25 U.S.C. 4115 and 4226); and
 - ii. Section 806 for Native Hawaiian Housing Block Grants (25 U.S.C. 4226);
11. Indian Housing Loan Guarantees authorized by section 184 of the Housing and Community Development Act of 1992, in accordance with section 184(k) (12 U.S.C. 1715z-13a(k)); and
12. Grants for Housing Opportunities for Persons with AIDS (HOPWA) under the AIDS Housing Opportunity Act, as follows: competitive

grants beginning with Fiscal Year 2001 and all formula grants, in accordance with section 856(h) (42 U.S.C. 12905(h)); all grants for Fiscal Year 1999 and prior years, in accordance with section 207(c) of the Departments of Veterans Affairs and Housing and Urban Development, and Independent Agencies Appropriations Act, 1999 (Pub. L. 105-276, approved October 21, 1998).

- c. When HUD assistance is used to help fund a revolving loan fund that is administered by a recipient or another party, the activities initially receiving assistance from the fund are subject to the requirements in this part. Future activities receiving assistance from the revolving loan fund, after the fund has received loan repayments, are subject to the environmental review requirements if the rules of the HUD program that initially provided assistance to the fund continue to treat the activities as subject to the Federal requirements. If the HUD program treats the activities as not being subject to any Federal requirements, then the activities cease to become Federally-funded activities and the provisions of this part do not apply.
- d. To the extent permitted by applicable laws and the applicable regulations of the Council on Environmental Quality, the Assistant Secretary for Community Planning and Development may, for good cause and with appropriate conditions, approve waivers and exceptions or establish criteria for exceptions from the requirements of this part.

TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 58--ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES--Table of Contents

Subpart A--Purpose, Legal Authority, Federal Laws and Authorities

Sec. 58.2 Terms, abbreviations and definitions.

- a. For the purposes of this part, the following definitions supplement the uniform terminology provided in 40 CFR part 1508:
1. Activity means an action that a grantee or recipient puts forth as part of an assisted project, regardless of whether its cost is to be borne by the HUD assistance or is an eligible expense under the HUD assistance program.
 2. Certifying Officer means the official who is authorized to execute the Request for Release of Funds and Certification and has the legal capacity to carry out the responsibilities of Sec. 58.13.
 3. Extraordinary Circumstances means a situation in which an environmental assessment (EA) or environmental impact statement (EIS) is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:
 - i. Actions that are unique or without precedent;
 - ii. Actions that are substantially similar to those that normally require an EIS;
 - iii. Actions that are likely to alter existing HUD policy or HUD mandates; or
 - iv. Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on the environment or in which the environment could have a significant impact on users of the facility.
 4. Project means an activity, or a group of integrally related activities, designed by the recipient to accomplish, in whole or in part, a specific objective.
 5. Recipient means any of the following entities, when they are eligible recipients or grantees under a program listed in Sec. 58.1(b):
 - i. A State that does not distribute HUD assistance under the program to a unit of general local government;
 - ii. Guam, the Northern Mariana Islands, the Virgin Islands, American Samoa, and Palau;
 - iii. A unit of general local government;

- iv. An Indian tribe;
 - v. With respect to Public Housing Programs under Sec. 58.1(b)(6)(i), fiscal year 1999 and prior HOPE VI grants under Sec. 58.1(b)(6)(ii) or Section 8 assistance under Sec. 58.1(b)(6)(iii), a public housing agency;
 - vi. Any direct grantee of HUD for a special project under Sec. 58.1(b)(7);
 - vii. With respect to the FHA Multifamily Housing Finance Agency Program under 58.1(b)(8), a qualified housing finance agency;
 - viii. With respect to the Self-Help Homeownership Opportunity Program under Sec. 58.1(b)(9), any direct grantee of HUD.
 - ix.
 - A. With respect to NAHASDA assistance under Sec. 58.1(b)(10), the Indian tribe or the Department of Hawaiian Home Lands; and
 - B. With respect to the Section 184 Indian Housing Loan Guarantee program under Sec. 58.1(b)(11), the Indian tribe.
 - x. With respect to the Shelter Plus Care and Supportive Housing Programs under Sec. 58.1(b)(3)(ii), nonprofit organizations and other entities.
6. Release of funds. In the case of the FHA Multifamily Housing Finance Agency Program under Sec. 58.1(b)(8), Release of Funds, as used in this part, refers to HUD issuance of a firm approval letter, and Request for Release of Funds refers to a recipient's request for a firm approval letter. In the case of the Section 184 Indian Housing Loan Guarantee program under Sec. 58.1(b)(11), Release of Funds refers to HUD's issuance of a commitment to guarantee a loan, or if there is no commitment, HUD's issuance of a certificate of guarantee.
7. Responsible Entity. Responsible Entity means:
- i. With respect to environmental responsibilities under programs listed in Sec. 58.1(b)(1), (2), (3)(i), (4), and (5), a recipient under the program.
 - ii. With respect to environmental responsibilities under the programs listed in Sec. 58.1(b)(3)(ii) and (6) through (12), a state, unit of general local government, Indian tribe or Alaska Native Village, or the Department of Hawaiian Home Lands, when it is the recipient under the program. Under the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101 et seq.) listed in Sec. 58.1(b)(10)(i), the Indian tribe is the responsible entity whether or not a Tribally Designated Housing Entity is authorized to receive grant

amounts on behalf of the tribe. The Indian tribe is also the responsible entity under the Section 184 Indian Housing Loan Guarantee program listed in Sec. 58.1(b)(11). Regional Corporations in Alaska are considered Indian tribes in this part. Non-recipient responsible entities are designated as follows:

- A. For qualified housing finance agencies, the State or a unit of general local government, Indian tribe or Alaska native village whose jurisdiction contains the project site;
 - B. For public housing agencies, the unit of general local government within which the project is located that exercises land use responsibility, or if HUD determines this infeasible, the county, or if HUD determines this infeasible, the State;
 - C. For non-profit organizations and other entities, the unit of general local government, Indian tribe or Alaska native village within which the project is located that exercises land use responsibility, or if HUD determines this infeasible, the county, or if HUD determines this infeasible, the State;
 - D. For Indian housing authorities (outside of Alaska), the Indian tribe in whose jurisdiction the project is located, or if the project is located outside of a reservation, the Indian tribe that established the authority; and
 - E. For Indian housing authorities in Alaska, the Alaska native village in whose community the project is located, or if HUD determines this infeasible, a unit of general local government or the State, as designated by HUD.
8. Unit Density refers to a change in the number of dwelling units. Where a threshold is identified as a percentage change in density that triggers review requirements, no distinction is made between an increase or a decrease in density.
 9. Tiering means the evaluation of an action or an activity at various points in the development process as a proposal or event becomes ripe for an Environment Assessment or Review.
 10. Vacant Building means a habitable structure that has been vacant for more than one year.

b. The following abbreviations are used throughout this part:

1. CDBG--Community Development Block Grant;

2. CEQ--Council on Environmental Quality;
3. EA--Environmental Assessment;
4. EIS--Environmental Impact Statement;
5. EPA--Environmental Protection Agency;
6. ERR--Environmental Review Record;
7. FONSI--Finding of No Significant Impact;
8. HUD--Department of Housing and Urban Development;
9. NAHA--Cranston-Gonzalez National Affordable Housing Act of 1990;
10. NEPA--National Environmental Policy Act of 1969, as amended;
11. NOI/EIS--Notice of Intent to Prepare an EIS;
12. NOI/RROF--Notice of Intent to Request Release of Funds;
13. ROD--Record of Decision;
14. ROF--Release of Funds; and
15. RROF--Request for Release of Funds.

TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 58--ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES--Table of Contents

Subpart A--Purpose, Legal Authority, Federal Laws and Authorities

Sec. 58.4 Assumption authority.

- a. Assumption authority for responsible entities: General. Responsible entities shall assume the responsibility for environmental review, decision-making, and action that would otherwise apply to HUD under NEPA and other provisions of law that further the purposes of NEPA, as specified in Sec. 58.5. Responsible entities that receive assistance directly from HUD assume these responsibilities by execution of a grant agreement with HUD and/or a legally binding document such as the certification contained on HUD Form 7015.15, certifying to the assumption of environmental responsibilities. When a State distributes funds to a responsible entity, the State must provide for appropriate procedures by which these responsible entities will evidence their assumption of environmental responsibilities.
- b. Particular responsibilities of the States.
 1. States are recipients for purposes of directly undertaking a State project and must assume the environmental review responsibilities for the State's activities and those of any non-governmental entity that may participate in the project. In this case, the State must submit the certification and RROF to HUD for approval.
 2. States must exercise HUD's responsibilities in accordance with Sec. 58.18, with respect to approval of a unit of local government's environmental certification and RROF for a HUD assisted project funded through the state. Approval by the state of a unit of local government's certification and RROF satisfies the Secretary's responsibilities under NEPA and the related laws cited in Sec. 58.5.
- c. Particular responsibilities of Indian tribes. An Indian tribe may, but is not required to, assume responsibilities for environmental review, decision-making and action for programs authorized by the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101 et seq.) (other than title VIII) or section 184 of the Housing and Community Development Act of 1992 (12 U.S.C. 1715z-13a). The tribe must make a separate decision regarding assumption of responsibilities for each of these Acts and communicate that decision in writing to HUD. If the tribe assumes these responsibilities, the requirements of this part shall apply. If a tribe formally declines assumption of these responsibilities, they are retained by HUD and the provisions of part 50 of this title apply.

TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 58--ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES--Table of Contents

Subpart A--Purpose, Legal Authority, Federal Laws and Authorities

Sec. 58.5 Related Federal laws and authorities.

In accordance with the provisions of law cited in Sec. 58.1(b), the responsible entity must assume responsibilities for environmental review, decision-making and action that would apply to HUD under the following specified laws and authorities. The responsible entity must certify that it has complied with the requirements that would apply to HUD under these laws and authorities and must consider the criteria, standards, policies and regulations of these laws and authorities.

- a. Historic properties.
 1. The National Historic Preservation Act of 1966 (16 U.S.C. 470 et seq.), particularly sections 106 and 110 (16 U.S.C. 470 and 470h-2).
 2. Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971 (36 FR 8921), 3 CFR 1971-1975 Comp., p. 559, particularly section 2(c).
 3. Federal historic preservation regulations as follows:
 - i. 36 CFR part 800 with respect to HUD programs other than Urban Development Action Grants (UDAG); and
 - ii. 36 CFR part 801 with respect to UDAG.
 4. The Reservoir Salvage Act of 1960 as amended by the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469 et seq.), particularly section 3 (16 U.S.C. 469a-1).
- b. Floodplain management and wetland protection.
 1. Executive Order 11988, Floodplain Management, May 24, 1977 (42 FR 26951), 3 CFR, 1977 Comp., p. 117, as interpreted in HUD regulations at 24 CFR part 55, particularly section 2(a) of the order (For an explanation of the relationship between the decision-making process in 24 CFR part 55 and this part, see Sec. 55.10 of this subtitle A.)
 2. Executive Order 11990, Protection of Wetlands, May 24, 1977 (42 FR 26961), 3 CFR, 1977 Comp., p. 121, particularly sections 2 and 5.

- c. Coastal Zone Management. The Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.), as amended, particularly section 307(c) and (d) (16 U.S.C. 1456(c) and (d)).
- d. Sole source aquifers.
 - 1. The Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300(f) et seq., and 21 U.S.C. 349) as amended; particularly section 1424(e)(42 U.S.C. 300h-3(e)).
 - 2. Sole Source Aquifers (Environmental Protection Agency--40 CFR part 149).
- e. Endangered species. The Endangered Species Act of 1973 (16 U.S.C. 1531 et seq.) as amended, particularly section 7 (16 U.S.C. 1536).
- f. Wild and scenic rivers. The Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) as amended, particularly section 7(b) and (c) (16 U.S.C. 1278(b) and (c)).
- g. Air quality.
 - 1. The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)).
 - 2. Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency-- 40 CFR parts 6, 51, and 93).
- h. Farmlands protection.
 - 1. Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.) particularly sections 1540(b) and 1541 (7 U.S.C. 4201(b) and 4202).
 - 2. Farmland Protection Policy (Department of Agriculture--7 CFR part 658).
- i. HUD environmental standards.
 - 1. Applicable criteria and standards specified in part 51 of this title, other than the runway clear zone notification requirement in Sec. 51.303(a)(3).
 - 2.
 - i. Also, it is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.
 - ii. The environmental review of multifamily housing with five or more dwelling units (including leasing), or non-residential property, must include the evaluation of previous uses of the

site or other evidence of contamination on or near the site, to ensure that the occupants of proposed sites are not adversely affected by any of the hazards listed in paragraph (i)(2)(i) of this section.

- iii. Particular attention should be given to any proposed site on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that contain, or may have contained, hazardous wastes.
 - iv. The responsible entity shall use current techniques by qualified professionals to undertake investigations determined necessary.
- j. Environmental justice. Executive Order 12898--Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, February 11, 1994 (59 FR 7629), 3 CFR, 1994 Comp. p. 859.

TITLE 24--HOUSING AND URBAN DEVELOPMENT

PART 58--ENVIRONMENTAL REVIEW PROCEDURES FOR ENTITIES ASSUMING HUD ENVIRONMENTAL RESPONSIBILITIES--Table of Contents

Subpart A--Purpose, Legal Authority, Federal Laws and Authorities

Sec. 58.6 Other requirements.

In addition to the duties under the laws and authorities specified in Sec. 58.5 for assumption by the responsible entity under the laws cited in Sec. 58.1(b), the responsible entity must comply with the following requirements. Applicability of the following requirements does not trigger the certification and release of funds procedure under this part or preclude exemption of an activity under Sec. 58.34(a)(12) and/or the applicability of Sec. 58.35(b). However, the responsible entity remains responsible for addressing the following requirements in its ERR and meeting these requirements, where applicable; regardless of whether the activity is exempt under Sec. 58.34 or categorically excluded under Sec. 58.35(a) or (b).

- a.
 1. Under the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128), Federal financial assistance for acquisition and construction purposes (including rehabilitation) may not be used in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
 - i. The community in which the area is situated is participating in the National Flood Insurance Program (see 44 CFR parts 59 through 79), or less than one year has passed since the FEMA notification regarding such hazards; and
 - ii. Where the community is participating in the National Flood Insurance Program, flood insurance protection is to be obtained as a condition of the approval of financial assistance to the property owner.
 2. Where the community is participating in the National Flood Insurance Program and the recipient provides financial assistance for acquisition or construction purposes (including rehabilitation) for property located in an area identified by FEMA as having special flood hazards, the responsible entity is responsible for assuring that flood insurance under the National Flood Insurance Program is obtained and maintained.
 3. Paragraph (a) of this section does not apply to Federal formula grants made to a State.
- b. Under section 582 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 5154a, HUD disaster assistance that is made available in a special flood hazard area may not be used to make a payment (including any loan

assistance payment) to a person for repair, replacement or restoration for flood damage to any personal, residential or commercial property if:

1. The person had previously received Federal flood disaster assistance conditioned on obtaining and maintaining flood insurance; and
 2. The person failed to obtain and maintain flood insurance.
- c. Pursuant to the Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 (16 U.S.C. 3501), HUD assistance may not be used for most activities proposed in the Coastal Barrier Resources System.
- d. In all cases involving HUD assistance, subsidy, or insurance for the purchase or sale of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR part 51, the responsible entity shall advise the buyer that the property is in a runway clear zone or clear zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information.

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Sec. 58.10 Basic environmental responsibility.

In accordance with the provisions of law cited in Sec. 58.1(b), except as otherwise provided in Sec. 58.4(c), the responsible entity must assume the environmental responsibilities for projects under programs cited in Sec. 58.1(b). In doing so, the responsible entity must comply with the provisions of NEPA and the CEQ regulations contained in 40 CFR parts 1500 through 1508, including the requirements set forth in this part.

[63 FR 15271, Mar. 30, 1998]

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Sec. 58.11 Legal capacity and performance.

- a. A responsible entity which believes that it does not have the legal capacity to carry out the environmental responsibilities required by this part must contact the appropriate local HUD Office or the State for further instructions. Determinations of legal capacity will be made on a case-by-case basis.
- b. If a public housing, special project, HOPWA, Supportive Housing, Shelter Plus Care, or Self-Help Homeownership Opportunity recipient that is not a responsible entity objects to the non-recipient-responsible entity conducting the environmental review on the basis of performance, timing, or compatibility of objectives, HUD will review the facts to determine who will perform the environmental review.
- c. At any time, HUD may reject the use of a responsible entity to conduct the environmental review in a particular case on the basis of performance, timing or compatibility of objectives, or in accordance with Sec. 58.77(d)(1).
- d. If a responsible entity, other than a recipient, objects to performing an environmental review, or if HUD determines that the responsible entity should not perform the environmental review, HUD may designate another responsible entity to conduct the review in accordance with this part or may itself conduct the environmental review in accordance with the provisions of 24 CFR part 50.

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Sec. 58.12 Technical and administrative capacity.

The responsible entity must develop the technical and administrative capability necessary to comply with 40 CFR parts 1500 through 1508 and the requirements of this part.

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Sec. 58.13 Responsibilities of the certifying officer.

Under the terms of the certification required by Sec. 58.71, a responsible entity's certifying officer is the "responsible Federal official" as that term is used in section 102 of NEPA and in statutory provisions cited in Sec. 58.1(b). The Certifying Officer is therefore responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5. The Certifying Officer must also:

- a. Represent the responsible entity and be subject to the jurisdiction of the Federal courts. The Certifying Officer will not be represented by the Department of Justice in court; and
- b. Ensure that the responsible entity reviews and comments on all EISs prepared for Federal projects that may have an impact on the recipient's program.

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Sec. 58.14 Interaction with State, Federal and non-Federal entities.

A responsible entity shall consult with appropriate environmental agencies, State, Federal and non-Federal entities and the public in the preparation of an EIS, EA or other environmental reviews undertaken under the related laws and authorities cited in Sec. 58.5 and Sec. 58.6. The responsible entity must also cooperate with other agencies to reduce duplication between NEPA and comparable environmental review requirements of the State (see 40 CFR 1506.2 (b) and (c)). The responsible entity must prepare its EAs and EISs so that they comply with the environmental review requirements of both Federal and State laws unless otherwise specified or provided by law. State, Federal and local agencies may participate or act in a joint lead or cooperating agency capacity in the preparation of joint EISs or joint environmental assessments (see 40 CFR 1501.5(b) and 1501.6). A single EIS or EA may be prepared and adopted by multiple users to the extent that the review addresses the relevant environmental issues and there is a written agreement between the cooperating agencies which sets forth the coordinated and overall responsibilities.

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Sec. 58.15 Tiering.

Responsible entities may tier their environmental reviews and assessments to eliminate repetitive discussions of the same issues at subsequent levels of review. Tiering is appropriate when there is a requirement to evaluate a policy or proposal in the early stages of development or when site-specific analysis or mitigation is not currently feasible and a more narrow or focused analysis is better done at a later date. The site specific review need only reference or summarize the issues addressed in the broader review. The broader review should identify and evaluate those issues ripe for decision and exclude those issues not relevant to the policy, program or project under consideration. The broader review should also establish the policy, standard or process to be followed in the site specific review. The Finding of No Significant Impact (FONSI) with respect to the broader assessment shall include a summary of the assessment and identify the significant issues to be considered in site specific reviews. Subsequent site-specific reviews will not require notices or a Request for Release of Funds unless the Certifying Officer determines that there are unanticipated impacts or impacts not adequately addressed in the prior review. A tiering approach can be used for meeting environmental review requirements in areas designated for special focus in local Consolidated Plans. Local and State Governments are encouraged to use the Consolidated Plan process to facilitate environmental reviews.

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Sec. 58.17 [Reserved]

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Sec. 58.18 Environmental responsibilities of States assuming HUD responsibilities.

States that elect to administer a HUD program shall ensure that the program complies with the provisions of this part. The state must:

- a. Designate the state agency or agencies that will be responsible for carrying out the requirements and administrative responsibilities set forth in subpart H of this part and which will:
 1. Develop a monitoring and enforcement program for post-review actions on environmental reviews and monitor compliance with any environmental conditions included in the award.
 2. Receive public notices, RROFs, and certifications from recipients pursuant to Sec. 58.70 and Sec. 58.71; accept objections from the public and from other agencies (Sec. 58.73); and perform other related responsibilities regarding releases of funds.
- b. Fulfill the state role in subpart H relative to the time period set for the receipt and disposition of comments, objections and appeals (if any) on particular projects.

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Sec. 58.21 Time periods.

All time periods in this part shall be counted in calendar days. The first day of a time period begins at 12:01 a.m. local time on the day following the publication or the mailing and posting date of the notice which initiates the time period.

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Sec. 58.22 Limitations on activities pending clearance.

- a. Neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit HUD assistance under a program listed in Sec. 58.1(b) on an activity or project until HUD or the state has approved the recipient's RROF and the related certification from the responsible entity. In addition, until the RROF and the related certification have been approved, neither a recipient nor any participant in the development process may commit non-HUD funds on or undertake an activity or project under a program listed in Sec. 58.1(b) if the activity or project would have an adverse environmental impact or limit the choice of reasonable alternatives.
- b. If a project or activity is exempt under Sec. 58.34, or is categorically excluded (except in extraordinary circumstances) under Sec. 58.35(b), no RROF is required and the recipient may undertake the activity immediately after the responsible entity has documented its determination as required in Sec. 58.34(b) and Sec. 58.35(d), but the recipient must comply with applicable requirements under Sec. 58.6.
- c. If a recipient is considering an application from a prospective subrecipient or beneficiary and is aware that the prospective subrecipient or beneficiary is about to take an action within the jurisdiction of the recipient that is prohibited by paragraph (a) of this section, then the recipient will take appropriate action to ensure that the objectives and procedures of NEPA are achieved.
- d. An option agreement on a proposed site or property is allowable prior to the completion of the environmental review if the option agreement is subject to a determination by the recipient on the desirability of the property for the project as a result of the completion of the environmental review in accordance with this part and the cost of the option is a nominal portion of the purchase price. There is no constraint on the purchase of an option by third parties that have not been selected for HUD funding, have no responsibility for the environmental review and have no say in the approval or disapproval of the project.
- e. Self-Help Homeownership Opportunity Program (SHOP). In accordance with section 11(d)(2)(A) of the Housing Opportunity Program Extension Act of 1996 (42 U.S.C. 12805 note), an organization, consortium, or affiliate receiving assistance under the SHOP program may advance nongrant funds to acquire land prior to completion of an environmental review and approval of a Request for Release of Funds (RROF) and certification, notwithstanding paragraph (a) of this section. Any advances to acquire land prior to approval of the RROF and certification are made at the risk of the organization, consortium, or affiliate and reimbursement for such advances may depend on

the result of the environmental review. This authorization is limited to the SHOP program only and all other forms of HUD assistance are subject to the limitations in paragraph (a) of this section.

- f. Relocation. Funds may be committed for relocation assistance before the approval of the RROF and related certification for the project provided that the relocation assistance is required by 24 CFR part 42.

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Sec. 58.23 Financial assistance for environmental review.

The costs of environmental reviews, including costs incurred in complying with any of the related laws and authorities cited in Sec. 58.5 and Sec. 58.6, are eligible costs to the extent allowable under the HUD assistance program regulations

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Subpart D--Environmental Review Process: Documentation, Range of Activities, Project Aggregation and Classification

Sec. 58.30 Environmental review process.

- a. The environmental review process consists of all the actions that a responsible entity must take to determine compliance with this part. The environmental review process includes all the compliance actions needed for other activities and projects that are not assisted by HUD but are aggregated by the responsible entity in accordance with Sec. 58.32.
- b. The environmental review process should begin as soon as a recipient determines the projected use of HUD assistance.

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Sec. 58.32 Project aggregation.

- a. A responsible entity must group together and evaluate as a single project all individual activities which are related either on a geographical or functional basis, or are logical parts of a composite of contemplated actions.
- b. In deciding the most appropriate basis for aggregation when evaluating activities under more than one program, the responsible entity may choose: functional aggregation when a specific type of activity (e.g., water improvements) is to take place in several separate locales or jurisdictions; geographic aggregation when a mix of dissimilar but related activities is to be concentrated in a fairly specific project area (e.g., a combination of water, sewer and street improvements and economic development activities); or a combination of aggregation approaches, which, for various project locations, considers the impacts arising from each functional activity and its interrelationship with other activities.
- c. The purpose of project aggregation is to group together related activities so that the responsible entity can:
 1. Address adequately and analyze, in a single environmental review, the separate and combined impacts of activities that are similar, connected and closely related, or that are dependent upon other activities and actions. (See 40 CFR 1508.25(a)).
 2. Consider reasonable alternative courses of action.
 3. Schedule the activities to resolve conflicts or mitigate the individual, combined and/or cumulative effects.
 4. Prescribe mitigation measures and safeguards including project alternatives and modifications to individual activities.
- d. Multi-year project aggregation--
 1. Release of funds. When a recipient's planning and program development provide for activities to be implemented over two or more years, the responsible entity's environmental review should consider the relationship among all component activities of the multi-year project regardless of the source of funds and address and evaluate their cumulative environmental effects. The estimated range of the aggregated activities and the estimated cost of the total project must be listed and described by the responsible entity in the

environmental review and included in the RROF. The release of funds will cover the entire project period.

2. When one or more of the conditions described in Sec. 58.47 exists, the recipient or other responsible entity must re-evaluate the environmental review.

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Sec. 58.33 Emergencies.

- a. In the cases of emergency, disaster or imminent threat to health and safety which warrant the taking of an action with significant environmental impact, the provisions of 40 CFR 1506.11 shall apply.
- b. If funds are needed on an emergency basis and adherence to separate comment periods would prevent the giving of assistance during a Presidentially declared disaster, or during a local emergency that has been declared by the chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety, the combined Notice of FONSI and Notice of Intent to Request Release of Funds (NOI/RROF) may be disseminated and/or published simultaneously with the submission of the RROF. The combined Notice of FONSI and NOI/RROF shall state that the funds are needed on an emergency basis due to a declared disaster and that the comment periods have been combined. The Notice shall also invite commenters to submit their comments to both HUD and the responsible entity issuing the notice to ensure that these comments will receive full consideration.

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Sec. 58.34 Exempt activities.

- a. Except for the applicable requirements of Sec. 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in Sec. 58.5 for the activities exempt by this section or projects consisting solely of the following exempt activities:
 1. Environmental and other studies, resource identification and the development of plans and strategies;
 2. Information and financial services;
 3. Administrative and management activities;
 4. Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
 5. Inspections and testing of properties for hazards or defects;
 6. Purchase of insurance;
 7. Purchase of tools;
 8. Engineering or design costs;
 9. Technical assistance and training;
 10. Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
 11. Payment of principal and interest on loans made or obligations guaranteed by HUD;
 12. Any of the categorical exclusions listed in Sec. 58.35(a) provided that there are no circumstances which require compliance with any other Federal laws and authorities cited in Sec. 58.5.

- b. A recipient does not have to submit an RROF and certification, and no further approval from HUD or the State will be needed by the recipient for the drawdown of funds to carry out exempt activities and projects. However, the responsible entity must document in writing its determination that each activity or project is exempt and meets the conditions specified for such exemption under this section.

[61 FR 19122, Apr. 30, 1996, as amended at 63 FR 15271, Mar. 30, 1998]

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Sec. 58.35 Categorical exclusions.

Categorical exclusion refers to a category of activities for which no environmental impact statement or environmental assessment and finding of no significant impact under NEPA is required, except in extraordinary circumstances (see Sec. 58.2(a)(3)) in which a normally excluded activity may have a significant impact. Compliance with the other applicable Federal environmental laws and authorities listed in Sec. 58.5 is required for any categorical exclusion listed in paragraph (a) of this section.

- a. Categorical exclusions subject to Sec. 58.5. The following activities are categorically excluded under NEPA, but may be subject to review under authorities listed in Sec. 58.5:
 1. Acquisition, repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) when the facilities and improvements are in place and will be retained in the same use without change in size or capacity of more than 20 percent (e.g., replacement of water or sewer lines, reconstruction of curbs and sidewalks, repaving of streets).
 2. Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons.
 3. Rehabilitation of buildings and improvements when the following conditions are met:
 - i. In the case of a building for residential use (with one to four units), the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland;
 - ii. In the case of multifamily residential buildings:
 - A. Unit density is not changed more than 20 percent;
 - B. The project does not involve changes in land use from residential to non-residential; and
 - C. The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.

- iii. In the case of non-residential structures, including commercial, industrial, and public buildings:
 - A. The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and
 - B. The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.
 - 4.
 - i. An individual action on up to four dwelling units where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between; or
 - ii. An individual action on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four housing units on any one site.
 - iii. Paragraphs (a)(4)(i) and (ii) of this section do not apply to rehabilitation of a building for residential use (with one to four units) (see paragraph (a)(3)(i) of this section).
 - 5. Acquisition (including leasing) or disposition of, or equity loans on an existing structure, or acquisition (including leasing) of vacant land provided that the structure or land acquired, financed, or disposed of will be retained for the same use.
 - 6. Combinations of the above activities.
- b. Categorical exclusions not subject to Sec. 58.5. The Department has determined that the following categorically excluded activities would not alter any conditions that would require a review or compliance determination under the Federal laws and authorities cited in Sec. 58.5. When the following kinds of activities are undertaken, the responsible entity does not have to publish a NOI/RROF or execute a certification and the recipient does not have to submit a RROF to HUD (or the State) except in the circumstances described in paragraph (c) of this section. Following the award of the assistance, no further approval from HUD or the State will be needed with respect to environmental requirements, except where paragraph (c) of this section applies. The recipient remains responsible for carrying out any applicable requirements under Sec. 58.6.
- 1. Tenant-based rental assistance;
 - 2. Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in

gaining access to local, State, and Federal government benefits and services;

3. Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs;
 4. Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations;
 5. Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buydowns, and similar activities that result in the transfer of title.
 6. Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact.
 7. Approval of supplemental assistance (including insurance or guarantee) to a project previously approved under this part, if the approval is made by the same responsible entity that conducted the environmental review on the original project and re-evaluation of the environmental findings is not required under Sec. 58.47.
- c. Circumstances requiring NEPA review. If a responsible entity determines that an activity or project identified in paragraph (a) or (b) of this section, because of extraordinary circumstances and conditions at or affecting the location of the activity or project, may have a significant environmental effect, it shall comply with all the requirements of this part.
- d. The Environmental Review Record (ERR) must contain a well organized written record of the process and determinations made under this section.

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Sec. 58.36 Environmental assessments.

If a project is not exempt or categorically excluded under Secs. 58.34 and 58.35, the responsible entity must prepare an EA in accordance with subpart E of this part. If it is evident without preparing an EA that an EIS is required under Sec. 58.37, the responsible entity should proceed directly to an EIS.

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Sec. 58.37 Environmental impact statement determinations.

- a. An EIS is required when the project is determined to have a potentially significant impact on the human environment.
- b. An EIS is required under any of the following circumstances, except as provided in paragraph (c) of this section:
 1. The project would provide a site or sites for, or result in the construction of, hospitals or nursing homes containing a total of 2,500 or more beds.
 2. The project would remove, demolish, convert or substantially rehabilitate 2,500 or more existing housing units (but not including rehabilitation projects categorically excluded under Sec. 58.35), or would result in the construction or installation of 2,500 or more housing units, or would provide sites for 2,500 or more housing units.
 3. The project would provide enough additional water and sewer capacity to support 2,500 or more additional housing units. The project does not have to be specifically intended for residential use nor does it have to be totally new construction. If the project is designed to provide upgraded service to existing development as well as to serve new development, only that portion of the increased capacity which is intended to serve new development should be counted.
- c. If, on the basis of an EA, a responsible entity determines that the thresholds in paragraph (b) of this section are the sole reason for the EIS, the responsible entity may prepare a FONSI pursuant to 40 CFR 1501.4. In such cases, the FONSI must be made available for public review for at least 30 days before the responsible entity makes the final determination whether to prepare an EIS.
- d. Notwithstanding paragraphs (a) through (c) of this section, an EIS is not required where Sec. 58.53 is applicable.
- e. Recommended EIS Format. The responsible entity must use the EIS format recommended by the CEQ regulations (40 CFR 1502.10) unless a determination is made on a particular project that there is a compelling reason to do otherwise. In such a case, the EIS format must meet the minimum requirements prescribed in 40 CFR 1502.10.

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Sec. 58.38 Environmental review record.

The responsible entity must maintain a written record of the environmental review undertaken under this part for each project. This document will be designated the "Environmental Review Record" (ERR), and shall be available for public review. The responsible entity must use the current HUD-recommended formats or develop equivalent formats.

- a. ERR Documents. The ERR shall contain all the environmental review documents, public notices and written determinations or environmental findings required by this part as evidence of review, decision making and actions pertaining to a particular project of a recipient. The document shall:
 1. Describe the project and the activities that the recipient has determined to be part of the project;
 2. Evaluate the effects of the project or the activities on the human environment;
 3. Document compliance with applicable statutes and authorities, in particular those cited in Sec. 58.5 and 58.6; and
 4. Record the written determinations and other review findings required by this part (e.g., exempt and categorically excluded projects determinations, findings of no significant impact).

- b. Other documents and information. The ERR shall also contain verifiable source documents and relevant base data used or cited in EAs, EISs or other project review documents. These documents may be incorporated by reference into the ERR provided that each source document is identified and available for inspection by interested parties. Proprietary material and special studies prepared for the recipient that are not otherwise generally available for public review shall not be incorporated by reference but shall be included in the ERR.

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Subpart E--Environmental Review Process: Environmental Assessments (EA's)

Sec. 58.40 Preparing the environmental assessment.

The responsible entity may prepare the EA using the HUD recommended format. In preparing an EA for a particular project, the responsible entity must:

- a. Determine existing conditions and describe the character, features and resources of the project area and its surroundings; identify the trends that are likely to continue in the absence of the project.
- b. Identify all potential environmental impacts, whether beneficial or adverse, and the conditions that would change as a result of the project.
- c. Identify, analyze and evaluate all impacts to determine the significance of their effects on the human environment and whether the project will require further compliance under related laws and authorities cited in Sec. 58.5 and Sec. 58.6.
- d. Examine and recommend feasible ways in which the project or external factors relating to the project could be modified in order to eliminate or minimize adverse environmental impacts.
- e. Examine alternatives to the project itself, if appropriate, including the alternative of no action.
- f. Complete all environmental review requirements necessary for the project's compliance with applicable authorities cited in Secs. 58.5 and 58.6.
- g. Based on steps set forth in paragraph (a) through (f) of this section, make one of the following findings:
 1. A Finding of No Significant Impact (FONSI), in which the responsible entity determines that the project is not an action that will result in a significant impact on the quality of the human environment. The responsible entity may then proceed to Sec. 58.43.
 2. A finding of significant impact, in which the project is deemed to be an action which may significantly affect the quality of the human environment. The responsible entity must then proceed with its environmental review under subpart F or G of this part.

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Sec. 58.43 Dissemination and/or publication of the findings of no significant impact.

- a. If the responsible entity makes a finding of no significant impact, it must prepare a FONSI notice, using the current HUD-recommended format or an equivalent format. As a minimum, the responsible entity must send the FONSI notice to individuals and groups known to be interested in the activities, to the local news media, to the appropriate tribal, local, State and Federal agencies; to the Regional Offices of the Environmental Protection Agency having jurisdiction and to the HUD Field Office (or the State where applicable). The responsible entity may also publish the FONSI notice in a newspaper of general circulation in the affected community. If the notice is not published, it must also be prominently displayed in public buildings, such as the local Post Office and within the project area or in accordance with procedures established as part of the citizen participation process.
- b. The responsible entity may disseminate or publish a FONSI notice at the same time it disseminates or publishes the NOI/RROF required by Sec. 58.70. If the notices are released as a combined notice, the combined notice shall:
 1. Clearly indicate that it is intended to meet two separate procedural requirements; and
 2. Advise the public to specify in their comments which "notice" their comments address.
- c. The responsible entity must consider the comments and make modifications, if appropriate, in response to the comments, before it completes its environmental certification and before the recipient submits its RROF. If funds will be used in Presidentially declared disaster areas, modifications resulting from public comment, if appropriate, must be made before proceeding with the expenditure of funds.

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Subpart E--Environmental Review Process: Environmental Assessments (EA's)

Sec. 58.45 Public comment periods.

Required notices must afford the public the following minimum comment periods, counted in accordance with Sec. 58.21:

- a. Notice of Finding of No Significant Impact (FONSI): 15 days when published or, if no publication, 18 days when mailing and posting
- b. Notice of Intent to Request Release of Funds (NOI-RROF): 7 days when published or, if no publication, 10 days when mailing and posting
- c. Concurrent or combined notices: 15 days when published or, if no publication, 18 days when mailing and posting

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Subpart E--Environmental Review Process: Environmental Assessments (EA's)

Sec. 58.46 Time delays for exceptional circumstances.

The responsible entity must make the FONSI available for public comments for 30 days before the recipient files the RROF when:

- a. There is a considerable interest or controversy concerning the project;
- b. The proposed project is similar to other projects that normally require the preparation of an EIS; or
- c. The project is unique and without precedent.

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Subpart E--Environmental Review Process: Environmental Assessments (EA's)

**Sec. 58.47 Re-evaluation of environmental assessments and other
environmental findings.**

- a. A responsible entity must re-evaluate its environmental findings to determine if the original findings are still valid, when:
 1. The recipient proposes substantial changes in the nature, magnitude or extent of the project, including adding new activities not anticipated in the original scope of the project;
 2. There are new circumstances and environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions discovered during the implementation of the project or activity which is proposed to be continued; or
 3. The recipient proposes the selection of an alternative not in the original finding.

- b.
 1. If the original findings are still valid but the data or conditions upon which they were based have changed, the responsible entity must affirm the original findings and update its ERR by including this re-evaluation and its determination based on its findings. Under these circumstances, if a FONSI notice has already been published, no further publication of a FONSI notice is required.
 2. If the responsible entity determines that the original findings are no longer valid, it must prepare an EA or an EIS if its evaluation indicates potentially significant impacts.
 3. Where the recipient is not the responsible entity, the recipient must inform the responsible entity promptly of any proposed substantial changes under paragraph (a)(1) of this section, new circumstances or environmental conditions under paragraph (a)(2) of this section, or any proposals to select a different alternative under paragraph (a)(3) of this section, and must then permit the responsible entity to re-evaluate the findings before proceeding.

[61 FR 19122, Apr. 30, 1996, as amended at 63 FR 15272, Mar. 30, 1998]

[Code of Federal Regulations]
[Title 24, Volume 1]
[Revised as of October 29, 2003]
[CITE: 24CFR58.52]

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Subpart F--Environmental Review Process: Environmental Impact Statement Determinations

Sec. 58.52 Adoption of other agencies' EISs.

The responsible entity may adopt a draft or final EIS prepared by another agency provided that the EIS was prepared in accordance with 40 CFR parts 1500 through 1508. If the responsible entity adopts an EIS prepared by another agency, the procedure in 40 CFR 1506.3 shall be followed. An adopted EIS may have to be revised and modified to adapt it to the particular environmental conditions and circumstances of the project if these are different from the project reviewed in the EIS. In such cases the responsible entity must prepare, circulate, and file a supplemental draft EIS in the manner prescribed in Sec. 58.60(d) and otherwise comply with the clearance and time requirements of the EIS process, except that scoping requirements under 40 CFR 1501.7 shall not apply. The agency that prepared the original EIS should be informed that the responsible entity intends to amend and adopt the EIS. The responsible entity may adopt an EIS when it acts as a cooperating agency in its preparation under 40 CFR 1506.3. The responsible entity is not required to re-circulate or file the EIS, but must complete the clearance process for the RROF. The decision to adopt an EIS shall be made a part of the project ERR.

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Subpart F--Environmental Review Process: Environmental Impact Statement Determinations

Sec. 58.53 Use of prior environmental impact statements.

Where any final EIS has been listed in the Federal Register for a project pursuant to this part, or where an areawide or similar broad scale final EIS has been issued and the EIS anticipated a subsequent project requiring an environmental clearance, then no new EIS is required for the subsequent project if all the following conditions are met:

- a. The ERR contains a decision based on a finding pursuant to Sec. 58.40 that the proposed project is not a new major Federal action significantly affecting the quality of the human environment. The decision shall include:
 1. References to the prior EIS and its evaluation of the environmental factors affecting the proposed subsequent action subject to NEPA;
 2. An evaluation of any environmental factors which may not have been previously assessed, or which may have significantly changed;
 3. An analysis showing that the proposed project is consistent with the location, use, and density assumptions for the site and with the timing and capacity of the circulation, utility, and other supporting infrastructure assumptions in the prior EIS;
 4. Documentation showing that where the previous EIS called for mitigating measures or other corrective action, these are completed to the extent reasonable given the current state of development.

- b. The prior final EIS has been filed within five (5) years, and updated as follows:
 1. The EIS has been updated to reflect any significant revisions made to the assumptions under which the original EIS was prepared;
 2. The EIS has been updated to reflect new environmental issues and data or legislation and implementing regulations which may have significant environmental impact on the project area covered by the prior EIS.

- c. There is no litigation pending in connection with the prior EIS, and no final judicial finding of inadequacy of the prior EIS has been made.

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[Title 24, Volume 1]
[Revised as of October 29, 2003]
[CITE: 24CFR58.55]

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Subpart G--Environmental Review Process: Procedures for Draft, Final and
Supplemental Environmental Impact Statements

Sec. 58.55 Notice of intent to prepare an EIS.

As soon as practicable after the responsible entity decides to prepare an EIS, it must publish a NOI/EIS, using the HUD recommended format and disseminate it in the same manner as required by 40 CFR parts 1500 through 1508.

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Subpart G--Environmental Review Process: Procedures for Draft, Final and
Supplemental Environmental Impact Statements

Sec. 58.56 Scoping process.

The determination on whether or not to hold a scoping meeting will depend on the same circumstances and factors as for the holding of public hearings under Sec. 58.59. The responsible entity must wait at least 15 days after disseminating or publishing the NOI/EIS before holding a scoping meeting.

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Subpart G--Environmental Review Process: Procedures for Draft, Final and Supplemental Environmental Impact Statements

Sec. 58.57 Lead agency designation.

If there are several agencies ready to assume the lead role, the responsible entity must make its decision based on the criteria in 40 CFR 1501.5(c). If the responsible entity and a Federal agency are unable to reach agreement, then the responsible entity must notify HUD (or the State, where applicable). HUD (or the State) will assist in obtaining a determination based on the procedure set forth in 40 CFR 1501.5(e).

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Subpart G--Environmental Review Process: Procedures for Draft, Final and Supplemental Environmental Impact Statements

Sec. 58.59 Public hearings and meetings.

- a. Factors to consider. In determining whether or not to hold public hearings in accordance with 40 CFR 1506.6, the responsible entity must consider the following factors:
 1. The magnitude of the project in terms of economic costs, the geographic area involved, and the uniqueness or size of commitment of resources involved.
 2. The degree of interest in or controversy concerning the project.
 3. The complexity of the issues and the likelihood that information will be presented at the hearing which will be of assistance to the responsible entity.
 4. The extent to which public involvement has been achieved through other means.

- b. Procedure. All public hearings must be preceded by a notice of public hearing, which must be published in the local news media 15 days before the hearing date. The Notice must:
 1. State the date, time, place, and purpose of the hearing or meeting.
 2. Describe the project, its estimated costs, and the project area.
 3. State that persons desiring to be heard on environmental issues will be afforded the opportunity to be heard.
 4. State the responsible entity's name and address and the name and address of its Certifying Officer.
 5. State what documents are available, where they can be obtained, and any charges that may apply.

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Subpart G--Environmental Review Process: Procedures for Draft, Final and Supplemental Environmental Impact Statements

Sec. 58.60 Preparation and filing of environmental impact statements.

- a. The responsible entity must prepare the draft environmental impact statement (DEIS) and the final environmental impact statements (FEIS) using the current HUD recommended format or its equivalent.
- b. The responsible entity must file and distribute the (DEIS) and the (FEIS) in the following manner:
 1. Five copies to EPA Headquarters;
 2. Five copies to EPA Regional Office;
 3. Copies made available in the responsible entity's and the recipient's office;
 4. Copies or summaries made available to persons who request them; and
 5. FEIS only--one copy to State, HUD Field Office, and HUD Headquarters library.
- c. The responsible entity may request waivers from the time requirements specified for the draft and final EIS as prescribed in 40 CFR 1506.6.
- d. When substantial changes are proposed in a project or when significant new circumstances or information becomes available during an environmental review, the recipient may prepare a supplemental EIS as prescribed in 40 CFR 1502.9.
- e. The responsible entity must prepare a Record of Decision (ROD) as prescribed in 40 CFR 1505.2.

[61 FR 19122, Apr. 30, 1996, as amended at 63 FR 15272, Mar. 30, 1998]

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Subpart H--Release of Funds for Particular Projects

Sec. 58.70 Notice of intent to request release of funds.

The NOI/RROF must be disseminated and/or published in the manner prescribed by Sec. 58.43 and Sec. 58.45 before the certification is signed by the responsible entity.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.71 Request for release of funds and certification.

- a. The RROF and certification shall be sent to the appropriate HUD Field Office (or the State, if applicable), except as provided in paragraph (b) of this section. This request shall be executed by the Certifying Officer. The request shall describe the specific project and activities covered by the request and contain the certification required under the applicable statute cited in Sec. 58.1(b). The RROF and certification must be in a form specified by HUD.
- b. When the responsible entity is conducting an environmental review on behalf of a recipient, as provided for in Sec. 58.10, the recipient must provide the responsible entity with all available project and environmental information and refrain from undertaking any physical activities or choice limiting actions until HUD (or the State, if applicable) has approved its request for release of funds. The certification form executed by the responsible entity's certifying officer shall be sent to the recipient that is to receive the assistance along with a description of any special environmental conditions that must be adhered to in carrying out the project. The recipient is to submit the RROF and the certification of the responsible entity to HUD (or the State, if applicable) requesting the release of funds. The recipient must agree to abide by the special conditions, procedures and requirements of the environmental review, and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions.
- c. If the responsible entity determines that some of the activities are exempt under applicable provisions of this part, the responsible entity shall advise the recipient that it may commit funds for these activities as soon as programmatic authorization is received. This finding shall be documented in the ERR maintained by the responsible entity and in the recipient's project files.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.72 HUD or State actions on RROFs and certifications.

The actions which HUD (or a State) may take with respect to a recipient's environmental certification and RROF are as follows:

- a. In the absence of any receipt of objection to the contrary, except as provided in paragraph (b) of this section, HUD (or the State) will assume the validity of the certification and RROF and will approve these documents after expiration of the 15-day period prescribed by statute.
- b. HUD (or the state) may disapprove a certification and RROF if it has knowledge that the responsible entity or other participants in the development process have not complied with the items in Sec. 58.75, or that the RROF and certification are inaccurate.
- c. In cases in which HUD has approved a certification and RROF but subsequently learns (e.g., through monitoring) that the recipient violated Sec. 58.22 or the recipient or responsible entity otherwise failed to comply with a clearly applicable environmental authority, HUD shall impose appropriate remedies and sanctions in accord with the law and regulations for the program under which the violation was found.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.73 Objections to release of funds.

HUD (or the State) will not approve the ROF for any project before 15 calendar days have elapsed from the time of receipt of the RROF and the certification or from the time specified in the notice published pursuant to Sec. 58.70, whichever is later. Any person or agency may object to a recipient's RROF and the related certification. However, the objections must meet the conditions and procedures set forth in subpart H of this part. HUD (or the State) can refuse the RROF and certification on any grounds set forth in Sec. 58.75. All decisions by HUD (or the State) regarding the RROF and the certification shall be final.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.74 Time for objecting.

All objections must be received by HUD (or the State) within 15 days from the time HUD (or the State) receives the recipient's RROF and the related certification, or within the time period specified in the notice, whichever is later.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.75 Permissible bases for objections.

HUD (or the State), will consider objections claiming a responsible entity's noncompliance with this part based only on any of the following grounds:

- a. The certification was not in fact executed by the responsible entity's Certifying Officer.
- b. The responsible entity has failed to make one of the two findings pursuant to Sec. 58.40 or to make the written determination required by Secs. 58.35, 58.47 or 58.53 for the project, as applicable.
- c. The responsible entity has omitted one or more of the steps set forth at subpart E of this part for the preparation, publication and completion of an EA.
- d. The responsible entity has omitted one or more of the steps set forth at subparts F and G of this part for the conduct, preparation, publication and completion of an EIS.
- e. The recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by this part before release of funds and approval of the environmental certification by HUD (or the state).
- f. Another Federal agency acting pursuant to 40 CFR part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.76 Procedure for objections.

A person or agency objecting to a responsible entity's RROF and certification shall submit objections in writing to HUD (or the State). The objections shall:

- a. Include the name, address and telephone number of the person or agency submitting the objection, and be signed by the person or authorized official of an agency.
- b. Be dated when signed.
- c. Describe the basis for objection and the facts or legal authority supporting the objection.
- d. State when a copy of the objection was mailed or delivered to the responsible entity's Certifying Officer.

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Subpart H--Release of Funds for Particular Projects

Sec. 58.77 Effect of approval of certification.

- a. Responsibilities of HUD and States. HUD's (or, where applicable, the State's) approval of the certification shall be deemed to satisfy the responsibilities of the Secretary under NEPA and related provisions of law cited at Sec. 58.5 insofar as those responsibilities relate to the release of funds as authorized by the applicable provisions of law cited in Sec. 58.1(b).
- b. Public and agency redress. Persons and agencies seeking redress in relation to environmental reviews covered by an approved certification shall deal with the responsible entity and not with HUD. It is HUD's policy to refer all inquiries and complaints to the responsible entity and its Certifying Officer. Similarly, the State (where applicable) may direct persons and agencies seeking redress in relation to environmental reviews covered by an approved certification to deal with the responsible entity, and not the State, and may refer inquiries and complaints to the responsible entity and its Certifying Officer. Remedies for noncompliance are set forth in program regulations.
- c. Implementation of environmental review decisions. Projects of a recipient will require post-review monitoring and other inspection and enforcement actions by the recipient and the State or HUD (using procedures provided for in program regulations) to assure that decisions adopted through the environmental review process are carried out during project development and implementation.
- d. Responsibility for monitoring and training.
 1. At least once every three years, HUD intends to conduct in-depth monitoring and exercise quality control (through training and consultation) over the environmental activities performed by responsible entities under this part. Limited monitoring of these environmental activities will be conducted during each program monitoring site visit. If through limited or in-depth monitoring of these environmental activities or by other means, HUD becomes aware of any environmental deficiencies, HUD may take one or more of the following actions:
 - i. In the case of problems found during limited monitoring, HUD may schedule in-depth monitoring at an earlier date or may schedule in-depth monitoring more frequently;
 - ii. HUD may require attendance by staff of the responsible entity at HUD-sponsored or approved training, which will be provided periodically at various locations around the country;
 - iii. HUD may refuse to accept the certifications of environmental compliance on subsequent grants;

- iv. HUD may suspend or terminate the responsible entity's assumption of the environmental review responsibility;
 - v. HUD may initiate sanctions, corrective actions, or other remedies specified in program regulations or agreements or contracts with the recipient.
2. HUD's responsibilities and action under paragraph (d)(1) of this section shall not be construed to limit or reduce any responsibility assumed by a responsible entity with respect to any particular release of funds under this part. Whether or not HUD takes action under paragraph (d)(1) of this section, the Certifying Officer remains the responsible Federal official under Sec. 58.13 with respect to projects and activities for which the Certifying Officer has submitted a certification under this part.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION

Dept. Code: ART

Type of Request: Initial Modification of an existing PSC (PSC # 4077 12/13)

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

Type of Service: Transportation, packing, storing, installation and deinstallation of artwork.

Funding Source: Art Enrichment

PSC Original Approved Amount: \$700,000

PSC Original Approved Duration: 03/01/13 - 12/31/16 (3 years 43 weeks)

PSC Mod#1 Amount: \$3,000,000

PSC Mod#1 Duration: 06/24/14-12/31/17 (1 year)

PSC Mod#2 Amount: \$8,000,000

PSC Mod#2 Duration: 06/30/16-06/29/21 (3 years 25 weeks)

PSC Cumulative Amount Proposed: \$11,700,000

PSC Cumulative Duration Proposed: 8 years 17 weeks

1. Description of Work

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

Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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

Yes. See PSC # 4086 10/11 and #4076 12/13 and 4077 12/13

D. Will the contract(s) be renewed?

Yes, dependent on need for services and funding availability

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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:

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

B. Reason for the request for modification:

The Arts Commission is modifying both the dollar amount and the duration of the PSC because new capital improvement projects are generating additional funds for art enrichment projects and our conservation and maintenance allocation has increased.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires 5 years' experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractors license. Must carry fine arts insurance to cover loss or damage to art

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: Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

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.

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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. These services are of short duration and contracted for on an as needed basis.

6. Additional Information

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

No.

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

None. Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely, large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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.

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

Work will be completed by contractors that have PSCs and others.

7. Union Notification: On 05/20/16, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

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

Name: Kevin Quan Phone: 415-252-2230 Email: Kevin.r.guan@sfgov.org

Address: 401 Van Ness Avenue Suite 325, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 07/18/2016

Receipt of Union Notification(s)

From: DHR-PSCCoordinator, DHR (HRD)
To: Crane, Jennifer (ART)
Subject: FW: Receipt of Modification Request to PSC # 4077 12/13 - MODIFICATIONS
Date: Friday, May 20, 2016 4:11:15 PM

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

From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of Kevin.r.quan@sfgov.org
Sent: Friday, May 20, 2016 3:37 PM
To: Quan, Kevin (ART); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; Taleporos, Zoe (ART); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4077 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION -- ART has submitted a modification request for a Personal Services Contract (PSC) for \$8,000,000 for services for the period May 20, 2016

-- June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3470>

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)

March 04, 2013 Regular Meeting

MINUTES

Regular Meeting

March 4, 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

None.

APPROVAL OF MINUTES

Regular Meeting of February 4, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS

Attorney for Sen Cheong (Sam) Lai requested that his appeal under Item #15, Determination of future employability: Dismissal of permanent probationary civil service appointment, be heard out of order.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0063-13-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4074-12/13	Juvenile Court	\$90,000	The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client I-Cup urine and Redtest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas liquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.	Regular	02/28/16
4075-12/13	Juvenile Court	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	Regular	06/30/16

4076-12/13	Art Commission	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	Regular	12/31/16
* 4077-12/13	Art Commission	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope involves major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	Regular	12/31/16
4078-12/13	Public Utilities Commission	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	Regular	12/31/17
4079-12/13	Municipal Transportation Agency	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	Regular	02/15/19
4080-12/13	General Services Agency	\$1,000,000	The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.	Regular	07/01/17

4057-11/12	Airport Commission	<p>Current Approved Amount</p> <p>\$2,000,000</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$4,000,000</p>	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, preconstruction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	Modification	12/31/16
4140-07/08	Police	<p>Current Approved Amount</p> <p>\$3,400,000</p> <p>Increase Amount Requested</p> <p>\$750,000</p> <p>New Total Amount Requested</p> <p>\$4,150,000</p>	<p>Vendor will provide Crime Prevention Education Services as follows. Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.</p>	Modification	06/30/14
3040-11/12	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$49,000</p> <p>Increase Amount Requested</p> <p>\$3,451,000</p> <p>New Total Amount Requested</p> <p>\$3,500,000</p>	<p>Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs.</p>	Modification	12/31/19

4138-09/10	Public Utilities Commission	<p>Current Approved Amount</p> <p>\$205,000</p> <p>Increase Amount Requested</p> <p>\$500,000</p> <p>New Total Amount Requested</p> <p>\$705,000</p>	<p>SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSP, WasteWater, and Power Services include, but are not limited to: (i) conducting outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus</p> <p>increasing the number of qualified firms and teams bidding on projects, (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) education non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.</p>	Modification	01/01/16
4043-04/05	General Services Agency	<p>Current Approved Amount</p> <p>\$4,800,000</p> <p>Increase Amount Requested</p> <p>\$600,000</p> <p>New Total Amount Requested</p> <p>\$5,600,000</p>	<p>Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.</p>	Modification	06/30/15
4038-11/12	Dept. of Technology	<p>Current Approved Amount</p> <p>\$518,045</p> <p>Increase Amount Requested</p> <p>\$2,000,000</p> <p>New Total Amount Requested</p> <p>\$2,518,045</p>	<p>Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 82 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 82 to room 83. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.</p>	Modification	9/30/13

Speakers:

Allison McGee, Juvenile Court spoke on PSC #4075-12/13.

Trinh Nguyen, Municipal Transportation Agency spoke on PSC #4079-12/13.

Ann Mannix and Alice Villagomez, San Francisco Police Department spoke on PSC #4140-07/08.

Shari Zinn, SEIU Local 1021; and Pauson Yun and Whitney Ramos, Public Utilities Commission, spoke on PSC #3040-11/12.

Pauson Yun and Iris Martin-Lopez, Public Utilities Commission spoke on PSC #4138-09/10.

Joan Lubamersky and Walter Calcagno, General Services Agency spoke on PSC #4043-04/05.

Jack Chin, Department of Technology, spoke on PSC #4038-11/12.

(1) Adopted the report; Approved the request for approval of PSC# 3040-12/13 as amended to reflect a contract duration of five years instead of seven. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

Action: (2) Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution. (Vote of 4 to 0)

(3) Continued PSC # 4038-11/12 after department has re-posted the contract to reflect the correct ending date. (Vote of 4 to 0)

(4) 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)

0061-13-1 Municipal Transportation Agency Report on Provisional Appointments. (Item No. 8)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0062-13-1 Municipal Transportation Agency Report on Exempt Positions Under Charter Section 10.104-16 through 10.104-18. (Item No. 9)

Speakers: Clare Leung, Municipal Transportation Agency

Action: Adopted the report. (Vote of 4 to 0)

0058-13-1 Report on Implementation of the Fire Pilot Program in Association with the H-40 Battalion Chief Examination. (Item No. 10)

Speakers: John Kraus, Department of Human Resources

Kevin Smith, San Francisco Black Fire Fighters Association

Mark Johnson, San Francisco Black Fire Fighters Association

Action: Adopted the report. (Vote of 4 to 0)

0077-12-6 Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (Item No. 11)

Speakers: Sylvia Castellanos, Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING

Dept. Code: CPC

Type of Request: Initial Modification of an existing PSC (PSC # 35583 - 13/14)

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

Type of Service: Pavement to Parks Program Technical Assistance and Neighborhood Sponsor

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 12/01/13 - 10/31/18 (4 years 47 weeks)

PSC Mod#1 Amount: \$300,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$800,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,200,000

PSC Cumulative Duration Proposed: 4 years 47 weeks

1. Description of Work

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

Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations.

Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.

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

This service is necessary to provide technical assistance and serve as a fiscal sponsor to local neighborhood groups, businesses, individuals, and other interested organizations. Denial will result in significant administrative burden for local neighborhood groups, business, individuals, and other interested organizations wishing to establish a formal agreement and funding mechanism to implement a specific Pavement to Parks project in their local neighborhood.

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 35583 - 13/14

D. Will the contract(s) be renewed?

This contract/grant could be renewed, based on the outcomes.

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:

Skills and expertise required include technical expertise and experience in working with local neighborhood groups, businesses, individuals, and other interested organizations in implementing similar projects. They would be responsible for guiding such organizations through the City's approval process, fiscal sponsorship, project administration, administration of funding, and formalizing agreements with such organizations. They require extensive local knowledge/familiarity with neighborhood partners their needs. Denial will result in significant administrative burden for local neighborhood groups, business, individuals, and other interested organizations wishing to establish a formal agreement and funding mechanism to implement a specific Pavement to Parks project in their local neighborhood.

B. Reason for the request for modification:

Additional funds were provided for pavement to parks community projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Skills and expertise required include technical expertise and experience in working with local neighborhood groups, businesses, individuals, and other interested organizations in implementing similar projects. They would be responsible for guiding such organizations through the City's approval process, fiscal sponsorship, project administration, administration of funding, and formalizing agreements with such organizations. They require extensive local knowledge/familiarity with neighborhood partners their needs.

B. Which, if any, civil service class(es) normally perform(s) this work? 5278, Planner 2; 5291, Planner 3;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The Department reviewed its staffing roles and responsibilities, and also other similar contracts and/or grants with other departments, and has determined that an organization is needed to serve as technical assistance provider and fiscal sponsor for local neighborhood groups, business, individuals, and other interested organizations.

- 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 classes to provide technical assistance and serve as a fiscal sponsor for sporadic projects of this nature.

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.
None, additional training is not necessary
- 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.
San Francisco Parks Alliance

7. Union Notification: On 05/27/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;
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: Belle La Phone: 415-575-6833 Email: belle.la@sfgov.org

Address: 1650 Mission St, Suite 400, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35583 - 13/14

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/18/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

La, Belle (CPC)

From: dhr-psccordinator@sfgov.org on behalf of belle.la@sfgov.org
Sent: Friday, May 27, 2016 2:40 PM
To: Danny.Yeung@sfgov.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; La, Belle (CPC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 35583 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The CITY PLANNING -- CPC has submitted a modification request for a Personal Services Contract (PSC) for \$800,000 for services for the period September 1, 2018 – October 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3969>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CITY PLANNING Dept. Code: CPC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 35583 - 13/14)

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

Type of Service: Pavement to Parks Program Technical Assistance and Neighborhood Sponsor

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 12/01/13 - 10/31/18 (4 years 47 w

PSC Mod#1 Amount: \$300,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$400,000

PSC Cumulative Duration Proposed: 4 years 47 weeks

1. Description of Work

A. Scope of Work:

Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations.

Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.

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

This service is necessary to provide technical assistance and serve as a fiscal sponsor to local neighborhood groups, businesses, individuals, and other interested organizations. Denial will result in significant administrative burden for local neighborhood groups, business, individuals, and other interested organizations wishing to establish a formal agreement and funding mechanism to implement a specific Pavement to Parks project in their local neighborhood.

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 35583 - 13/14

D. Will the contract(s) be renewed? This contract/grant could be renewed, based on the outcomes.

2. Union Notification: On 09/22/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21; Architect & Enginee

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35583 - 13/14

DHR Analysis/Recommendation:

11/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/03/2014

-164- 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Skills and expertise required include technical expertise and experience in working with local neighborhood groups, businesses, individuals, and other interested organizations in implementing similar projects. They would be responsible for guiding such organizations through the City's approval process, fiscal sponsorship, project administration, administration of funding, and formalizing agreements with such organizations. They require extensive local knowledge/familiarity with neighborhood partners their needs.

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

5278,5291,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The Department reviewed its staffing roles and responsibilities, and also other similar contracts and/or grants with other departments, and has determined that an organization is needed to serve as technical assistance provider and fiscal sponsor for local neighborhood groups, business, individuals, and other interested organizations.

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 classes to provide technical assistance and serve as a fiscal sponsor for sporadic projects of this nature.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Francisco Parks Alliance YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/22/14 BY: _____

Name: Danny Yeung Phone: 415-575-9042 Email: Danny.Yeung@sfgov.org

Address: 1650 Mission St, Suite 400 San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4119 - 11/12)

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

Type of Service: Vendor Managed Inventory (VMI) Services

Funding Source: Operating Funds

PSC Original Approved Amount: \$32,500,000

PSC Original Approved Duration: 10/01/12 - 09/30/17 (5 years)

PSC Mod#1 Amount: \$77,698,000

PSC Mod#1 Duration: 09/01/16-12/31/20 (3 years 13 weeks)

PSC Cumulative Amount Proposed: \$110,198,000

PSC Cumulative Duration Proposed: 8 years 13 weeks

1. Description of Work

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

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 on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare 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.

Scope Change

The contractor provided a successful Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program and will continue this service. 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 on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare 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.

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

This service represents an effort to enhance the reliability of the fleet by streamlining the parts acquisition and inventory management process. Fleet operations are impacted by financial limitations, e.g. cash flow, other agency priorities, and difficulty locating critical parts in a timely manner. This service will allow the parts acquisition and inventory processes to be protected by external influences,

and additionally provide parts accessibility and improved pricing opportunities through economies of scale. If denied, funding, cash flow issues, and subsequent potential delays in receipts of needed parts, will continue to negatively impact Muni transportation reliability and service, as well as place SFMTA safety standards at risk.

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.
via PSC #4119-11/12

D. Will the contract(s) be renewed?

If the pilot program is successful, SFMTA may extend the contract for up to three additional years.

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

This began as a pilot program and has proven to be successful and efficient. SFMTA would like to continue using these services for these reasons.

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:

Contractor will provide state of the art inventory management systems, including data storage, and vending machinery to facilitate accurate and timely parts management.

B. Reason for the request for modification:

Additional cost and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor will have the ability to supply critical parts to Rail Maintenance yards within a 24-hour delivery turnaround from point of demand via documented contractual agreements. They are required to possess documented four years of experience in VMI services for Rail fleets; and expertise in complex supply chain management.

B. Which, if any, civil service class(es) normally perform(s) this work? 1942, Asst Materials Coordinator; 1950, Assistant Purchaser; 1952, Purchaser; 5212, Engineer/Architect Principal; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide state of the art inventory management systems, including data storage, and vending machinery to facilitate accurate and timely parts management.

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 service classes do not have the resources available to provide timely logistical support to rail fleet. The requirement is one of systems rather than simply 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, classifications already exist. VMI services will provide support by working in conjunction with SFMTA employees to fulfill product requests.

6. Additional Information

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

7. Union Notification: On 06/03/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4119 - 11/12

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 07/18/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, June 03, 2016 5:11 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR
Subject: Receipt of Modification Request to PSC # 4119 - 11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$77,698,000 for services for the period September 1, 2016 – December 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/7475>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

RECEIVED MAY 14 2012

EDWIN M. LEE
MAYOR

May 10, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4116-11/12 THROUGH 4121-11/12; 4111-10/11; 4017-10/11; 4068-08/09; 4086-10/11; 4046-11/12; 4097-08/09; AND 4102-09/10.

At its meeting of May 7, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission adopted the report; Approved the request for proposed personal services contracts and notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ FOR
ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Alaric Degrafinried, Public Utilities Commission
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Lavena Holmes, Port
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
5/7/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4116-11/12	28	Art Commission	Regular	\$192,780	Contract for artist to design, fabricate, transport, and install artwork for Daggett Park	3/1/2012 - 12/31/2015
4117-11/12	22	Environment	Regular	\$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 2005 and May of 2006. 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.	7/1/2012 - 9/30/2013
4118-11/12	35	Municipal Transportation Agency	Regular	\$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 of 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.	3/15/2012 - 3/31/2013
4119-11/12	35	Municipal Transportation Agency	Regular	\$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.	10/1/2012 - 9/30/2017
4120-11/12	39	Port Commission	Regular	\$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.	7/1/2012 - 6/30/2016
4121-11/12	40	Public Utilities Commission	Regular	\$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.	5/7/2012 - 12/31/2012
Total Amount - Regular:				\$38,142,780		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 6, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: Vendor Managed Inventory (VMI) Services

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$32,500,000.00 PSC DURATION: October 1, 2012 – September 30, 2017

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

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 on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare 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.

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

This service represents an effort to enhance the reliability of the fleet by streamlining the parts acquisition and inventory management process. Fleet operations are impacted by financial limitations, e.g. cash flow, other agency priorities, and difficulty locating critical parts in a timely manner. This service will allow the parts acquisition and inventory processes to be protected by external influences, and additionally provide parts accessibility and improved pricing opportunities through economies of scale. If denied, funding, cash flow issues, and subsequent potential delays in receipts of needed parts, will continue to negatively impact Muni transportation reliability and service, as well as place SFMTA safety standards at risk.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed:

If the pilot program is successful, SFMTA may extend the contract for up to three additional years.

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

<u>IFPTE Local 21</u> Union Name	<u><i>Cynthia Sanchez</i></u> Signature of person mailing / faxing form	<u>3/6/12</u> Date
_____ Union Name	_____ Signature of person mailing / faxing form	_____ Date
RFP sent to _____ Union Name	on _____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4119-11/12

SFMTA approved
3-6-12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor will have the ability to supply critical parts to Rail Maintenance yards within a 24-hour delivery turnaround from point of demand via documented contractual agreements. They are required to possess documented four years of experience in VMI services for Rail fleets; and expertise in complex supply chain management.

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

1950 Assistant Purchaser, 1952 Purchaser, 1942 Materials Coordinator, 5241 Engineer, and 5212 Principal Engineer.

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

Yes. Contractor will provide state of the art inventory management systems, including data storage, vending machinery, to facilitate accurate and timely parts management.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes do not have the resources available to provide timely logistical support to rail fleet. The requirement is one of systems rather than simply positions.

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

No, classifications already exist. VMI services will provide support by working in conjunction with SFMTA employees to fulfill product requests.

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

Yes No

- A. Will the contractor directly supervise City and County employees? () (X)
- B. Will the contractor train City and County employees? () (X)
 - Describe training and indicate approximate number of hours.
 - 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? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? (X) ()

The SFMTA will seek both the SFMTA Board & Board of Supervisors approval.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

One South Van Ness Avenue, 7th Fl. San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 32412 - 14/15)

Type of Approval:

Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Muni Rail Scheduling Data Analysis and Recommendations

Funding Source: Operating Budget

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/10/15 - 06/30/16 (50 weeks 6 days)

PSC Mod#1 Amount: \$150,000

PSC Mod#1 Duration: 10/22/15-06/30/17 (1 year)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 08/01/16-06/30/19 (2 years)

PSC Cumulative Amount Proposed: \$250,000

PSC Cumulative Duration Proposed: 3 years 50 weeks

1. Description of Work

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

The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.

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

This service will ensure that SFMTA continues to deliver high quality, data driven schedules in the future. If this service is denied, Muni riders would be at risk of experiencing service reliability issues related to scheduling processes.

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. via PSC #32412-14/15

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The consultant must possess the software license, knowledge and operational expertise in the Trapeze scheduling software suite for the purpose of effectively continuing Muni's rail schedule redesign and optimization process. The consultant must possess expertise in technical data analysis of Trapeze-based data, including running time data, and be able to provide recommendations in the form of written reports.

B. Reason for the request for modification:

Duration extension only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess knowledge and operational expertise in the Trapeze scheduling software suite for the purpose of effectively continuing Muni's rail schedule redesign and optimization process. The consultant must possess expertise in technical data analysis of Trapeze-based data, including running time data, and be able to provide recommendations in the form of written reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 9142, Transit Manager 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor has its own Trapeze software licenses.

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 SFMTA requires a consultant with focus and dedication on rail scheduling analysis that encompasses the SFMTA's rail operations and scheduling procedures with expertise in the unique and not widely-distributed Trapeze software program upon which Muni's technical scheduling process relies. There is no civil service classification that possesses this level of expertise.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Classifications already exist, but these classes do not possess the necessary expertise or access to the Trapeze software licenses.

6. Additional Information

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

No.

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

This service contract is for complex technical analysis of data.

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.
Transportation Management and Design Inc.

7. **Union Notification:** On 06/14/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32412 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Tuesday, June 14, 2016 12:58 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR
Subject: Receipt of Modification Request to PSC # 32412 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period August 1, 2016 – June 30, 2019. 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/5849>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 32412 - 14/15)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Muni Rail Scheduling Data Analysis and Recommendations

Funding Source: Operating Budget

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 07/10/15 - 06/30/16 (50 weeks 6 c

PSC Mod#1 Amount: \$150,000

PSC Mod#1 Duration: 10/22/15-06/30/17 (1 year)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$250,000

PSC Cumulative Duration Proposed: 1 year 50 weeks

1. Description of Work

A. Scope of Work:

The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.

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

This service will ensure that SFMTA continues to deliver high quality, data driven schedules in the future. If this service is denied, Muni riders would be at risk of experiencing service reliability issues related to scheduling processes.

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.

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

2. Union Notification: On 09/14/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Municipal Executive Association;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32412 - 14/15

DHR Analysis/Recommendation:

10/19/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/19/2015

-183- 10/19/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must possess knowledge and operational expertise in the Trapeze scheduling software suite for the purpose of effectively continuing Muni's rail schedule redesign and optimization process. The consultant must possess expertise in technical data analysis of Trapeze-based data, including running time data, and be able to provide recommendations in the form of written reports.

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

9142,

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

Yes. The contractor has its own Trapeze software licenses.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The SFMTA requires a consultant with focus and dedication on rail scheduling analysis that encompasses the SFMTA's rail operations and scheduling procedures with expertise in the unique and not widely-distributed Trapeze software program upon which Muni's technical scheduling process relies. There is no civil service classification that possesses this level of expertise.

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

No. Classifications already exist, but these classes do not possess the necessary expertise or access to the Trapeze software licenses.

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

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
This service contract is for complex technical analysis of data.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Transportation Management and Design Inc.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/14/15 BY:

Name: _____ Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4176 07/08)

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

Type of Service: Professional Services for Program Management (CS-940, CS-963)

Funding Source: WSIP and WSIP Project Funds

PSC Original Approved Amount: \$45,000,000

PSC Original Approved Duration: 06/16/08 - 09/30/14 (6 years 15 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 10/01/14-08/01/16 (1 year 43 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 08/02/16-03/02/19 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$45,000,000

PSC Cumulative Duration Proposed: 10 years 37 weeks

1. Description of Work

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

Program Management, Risk Management, Independent Technical Reviews, Program Construction Management, Cost Estimating, Labor and Contract Relations, Communications for Water System Improvement Program (WSIP).

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

The SFPUC is 6 years into implementing a 12 year \$4.3 billion Water System Improvement Program (WSIP). These program services are necessary to ensure that the WSIP is implemented as planned, on schedule and within budget. If these services are denied the program will be delayed and the State could potentially take over control of the program.

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

This service is being provided via PSC No. 4176-07/08.

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 SFPUC implemented a 12 year \$4.3 billion Water system Improvement Program (WSIP) and needs these program management services for various WSIP projects, and such WSIP projects will last more than 5 years.

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 City lacks the technical expertise and skills for this project.

B. Reason for the request for modification:

To align the PSC and Contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: SFPUC is seeking special skills sets to support large scale multi-billion, multi County program. Experience and expertise in: Program Management of a multi-billion dollar capital improvement program for a water system in current operation; Risk Management (including analysis, quantification and mitigation of risks); Technical Expertise to resolve pre-construction program or project level issues associated with engineering design, environmental and construction permitting, ROW requirements and constructibility issues; various aspects of Program Construction Management such as contract management, quality assurance, safety, and field controls/management information system; Cost Estimating during both the design and construction phases; Labor and Contract Relations/negotiations for a large capital program; and Communications/Outreach to impacted communities/entities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

In some cases, Civil Service Classifications are applicable, but in the ones that are not applicable, it is due to the technical expertise required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, Consultants doing this work will not be needed after the project is completed.

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, contractor will not train 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.

SFPUC Resolution 03-00245 on 12/15/03

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

AECOM USA INC

7. **Union Notification:** On 05/18/16, 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 Ave , San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4176 07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of Slackson@swater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson,Shamica); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Modification Request to PSC # 4176 07/08 - MODIFICATIONS
Date: Wednesday, May 18, 2016 5:18:04 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period August 2, 2016 -- March 2, 2019. 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/7392>

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

Additional Attachment(s)



MEMORANDUM

DATE: August 4, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator (D)
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4176-07/08 CSC Approval Date: 06/16/2008

Description of Service(s): **The services under this agreement are needed to provide experienced senior construction management personnel at the program level to assist the Water System Improvement Program (WSIP) Deputy Director for Construction to oversee and manage the WSIP Construction Program. The work under the agreement consists of providing experienced senior construction management personnel in the functional areas of construction safety, construction management operations, construction contract management, construction quality assurance/quality control, and construction program controls to ensure that the WSIP program construction management objectives and requirements are achieved. (CS-963).**

Original Approved Amount:	<u>\$45,000,000</u>	Original Approved Duration:	<u>06/16/2008 to 09/30/2014</u>
Modification One Amount:	<u>\$0</u>	Modification of Duration:	<u>08/10/2011 to 08/01/2016</u>
Total Amount as Modified:	<u>\$45,000,000</u>	Total Duration as Modified:	<u>06/16/2008 to 08/01/2016</u>

Reason for the modification:
To extend the services through the end of the construction period.
Attachments: **Copy of PSC Summary sent to DHR.**

FOR DEPARTMENT OF HUMAN RESOURCES USE

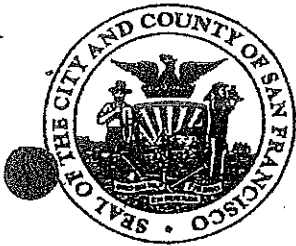
DHR ACTION: Approved

Approval Date: 8/9/11

By: *Micki Callahan*
Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager





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

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

June 20, 2008

MORGAN R. GORRONO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1007-08/09 THROUGH 1009-08/09; 2004-07/08 THROUGH 2007-07/08; 4173-07/08 THROUGH 4181-07/08 AND 4049-05/06.

MARY Y. JUNG
COMMISSIONER

At its meeting of **June 16, 2008** the Civil Service Commission had for its consideration the above matter.

YU-YEE WU SHERIDAN
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.*

It was the decision of the Commission to:

- (1) Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008 by mutual agreement of the Department of Public Health, SEIU Local 1021 and IFPTE Local 21.
- (2) Adopt the Human Resources Director's report on PSC #2004-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, San Francisco International Airport
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Eugene Clendinen, District Attorney
Maureen Gannon, Sheriff's Department
Nancy Gonchar, Arts Commission
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Joan Lubamersky, Administrative Services
Sheila Maxwell, Department of Telecommunications and Information Services
Jonathan Nelly, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
June 16, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
CS-940 4176-07/08	40	San Francisco Public Utilities Commission	Regular	\$45,000,000.00	Will provide Program Management, Risk Management, Independent Technical reviews Program Construction Management, Cost Estimating, Labor and Contract Relations and Communications.	30-Sep-14
4177-07/08	27	Airport Commission	Regular	\$156,000.00	Will provide technical support and expertise in situations involving potential workplace violence. Consultant will advise Airport Management on how to handle these critical situations by participating in crisis team meetings.	30-Jun-14
4178-07/08	27	Airport Commission	Regular	\$300,000.00	Will provide veterinary services for the 11-soon-to-be 13-member canine (K9) unit of the San Francisco Police Department-Airport Bureau, including examinations, disease prevention programs, diet and weight management services, medications, and treatments.	30-Jun-13
4179-07/08	28	Arts Commission	Regular	\$68,000.00	Will provide design, fabricate, deliver and install art elements at City Hall in San Francisco.	01-May-10
4180-07/08	70	General Services Agency Real Estate Division	Regular	\$63,000.00	Will provide a database to track building repair and maintenance (Constituent Maintenance Management System-CMMS) and share the system with the Bureau of Building Repair (BBR).	30-Jun-11
4181-07/08	90	Public Works	Regular	\$149,000.00	Will provide services for financial consulting in facilities acquisition in conjunction with Hunters Point Shipyard Phase One Improvements Community Facilities District No. 7 (FD #7).	10-Sep-13

*

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN.

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 4057 12/13)

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

Type of Service: Employee outreach and education on San Francisco labor laws

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 02/01/15 - 02/01/16 (1 year)

PSC Mod#1 Amount: \$198,000

PSC Mod#1 Duration: 02/01/15-06/30/16 (21 weeks 2 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 02/01/16-10/30/16 (17 weeks 3 days)

PSC Mod#3 Amount: \$252,000

PSC Mod#3 Duration: 10/30/16-06/30/17 (34 weeks 5 days)

PSC Cumulative Amount Proposed: \$1,950,000

PSC Cumulative Duration Proposed: 2 years 21 weeks

1. Description of Work

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

The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.

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

Many low wage San Francisco workers are unaware of their basic rights under City and State labor laws or are afraid to complain to a government agency. The Board of Supervisors has directed the Office of Labor Standards Enforcement (OLSE) to 'establish a community based outreach program to conduct education and outreach to employees.' See Administrative Code Section 12 R.25 attached. Denial of this request would mean that fewer San Francisco workers would understand their rights, fewer would seek corrections to violations of labor laws, and more workers would suffer violations of basic labor standards.

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 by contract

D. Will the contract(s) be renewed?

Unknown

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

2. Reason(s) for the Request

A. Display all that apply

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.

Explain the qualifying circumstances:

Administrative Code Section 12 R.25 requires that community based groups perform these services.

B. Reason for the request for modification:

To ad funds and duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Multi-lingual capabilities and experience in outreach to diverse, minority and disadvantaged communities, extensive knowledge of San Francisco labor laws including the Minimum Wage Ordinance, Health Care Security Ordinance and the Paid Sick Leave Ordinance. Experience with one-on-one counseling services on employment and/or workers right under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1; 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.

Civil service classes are not applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.

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: New civil service classes would not be applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.

6. Additional Information

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

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Thursday, June 16, 2016 10:24 PM
To: Lubamersky, Joan (ADM); camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4057 12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$252,000 for services for the period October 30, 2016 – June 30, 2017. 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/5835>

Email sent to the following addresses: L21PSCReview@ifpte21.org staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

San Francisco Administrative Code Section 12 R.25:

■ SEC. 12R.25. OUTREACH.

The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees. In partnership with organizations involved in the community-based outreach program, the Office of Labor Standards shall create outreach materials that are designed for workers in particular industries.

(Added by Ord. 205-06, File No. 060247, App. 7/25/2006; amended by Ord. 175-11, File No. 110594, App. 9/16/2011, Eff. 10/16/2011)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: Initial Modification of an existing PSC (PSC # 4057 12/13)

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

Type of Service: Employee outreach and education on San Francisco labor laws

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 02/01/15 - 02/01/16 (1 year)

PSC Mod#1 Amount: \$198,000

PSC Mod#1 Duration: 02/01/15-06/30/16 (21 weeks 2 days)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 02/01/16-10/30/16 (17 weeks 3 days)

PSC Cumulative Amount Proposed: \$1,698,000

PSC Cumulative Duration Proposed: 1 year 38 weeks

1. Description of Work

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

The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.

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

Many low wage San Francisco workers are unaware of their basic rights under City and State labor laws or are afraid to complain to a government agency. The Board of Supervisors has directed the Office of Labor Standards Enforcement (OLSE) to

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 4057 12/13

D. Will the contract(s) be renewed?

Unknown

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

2. Reason(s) for the Request

A. Display all that apply

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.

Explain the qualifying circumstances:

Administrative Code Section 12 R.25 requires that community based groups perform these services.

B. Reason for the request for modification:

Received additional funds (within earlier approval amounts) and request a short time added to expend them

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Multi-lingual capabilities and experience in outreach to diverse, minority and disadvantaged communities, extensive knowledge of San Francisco labor laws including the Minimum Wage Ordinance, Health Care Security Ordinance and the Paid Sick Leave Ordinance. Experience with one-on-one counseling services on employment and/or workers right under San Francisco labor laws.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1; 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.
Civil service classes are not applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.
- 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: New civil service classes would not be applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.

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?
Administrative Code Section 12 R.25 requires that community groups perform these services
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
Board of Supervisors Ord 205-06, 175-11
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
This is to add a several months to contract

7. **Union Notification:** On 03/30/16, the Department notified the following employee organizations of this PSC/RFP request:
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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057 12/13

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 04/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4057 12/13)

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

Type of Service: Employee outreach and education on San Francisco labor laws

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 02/01/15 - 02/01/16 (1 year)

PSC Mod#1 Amount: \$198,000

PSC Mod#1 Duration: 02/01/15-06/30/16 (21 weeks 2 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$1,698,000

PSC Cumulative Duration Proposed: 1 year 21 weeks

1. Description of Work

A. Scope of Work:

The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.

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

Many low wage San Francisco workers are unaware of their basic rights under City and State labor laws or are afraid to complain to a government agency. The Board of Supervisors has directed the Office of Labor Standards Enforcement (OLSE) to

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

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

2. Union Notification: On 09/09/15, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/25/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Multi-lingual capabilities and experience in outreach to diverse, minority and disadvantaged communities, extensive knowledge of San Francisco labor laws including the Minimum Wage Ordinance, Health Care Security Ordinance and the Paid Sick Leave Ordinance. Experience with one-on-one counseling services on employment and/or workers right under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work?
2978,2992,0932,1823,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.

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

New civil service classes would not be applicable because many workers, particularly from immigrant communities, are afraid to complain to a government agency.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
Explanation of training has not been provided by the department
- C. Are there legal mandates requiring the use of contractual services? YES NO
Administrative Code Section 12 R.25 requires that community groups perform
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors Ord 205-06, 175-11 YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 09/09/15 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

January 10, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4055-12/13 THROUGH 4058-12/13; 4039-07/07; 3087-09/10 AND 2000-03/04.

At its meeting of January 7, 2013 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- 1) Adopted the report; Approved the requests for PSC #4057-12/13 on the condition that the General Services Agency submit a progress report on its staffing and vacancies to the Commission after six (6) months. Notified the Office of the Controller and the Office of Contract Administration.
- 2) Adopted the report; Approved the requests for PSC #4058-12/13 as amended to clarify why the work cannot be done in-house and to clarify that City employees will still be used to perform some of the needed work. Notified the Office of the Controller and the Office of Contract Administration.
- 3) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Jeanne Buick, Department of Human Resources
 - Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Leorah Dang, Department of Human Resources
 - Aleric Degrafinried, Public Utilities Commission
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Deedra Jackson, Children, Youth & Families
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Deborah Landis, Board of Supervisors
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Office of the Controller
 - Commission File
 - Chron

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

POSTING FOR
01/07/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4055-12/13	23	Children, Youth & Families	Regular	\$2,100,000	Vendor provides summer meals to citywide summer programs (June-August), for approximately 10 weeks each summer. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)	6/1/2013 - 8/31/2015
4056-12/13	40	Public Utilities Commission	Regular	\$1,000,000	The SFPUUC intends to award an agreement for \$1,000,000 with a Micro-Local Business Enterprise (LBB) Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.	1/1/2013 - 12/31/2017
4057-12/13	70	General Services Agency	Regular	\$1,500,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	2/1/2013 - 2/1/2016
4058-12/13	90	Public Works	Regular	\$225,000	Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations biannually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.	1/1/2013 - 3/1/2016
				Total Amount - Regular:	\$3,925,000	

+2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2007-07/08)

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

Type of Service: HIV Health, HIV Prevention, CHEP, Research, Surveillance, Communicable Diseases

Funding Source: General Fund, Fedearal, State

PSC Original Approved Amount: \$110,000,000

PSC Original Approved Duration: 07/01/2008 - continuous

PSC Mod#1 Amount: \$55,000,000

PSC Mod#1 Duration: 07/01/18 - continuous

PSC Cumulative Amount Proposed: \$165,000,000

PSC Cumulative Duration Proposed: 07/01/2008 - continuous

1. Description of Work

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

Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, training/technical assistance, physician & radiology services; training & consultation services on intervention, prevention & education; ancillary services including psycho-social support, counseling, outreach, home visits & referrals; delivered meals & grocery center; complimentary therapies; client advocacy; legal assistance; mental health services; dental services; & testing.

Scope Change

To provide the following services to residents of the City and County of San Francisco who are affected by Human Immunodeficiency virus (HIV), Sexually Transmitted Disease, and other communicable diseases: comprehensive primary care, monitoring, treatment, prevention education, community support, research, consultation services, fiscal administration, intervention services, ancillary services including psycho-social support, counseling, outreach, home visits, and referrals, delivered meals and grocery center, complementary therapies, client advocacy, legal advocacy, mental health, testing, and dental services. Funding to support these projects may be Federal, State and local grants and General Fund.

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

A wide spectrum of HIV-related health, prevention, & testing services are necessary to effectively deal with the multifaceted & complex issue of San Francisco residents affected by HIV. These services need to be accessible & culturally appropriate to persons from diverse ethnicities, cultures, genders, age groups, sexual orientations, & income levels, including homeless/indigent residents. Denial of these services would seriously hinder the City's ability to provide services to persons living with HIV, including low income & indigent persons, women & children.

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 2007-07/08

D. Will the contract(s) be renewed?

It is anticipated that these contracts will be renewed dependent of the availability of funds from our grantors.

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 is a continuing service PSC request.

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).

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

Explain the qualifying circumstances:

Services are highly specialized supporting the ongoing spectrum of HIV and other communicable disease.

B. Reason for the request for modification:

To extend the term, increase the amount by \$55,000,000 for a new total of \$165,000,000, and to update the Description of Work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professionally trained & licensed staff, including medical staff who are knowledgeable, experienced & represent a wide range of disciplines & skills; extensive experience & knowledge in the provision of early intervention medical services, emotional & practical support, counseling services, case management, HIV-related health education, benefits counseling, client & treatment advocacy, drug treatment adherence services, & work (re)entry services; population-specific HIV prevention & risk reduction services, outreach, prevention case

B. Which, if any, civil service class(es) normally perform(s) this work: 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2328, Nurse Practitioner; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator; 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor; 2910, Social Worker; 2912, Senior Social Worker; 2914, Social Work Supervisor;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classifications are not applicable as staffing is only one component of the overall services being provided. Staffing conforms with policy, funding, & legal mandates. Dealing with HIV issues is a sensitive area requiring specific training & knowledge of issues facing persons infected with HIV & those at risk for HIV infection. The nature of this work is highly specialized. Community based organizations have demonstrated better access & sensitivity to the target populations. A large portion of residents engaging in high risk behaviors or dealing with potentially serious health issues do not routinely utilize traditional City health clinics/ services for prevention information or other public health services.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: HIV-related services continue to change with the evolution of the disease. Therefore, it would not be practical to adopt new civil service classifications to perform this specialized 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 involved.
- 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.
See Attached contractor list

- 7. Union Notification:** On 04/26/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; Professional & Tech Engrs, Local 21; Management & Superv Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2007-07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Fw: Receipt of Updated Modification Request to PSC # 2007-07/08 - MODIFICATIONS

Carmona, Irene (DPH)

Tue 4/26/2016 6:54 AM

To: Carmona, Irene (DPH) <Irene.Carmona@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>;

From: Carmona, Irene (DPH)

Sent: Tuesday, April 26, 2016 6:53 AM

To: DHR-PSCCoordinator, DHR (HRD); L21PSCReview@ifpte21.org; Larry.Bradshaw@seiu1021.org; tiya.thlang@seiu1021.org; jtanner940@aol.com; david.canham@seiu1021.org; Poon, Sin Yee (HSA) (DSS); xiumin.li@seiu1021.org; ablood@cirseiu.org; davidmkersten@gmail.com; leah.berlanga@seiu1021.org; ted.zarzecki@seiu1021.net; joe.brenner@seiu1021.org; pscreview@seiu1021.org; Wendy.Frigillana@seiu1021.org; Carey.dall@seiu1021.org; pcamarillo_seiu@sbcglobal.net; Sandeep.lal@seiu1021.net; Basconcillo, Katherine (PUC); Lopez-Barrios, Ricardo (PDR)

Cc: Hale, Jacquie (DPH)

Subject: Re: Receipt of Updated Modification Request to PSC # 2007-07/08 - MODIFICATIONS

From: Carmona, Irene (DPH)

Sent: Monday, April 25, 2016 12:27 PM

To: DHR-PSCCoordinator, DHR (HRD); L21PSCReview@ifpte21.org; Larry.Bradshaw@seiu1021.org; tiya.thlang@seiu1021.org; jtanner940@aol.com; david.canham@seiu1021.org; Poon, Sin Yee (HSA) (DSS); xiumin.li@seiu1021.org; ablood@cirseiu.org; davidmkersten@gmail.com; leah.berlanga@seiu1021.org; ted.zarzecki@seiu1021.net; joe.brenner@seiu1021.org; pscreview@seiu1021.org; Wendy.Frigillana@seiu1021.org; Carey.dall@seiu1021.org; pcamarillo_seiu@sbcglobal.net; Sandeep.lal@seiu1021.net; Basconcillo, Katherine (PUC); Lopez-Barrios, Ricardo (PDR)

Cc: Carmona, Irene (DPH); Hale, Jacquie (DPH)

Subject: FW: Receipt of Updated Modification Request to PSC # 2007-07/08 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

This is an update to the PSC "Type of Approval" to "Continued" as indicated on the Original PSC Request.

The PUBLIC HEALTH – DPH has submitted a modification request for a Personal Services Contract (PSC) for \$55,000,000 for services for the period July 1, 2018– Continued.

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/6483>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org tiya.thiang@seiu1021.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgwater.org Ricardo.Iopez@sfgov.org

Irene Carmona, Manager
San Francisco Department of Public Health
Office of Contract Management and Compliance
101 Grove St., Room 402
San Francisco, CA 94102
(415) 554-2652 (wk)

Irene.Carmona@sfdph.org

Choi, Suzanne (HRD)

From: DHR-PSCCoordinator, DHR (HRD)
To: Carmona, Irene (DPH)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: RE: PSC 2007-07/08 Mod

From: Carmona, Irene (DPH)
Sent: Thursday, April 21, 2016 2:07 PM
To: Choi, Suzanne (HRD)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: Re: PSC 2007-07/08 Mod

Hi Suzanne,

I have updated the Mod and the Historical item.

The request to extend does not include the TB Physician services that were previously covered under the original request, those services are now being delivered in house at ZSFGH.

So we did not inform the UAPD.

Let me know if you need anything else.

Thanks

Irene Carmona, Manager
San Francisco Department of Public Health
Office of Contract Management and Compliance
101 Grove St., Room 402
San Francisco, CA 94102
(415) 554-2652 (wk)

Irene.Carmona@sfdph.org

From: Choi, Suzanne (HRD)
Sent: Wednesday, April 20, 2016 4:36 PM
To: Carmona, Irene (DPH)
Cc: DHR-PSCCoordinator, DHR (HRD)
Subject: PSC 2007-07/08 Mod

Additional Attachment(s)

Current Continuing Department HIV/Prevention/Surveillance/PHD/SFHN Services Contractors:

- AIDS Emergency Fund
- AIDS Legal Referral Panel
- AGUILLAS
- Asian Pacific Islander Wellness Center
- Bayview Hunters Point Foundation
- Bay Area Quality Management
- Catholic Charities
- Community Awareness & Treatment Services, Inc
- Dignity Health
- Dolores Street Community Services
- Facente Consulting
- HealthRIGHT 360
- Instituto Familiar de la Raza
- International Institute of the Bay Area
- Larkin Street Youth Center
- Lutheran Social Services
- Maitri
- Mission Neighborhood Health Center
- Native American Health Center
- Positive Resource Center
- Project Open Hand
- Public Health Foundation Enterprises, Inc
- San Francisco AIDS Foundation
- San Francisco Food Bank
- San Francisco Suicide Prevention
- San Francisco Study Center
- San Francisco Public Health Foundation
- Shanti
- Regents of the University of California, San Francisco
- University of the Pacific School of Dentistry
- Westside Community Mental Health
- Robert Whirry Consulting



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

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
1007-09/09	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
1009-09/09	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	\$50,000.00	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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2008

DEPARTMENT NAME: PUBLIC HEALTH

DEPARTMENT NUMBER: 82

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

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION (PSC #: _____)

TYPE OF SERVICE: HIV Health, HIV Prevention, Research, TB and Surveillance Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$110,000,000 PSC DURATION: 7/1/8 - 6/30/18

(\$11,000,000/yr for 10 yrs)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors 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, training/technical assistance, physician and radiology services; training and consultation services on intervention, prevention and education; ancillary services including psycho-social support, counseling, outreach, home visits, and referrals; delivered meals and grocery center; complementary therapies; client advocacy; legal assistance; mental health services; dental services; and testing.

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

A wide spectrum of HIV-related health, prevention, and testing services are necessary to effectively deal with the multifaceted and complex issue of San Francisco residents affected by HIV. These services need to be accessible and culturally appropriate to persons from diverse ethnicities, cultures, genders, age groups, sexual orientations, and income levels, including homeless/indigent residents. Denial of these services would seriously hinder the City's ability to provide services to persons living with HIV, including low income and indigent persons, women and children.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This PSC Summary is a renewal to PSC #s 2011-98/99.

D. Will the contract(s) be renewed?

It is anticipated that these contracts will be renewed depending on need and funding availability.

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

Locals 21, 1021

[X] TWU Local 250-A

Jacquie Hale

MAY 19 2008

Union Name

Signature of person mailing/faxing form

Date

Union of Amer.

[X] Phys. & Dentists

Jacquie Hale

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2007-07/08

STAFF ANALYSIS/RECOMMENDATION:

Approved

CIVIL SERVICE COMMISSION ACTION:

7/7/08

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 2005-07/08)

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

Type of Service: HIV Health Services

Funding Source: Federal, State, General Fund

PSC Original Approved Amount: \$300,000,000

PSC Original Approved Duration: 07/01/2008 - continuous

PSC Mod#1 Amount: \$150,000,000

PSC Mod#1 Duration: 03/01/16 - continuous

PSC Cumulative Amount Proposed: \$450,000,000

PSC Cumulative Duration Proposed: 07/01/2008 - continuous

1. Description of Work

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

Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): case management, advocacy, mental health psychosocial support, benefits eligibility, money management/representative payee, transportation/vouchers, emergency financial assistance, housing for youth & housing grants/subsidies; mental health & substance abuse srvs; primary medical care, including dementia & dental care; other health care, including residential site/home care, hospice care, attendant care, home infusion therapy, alternative/complementary therapies, fiscal administration/intermediary support, respite (child) care, case management, peer advocacy, assisted housing program, permanent HIV housing, crisis hotline, & nutrition counseling; delivered meals, grocery center, emergency food boxes, & food solicitation.

Scope Change

In collaboration with HIV System of Care division of the Department of Public Health programs, community based organizations will provide the following services to residents of the City and County of San Francisco affected by HIV who meet income eligibility requirements of the grantors and the Departments high risk and affected target populations. Services include ambulatory outpatient care, oral health care, medical case management, non-medical case management, peer advocacy, fiscal and administrative program support, technical assistance, treatment adherence services, outpatient mental health, outpatient substance use counseling, prevention with positives counseling, money management representative payee services, legal support advocay services, benefits counseling, therapeutic monitoring, emergency financial assistance services, home health care hospice services, medical nutrition therapy, food bank, delivered meals, health education, risk reduction counseling, emergency housing, medical transportation, outreach, psychosocial support, referral and linkages, respite care, rehabilitation, treatment advocacy, facility based care, residential mental health, residential substance use services, detox, employment advocacy, hotline counseling, HIV consumer advocacy, grant writing, HIV Health Services Planning Council support. Funding will include Federal grants, State grants, local grants, and General Fund.

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

A wide spectrum of srvs are necessary to effectively deal with the multifaceted complex needs of

persons with HIV, including health, mental health, psychosocial support, housing, benefits eligibility, & nutrition services. These services need to be accessible & culturally appropriate to persons from diverse ethnicities, cultures, genders, age groups, sexual orientations, & income levels, including homeless/indigent residents. These services help people with HIV maintain financial independence, prevent them from becoming homeless, provide mental health services & chemical dependency treatment. Denial of these services would seriously hinder the City's ability to provide services to persons living with HIV, including low income/indigent persons, women & children.

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?

It is anticipated that these contracts will be renewed depending on the availability of funding from our Federal, State and local grantors.

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:

These are continuing services essential to the delivery of Community Health Equity and Prevention services for the residents of the City and County of San Francisco who are affected by HIV and other communicable diseases.

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).

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

Explain the qualifying circumstances:

These are highly specialized services supporting HIV and other communicable disease programs. Community based organizations provide a unique service to the community affected by HIV and other communicable disease, services are provided where they live and by peers who are experts in the delivery of Public Health services.

B. Reason for the request for modification:

To extend term, increase amount by \$150,000,000 for a new total of \$450,000,000, and to update the Description of Services language.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience & knowledge in the provision of comprehensive primary medical care, early intervention treatment, psychosocial support, counseling & crisis intervention services, dental care, case management, alternative medical approaches related to HIV treatment, a wide range of home health care & hospice care services, HIV-related health education, outreach, financial management services, HIV treatment advocacy, HIV & substance use related mental health & clinical treatment. Experience in providing rental assistance & access to emerging issues with housing support services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2210, Dentist; 2585, Health Worker 1; 2589, Health Program Coordinator 1; 2626, Chief Dietitian; 2819, Assistant Health Educator; 2903, Eligibility Worker; 2910, Social Worker;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service classifications are not applicable as staffing is only one component of the overall services being provided. Staffing conforms with policy, funding, & legal mandates. In addition, Community Based Organizations are part of the continuum of service providers required by Ryan White CARE Act of 1990.

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: HIV-related services continue to change with the evolution of the disease. Therefore, it would not be practical to adopt new civil service classifications to perform this specialized 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.

See attached list of current contractors.

7. **Union Notification:** On 04/25/16, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; Professional & Tech Engrs, Local 21; Physicians and Dentists - 11AA;

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# 2005-07/08

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/18/2016

Receipt of Union Notification(s)

Receipt of Updated Modification Request to PSC#2005-07/08 - MODIFICATIONS

Carmona, Irene (DPH)

Mon 4/25/2016 12:14 PM

To: DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; jduritz@uapd.com <jduritz@uapd.com>; Larry.Bradshaw@seiu1021.org <Larry.Bradshaw@seiu1021.org>; tiya.thlang@seiu1021.org <tiya.thlang@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; david.canham@seiu1021.org <david.canham@seiu1021.org>; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; ablood@cirseiu.org <ablood@cirseiu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; Joe.brenner@seiu1021.org <joe.brenner@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; Carey.dall@seiu1021.org <Carey.dall@seiu1021.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Sandeep.lal@seiu1021.net <Sandeep.lal@seiu1021.net>; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; Lopez-Barrios, Ricardo (PDR) <ricardo.lopez@sfgov.org>;

Cc: Carmona, Irene (DPH) <Irene.Carmona@sfdph.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>;

PSC RECEIPT of Updated Modification notification sent to Unions and DHR

This is an updated to the PSC "Type of Approval" to "Continued" as indicated on the Original PSC Request.

The PUBLIC HEALTH – DPH has submitted a modification request for a Personal Services Contract (PSC) for \$150,000,000 for services for the period March 1, 2016 – Continued.

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

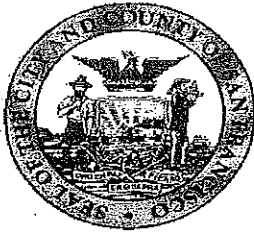
After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6477>

Email sent to the following addresses: L21PSCReview@ifpte21.org jduritz@uapd.com Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net Joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org

Irene Carmona, Manager
San Francisco Department of Public Health
Office of Contract Management and Compliance
101 Grove St., Room 402
San Francisco, CA 94102

Additional Attachment(s)



Ed Lee
Mayor

San Francisco Department of Public Health

Jacquie Hale
Director of DPH Office of Contracts
Management and Compliance
of the DPH Business Office

June 29, 2016

To: Suzanne Choi, Citywide PSC Coordinator
Department of Human Resources

From: Jacquie Hale, Director
DPH Office of Contracts Management and Compliance

Subject: Modification to PSC 2005-07/08 HIV Prevention Services,
Miscellaneous Surveillance Services

Please note that we have corrected the classifications listed on the above-referenced PSC to remove 2620 Food Service Management Administrator, as position specifications for that classification are limited to hospitals, and the services to which it relates are those provided by nonprofit organization Project Open Hand:

“Under general direction, plans, organizes, and directs the activities of staff engaged in the preparation and serving of food to patients and personnel within a hospital setting; assists with formulating menus and implements portion sizes in accordance with patient and staff nutritional and dietary needs; oversees the storage of food and the cleaning of kitchen and dining areas, utensils, and equipment; and performs related duties as required.”

Please let me know if you have any questions or comments regarding the above. I will also upload this to the PSC database for reference.

Thank you for your assistance with this PSC.

Current Continuing Department HIV Health Services Contractors:

- AIDS Emergency Fund
- AIDS Legal Referral Panel
- Asian Pacific Islander Wellness Center
- Catholic Charities
- Community Awareness & Treatment Services, Inc
- Dignity Health
- Dolores Street Community Services
- HealthRIGHT 360
- Instituto Familiar de la Raza
- Larkin Street Youth Center
- Lutheran Social Services
- Maitri
- Mission Neighborhood Health Center
- Native American Health Center
- Positive Resource Center
- Project Open Hand
- San Francisco AIDS Foundation
- San Francisco Food Bank
- San Francisco Suicide Prevention
- Shanti
- Regents of the University of California, San Francisco
- University of the Pacific School of Dentistry
- Westside Community Mental Health
- Robert Whirry Consulting



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

PSC No.	Dept/No	DeptName	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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 19, 2008

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER: 82

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

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

TYPE OF SERVICE: HIV Health Services

FUNDING SOURCE: Federal Ryan White CARE, State, Federal Office of Minority Health, and CMS

PSC AMOUNT: \$300,000,000 PSC DURATION: 7/01/08 - 6/30/18
(\$30,000,000/yr for 10 yrs)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors 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, transportation/vouchers, emergency financial assistance, housing for youth and housing grants/subsidies; mental health and substance abuse services; primary medical care, including dementia and dental care; other health care, including residential site/home care, hospice care, attendant care, home infusion therapy, alternative/complementary therapies, respite (child) care, case management, peer advocacy, assisted housing program, permanent HIV housing, crisis hotline, and nutrition counseling; delivered meals, grocery center, emergency food boxes, and food solicitation.

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

A wide spectrum of services are necessary to effectively deal with the multifaceted and complex needs of persons with HIV, including health, mental health, psychosocial support, housing, benefits eligibility, and nutrition services. These services need to be accessible and culturally appropriate to persons from diverse ethnicities, cultures, genders, age groups, sexual orientations, and income levels, including homeless/indigent residents. These services help people with HIV to maintain financial independence, prevent them from becoming homeless, provide mental health services and chemical dependency treatment if needed, increase their resistance to disease and maintenance of immune functions, and provide needed emotional support during night/weekend hours. Denial of these services would seriously hinder the City's ability to provide services to persons living with HIV, including low income/indigent persons, women and children.

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 #s 2016-98/99

D. Will the contract(s) be renewed?

It is anticipated that these contracts will be renewed depending on need and funding availability.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Locals 21 and 1021 and Union of Amer. Phys. & Dentists.

RFP sent to [Union Name], on [Date], [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2005-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Handwritten signature and date: Approved 7/33/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience and knowledge in the provision of comprehensive primary medical care, early intervention treatment, psychosocial support, counseling, and crisis intervention services, dental care, case management, alternative medical approaches related to HIV treatment, a wide range of home health care and hospice care services, HIV-related health education, outreach, financial management services, HIV treatment advocacy, HIV and substance use related mental health and clinical treatment. Experience in providing rental assistance and access to emergency housing including residential and site specific substance abuse treatment. An established working relationship with CARE contractors. Familiarity with the intent and parameters of Ryan White CARE funding. Possession of diverse technical assistance resources. Expertise in assessing, planning, developing and implementing data management and tracking systems. Ability to prepare and deliver meals. Experience in obtaining and distributing surplus food to a large number of people. Access and sensitivity to the target populations.

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

Homemaker (2994), Psychiatric Social Worker (2930), Medical Social Worker (2920), Social Worker series (2910,2912,2914), Eligibility Worker series (2903, 2905, 2907), Health Educator Series (2819, 2822, 2825), Chief Dietitian(2626), Food Service Manager Administrator (2620), Health Program Coordinator (2589), Health Worker series (2585, 2586, 2587, 2588), Clinical Psychologist (2574), Occupational Therapist (2548), Pharmacist(2450), Registered Nurse (2320), Licensed Vocational Nurse (2312), Psychiatric Social Worker (2930), Physician (2220), Dentist (2210),

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are not applicable as staffing is only one component of the overall services being provided. Staffing conforms with policy, funding, and legal mandates. In addition, Community Based Organizations are part of the continuum of service providers required by the Ryan White CARE Act of 1990.

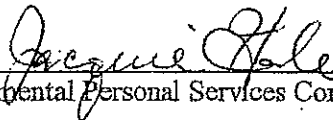
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

HIV-related services continue to change with the evolution of the disease. Therefore, it would not be practical to adopt new civil service classifications to perform this specialized work.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Please see 4A above. Various contractors have been specified by funders for these services. | | |
| 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? Yes. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address