



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: August 4, 2017

To: The Honorable Civil Service Commission

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

From: Victoria Chan, ENV  
Anna Wong, LIB  
Shamica Jackson/Stacey Lo, PUC  
Rod Goree, MTA  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$20,329,000	\$57,135,940	\$537,813,690

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

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**POSTING FOR****August 21, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-08-21

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>	<b>Type of Approval</b>
41033 - 16/17	ENVIRONMENT	\$450,000.00	Contractor will provide professional technical assistance for program development and implementation of projects and programs in the Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.	September 1, 2017	August 31, 2025	REGULAR
44775 - 16/17	PUBLIC LIBRARY	\$500,000.00	Hire qualified and experienced consultant to provide one to four day general and advanced Standardized Test and College Admissions Workshops for high school students to be held in various library locations. Workshops may include individualized support for students. the workshops will provide equal access to educational opportunities for the diverse communities in the City at no charge, and aim to instruct students in effective approaches to exam and college admission process, plus boost their confidence as they approach exams or re-take exams. Consultant to provide healthy refreshments to keep students fueled and focused during the workshops. Providing access to nutritious food and drink during workshops is an important part of student learning.	June 1, 2018	December 31, 2022	REGULAR
46784 - 16/17	PUBLIC UTILITIES COMMISSION	\$3,750,000.00	Professional engineering design, engineering construction support services, and geotechnical services for the coastal erosion management and engineering assessment of the Lake Merced Transport Tunnel (LMT) along South Ocean Beach as it runs from Sloat Boulevard to the Oceanside Water Pollution Control Plant. The project scope of work includes review of existing project engineering documents, engineering analysis of the current and potential coastal erosion, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship, development of the project conceptual engineering report, development of engineering construction bid documents including a geotechnical data report, geotechnical interpretive report, and engineering administration review of construction documents. The project is currently in the early alternatives analysis phase of planning, investigating a variety of alternatives that can address the ongoing erosion problem and provide added structural integrity for the LMT.	September 1, 2017	August 31, 2022	REGULAR
49415 - 16/17	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering	November 1, 2017	October 31, 2022	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			and other specialized engineering are needed to complete utility engineering projects.			
40149 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$5,400,000.00	This consultant services contract will provide project and construction management support services for the Van Ness Corridor Transit Improvement Project, specifically: Primavera P6 schedule updates and analysis; risk and contingency program management and project and construction management support in compliance with Federal Transit Administration oversight principles and best practices; quality assurance management and assistance in compliance with Caltrans source inspection requirements/practices; construction management in Caltrans right of way construction; technical writing; office engineering support in electronic document management systems; inspection support for non-recurrent/as-needed critical path construction; cost estimating support; and contract administration/claims engineering support services.	July 1, 2017	June 30, 2020	REGULAR
44546 - 16/17	PUBLIC HEALTH	\$1,120,000.00	The Department of Public Health Director's Hearing is a monthly hearing where fines, suspensions, and revocations are imposed by the San Francisco Department of Public Health on non-compliant business operators or individuals. In order to eliminate a conflict of interest and reduce the event of appeals, the Department must secure the services from an independent Hearing Officer who will be selected through a competitive bid process. The appointed Hearing Officer hears testimony from the Department of Public Health staff, the responsible parties, and other interested individuals. The Hearing Officer may render a decision immediately or within 2 to 60 days, depending on the complexity of the case and the relevant code, and provide documentation to support the process. Cases are heard regarding Housing and Vector Control, Tobacco Sales, Massage Establishment, Body Art, Food Programs, Cross Connection Control, Medical Cannabis Dispensaries, and other matters under the San Francisco Health Code. Permit decisions made at the Director's Hearing are appealable to the San Francisco Board of Appeals. Other fines and penalty decisions may be appealed at the San Francisco Superior Court.	July 1, 2017	June 30, 2022	REGULAR

**TOTAL AMOUNT \$20,220,000**



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## Posting For August 21, 2017

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-08-21

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
39224 13/14 - MODIFICATIONS	August 21, 2017	PUBLIC LIBRARY -- LIB	\$85,000	\$165,000	Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.	09/30/2018	04/30/2022	REGULAR
4124 - 10/11 - MODIFICATIONS	August 21, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$24,000	\$120,000	Contractor shall implement the following: (1) transport San Mateo thornmint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.	01/11/2018	07/31/2021	REGULAR

**TOTAL AMOUNT \$109,000**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Toxics Reduction Technical Consulting

Funding Source: Solid Waste Impound Account

PSC Amount: \$450,000

PSC Est. Start Date: 09/01/2017

PSC Est. End Date: 08/31/2025

**1. Description of Work**

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

Contractor will provide professional technical assistance for program development and implementation of projects and programs in the Toxics Reduction Program Contractor will provide technical assistance in any or all of the following issue areas, which may include but are not limited to: Integrated Pest Management; Environmentally Preferable Purchasing; Precautionary Principle Toxic Chemical Reduction; Hazardous Waste; Product Stewardship; Green Business; and Used Motor Oil Recycling. Contractor may perform technical research, conduct technical and/or laboratory analyses, and/or make recommendations regarding program development, strategy, legislation, and policy as well as assist with technical training for City staff and stakeholder engagement on topics related to toxics reduction, pollution prevention, and hazardous waste management.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs that protect the health and safety of City residents, visitors, workers, and the environment. It is critical that these programs be based on the most up-to-date science and relevant data to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions. Please see Addendum #1 for complete explanation.

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

These services were provided mostly recently under PSC 4109-07/08, approved 3/17/08 and 2/15/14.

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

Possibly, if the program still needs the service.

**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 Department expects that the need for these services will continue into the foreseeable future, especially as consumer trends continue to evolve and the technological sector advances. It is critical that the Department have current, up-to-date technical assistance available to ensure the use of effective methodologies and informed decision-making in the operation of toxics reduction programs. Specialized knowledge and innovative approaches in addressing new generations of toxics will aid San Francisco in meeting its goal of zero waste.

**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

As noted before, the issues in toxics reduction and hazardous waste are myriad and ever-evolving. They often require specialized expertise to identify safer alternatives, management techniques, and training for a short-term project. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective toxics reduction and hazardous waste management for the City. Due to the multi-disciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multidisciplinary team of experts to provide the necessary technical assistance for short and intensive periods of time.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Please see Addendum #1 for specific skills/expertise required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes, from time to time, the Contractor will access research databases and peer-reviewed journals to which the City does not have access.

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

No single Civil Service position exists or possesses the breadth of scientific expertise or skills that the Toxics Reduction Program may need at any given time. When a project is narrow, we can and do consult with individuals who are City staff that may have specific experience or expertise on that subject. However, our projects are mostly intensive for short periods of time, and often require multidisciplinary expertise; these latter situations require a contractor that can assemble a multidisciplinary team.

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

A. Explain why civil service classes are not applicable.

No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. As program needs evolve with consumer trends, so too must the expertise needed in the contracted team.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the broad nature of the skills needed to perform this work. In addition, new products, and procedures of concern to the environment are continually being discovered, so a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Please see Addendum #1 for possible training details.

- 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 06/26/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

Name: Victoria Chan Phone: 415-355-3704 Email: victoria.w.chan@sfgov.org

Address: Dept of the Environment, 1455 Market St, #1200 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41033 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# Receipt of Union Notification(s)

## Chan, Victoria (ENV)

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**From:** dhr-psccordinator@sfgov.org on behalf of victoria.w.chan@sfgov.org  
**Sent:** Monday, June 26, 2017 10:13 AM  
**To:** Chan, Victoria (ENV); eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Chan, Victoria (ENV); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41033 - 16/17

RECEIPT for Union Notification for PSC 41033 - 16/17 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 41033 - 16/17 for \$450,000 for Initial Request services for the period 09/01/2017 – 08/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9386> 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)**

Department of the Environment

**Toxics Reduction Technical Consulting – Addendum #1**

**Q. 1B. Explain why this service is necessary and the consequences of denial:**

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs that protect the health and safety of City residents, visitors, workers, and the environment. It is critical that these programs be based on the most up-to-date science and relevant data to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access vast resources and information as quickly as possible to provide effective toxics reduction and hazardous waste management for the City. Due to the multidisciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multidisciplinary team of experts to provide the necessary technical assistance. Denying this contract would leave the City exposed to accusations of uninformed or ill-advised decision making and potentially ineffective methodologies for reducing risk to both human and environmental health. Well-designed Toxics Reduction projects and initiatives are necessary in anticipating and addressing potential hindrances to meeting the City's goal of zero waste to landfill by 2020.

**Q. 3A. Specify required skills and/or expertise:**

For Toxics Reduction-related projects:

- Knowledge of chemistry, toxicology, industrial hygiene, and other related fields in terms of health and environmental risk assessment and protection.
- Knowledge of environmental and health attributes of chemical products or other commodities.
- Experience in evaluating chemicals, products, and other commodities and providing a science-based assessment of a range of alternatives.

For Hazardous Waste Disposal Analysis:

- Knowledge of principles and applicable laws, regulations and policies in hazardous waste and hazardous waste facility operations.
- Experience conducting hazardous waste generation and disposal studies and analyses for local government and/or municipal and hazardous waste management operators.

**Q. 3B. (1) What efforts has the department made to obtain these services through available resources within the City?**

No single Civil Service position exists or possesses the breadth of scientific expertise or skills that the Toxics Reduction Program may need at any given time. When a project is narrow, we can and do consult with individuals who are City staff that may have specific experience or expertise on that subject. However, our projects are mostly intensive for short periods of time, and often require multidisciplinary expertise; these latter situations require a contractor that can assemble a multidisciplinary team.

**Q. 4C. Name and contact information for the project manager/lead for this proposed work:**

Jen Jackson, Department of the Environment, 415-355-6758, [cynthia.jackson@sfgov.org](mailto:cynthia.jackson@sfgov.org)

**Q. 5.B. Will the contractor train City and County Employees?**

If so, please explain what that will entail.

The contractor may train City personnel on toxics reduction techniques and principles, environmentally preferable product purchasing, the precautionary principle, hazardous waste management and reduction, and other related areas. Training will be based on an as needed basis for appropriate City employees such as gardeners, mechanics, janitors, building maintenance workers, transportation workers, health and safety personnel, scientists and engineers, etc. In addition, training may be given to outside organizations that employ services that may involve the handling of potentially toxic products such as janitorial services, or serve as drop-off sites for certain types wastes (i.e. batteries, fluorescent lighting, latex paint, etc.) such as retailers. The number of hours dedicated to outside organizations will vary by project, but will likely represent approximately 20% of the contract amount.

**Additional 1:** Is there a plan to transition this work back to the City? Please explain why or why not.

No. As noted previously, this work is episodic in nature and requires a multidisciplinary approach.

**Additional 2:** What support will the department provide to help build internal capacity to do this work?

The issues in toxics reduction and hazardous waste are myriad and ever-evolving. They often require specialized expertise to identify safer alternatives, management techniques, and training. While we do have some specialists on staff where there is a year-round need for their expertise, we do not need year-round support for the wide variety of projects that come up in any given year.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT – ENV Dept. Code: ENV

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

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

Type of Service: Technical Consulting

Funding Source: Solid Waste Impound Account PSC Duration: 6 years
PSC Amount: \$1,500,000 PSC Est. Start Date: 07/01/2008 PSC Est. End Date: 06/30/2014

1. Description of Work

A. Scope of Work:

Contractor will provide professional technical assistance for program development and implementation of the Toxics Reduction and Zero Waste programs. Contractor will provide assistance to achieve toxic reduction in water, air, and soil; environmentally preferable product purchasing; manage hazardous waste including but not limited to paint, oil, used light bulbs, electronics, pesticides, and other products containing hazardous constituents; the precautionary principle; reduce persistent bioaccumulative toxins, endocrine disruptors and neurotoxins; promote and certify green businesses, promote pesticide reduction, and effective stakeholder involvement. Contractor will also prepare and conduct solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks.

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

The Department of the Environment is charged with the responsibility to develop and implement programs to protect the health and safety of City residents, visitors, City workers, and the environment. It is critical that these programs be based on the most up-to-date science and other information in order to ensure credibility with target audiences and to ensure that reductions in toxicity and exposure are achieved by the City's actions. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective toxics management for the City. [See attached document.]

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.

A contractor has been successfully used to provide Toxics Reduction technical assistance via a personal service contract, contract approval number 4039-03/04. A contractor has been successfully used to provide such Zero Waste assistance via personal service contracts, with the most recent approval number being 4063-06/07.

D. Will the contract(s) be renewed? Contract is expected to be re-bid if needed.

2. Union Notification: On 01/16/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; SEIU Local 1021

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4109 07/08

DHR Analysis/Recommendation:

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise:  
Must have skills/expertise and access to resources in human health and environmental risk assessment and protection; development and implementation of toxic reduction programs such as integrated pesticide management, and Persistent, Bioaccumulative and Toxic chemical reduction; environmentally preferable purchasing, green business development, hazardous waste management and reduction, and application of Precautionary Principle in environmental management. [See Attached Document]
- B. Which, if any, civil service class(es) normally perform(s) this work?
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes. They will provide some equipment and databases needed for disposal and litter characterizations and diversion rate calculations.

**4. Why Classified Civil Service Cannot Perform**

- A. Explain why civil service classes are not applicable:  
No Civil Service position exists or possesses the breadth of scientific expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team of expertise to provide the necessary technical assistance for short and intensive periods of time. [See Attached Document]
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No, because of the broad nature of the skills needed to perform this work. In addition, new chemicals, products, and procedures of concern to human health and the environment are continually being discovered, so a flexible team...[See Attached Document]

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 01/16/2014 BY:

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: 1455 Market St., #1200 San Francisco, CA 94103



4114-07/08	Municipal Transportation Agency (MTA)	\$5,000,000	Will provide transit service related to the San Francisco Municipal Transportation Agency's (SFMTA's) implementation phase of the Transit Effectiveness Project (TEP).	Regular	03/01/10
4115-07/08	Department of Public Health	\$828,000	Will provide year round 24 hour 7 day a week access to telephone interpreters for San Francisco General Hospital, the Public Health Centers, Laguna Honda Hospital, Health at Home and other Department locations.	Regular	12/31/13
4116-07/08	Department of Public Health	\$0.0	Will provide retroactive electronic claims submissions to Medi-Cal, Medicare and commercial insurance payers and processing of those claims for the Community Health Network (CHN).	Regular	06/30/14
1009-06/07	Health Service System	Increase Amount \$250,000 New Amount \$672,055	Will provide health benefit plan actuarial and consulting service. Services will include developing rates; consulting with HSS staff; conducting studies of alternative healthcare plans; and developing an estimated budget for all core benefit services.	Annual	06/30/09
4085-07/08	Public Utilities Commission	Increase Amount \$1,100,000 New Amount \$2,000,000	Will provide as-needed reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues).	Regular	06/30/12

**Speakers:**

Mark Westlund, Department of the Environment spoke on PSC #4109-07/08.

September Jarrett and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #4110-07/08.

Elaine Forbes and Neil Hrushowy, Planning Department spoke on PSC #4112-07/08.

Virgil Dennis, Municipal Transportation Agency spoke on PSC #4113-07/08.

Ashish Patel, Municipal Transportation Agency spoke on PSC #4114-07/08.

Gladys Solivan and David Dao, Department of Public Health spoke on PSC #4115-07/08.

Robin Courtney, Health Service System and Steve Ponder, Department of Human Resources spoke on PSC #1009-06/07.

David Scott and Jagan Samudrala, Public Utilities Commission spoke on PSC #4085-07/08.

**Note:**

Vice President Donald Casper presented the following statement regarding PSC #4110-07/08: In passing upon personal services contracts, the basic test employed by this Commission is whether the proposed services "are of such a nature that they could be performed by one selected under the provisions of civil service." (*State Compensation Ins. Fund v. Riley* (1936) 9 Cal.3d 126, 135.) The restriction on contracting out the City's work is not found in any express provision of the Charter. "Rather, it emanates from an implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction." (*California State Employees' Assn. v. Williams* (1970) 7 Cal.App.3d 390, 397.) That is the basis for this Commission's jurisdiction with respect to personal services or outsourcing contracts.

Here, the proposed services are to be performed by classified or non-certified employees of the San Francisco Unified School District to implement the Mayor's 2008 Summer Food Service Program. The Department of Children, Youth and Their Families seeks approval of a contract with the School District for the preparation of daily lunches by District personnel employed in food service classifications, including 2604 Food Service Worker, 2618 Food Service Supervisor, and 2650 Assistant Cook.

As provided by Section 45318 of the State Education Code, classified or non-certificated personnel of the San Francisco Unified School District are employed pursuant to the merit system provisions of the City Charter. They are subject to the control of this Commission and, as such, are members of the City's classified civil service. (*Evans v. San Francisco Unified School Dist.* (1989) 209 Cal.App.3d 1478, 1481.)

Therefore, not only will the services rendered under the proposed Summer Food Service Program contract with the School District be of a nature that they could be performed by members of the City's classified civil service. The services will in fact be performed by them. The integrity of the merit system will not be endangered. In my opinion, it was unnecessary to have brought this contract to this Commission for review. The Department of Children, Youth, and Their Families recognizes my position in this regard. It has submitted the contract to this Commission to escape a procedural, no, bureaucratic knot in the Controller's office. I vote to approve the contract only to assist the Department in achieving the contract's purpose. While civil service time may be measured in very long increments, life is still too short.

The Executive Officer informed the Commission that she advised the Department to submit the PSC request for approval by the Commission. In the event the Department does not use School District civil service personnel, the approval is in place and there is no delay in providing the service.

**Action:** Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0099-08-1

Secondary Criteria for Q - 60 Police Lieutenant, San Francisco Police Department. (Item No. 6)

March 3, 2008:

- (1) Postpone to the meeting of March 17, 2008. (Vote of 2 to 1; Commissioner Casper dissents.)
- (2) Accept the recommendation of the Human Resources Director and approve the proposed secondary criteria for Q - 60 Police Lieutenant. (Vote of 2 to 1; Commissioner Gorrone dissents.)
- (3) Three votes are needed for Commission action; therefore, the item is continued to the meeting of March 17, 2008.

Speakers: None.

Action: Postpone to the meeting of April 7, 2008. (Vote of 4 to 0)

0115-08-4

Appeal by Lois H. Scott of the Position-Based Testing job announcement for 0932 Manager VI CIP Program Service Manager (PBT-0941-53190). (Item No. 7)

Speakers: Jennifer Johnston, Department of Human Resources  
Lois Scott, IFPTE Local 21  
Pat Pendergast, Public Utilities Commission

Action: Postpone to the meeting of April 7, 2008. (Vote of 3 to 0)

0829-06-7

Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 8)

Speakers: None.

Action: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.  
(Vote of 4 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION** (Item No. 9)

Brian Garrett inquired on the status of his pending appeal and when he could expect a hearing.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS** (Item No. 10)

Commissioner Wh inquired on the status of a previous request for a report on the policies and procedures governing the timelines for hearing appeals after they are received.

Vice President Casper inquired on how sick leave language in the Leaves of Absence Rule is interpreted by departments and use of restrictions.

**ADJOURNMENT** (Item No. 11)

3:48 p.m.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB

Dept. Code: LIB

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

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

Type of Service: Standardized test and college admission preparation workshops to high school students

Funding Source: Public Library's Children's Baseline

PSC Amount: \$500,000

PSC Est. Start Date: 06/01/2018

PSC Est. End Date: 12/31/2022

**1. Description of Work**

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

Hire qualified and experienced consultant to provide one to four day general and advanced Standardized Test and College Admissions Workshops for high school students to be held in various library locations. Workshops may include individualized support for students. the workshops will provide equal access to educational opportunities for the diverse communities in the City at no charge, and aim to instruct students in effective approaches to exam and college admission process, plus boost their confidence as they approach exams or re-take exams. Consultant to provide healthy refreshments to keep students fueled and focused during the workshops. Providing access to nutritious food and drink during workshops is an important part of student learning.

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

To provide City students, especially economically disadvantaged teens with opportunities to train at no cost for exams required for applying to colleges and universities. Denial will prevent at-risk and economically disadvantaged students from college prep training and resources.

**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.**

Since 2008, the Public Library has provided such services to the community. Due to the seasonal need of offering multiple College Prep trainings during national exam periods, the Library has not pursued creating a dedicated position to offer this service to students. The most recent PSC is #4158-07/08

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

Yes, the Library will consider renewing the contract based on the needs of the City's student to provide continuity of services.

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

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

College entrance exams are not scheduled constantly throughout the year, but instead are scheduled at intermittent points in the year to meet the needs of high school students and to test their ability and readiness for college. As a result, the test preparation workshops are most valuable to high school students when they are also scheduled intermittently and periodically in concert with the examination schedules to allow for review and preparation immediately preceding testing dates.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Consultant shall be skilled and experienced in designing and conducting college preparation workshops including but not limited to SAT Tests, SAT Subject Tests, Basic Math and Reasoning, ACT Tests, TOEFL Tests, college essay-writing, paying for college, and college admissions. The workshops must address the standardized tests and processes currently required of high school students for educational goals. Consultant shall also provide tutors experienced in training on the latest standardized test and college admissions workshops and related topics.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant; 3374, Volunteer/Outreach Coord;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor shall provide standardized test and college admission training materials such as lesson plans and practice tests as well as healthy refreshments for workshop attendees.

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

To the best of our knowledge, no other City agency provides free and reliable college prep workshops to students.

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

- A. Explain why civil service classes are not applicable.  
Standardized Test and College Admissions trainers are specialized and those workshops are provided on an intermittent and periodic basis, scheduled according to college exam periods, which are brief peak periods. Due to the seasonal need, the Library is unable to hire outside of the contracting option.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the special expertise required in training tutors on standardized college entrance exams, which consistently evolve, and due to the brief exam and training peak durations and interim testing periods. This requires a seasonal position which does not meet the Library's current staffing model.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There is no Training for this PSC.
- 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 05/23/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous

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

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44775 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

**Wong, Anna (LIB)**

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**From:** dhr-psccordinator@sfgov.org on behalf of anna.wong@sfpl.org  
**Sent:** Tuesday, May 23, 2017 11:37 AM  
**To:** Wong, Anna (LIB); peter.masiak@seiu1021.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44775 - 16/17

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 44775 - 16/17 more than \$100k

The PUBLIC LIBRARY -- LIB has submitted a request for a Personal Services Contract (PSC) 44775 - 16/17 for \$500,000 for Initial Request services for the period 06/01/2018 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8832> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



San Francisco Public Library  
 100 Larkin Street, San Francisco, CA 94102-4733

March 22, 2012

**MEMORANDUM**

TO: Maria Ryan, DHR-PSC Coordinator  
 Department of Human Services (Dept. 33)

FROM: Donna Marion, PSC Coordinator *DM*  
 Public Library (Dept. 41)

SUBJECT: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No.: 4158-07/08 Approval Date: 5/19/2008

Description of Services: Provide standardized test and college admission preparation workshops for high school students to be held in various library branches to provide equal access to the diverse communities in the City.

Original Approved Amount:	\$450,000.00	Original Approved Duration:	4/1/06 - 12/31/2014
<small>(modified from PSC# 3091-05/06 for \$49,000, 4/1/06 - 7/31/09)</small>			
Modification Two Amount:	\$73,550.00	Modification of Duration:	4/1/06 - 6/30/2018
Total Amount as Modified:	\$523,550.00	Total Duration as Modified:	4/1/06 - 6/30/2018

Reason for the modification: To accommodate a new RFP contract for another five years in order to continue extending these no-cost workshops to the City's students. The current contract will be terminating.

Attachments: Copy of PSC #4158-07/08

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 3 / 26 / 12

By: *Micki Callahan*  
 for Micki Callahan, Human Resources Director



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

May 21, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4153-07/08 THROUGH 4157-07/08; 4159-07/08; 4052-07/08 AND 4158-07/08.**

At its meeting of May 19, 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:

- (1) Adopt the Human Resources Director's report on PSC #4155-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
  - Micki Callahan, Human Resources Director
  - Connie Chang, Public Utilities Commission
  - Nancy Gonchar, Arts Commission
  - Shamica Jackson, Public Utilities Commission
  - Jennifer Johnston, Department of Human Resources
  - William Lee, Department of Emergency Management
  - Joan Lubamersky, Administrative Services
  - Donna Marion, San Francisco Public Library
  - Jonathan Nelly, Department of Human Resources
  - Mary Ng, Department of Human Resources
  - Naomi Kelly, Office of Contract Administration
  - Ben Rosenfield, Controller
  - Commission File
  - Chron

RECEIVED  
PUBLIC LIBRARY  
08 MAY 22 PM 12:00

POSTING FOR  
May 19, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4052-07/08	33	Human Resources	Regular	\$0.00	\$200,000.00	Will provide workers' compensation claims auditing services to determine the efficiency, effectiveness, and the consistency of claims adjusting service and the accuracy of loss runs.	30-Apr-11
4158-07/08	41	Public Library	Regular	\$401,000.00	\$450,000.00	Will provide one to four day general and advanced SAT tutorial workshops for high schools student to be held in various library branches to provide equal access to the diverse communities in the City.	31-Dec-14

*OK*

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 18, 2008

DEPARTMENT NAME Public Library

DEPARTMENT NUMBER 41

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 3091-05/06)

TYPE OF SERVICE: Providing workshops to high school students on taking the SAT exams.

FUNDING SOURCE: Public Library's "Supporting Successful Teens" Program

ORIGINAL PSC AMOUNT: \$49,000 PSC DURATION: 4/01/2006 -- 7/31/2009
MODIFICATION AMOUNT: \$401,000 PSC DURATION: 9/02/2008 -- 12/31/2014
TOTAL PSC AMOUNT: \$450,000 PSC DURATION: 4/01/2006 -- 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Hire a qualified and experienced consultant to provide one to four day general and advanced SAT tutorial workshops for high school students to be held in various library branches to provide equal access to the diverse communities in the City.

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

To provide City students, especially the economically disadvantaged teens, opportunities to train for the SAT exams required for applying to universities at no cost. Denial will prevent underprivileged students from SAT training.

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):

The Library is providing such training under PSC #3091-05/06 but will exceed the \$49,000 approved amount during this Fall semester.

D. Will the contract(s) be renewed:

The Library would like to renew the current contract by exercising an "option to renew" to renew the current contract and issuing another RFP solicitation further down the PSC period should it be approved.

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

Local 21 Union Name [Signature] Signature of person mailing / faxing form 4/14/08 Date

RFP sent to [Union Name] , on [Date] [Signature]

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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:

Consultant to provide tutors experienced in training on the latest SAT exams and topics.

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

None.

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

Yes, contractor shall provide SAT training materials such as lesson plans and practice tests.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SAT trainers are specialized and these workshops are short-term and on conducted on a continuous year-round basis. We peg these workshops with SAT exam periods.

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

No, due to the special expertise required in training SAT exams and the short-term training duration.

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 (e.g., clerks, civil engineers, etc.) and approximate number to be trained.

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

X

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

X

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

X

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

X

Library currently hired Successlink via the RFP process and may amend the current contract to exercise an option to renew. The Library may also issue a brand new RFP in a few years to allow for other contractors a chance to compete.

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

*Donna Marion*

Signature of Departmental Personal Services Contract Coordinator

Donna Marion

557-4569

Print or Type Name

Telephone Number

100 Larkin Street, San Francisco, CA 94102

Address

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: Professional Engineering Services Planning/Design/Support for Construction (CS-1003)

Funding Source: Wastewater Enterprise -- CIP

PSC Duration: 5 years

PSC Amount: \$3,750,000

**1. Description of Work**

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

Professional engineering design, engineering construction support services, and geotechnical services for the coastal erosion management and engineering assessment of the Lake Merced Transport Tunnel (LMT) along South Ocean Beach as it runs from Sloat Boulevard to the Oceanside Water Pollution Control Plant. The project scope of work includes review of existing project engineering documents, engineering analysis of the current and potential coastal erosion, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship, development of the project conceptual engineering report, development of engineering construction bid documents including a geotechnical data report, geotechnical interpretive report, and engineering administration review of construction documents. The project is currently in the early alternatives analysis phase of planning, investigating a variety of alternatives that can address the ongoing erosion problem and provide added structural integrity for the LMT.

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

If denied / delayed, further potential erosion; jeopardize wastewater infrastructure assets and further degradation of environmental and recreational uses at South Ocean Beach as it is subjected to sea level rise, climate change and other effects. This project does not address other assets in the area such as the Richmond Transport, the Westside Lake Merced Transport, the Westside Pump Station and the Oceanside Treatment Plant.

**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 request of Marine/Coastal Engineering specialty type professional engineering service has been provided in the past. The original O'Shaughnessy wall along Ocean Beach north of Lincoln Blvd. was installed in the 1920s, presumably designed by City staff. City staff does not have the expertise which includes marine construction and coastal engineering.

**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.

Construction for this project is scheduled to begin in summer of 2021 and end in the fall of 2022. During construction, it is important that the design team is available to provide engineering support, otherwise the intent of the design may not be fully realized. Therefore, for the purpose of continuity between design and construction, the request for the contract duration is 5 years.

**2. Reason(s) for the Request**

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

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

- B. Explain the qualifying circumstances:

The South Ocean Beach Project, a capital project under the Wastewater Enterprise Capital Improvement Program, is requesting specialty Marine/Coastal Engineering professional services for coastal erosion management of existing buried wastewater infrastructure (Lake Merced Transport Tunnel) protection along South Ocean Beach. The project scope of work includes engineering analysis, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: In order to achieve the project goals/objectives Marine/Coastal Engineering specialty is required with technical specialties including but not limited to: coastal area environmental / hydraulic interactions, waterfront and shore protection structures, sediment transport, beach nourishment, hydraulic modeling, and environmental impact assessment, marine structures, geotechnical engineering, littoral transport, wind-induced sand transport, underground tunnel structures, construction of structural secant pile walls, annual coastal monitoring and design of erosion mitigation measures that require implementation to comply with California Coastal Commission permit requirements.

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

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

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

The Department of Public Works-Geotechnical Engineering Group was contacted regarding this project. As the scope of the project is further developed during the planning phase, their group may be able to offer design/review services based on the project's schedule and the availability of their staff. The SFPUC project team will initiate future discussions with this group to discuss the extent of their staff involvement.

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

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

The type of specialty work in Marine / Coastal Engineering structures is not normally performed by City staff. The frequency of projects related to marine engineering is so low that the City does not typically hire engineers with this engineering specialty and/or background in this field. There are not enough projects and work to justify having an engineer on city staff with this 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. This is a unique project with complexities beyond the existing civil service classification descriptions and specialty Marine / Coastal Engineering specialty work is seldom used by the City within the ocean environment.

**6. Additional Information**

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

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

Yes. Civil Engineers and Environmental Planners will be trained through six (6)-workshops on coastal engineering and monitoring requirements for approximately 24 hours total.

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

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

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

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

**7. Union Notification:** On 06/29/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46784 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)  
**To:** [Jackson, Shamica](mailto:Jackson,Shamica); [kgeneral@ifpte21.org](mailto:kgeneral@ifpte21.org); [amakavan@ifpte21.org](mailto:amakavan@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [l21PSCReview@ifpte21.org](mailto:l21PSCReview@ifpte21.org); [Irwin, William](mailto:Irwin,William); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46784 - 16/17  
**Date:** Thursday, June 29, 2017 11:19:52 AM

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RECEIPT for Union Notification for PSC 46784 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46784 - 16/17 for \$3,750,000 for Initial Request services for the period 09/01/2017 – 08/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9688> 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:** [Kyger, Todd](#)  
**To:** [Jackson, Shamica](#)  
**Cc:** [Carlomagno, Brian](#)  
**Subject:** FW: PSC 46784  
**Date:** Tuesday, July 25, 2017 9:56:58 AM

---

fyi

Todd Kyger

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

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**From:** Paul Kim [<mailto:pkim@ifpte21.org>]  
**Sent:** Tuesday, July 25, 2017 9:45 AM  
**To:** Kyger, Todd  
**Subject:** PSC 46784

Todd,

Local 21 has no objections to PSC No. 46784-16/17 (CS-1003) moving forward and waives the 30-day Union Notice requirement. Let me know if you need anything else.



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

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 Engineering Design Services (PRO.0076)

Funding Source: SFPUC Individual Projects

PSC Duration: 5 years

PSC Amount: \$9,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering are needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, SFPUC design projects cannot be completed.

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

These services have been previously approved under PSC #48099-13/14, CS-386.

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

No.

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

Contract No. PRO.0076 is a Public Works As-Needed Professional Services Contract subject to a maximum Contract term of not more than five years per the administrative code.

**2. Reason(s) for the Request**

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

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

**B. Explain the qualifying circumstances:**

Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities, and power facilities. Areas of expertise needed include geotechnical engineering, building information modeling, transient hydraulic analysis, and trenchless technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5364, Engineering Associate 1;
- 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?**

These as-needed services will be utilized when specialized engineering that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering, is required. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., The Department of Public Works (DPW) and other City departments).

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

- A. Explain why civil service classes are not applicable.  
Engineers in current civil classifications perform some of the more routine engineering work. These as-needed services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).
- 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. Engineers are needed to perform specialized engineering design for projects and to provide support during peak work load, but this level of resources is not a long term need that warrants the hiring of additional personnel.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 06/26/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: 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# 49415 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfwater.org](mailto:SJackson@sfwater.org)  
**To:** [Jackson, Shamica; kgeneral@ifpte21.org](mailto:Jackson,Shamica;kgeneral@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Irwin, William](mailto:Irwin,William); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49415 - 16/17  
**Date:** Monday, June 26, 2017 2:21:28 PM

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RECEIPT for Union Notification for PSC 49415 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49415 - 16/17 for \$9,000,000 for Initial Request services for the period 11/01/2017 – 10/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9683> For union notification, please see the

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

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

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 48099 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Engineering Design Services (CS-386, CS-1007)Funding Source: SFPUC Individual ProjectsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 06/15/14 - 12/15/19 (5 years 26 weeks)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$2,400,000PSC Mod#3 Duration: no duration addedPSC Cumulative Amount Proposed: \$13,500,000PSC Cumulative Duration Proposed: 5 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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

Yes, PSC#48099-13/14 (CS-386)

**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 is seeking specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering services are needed to complete utility engineering projects. The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in

Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

**2. Reason(s) for the Request**

A. Display all that apply

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

Explain the qualifying circumstances:

These projects require expertise which is not available from City employees such as Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of special expertise needed include transient hydraulic analysis and trenchless technology.

B. Reason for the request for modification:

To align the PSC amount with the contract amount.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5364, Engineering Associate 1;

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.

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

**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.  
There is no training under this Agreement because the work will not be transitioned back to the City given that the work is only needed on an as-needed basis and such expertise is not found within City staff.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 06/23/16, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48099 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/05/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Project & Construction Management Support Services for Van Ness Corridor Transit Improvement

Funding Source: Local, state, and federal; developer fees

PSC Duration: 3 years

PSC Amount: \$5,400,000

**1. Description of Work**

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

This consultant services contract will provide project and construction management support services for the Van Ness Corridor Transit Improvement Project, specifically: Primavera P6 schedule updates and analysis; risk and contingency program management and project and construction management support in compliance with Federal Transit Administration oversight principles and best practices; quality assurance management and assistance in compliance with Caltrans source inspection requirements/practices; construction management in Caltrans right of way construction; technical writing; office engineering support in electronic document management systems; inspection support for non-recurrent/as-needed critical path construction; cost estimating support; and contract administration/claims engineering support services.

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

This project poses significant coordination, management, design, support and construction challenges. The City does not have the specialized expertise or staff resources to perform all the necessary, detailed work. Given the substantial capital investment to date and the targeted 3-year completion period, a failure to adequately staff a project of this size and complexity could jeopardize the receipt of over \$78 million in Federal New Starts and other funding.

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

These services for Van Ness Corridor Transit Improvement Project has not been previously provided. However, on February 2, 2009, the Civil Service Commission approved similar services for the Central Subway Project (PSC No. 4096 - 08/09)

D. Will the contract(s) be renewed?

No.

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

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The specialized technical expertise will be required for a period not to exceed 3 years for this project alone and will not be needed after this project is completed and operational.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Project and construction management expertise related to the specialized, detailed design and construction of roadway, catenary systems, electrical power transmissions system, signaling systems and architectural systems in a complex, "complete streets" urban environment with the specified expertise in Caltrans and FTA circular requirements and best practices.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

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

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

None. Neither the SFMTA nor the City has or will have the specialized expertise or staff resources required to perform all the necessary, detailed work within the 3-year time period expected to finish the Project.

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

A. Explain why civil service classes are not applicable.

No single civil service class performs the range of specialized tasks detailed in the work scope. Positions in the civil service classifications 6318-Construction Inspector, 6319-Sr. Construction Inspector, 5241-Engineer, 5207- Associate Engineer, and 5203 Assistant Engineer (for civil, structural, electrical and traffic) perform some of the tasks detailed in the work scope. However, civil service classes at SFMTA, SFPUC, and DPW are performing major portions of the project design and construction support for ongoing construction.

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. Most of the technical expertise required for ongoing construction is currently included in existing engineering classifications 5203-Assistant Engineer, 5207-Associate Engineer, and 5241-Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project is completed and operational.

**6. Additional Information**

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

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

No. No training is required as all services to be provided by selected consultant's employees.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 04/26/2017, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40149 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# Receipt of Union Notification(s)

**Goree, Rod**

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**From:** dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com  
**Sent:** Wednesday, April 26, 2017 3:26 PM  
**To:** Goree, Rod; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Goree, Rod; DHR-  
PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40149 - 16/17

RECEIPT for Union Notification for PSC 40149 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY – MTA has submitted a request for a Personal Services Contract (PSC) 40149 - 16/17 for \$5,400,000 for Initial Request services for the period 07/01/2017 – 06/30/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8820> 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

## Goree, Rod

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**From:** Kim, Henry  
**Sent:** Thursday, July 20, 2017 10:44 AM  
**To:** Katherine General  
**Cc:** Paul Kim; Gabancho, Peter; Goree, Rod; Helms, Mike; Boparai, Parveen  
**Subject:** RE: Objection/Questions to PSC #40149

Katherine, thank you very much for working with us on this. – Henry and Peter

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**From:** Katherine General [mailto:kgeneral@ifpte21.org]  
**Sent:** Thursday, July 20, 2017 10:16 AM  
**To:** Kim, Henry <Henry.Kim@sfmta.com>  
**Cc:** Paul Kim <pkim@ifpte21.org>; Gabancho, Peter <Peter.Gabancho@sfmta.com>; Goree, Rod <Rod.Goree@sfmta.com>; Helms, Mike <Mike.Helms@sfmta.com>; Boparai, Parveen <Parveen.Boparai@sfmta.com>  
**Subject:** RE: Objection/Questions to PSC #40149

Hi Henry,

 Thank you for your responses to the questions we have raised. After conferring with our members we currently do not have any additional questions.

This e-mail shall serve as Local 21's written approval of PSC #40149.

Please let Paul Kim or I know if you have any questions. Thanks.

**Katherine General**  
Representative/Organizer  
[kgeneral@ifpte21.org](mailto:kgeneral@ifpte21.org)  
IFPTE Local 21  
1167 Mission St, 2<sup>nd</sup> Floor,  
San Francisco, CA 94103  
T: (415) 864-2100  
[www.ifpte21.org](http://www.ifpte21.org)

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**From:** Kim, Henry [mailto:Henry.Kim@sfmta.com]  
**Sent:** Wednesday, July 19, 2017 10:13 AM  
**To:** Katherine General <kgeneral@ifpte21.org>; Paul Kim <pkim@ifpte21.org>  
**Cc:** Gabancho, Peter <Peter.Gabancho@sfmta.com>; Goree, Rod <Rod.Goree@sfmta.com>; Helms, Mike <Mike.Helms@sfmta.com>; Boparai, Parveen <Parveen.Boparai@sfmta.com>  
**Subject:** RE: Objection/Questions to PSC #40149

Hi Katherine and Paul,

Please note that I just received confirmation that the following inspectors are currently assigned full time to support the project, as requested below:

- Edson B. Simmons, 6319 – SFMTA
- David Ohlssen, 6318 – Public Works

- Yong Yan, 6318 – Public Works
- Ray Slayton, 6318 – Public Works

Please let us know if Local 21 can provide us a written approval so that our PSC #40149 may be calendared for the 8/21/17 CSC Meeting.

Thank you,

Henry

# **Additional Attachment(s)**

4096-08/09  
2/2/09

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 20, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 35

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING \_\_\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Professional Program Management and Construction Management Services for Central Subway, Third Street Light Rail Phase 2

SOURCE: Proposition K, State Transportation Funds and Federal New Starts Funds

PSC AMOUNT: \$147,375,171.00

PSC DURATION: March 2, 2009 – March 1, 2019

1. **DESCRIPTION OF WORK**

**A. Concise description of proposed work:**

The Third Street Light Rail Transit (LRT) Project is the most significant capital investment in generations for the Municipal Railway. Phase 1 of the 6.9-mile two-phase project, the T Third line, began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years.

Phase 2, the Central Subway Project, will extend the new Third Street line by constructing three new subway stations and one surface station to provide rail service to the Financial District and Chinatown. The extended light rail line will serve regional destinations such as Union Square, the Moscone Convention Center, Yerba Buena and AT&T Park, and will connect directly to BART and Caltrain, the Bay Area's two largest regional-commuter rail services. Continued See Attached

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

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2016, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel program management, construction management and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$762 million dollars in Federal New Start Funding.

**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):**

Comparable Program Management and Construction Management services were provided for the Third Street Light Rail Phase 1 operating segment of the 6.9 mile two-phase project that began revenue service in April 2007, restoring light rail service to the heavily transit-dependant Third Street corridor in eastern San Francisco for the first time in 50 years.

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

This contract will not be renewed.

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>	<u>Lawrence Boparan</u>	<u>1-20-09</u>
Union Name	Signature of person mailing / faxing-form	Date
Union Name	Signature of person mailing / faxing form	Date

RFP sent to	<u>IFPTE Local 21</u>	on	<u>February 2008</u>		<u>SFMTA Contract Administration</u>
	Union Name		Date		Signature

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4096-08/09-2-2-09 SFMTA approved

STAFF ANALYSIS/RECOMMENDATION: 1-20-09  
CIVIL SERVICE COMMISSION ACTION: IB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:**

Engineering design oversight and construction management of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems and architectural systems.

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

No single civil service class performs the range of tasks detailed in the work scope. The civil service classes 6318 Constructions Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineers, 5207 Associate Engineers, and 5203 Assistant Engineers for civil, structural, electrical and traffic engineers perform some of the tasks detailed in the work scope.

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 at MTA, DPW, PUC and DPT will perform major portions of the construction support as the final design is completed and the program advances into construction. Program Management and Construction Management involving specialized services not within the capability and capacity of the City staff will be assigned to the proposed consultant.

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

No. Most of the technical expertise required for construction support is currently included in existing engineering classifications 6318 Construction Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project.

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)
- 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) ( )  
SFMTA Board Resolution No. 08-201 Approved on December 2, 2008  
Board of Supervisors Resolution File No.081454 Approve on January 6, 2009
- 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 (415) 554-4160  
Print or Type Name Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Ave. Rm. 320 San Francisco CA 94102  
Address

1. **DESCRIPTION OF WORK** (continued)  
**Concise description of proposed work** (continued):

The primary purpose of the Third Street LRT Project is to provide residents with faster, more reliable and more comfortable transit service. Chinatown and the Financial District are two of the most congested and heavily developed areas in San Francisco. The Planning Department projects that by 2030, the population along the corridor of the Third Street Line and the proposed Central Subway alignment will increase 26 percent and employment will increase 61 percent – factors that are larger than the growth in population and employment anticipated for the City as a whole. The SFMTA estimates that the Central Subway will serve 56,000 riders in its first year of operation in 2016, increasing to 78,000 daily riders projected for 2030.

The Central Subway design consists of a short portion of in-street surface light rail in the southern portion of the system before transitioning into subway operation for most of the alignment. Twin bore tunnels are proposed for the subway, with three new subway stations serving the Moscone/Yerba Buena, Union Square/Market Street and Chinatown areas. The Union Square/Market Street Station will interconnect with the existing BART/Muni Powell Street Station. The Project is currently completing the preliminary engineering work. Construction is scheduled to begin in 2010. The start of revenue operation is scheduled for 2016.

The SFMTA plans to construct the tunnels using a deep tunneling approach with Tunnel Boring Machines (TBMs), which compared to other tunneling methods will reduce surface disruption during construction, allow for a more direct alignment and shorten the construction period. The Central Subway tunnels will pass under the existing BART/Muni Market Street subway tunnels over 100 feet below the ground surface. Most of the alignment will be located under existing street right-of-way. Because the tunnels will follow public street right-of-ways, the City will only need to obtain a limited number of easements from property owners along the alignment.

Subway station construction methods will vary. The Moscone/Yerba Buena Station will be constructed using traditional top-down cut-and-cover construction. The Union Square/Market Street Station is located in a very constricted area, and will most likely be constructed using a combination of cut and cover and mined sequential excavation methods. Chinatown Station, also located in a very constricted area, will be constructed using mined sequential excavation. The subway stations will have center-platforms with passenger end-loading and are designed to accommodate high-floor two-car trains. Whenever feasible, off-street properties have been identified for primary station access. The Moscone/Yerba Buena and Chinatown Stations may present Transit Oriented Development (TOD) opportunities above the station entrance.

The proposed consultant will provide the following services:

- Overall program management;
- Implementation of a program management/ implementation plan;
- Planning and environmental coordination to oversee and track the environmental mitigation monitoring reporting plan;
- Management of master funding plan/schedule and maintenance of current and projected cash flow requirements;
- Implementation of control strategies to manage risks and implementation of risk management strategies to reduce contract and third party claims;
- Provide outreach to property owners along the right-of-way, assist in property acquisition, coordinate and implement a plan for any tenant and/or business relocations;
- Regulatory and interagency coordination to secure local, regional, state and federal approvals;
- Conduct community relations/ public outreach management;
- Oversee the final design team;
- Organize and manage independent technical design review of design packages;
- Conduct peer reviews, value engineering and energy efficiency reviews;
- Provide pre-construction assessment of market conditions, evaluate bidder pools, prepare independent cost estimates, conduct constructability reviews, assist in the bidding process and analyze bids;
- Perform construction management, including implementation of the construction management plan, development of a construction management procedures manual and safety manual; provide contracts administration, monitor progress and quality of construction, coordinate community relations/ public outreach events to address construction impacts, review contractor schedules, review/develop material and equipment testing procedures and programs, and assist with safety and security system certification program;
- Assist the SFMTA in the start-up, testing and commissioning activities to achieve operational readiness and establish initial revenue service on the Central Subway alignment;
- Manage quality assurance/ quality control program procedures and oversight.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Environmental Health Administrative Hearing Consultant

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,120,000

**1. Description of Work**

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

The Department of Public Health Director's Hearing is a monthly hearing where fines, suspensions, and revocations are imposed by the San Francisco Department of Public Health on non-compliant business operators or individuals. In order to eliminate a conflict of interest and reduce the event of appeals, the Department must secure the services from an independent Hearing Officer who will be selected through a competitive bid process. The appointed Hearing Officer hears testimony from the Department of Public Health staff, the responsible parties, and other interested individuals. The Hearing Officer may render a decision immediately or within 2 to 60 days, depending on the complexity of the case and the relevant code, and provide documentation to support the process. Cases are heard regarding Housing and Vector Control, Tobacco Sales, Massage Establishment, Body Art, Food Programs, Cross Connection Control, Medical Cannabis Dispensaries, and other matters under the San Francisco Health Code. Permit decisions made at the Director's Hearing are appealable to the San Francisco Board of Appeals. Other fines and penalty decisions may be appealed at the San Francisco Superior Court.

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

These services are necessary to support the Director of Public Health's monthly Director's Hearing meeting. In order to maintain the success of the enforcement of the Health Code by the San Francisco Department of Public Health Environmental Health Branch, it is crucial to secure services that are provided by an unbiased and independent Hearing Officer.

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

Previously, the Department utilized the services of the San Francisco Municipal Transit Agency (SFMTA) Administrative Law Judge. Recently, the individual in this position retired and the SFMTA will no longer support the effort required by the Department and its monthly Director's Hearing meeting. The Department will continue to seek out a city department to partner with to hire a qualified classified Civil Service employee to perform the duties of environmental health administrative hearing officer in an unbiased and independent manner.

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

Yes, if partnership with another city department to hire a qualified classified Civil Service employee to perform the duties of environmental health administrative hearing officer is not established.

- 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 Department expects the need for these as-needed services to continue, as they are essential to the execution of the Department's duties.

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

B. Explain the qualifying circumstances:

These services are required on a monthly as-needed basis dependent on the needs of the Department. As the hearing officer will hear cases against the Department, it is important that the officer be unbiased and independent.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The specific skills include; knowledge of the San Francisco Municipal Code (particularly Articles 8, 11, 12A, 12B, 12C, 15, 19, 19A-19P, 29, and 33 of the Health Code); knowledge of administrative procedures, mediation methods and techniques; ability to plan, organize and conduct administrative hearings; ability to interpret and apply the San Francisco Municipal Code; ability to resolve/mediate disputes, with emphasis on public health, safety and compliance; ability to prepare clear, concise written hearing decisions, appeal responses, and other correspondence; ability to diffuse rancor between parties and to understand that the Director's Hearing process should be adapted to the aims of public health, safety and compliance.
- B. Which, if any, civil service class(es) normally perform(s) this work? 8167, Administrative Hearing Examiner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

The Department has reached out to other City Departments in an effort to collaborate by providing support to current Civil Service positions. The previous individual providing these services retired and the San Francisco Municipal Transit Agency does not have sufficient staff to support the Department's needs. The City Attorney's Office advises that while they are available to advise hearing officers, they do not have hearing officers to assist the Department in providing the needed services.

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

A. Explain why civil service classes are not applicable.

The duties of the nearest classification, 8168 Administrative Hearing Officer, are primarily focused on SFMTA hearings. Also, the services are needed intermittently and require specialized abilities. In the event these services can be supported by a Civil Service position, the Department will investigate the viability of returning funds to a Civil Service position.

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 services are intermittent and needed only as the need for a hearing arises.

**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 are no training services involved in this request.
- 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 04/26/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

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

Address: 101 Grove San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44546 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Wednesday, April 26, 2017 5:37 PM  
**To:** Hale, Jacquie (DPH); kgeneral@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Carmona, Irene (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44546 - 16/17

RECEIPT for Union Notification for PSC 44546 - 16/17 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 44546 - 16/17 for \$1,120,000 for Initial Request services for the period 07/01/2017 – 06/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8698> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**



City and County of San Francisco

## San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

DATE: July 31, 2017

TO: Suzanne Choi, DHR PSC Coordinator

FROM: Jacquie Hale, Director, DPH Office of Contract Management and Compliance,  
DPH Business Office 

RE: PSC 44546-16/17 Environmental Health Administrative Hearing Consultant

This is to request that the above Personal Services Contract be calendared for the August 21, 2017, meeting of the Civil Service Commission.

Through a longstanding arrangement the Department of Public Health (DPH) has funded the San Francisco Municipal Transportation Authority (SFMTA) to provide these services through a work order. The Hearing Officer who has presided over the required monthly meetings is due to retire soon, and SFMTA has let DPH know that it does not plan to continue this arrangement.

DPH met with IFPTE Local 21 regarding this PSC on June 6, 2017. Local 21 requested that DPH add language to this PSC stating that if DPH is able to identify qualified civil service staff to provide these services, DPH will resume the previous work order arrangement, to which DPH agreed. This language (underscored) is in the PSC in the response to question 5.A., excerpted below:

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

A. Explain why civil service classes are not applicable.

The duties of the nearest classification, 8168 Administrative Hearing Officer, are primarily focused on SFMTA hearings. Also, the services are needed intermittently and require specialized abilities. In the event these services can be supported by a Civil Service position, the Department will investigate the viability of returning funds to a Civil Service position.”

Please let me know if you need further information.

Thank you.

cc: Michelle Ruggels, Director, DPH Business Office

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The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~  
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

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

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**Union Information and Questions Meeting: June 6, 2017**

**Item: PSC 44546 16/17 Environmental Health Administrative Health Officer**

**Attendance:**

- Mike Hawkins – Civil Servant Representative MTA
- Ken Thorbourne – Local 21 Representative
- Patrick Fosdahl – Environmental Health
- Irene Carmona – DPH Contracts Unit

**Notes:**

1. Discussed PSC language.
2. Union Rep. asked why we need to put services in contract.
3. Irene and Patrick presented information regarding the current agreement with MTA.
  - Currently the Department “Work Orders” funds to MTA to support an unbiased Hearing Officer to preside over the Departments monthly meetings.
  - Due to the pending retirement of the MTA Hearing Officer, MTA has informed the Department that they would no longer be able to support the Department.
  - The Department would prefer to continue to collaborate with MTA in supporting the Hearing Officer position.
  - Without a commitment from MTA the Department will move forward with the PSC request.
4. Mr. Hawkins, a representative from MTA, agreed with our historical presentation.
5. Union Rep. requested to add language to PSC – that in the event the City can identify a qualified Civil Servant to support the services, that the Department resume the process of “Work Order” funds to a City Department willing to support the needs of DPH.
6. Union Rep. will email language for the Department to consider adding to the PSC this week.
7. It was agreed that the Department continue the submission of the PSC to Civil Service.
8. **Local 21 request to add the following language: See Attachment**
9. Here are my suggestions:

**Item#1. Description of Work: C.: To add:**

- The Department will continue to seek out partnerships with other City Departments in support of the administrative hearing officer services.

**Item#1. Description of Work: D.:**

- Keep Health Code enforcement note.
- Do not add the Local 21 note regarding civil service employee, we make a similar statement in our edit to section 1.D. above.

**Item #4. Why Classified Civil Service Cannot Perform:**

- Keep "and not constituting a full time position".
- Remove and not related to current civil service classification specifications.

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request:  Initial  Modification of an existing PSC (PSC # 39224 13/14)

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

Type of Service: Automation of Authority Control Services for Library Online Catalog

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$80,000

PSC Original Approved Duration: 08/01/14 - 12/31/17 (3 years 21 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/01/18-09/30/18 (38 weeks 6 days)

PSC Mod#2 Amount: \$85,000

PSC Mod#2 Duration: 09/30/18-04/30/22 (3 years 30 weeks)

PSC Cumulative Amount Proposed: \$165,000

PSC Cumulative Duration Proposed: 7 years 39 weeks

**1. Description of Work**

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

Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.

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

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

**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 a contract.

D. Will the contract(s) be renewed?

Yes, please see attachment titled "Will Contract Be Renewed"

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

Yes, ongoing maintenance to authority records is a vital part of maintaining the libraries online catalog. Authorities change over time, new ones are added and staff/contractors can make mistakes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Cataloging work slows, as additional search and corrections are needed in order to perform daily work. Having on going author updates is necessary to ensure smooth work flows and satisfactory searches by patrons.

## 2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

When first putting this service out to bid, the Library was also considering a change in cataloging practices from AACR2 to RDA. Since we did not know at that time how this change would impact the authority control work, we opted for a shorter term contract in case we wanted to make significant changes to the work. Now that we know that there will be little impact, we need to extend the current contract. Ongoing Maintenance to authority records continues to be a vital part of maintaining the libraries online catalog. This work can only be done with proprietary software program that is maintained in conjunction with the Library of Congress.

B. Reason for the request for modification:

Ongoing maintenance to authority records is a vital part of maintaining the libraries online catalog. Authorities change over time, new ones are added and staff/contractors can make mistakes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. This work can only be done with proprietary software program that is maintained in conjunction with the Library of Congress.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must maintain an automated editing software product that will compare Library MARC(Machine-Readable Cataloging)records to their database of up to date authority records & make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made...(Please see attached)

B. Which, if any, civil service class(es) normally perform(s) this work? 3630, Librarian 1; 3632, Librarian 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, The contractor of the automated editing software product will use their

computers and servers to develop the automated editing software product and/or to modify the Automated editing software product that will allow Library staff to use the service. The Authority control software database will be stored on the contractor's equipment. Any and all help manuals will be stored on the contractor's equipment.

**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 Library and other City departments are not software engineering or software development companies with an expertise in cataloging authority control. They can neither develop nor maintain this kind of Automated editing software product. Currently, (3630) and (3632) classifications can manually correct aspects of the authority records only when they notice errors, or when staff report errors to them.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the service is based on proprietary software used by many public libraries. It is beyond the scope of City resources to develop comprehensive automated editing software products, which require extensive development investments.

**6. Additional Information**

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

No.

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

Training to fill out initial setup profile and for reading of reports generated, approximately 2 hours

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

No.

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

No

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

No

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

No.

7. **Union Notification:** On 05/19/17, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous;

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

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 39224 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

**Wong, Anna (LIB)**

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**From:** dhr-psccordinator@sfgov.org on behalf of anna.wong@sfpl.org  
**Sent:** Friday, May 19, 2017 4:02 PM  
**To:** Wong, Anna (LIB); peter.masiak@seiu1021.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; Yoshida, Shirley (LIB); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 39224 13/14 - MODIFICATIONS

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC LIBRARY -- LIB has submitted a modification request for a Personal Services Contract (PSC) for \$85,000 for services for the period September 30, 2018 – April 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4489>

Email sent to the following addresses: jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org peter.masiak@seiu1021.org

# **Additional Attachment(s)**

Will Contract Be Renewed?

Yes, The Library has plans for an overhaul of our cataloging practices over the next two years. This will translate into requiring additional database clean up services, and the library will be seeking a new contract for these additional services once this contract expires.

### **Specification of Required Skills and Expertise.**

Contractor must maintain an automated editing software product that will compare Library MARC (Machine-Readable Cataloging) records to their database of up to date authority records and make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made automatically and all suggested changes. Contractor must have experience working with other large urban public libraries with similar sized databases, including records which contain diacritics used with Russian and Vietnamese and records that include Chinese, Japanese and Korean characters. Contractor must provide easy-to-use manuals for Library staff to help with the initial setup.

Training Description-

B. - Will the Contractor train City and County employees?

-Describe training and indicate approximate number of hours:

Training to fill out initial setup profile and for reading of reports generated,  
approximately 2 hours.

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

4 Librarian I (3630), 1 Librarian II (3632), 1 Librarian III (3634)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY Dept. Code: LIB

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 39224 13/14)

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

Type of Service: Automation of Authority Control Services for Library Online Catalog

Funding Source: Library Preservation Fund
PSC Original Approved Amount: \$80,000 PSC Original Approved Duration: 08/01/14 - 12/31/17 (3 years 21 w
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/18-09/30/18 (38 weeks 6 days)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$80,000 PSC Cumulative Duration Proposed: 4 years 8 weeks

1. Description of Work

A. Scope of Work:

Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.

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

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

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.

No; contract is still in development phase.

D. Will the contract(s) be renewed? Yes, please see attachment titled "Will Contract Be Renewed"

2. Union Notification: On 02/06/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39224 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/20/2015

Civil Service Commission Action:

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Contractor must maintain an automated editing software product that will compare Library MARC(Machine-Readable Cataloging)records to their database of up to date authority records & make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made...(Please see attached)

B. Which, if any, civil service class(es) normally perform(s) this work?  
3630,3632,

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

Yes, The contractor of the automated editing software product will use their computers and servers to develop the automated editing software product and/or to modify the Automated editing software product that will allow Library staff to use the service. The Authority control software database will be stored on the contractor's equipment. Any and all help manuals will be stored on the contractor's equipment.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The Library and other City departments are not software engineering or software development companies with an expertise in cataloging authority control. They can neither develop nor maintain this kind of Automated editing software product. Currently,(3630)and(3632)classifications can manually correct aspects of the authority records only when they notice errors, or when staff report errors to them.

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

No, because the service is based on proprietary software used by many public libraries. It is beyond the scope of City resources to develop comprehensive automated editing software products, which require extensive development investments.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 02/06/15 BY:

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY -- LIB Dept. Code: LIB

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

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

Type of Service: Automation of Authority Control Services for Library Online Catalog

Funding Source: Library Preservation Fund PSC Duration: 3 years 21 weeks
PSC Amount: \$80,000 PSC Est. Start Date: 08/01/2014 PSC Est. End Date: 12/31/2017

1. Description of Work

A. Scope of Work:

Library seeks a contractor to provide an authority control service, an automated editing software solution to ensure that accurate, current bibliographic authority records are applied consistently throughout the Library's online catalog system. Authority records are the names of subjects, authors, composers, illustrators, film-makers and actors, etc. that are part of catalog records for library materials sought. Library staff will specify to Contractor how to handle the data, including which changes to make automatically and which to report back to us as exceptions. The Contractor will then run the records through the authority control software database, making automatic changes as specified and printing reports to provide accurate and current bibliographic authority records for the Library's online catalog system. The Contractor will also maintain a record of authority records used by the Library and send files containing updated authority records when changes occur.

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

Accurate authority records are the backbone of the Library's online catalog. Authorities change over time, new ones are added, and staff/contractors can make mistakes. Staff cannot keep up with corrections manually, so over time the error rate grows and the accuracy of searching on the Library's catalog diminishes. Multiple variations of the same heading make it hard for library patrons and staff to find all the material by an author, artist or on a particular subject. Patrons will fail to find the books or audiovisual they want, if the errors are not corrected. Cataloging work slows, as additional searching and corrections are needed in order to perform daily work.

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.

The Library has not had authority work done since our last subscription lapsed more than a decade ago; the subscription was obtained through a purchasing requisition through the Office of Contract Administration.

D. Will the contract(s) be renewed? Yes, please see attachment titled "Will Contract Be Renewed"

2. Union Notification: On 05/14/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39224 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/19/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Contractor must maintain an automated editing software product that will compare Library MARC(Machine-Readable Cataloging)records to their database of up to date authority records & make programmable changes based on Library's requirements; can report back suggested changes in cases where a person is needed to make the final decision; will be able to program the software to generate a single report that will list all changes made...(Please see attached)

B. Which, if any, civil service class(es) normally perform(s) this work?  
3630,3632,

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

Yes, The contractor of the automated editing software product will use their computers and servers to develop the automated editing software product and/or to modify the Automated editing software product that will allow Library staff to use the service. The Authority control software database will be stored on the contractor's equipment. Any and all help manuals will be stored on the contractor's equipment.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The Library and other City departments are not software engineering or software development companies with an expertise in cataloging authority control. They can neither develop nor maintain this kind of Automated editing software product. Currently, (3630)and(3632)classifications can manually correct aspects of the authority records only when they notice errors, or when staff report errors to them.

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

No, because the service is based on proprietary software used by many public libraries. It is beyond the scope of City resources to develop comprehensive automated editing software products, which require extensive development investments.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/29/2014 BY:

Name: Anna Wong Phone: 557-4214 Email: anna.wong@sfpl.org

Address: 100 Larkin Street San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 4124 - 10/11)

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

Type of Service: Thornmint Outplanting Services (CS-197)

Funding Source: Operations Budget

PSC Original Approved Amount: \$96,000

PSC Original Approved Duration: 07/01/11 - 07/01/17 (6 years 2 days)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/31/12-01/10/18 (27 weeks 4 days)

PSC Mod#2 Amount: \$24,000

PSC Mod#2 Duration: 01/11/18-07/31/21 (3 years 28 weeks)

PSC Cumulative Amount Proposed: \$120,000

PSC Cumulative Duration Proposed: 10 years 4 weeks

**1. Description of Work**

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

Contractor shall implement the following: (1) transport San Mateo thornmint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.

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

The San Mateo thornmint is an extremely rare and fragile plant that once occurred on SFPUC lands, but that now only occurs only at Edgewood Park in San Mateo. Edgewood Park has been working with USFWS (US Fish and Wildlife Service) and CDFG (California Dept of Fish and Game) in order to increase the seed stock of this species. This increase in seed stock has created a temporary opportunity for re-introducing this species onto SFPUC lands. However, in order for the SFPUC to abide by CDFG policy, and in order to ensure the safe handling of the thornmint species during transport, planting, and monitoring, the SFPUC must use a contractor that carries a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals. Denial of this service would result in this project not being implemented.

**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.**

4124 - 10/11

**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 proposal is for five years of seed increases and outplanting, and seven years of concurrent annual monitoring and reporting for the endangered plant species San Mateo thornmint. This timeframe is based on the California Department of Fish and Wildlife recommendation for planting and monitoring to determine introduction success for this plant species. An amendment to extend the contract is being requested because of delays in planting- only the first year seed amplification was implemented.

**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:

The city lacks the staff and the botanical specialization needed to handle the procurement of seed and establishment of this plant species. This project requires specialized experience working with individuals of this species and a 2081(a) permit from CDFW authorizing the contractor to possess/handle San Mateo thornmint individuals. San Mateo thornmint is an extremely rare and fragile, listed as endangered by the USFWS and CDFW. This species once occurred on SFPUC lands, but it now occurs in the wild in only one location, which is within Edgewood Park. Edgewood Park has been working with the contractor - Creekside Observatory for Earth Observation (COEO), USFWS, CDFW, and UC Botanical Gardens in order to increase the seed stock of this species. This increase in seed stock has created a unique, but temporary, opportunity for re-introducing this species onto SFPUC lands. The permitted approval to handle the endangered San Mateo thornmint, the expertise specific to the species, and the plants and seeds for species are available only through COEO in cooperation with USFWS and CDFW. COEO has also taken over the role from the UC Botanical Garden of generating seed stock from propagation. Other qualifications: During the project, the contractor is responsible for: Propagating San Mateo thornmint for seed in CDFG and USFWS-approved nursery; Transporting San Mateo thornmint seeds from CDFG and USFWS-approved nursery; Tracking genetic stock and ensure an accurate chain-of-custody; Planting seeds at sites designated by SFPUC Natural Resources; Monitoring and documenting the survivorship and reproductive fitness of the plants at each site; Applying an adaptive management framework while implementing re-planting efforts and vegetation control; and Controlling non-native species and undesirable native vegetation; If necessary, coordinating continuous propagation and re-planting with San Mateo thornmint as directed by SFPUC Natural Resources; Seed storage in the event that planting is delayed due to inclement weather.

- B. Reason for the request for modification:

The SFPUC and Creekside Center for Earth Observation entered into a contract for an experimental San Mateo Thornmint recovery project with Notice to Proceed on February 3, 2012. The contract described seed procurement, amplification, and placement for population establishment, data collection and reporting as part of a recovery plan for the Federally

endangered San Mateo Thornmint. While some seed procurement and amplification was completed the first year under this contract, seed placement and site monitoring were delayed. Experimental sites were to be chosen in conjunction with Crystal Springs Fountain Thistle and Marin Dwarf Flax mitigation activities from the Lower Crystal Springs Dam Improvement Project, and would be within conservation easements being created to protect the Fountain Thistle and Flax. Delays in permitting, mitigation implementation, and creation of protective conservation easements prevented planting, monitoring, and reporting phases of the project. The original proposal included five years of seed increases and outplanting, and seven years of concurrent annual monitoring and reporting. This timeframe is the California Department of Fish and Wildlife recommendation. However, no outplanting or monitoring has occurred and seed increases specific to this project were suspended until outplanting and monitoring could be assured.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractor must have specialized experience working with individuals of this species. Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Contractor must have specialized experience working with thornmint species. Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals.
- 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 have a classification for handling only one specialized plant and planting only occurs in late fall through winter.

**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.

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

7. **Union Notification:** On 07/18/17, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Ave., 8th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4124 - 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/21/2017

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@swater.org](mailto:SJackson@swater.org)  
**To:** [jackson.shamica](mailto:jackson.shamica); [peter.masiak@seiu1021.org](mailto:peter.masiak@seiu1021.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [kgeneral@ifpte21.org](mailto:kgeneral@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jb@local16.org](mailto:jb@local16.org); Lopez, Ricardo; [Basconillo.Kathy](mailto:Basconillo.Kathy); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [MRainsford@Local39.org](mailto:MRainsford@Local39.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [agonzalez@iam1414.org](mailto:agonzalez@iam1414.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanqa@seiu1021.org](mailto:leah.berlanqa@seiu1021.org); [gail@sfdlocal798.org](mailto:gail@sfdlocal798.org); [cityworker@sfcwu.org](mailto:cityworker@sfcwu.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [djohnson@opcmialocal300.org](mailto:djohnson@opcmialocal300.org); [hodlocal@pacbell.net](mailto:hodlocal@pacbell.net); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [pkarinen@nccrc.org](mailto:pkarinen@nccrc.org); [tony@dc16.us](mailto:tony@dc16.us); [stevek@bac3-ca.org](mailto:stevek@bac3-ca.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Sin.Yee.Poon@sfgov.org; [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [mitchell@twusf.org](mailto:mitchell@twusf.org); [grojo@Local39.org](mailto:grojo@Local39.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [staff@sfmea.com](mailto:staff@sfmea.com); [mike@dc16.us](mailto:mike@dc16.us); [khughes@ibew6.org](mailto:khughes@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [sfmsa@gmail.com](mailto:sfmsa@gmail.com); [mshelley@dc16.us](mailto:mshelley@dc16.us); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [oashworth@ibew6.org](mailto:oashworth@ibew6.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [LIJUNA.local261@gmail.com](mailto:LIJUNA.local261@gmail.com); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); [speedy4864@aol.com](mailto:speedy4864@aol.com); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [ecdemvoter@aol.com](mailto:ecdemvoter@aol.com); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); Irwin, William; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Modification Request to PSC # 4124 - 10/11 - MODIFICATIONS  
**Date:** Tuesday, July 18, 2017 12:24:48 PM

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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 \$24,000 for services for the period January 11, 2018 – July 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9801>

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)**



**San Francisco  
Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
T 415.551.4603  
F 415.554.3225

**MEMORANDUM**

**DATE:** January 26, 2012  
**TO:** Maria Ryan, DHR-PSC Coordinator  
Department of Human Resources (Dept. 33) *Shamica Jackson*  
**FROM:** Shamica Jackson, PSC Coordinator  
San Francisco Public Utilities Commission (Dept. # 40)  
**RE:** Request for Administrative Approval of PSC Modification (less than 50%)

**PSC No:** 4124-10/11      **CSC Approval Date:** 6/20/2011

**Description of Service(s):** Contractor shall implement the following: (1) transport San Mateo thornmint seeds from California Dept. of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thornmint individuals. (CS-197)

<b>Original Approved Amount:</b>	\$96,000	<b>Original Approved Duration:</b>	7/01/2011 to 7/01/2017
<b>Modification One Amount:</b>	\$0	<b>Modification One Duration:</b>	1/31/2012 to 1/10/2018
<b>Total Amount as Modified:</b>	\$96,000	<b>Total Duration as Modified:</b>	7/01/2011 to 1/10/2018

**Reason for the modification:**  
This modification request will align the PSC duration with the contract duration.

**Attachments:** Copy of PSC Summary sent to DHR.

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

**DHR ACTION:**  **Approved**

**Approval Date:** 1/31/12

**By:** *Micki Callahan*  
FOR 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



**June 20, 2011 Regular Meeting**

AMENDED

**MINUTES**

**Regular Meeting**

**June 20, 2011**

**2:00 p.m.**

**ROOM 400, CITY HALL**

**1 Dr. Carlton B. Goodlett Place**

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Lisa Saiz Gruwell	Present

Vice President Donald A. Casper presided.

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

Steve Zeltzer, retired City worker and a member of United Public Workers for Action expressed his objection of a personal services contract in the amount of \$100,000 approved by the Commission at the meeting of April 4, 2011, for the Municipal Transportation Agency to hire a public relations firm. He also stated that a labor representative should be on the Commission and that the meetings should be available on video.

APPROVAL OF MINUTES

Regular Meeting of June 6, 2011

Action: Adopt. (Vote of 3 to 0)

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

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer informed the Commission about AB 455 which is at its third reading on the Senate Floor and if approved by the full Senate, will be forwarded to the Governor for his signature. The proposed legislation will affect the process by which appointments are made to merit system boards and commissions. It provides that one half will be appointed by the governing body (in our case, the Board of Supervisors) and the other half, nominated by the recognized employee organization. Currently, Civil Service Commissioners are appointed by the Mayor to six-year terms.

The Commission directed the Executive Officer to communicate its concerns and coordinate with City agencies in conveying its opposition to AB 455.

0154-11-8 Review of request for approval of proposed personal services contract.  
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-10/11	Public Works	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4085-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	Regular	12/31/17

June 6, 2011: Postpone to the meeting of June 20, 2011 with the presence of a DPW representative.

Speakers: Jim Buker, Department of Public Works

Action: Adopt the report. Approve request for proposed personal service contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0166-11-8 Review of request for approval of proposed personal services contract. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-10/11	General Services Agency	\$300,000	Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.	Regular	12/31/11
4117-10/11	Municipal Transportation Agency	\$53,000,000	The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker (s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.	Regular	05/31/19

4118-10/11	Port Commission	\$596,000	<p>Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.</p>	Regular	03/31/12
4119-10/11	Port Commission	\$662,357	<p>The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.</p>	Regular	03/31/16
4120-10/11	Public Health	\$1,550,000	<p>Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants. 7 days a week. 8:00 AM to 4:30 PM. Therapists will be available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.</p>	Regular	06/30/16
4121-10/11	Public Health	\$890,000	<p>As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verifies provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.</p>	Regular	12/31/16
4122-10/11	Public Health	\$1,260,000	<p>The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.</p>	Regular	12/31/14

4123-10/11	Elections	\$95,000	<p>The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.</p>	Regular	04/15/12
X 4124-10/11	Public Utilities Commission	\$98,000	<p>Contractor shall implement the following: (1) transport San Mateo thorn mint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS) -approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081 (a) permit from CDFG authorizing the contractor to possess/handle San Mateo thorn mint individuals.</p>	Regular	07/01/17
4125-10/11	Public Utilities Commission	\$2,300,000	<p>The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.</p>	Regular	06/01/16
4126-10/11	Public Utilities Commission	\$3,500,000	<p>A full range of Right of Way work is required. This includes Planning and Budgets. Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.</p>	Regular	08/31/16
4080-08/09	Port Commission	<p>Increase Amount \$0 New Amount \$400,000</p>	<p>This work is Phase 3 of a three phase project which was authorized under PSC #4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the preconstruction meeting for the commencement of project construction and be available throughout construction to review and approve shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list, etc. This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.</p>	Modification	06/30/12

4015-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	Modification	12/31/11
4059-08/09	Public Utilities Commission	Increase Amount \$3,000,000 New Amount \$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Modification	12/01/14
4147-08/09	Public Health	Increase Amount \$325,400 New Amount \$650,800	DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions. detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispension (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites , will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.	Modification	08/09/13

Rohan Lane

General Services Agency spoke on PSC #4116-10/11.

Norma Nelson and Andres Acevedo, Port Commission spoke on PSC #4118-10/11 and 4119-10/11.

Speakers:

Jacque Hale, Department of Public Health spoke on PSC #4121-10/11.

Pauson Yun and Jessica Appel (Shors) spoke on PSC #4124-10/11.

Pauson Yun and Chris Geiger, Ph.D. spoke on PSC #4015-08/07.

Action:

Adopt the report; Approve request for proposed personal service contracts Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)