



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: September 20, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan *Micki Callahan*  
Human Resources Director

From: Cynthia Avakian, AIR  
Melissa Ng, CON  
Alexander Burns, DPW  
Genie Wong, POL  
Bill Irwin / Daniel Kwon, PUC  
Jolie Gines, TIS  
Joan Lubamersky, ADM  
Monique Colon, HOM  
Amy Nuque, MTA  
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains fifteen (15) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$72,365,002	\$58,079,241	\$638,950,004

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**POSTING FOR**

October 07, 2019

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

2019-10-07

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46708 - 18/19	AIRPORT COMMISSION	\$6,300,000.00	Contractor shall provide design and construction services for the Building 710 Code Required System Modernization project at San Francisco International Airport (Airport). The project involves assessment of the existing building and infrastructure, the replacement of the building's mechanical and electrical systems, along with architectural modifications needed to extend the building's useful life and enhance functionality for use by multiple tenants.	January 1, 2020	December 31, 2023	REGULAR
49733 - 19/20	CONTROLLER	\$5,000,000.00	Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.	October 1, 2019	September 30, 2024	REGULAR
45169 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,000,000.00	The primary scope of service will include specialized or untried equipment for evaluation, and conduct special cleaning services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Such specialized equipment shall include steam-cleaning, power-washing, gum removal, hazardous/human/animal waste removal equipment for the purpose of maintaining the City's sidewalks, curbs, gutters, and roadways. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Services may also include steam cleaning or power washing.	October 1, 2019	September 29, 2024	REGULAR
47662 - 19/20	POLICE	\$420,000.00	The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.	April 1, 2020	March 31, 2023	REGULAR
40356 - 19/20	PUBLIC UTILITIES COMMISSION	\$1,050,000.00	This contract entails the removal of water treatment sludge or residuals from SFPUC's two water treatment plants - Harry Tracy and Sunol Valley water treatment plants (HTWTP and SVWTP). The contract provides for removal, hauling, and disposal and/or recycling of alum and ferric sludge (residuals) from the two plants. Approximately 2,000 tons of sludge is anticipated from SVWTP annually and approximately 250 tons of sludge is anticipated from HTWTP annually. Sludge removal from SVWTP is expected to be done twice a year from the plant's lagoons. Harry Tracy uses a dewatering process at the treatment plant and the dewatered ferric chloride sludge removal will be done throughout the year, with an estimated average of one load every two weeks. Removal may be required on holidays and weekends based on the amount of residuals generated in	December 15, 2016	December 14, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			the peak winter season, which may result in a removal of two to three loads per week.			
42574 - 19/20	GENERAL SERVICES AGENCY - TECHNOLOGY	\$300,000.00	CCSF is interested in establishing an interface between Level II's Message switching software called MAGUS and the City's Justice Tracking Information System, JUSTIS, system. JUSTIS is incorporated in an Oracle database, and LTI MAGUS will use the Oracle Java Database Connectivity, JDBC, driver supplied by San Francisco Police Department, SFPD, to establish a connection with JUSTIS. LTI MAGUS currently has over 120, Computer Aided Bay-Area Law Enforcement, CABLE, masks, which submit transactions to the SFPD CABLE system. Upon submitting the transaction to JUSTIS, LTI MAGUS will format the transaction as a Structured Query Language, SQL, statement specified by SFPD. Upon receiving the result(s) in Extensible Markup Language, XML, from JUSTIS for the submitted transaction, LTI MAGUS will format the information into a textual report close to the same (if not the same) format currently being returned from CABLE for the same transaction.	September 16, 2019	December 31, 2021	REGULAR
46060 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$12,000,000.00	Consultants will perform highly specialized professional land surveying work, such as topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, AutoCAD (Computer-Aided Design) Civil 3D drafting, help with special projects (monumentation, Geographic Information System Mapping, GPS network, etc.). We anticipate awarding up to 4 as-needed contracts, each not to exceed 5 years.	October 7, 2019	December 31, 2025	REGULAR
44496 - 19/20	PUBLIC UTILITIES COMMISSION	\$750,000.00	The proposed work are tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material).The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.	November 4, 2019	October 29, 2021	REGULAR
46348 - 19/20	PUBLIC UTILITIES COMMISSION	\$120,000.00	To provide preventative maintenance and emergency repair service to Metrohm-manufactured equipment located in SFPUC Drinking Water Laboratory. Equipment includes an Ion Chromatography System and an Auto-titrator. Labor, travel, and parts included.	November 1, 2019	October 31, 2022	REGULAR
47873 - 19/20	PUBLIC UTILITIES COMMISSION	\$41,000,000.00	The scope of this design-build is to hire a qualified design-build team to complete detailed design and construction for Phase 2 of the Bay Corridor Transmission and Distribution (BCTD) Project. BCTD will allow San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to future customers such as the Southeast wastewater treatment plant. DB-129(R) will construct 12 kV and 230 kV electrical duct banks. The estimated DB-129(R) cost is \$1.5M for professional services and \$39.5M for construction. This work may be performed under more than one subsequent Request for Bids. DB-129(R) has the same scope of work as the original DB-129. The DB-129 Request for Qualifications did not result in an adequate number of qualified firms, so is being re-issued with new qualification requirements as DB-129(R).	November 1, 2019	December 31, 2022	REGULAR

**TOTAL AMOUNT \$67,940,000**



Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For October 07, 2019****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2019-10-07

**APPLY**

<b>PSC Number</b>	<b>Commission Hearing Date</b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
31594 - 18/19 - MODIFICATIONS	October 7, 2019	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$170,000	\$270,000	The contractor may be providing as-needed installation services of fleet telematics (vehicle locator) devices for city vehicles during periods when Central Shops is at full capacity and unable to perform the installation in a timely basis.	10/04/2019	06/30/2023	REGULAR
40295 - 18/19 - MODIFICATIONS	October 7, 2019	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM	\$300,002	\$1,800,000	The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.	09/03/2019	06/30/2023	REGULAR
43791 - 16/17 - MODIFICATIONS	October 7, 2019	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$2,700,000	\$3,950,000	The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.	09/01/2017	11/30/2023	REGULAR
43237 - 16/17 - MODIFICATIONS	October 7, 2019	POLICE -- POL	\$175,000	\$275,000	Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.	07/01/2020	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43887 - 14/15 - MODIFICATIONS	October 7, 2019	PUBLIC HEALTH -- DPH	\$1,080,000	\$2,580,000	The Contractor (s) will provide American Sign Language (ASL) Interpreters, oral interpreting, relay interpreting and deaf/blind (tactile) interpreting services for clients. The Contractor will be available 24 hours a day seven days a week. The Contractor(s) may also be required to provide two interpreters on call 24/7 via a pager / or mobile phone. Services are for any requesting unit of the Department of Public Health.	07/01/2019	06/30/2028	REGULAR

**TOTAL AMOUNT \$4,425,002**

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



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

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Design-Build Services for Building 710 Modernization ProjectFunding Source: Airport Capital FundsPSC Amount: \$6,300,000PSC Est. Start Date: 01/01/2020PSC Est. End Date: 12/31/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor shall provide design and construction services for the Building 710 Code Required System Modernization project at San Francisco International Airport (Airport). The project involves assessment of the existing building and infrastructure, the replacement of the building's mechanical and electrical systems, along with architectural modifications needed to extend the building's useful life and enhance functionality for use by multiple tenants.

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

This service is necessary as the space within Building 710 is not suitable to lease to multiple tenants. There is a need to rehabilitate the building to comply with California Building Energy Efficiency Standards and meet airline demand for hangar and office space adjacent to the airfield. Without this project, airline demand for additional hangar and office space will not be met and the airlines will seek hangar space elsewhere, resulting in loss of revenue for the Airport.

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

This is a new service.

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

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

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

not applicable

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

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

**B. Explain the qualifying circumstances:**

This is a short term capital construction project that requires specialized architecture, engineering, and construction management skills related to airport hangars and support facilities.

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

**A. Specify required skills and/or expertise:** The work requires architecture, engineering, planning and construction administration skills with direct and current experience related to airplane hangars and airport

support facilities. Expertise in hazardous materials abatement, utility infrastructure upgrades, 400 Hz power, fire alarm and fire sprinkler systems, security and special systems is also required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5215, Fire Protection Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 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?**

Notice of Intent was sent via email to City Departments on May 7, 2019 and no responses were received.

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

A. Explain why civil service classes are not applicable.

The existing classifications do not have the required expertise and specialized skills related to the construction of multi-tenant airplane hangar buildings.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as major construction for a multi-tenant airplane hangar is a short term capital project requiring specialized skills.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided, as major construction for a multi-tenant airplane hangar does not occur frequently enough to justify training.

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

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

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

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

**7. Union Notification:** On 08/12/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46708 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Monday, August 12, 2019 4:16 PM  
**To:** Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46708 - 18/19

RECEIPT for Union Notification for PSC 46708 - 18/19 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46708 - 18/19 for \$6,300,000 for Initial Request services for the period 01/01/2020 – 12/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13252> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Municipal Financial Advisory Services

Funding Source: Bond Proceeds - Cost of Issuance

PSC Amount: \$5,000,000

PSC Est. Start Date: 10/01/2019

PSC Est. End Date 09/30/2024

**1. Description of Work**

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

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

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 44451-15/16 & Mod 1; PSC 44746-17/18 & Mod 1

D. Will the contract(s) be renewed?

Yes

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

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

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

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:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

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

A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two

California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;

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?**

Independent expertise in debt financing, and other highly specialized municipal financing, is not available in the City.

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

A. Explain why civil service classes are not applicable.

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is highly specialized and independent in nature.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training - Civil Service classifications are not insured

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. various Public Finance Firms with specialized skills

**7. Union Notification:** On 07/31/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Municipal Executive Association

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

Name: Melissa Ng Phone: 415-554-5109 Email: melissa.ng@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49733 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019



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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [melissa.ng@sfgov.org](mailto:melissa.ng@sfgov.org)  
**To:** [\(mailto:Ng, Melissa \(CON\); camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ng, Melissa \(CON\); DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Ng, Melissa (CON); camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ng, Melissa (CON); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PCS # 49733 - 19/20  
**Date:** Wednesday, July 31, 2019 1:22:18 PM

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RECEIPT for Union Notification for PSC 49733 - 19/20 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 49733 - 19/20 for \$5,000,000 for Initial Request services for the period 10/01/2019 -- 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13819> 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: CONTROLLERDept. Code: CONType of Request:  Initial  Modification of an existing PSC (PSC # 44451 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Municipal Financial Advisory ServicesFunding Source: Bond Proceeds - Cost of IssuancePSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 04/01/16 - 03/25/21 (4 years 51 weeks)PSC Mod#1 Amount: \$995,000PSC Mod#1 Duration: 01/18/17-03/25/23 (2 years)PSC Cumulative Amount Proposed: \$2,995,000PSC Cumulative Duration Proposed: 6 years 51 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

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

yes

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

Yes.

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

This PSC is for Municipal Financial Advisory Services which includes special tax and fiscal consulting services that require administrative fees that are 5 years or more.

**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

B. Reason for the request for modification:

Modification to increase PSC amount by \$995,000 (\$2 million Initial PSC + \$995,000 Mod 1 = \$2,995,000 PSC Total) and extend duration by 2 years to 3/25/2023. Modification needed due to unanticipated increased need for services.

### 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- 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.  
Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is highly specialized and independent in nature.

### 6. Additional Information

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

No.

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

No training - Civil Service classifications are not insured.

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.

Goodwin PSC37566-14.15

7. **Union Notification:** On 01/18/17, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Management & Superv Local 21;

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44451 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/06/2017

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

Department: CONTROLLERDept. Code: CONType of Request:  Initial  Modification of an existing PSC (PSC # 44746 - 17/18)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Municipal Financial Advisory ServicesFunding Source: Bond Proceeds - Cost of IssuancePSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)PSC Mod#1 Amount: \$999,500PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,999,500PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

**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 44746-17.18 Approved 8/6/2018.

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

Yes

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

This PSC is for Municipal Financial Advisory Services which includes special tax and fiscal consulting services that require administrative fees that are 5 years or more.

**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

B. Reason for the request for modification:

Modification to increase PSC amount by \$999,500 (\$2 million initial PSC + \$999,500 Mod 1 = \$2,999,500 PSC-Total). Modification is needed due to unanticipated increased need for services.

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

A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;

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.

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is highly specialized and independent in nature.

**6. Additional Information**

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

No.



- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training - Civil Service classifications are not insured
- 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.  
Existing contractors & other prequalified firms may use this PSC.

7. **Union Notification:** On 05/01/19, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Management & Superv Local 21;

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44746 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/13/2019

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Steam Cleaning Program ServicesFunding Source: General FundsPSC Amount: \$1,000,000PSC Est. Start Date: 10/01/2019 PSC Est. End Date 09/29/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The primary scope of service will include specialized or untried equipment for evaluation, and conduct special cleaning services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Such specialized equipment shall include steam-cleaning, power-washing, gum removal, hazardous/human/animal waste removal equipment for the purpose of maintaining the City's sidewalks, curbs, gutters, and roadways.

Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Services may also include steam cleaning or power washing.

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

The Department is attempting to change public behaviors and perception in the area. Keeping the city clean requires more than just regular routine cleaning. Community involvement and support is needed to maintain it. These services would not only provide much needed help for the city to combat waste and other cleaning challenges but will also launch programs to help maintain the cleanliness. If this PSC is not approved, it will limit the Department's ability to clean up and prevent health and safety risks to everyone in the city.

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

It has not specifically been addressed in the past but a similar services has been provided previously through PSC 45768-16/17.

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

No

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

N/A

**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:

Cleaning services are only required on an as-needed basis and does not require nor is sufficient for a new/existing civil service class to perform this work.

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

A. Specify required skills and/or expertise: Knowledge, experience, ability, and resources to conduct special steam cleaning services above or outside of the Bureau's responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 7281, Street Environ Svcs Oprs Supv; 7501, Environmental Service Worker; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs.

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

The City has these resources. This work is only needed on an intermittent basis, so the use of additional civil service classes are not feasible.

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

A. Explain why civil service classes are not applicable.

This work is only needed on an intermittent basis, so the use of additional civil service classes are not feasible.

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. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not necessary as there are multiple civil service classes to perform these services.

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 08/05/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45169 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Sy, Don (DPW)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Monday, August 05, 2019 4:05 PM  
**To:** Burns, Alexander (DPW); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45169 - 19/20

RECEIPT for Union Notification for PSC 45169 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45169 - 19/20 for \$1,000,000 for Initial Request services for the period 10/01/2019 – 10/01/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13827> 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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cleaning Program Services

Funding Source: General Funds

PSC Amount: \$1,200,000

PSC Est. Start Date: 08/26/2016

PSC Est. End Date 12/31/2021

**1. Description of Work**

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

The primary scope of service will include specialized or untried equipment for evaluation, provide cleaning personnel for special events, conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities, and/or conducting pilot cleaning programs that affect both public and private properties. Supporting services, not to exceed 10% in services for the duration of the contract, may include the ability to organize community support, prepare educational or outreach materials, assist in developing and conducting outreach and education efforts, conduct neighborhood cleaning projects, organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID), and/or survey public opinion or conduct focus groups. Public Works is looking to award 3 contracts at \$400,000 each.

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

The Department is attempting to change public behaviors in the area of illegal dumping, graffiti, littering and the upkeep of private property, including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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

This service has been provided previously through PSC 4037-11/12.

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

No.

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

PSC exceed 5 years only to allow time for processing the award. The contract term will only be for no more than 5 years.

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

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

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

**B. Explain the qualifying circumstances:**

Cleaning services are only required on an as-needed basis and does not require nor is sufficient for a new/existing civil service class to perform this work.

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

A. Specify required skills and/or expertise: Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureau's responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.



- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 7281, Street Environ Svcs Oprs Supv; 7501, Environmental Service Worker; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.

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

The City has these resources, however, we would require multiple classifications to perform this work, whereas the contractor has positions that can perform all aspects of the work. This work is only needed on an intermittent basis, so the use of civil service classes are not feasible.

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

- A. Explain why civil service classes are not applicable.  
It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.
- 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. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Training is not necessary as there are multiple civil service classes to perform these services.
- 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 08/26/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45768 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

10/17/2016 DHR Approved for 10/17/2016

action date: 10/17/2016

Approved by Civil Service Commission with conditions

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Managed Services for Hewlett Packard Printers and Plotter Fleet

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$420,000

**1. Description of Work**

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

The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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

PSC 4032-13/14

D. Will the contract(s) be renewed?

Unknown at this time.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Most work for this contract is as-needed.

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

A. Specify required skills and/or expertise: Contractor staff will be HP Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge,

improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None.

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

- A. Explain why civil service classes are not applicable.  
The City does not employ HP factory trained technicians to service printers and plotters.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as-needed and will be reduced in the future.

**6. Additional Information**

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

- 7. Union Notification: On 08/05/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21**

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47662 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

## Wong, Genie (POL)

---

**From:** Wong, Genie (POL)  
**Sent:** Monday, August 5, 2019 1:04 PM  
**To:** Genie.Wong@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 47662 - 19/20  
**Attachments:** PSC 47662 19-20.pdf

Hi Everyone,

I changed the dates to 4/1/20-3/31/23.

Best Regards,

Genie Wong  
Contracts Analyst  
Fiscal Division  
San Francisco Police Department  
1245-3rd Street, 6th Floor  
San Francisco, CA 94158  
(415) 837-7208  
Genie.Wong@sfgov.org

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

**From:** dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Genie.Wong@sfgov.org  
**Sent:** Monday, August 5, 2019 12:50 PM  
**To:** Wong, Genie (POL) <Genie.Wong@sfgov.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Wong, Genie (POL) <Genie.Wong@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47662 - 19/20

RECEIPT for Union Notification for PSC 47662 - 19/20 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 47662 - 19/20 for \$420,000 for Initial Request services for the period 04/01/2019 – 03/31/2022. 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/13822> 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: POLICEDept. Code: POLType of Request:  Initial  Modification of an existing PSC (PSC # 4032-13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Managed Services for Hewlett Packard Printers and Plotter Fleet including suppliesFunding Source: General FundPSC Original Approved Amount: \$360,000PSC Original Approved Duration: 10/04/13 - 09/30/15 (1 year 51 weeks)PSC Mod#1 Amount: \$360,000PSC Mod#1 Duration: 10/01/15-03/31/18 (2 years 26 weeks)PSC Mod#2 Amount: \$180,000PSC Mod#2 Duration: 04/01/18-03/31/20 (2 years 1 day)PSC Cumulative Amount Proposed: \$900,000PSC Cumulative Duration Proposed: 6 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Managed services for Hewlett Packard (HP) Printer and Plotter fleet at all San Francisco Police Department (SFPD) locations. Attend to service calls within 4 business hours. Monitor and provide 99% up-time of Printers, Carry Printer, Plotter Parts and supplies to replace onsite for break-fix issues. Supplies, such as toner, is to be replaced within 4 business hours at the Hall of Justice and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.

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

The SFPD has 263 HP printers and 3 plotters. The equipment requires special HP Printer and peripherals expertise to attend service calls generated within the department. Having this expertise will allow for faster resolution of the break-fix issues that are reported to IT unit. Denial will hamper the ability to provide service faster and longer down-time which will impact critical law enforcement printing functions for certain divisions.

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

Services have been provided in the past through earlier PSC request. See 4032-13/14

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

Uncertain.

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

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

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The City does not employ HP Certified Technicians on an as-needed basis.

B. Reason for the request for modification:

extend contract and increase contract value

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

- A. Specify required skills and/or expertise: HP Printer Certified Technician skills include, but not limited to the following: Printer error code resolution, break-fix for parts that need replacements, toner cartridge replacement, print quality improvements, networking printers, monitoring toner replacements remotely, experience with remote printer management tools and services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1011, IS Technician Assistant; 1014, IS Technician-Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide all HP parts for printer break-fix issues from the manufacturer and supplies, such as toner.

**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.  
Supporting HP printers and plotters require a special expertise and preferably HP certified technician to perform service. The SFPD printer fleet has 65 different models. It is not practical to assume support and expertise from one individual. This project requires a service provider who can dispatch appropriate technician onsite when service call is placed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. As we move forward into the future, we will use more paperless technology. The need for this service will be reduced.

**6. Additional Information**

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

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

7. **Union Notification:** On 01/08/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

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

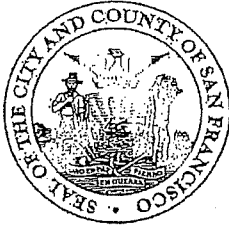
Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4032-13/14  
 DHR Analysis/Recommendation:  
 Commission Approval Not Required  
 Approved by DHR on 01/31/2018



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

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

March 9, 2016

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN  
PRESIDENT

GINA M. ROCCANOVA  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 49939-15/16; 45291-15/16; 46201-15/16; 41026-15/16; 47894-15/16; 48148-15/16; 46637-15/16; 47343-15/16; 47733-15/16; 48798-15/16; 45984-15/16; 41779-15/16; 41969-15/16; 45761-15/16; 48678-15/16; 4050-10/11; 4099-10/11; 4039-13/14; 36583-15/16; 48218-14/15; 4032-13/14; 39481-13/14; 4091-12/13; 4132-08/09; AND 39475-14/15.

At its meeting of March 7 2016 at 2:00 p.m., the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Approved PSC #46201-15/16 with the condition to include the following sentence: "For each contract, the Department of Public Works (DPW) will be contacted first as to their availability to perform the services required."
- 2) Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN  
EXECUTIVE OFFICER

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

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission  
Rachel Buerkle, Department of the Environment  
Stacey Camillo, Department of Public Works  
Suzanne Choi, Department of Human Resources  
Kris Damalas, Economic and Workforce Development  
Jacquie Hale, Department of Public Health  
Cynthia Hamada, Municipal Transportation Agency  
Lavena Holmes, Port  
Shamica Jackson, Public Utilities Commission  
Diane Lim, Adult Probation  
Brett Lewis, Department of Human Resources  
Stacey Lo, Public Utilities Commission  
Joan Lubamersky, General Services Agency  
Sean McFadden, Recreation and Park Commission  
Genie Wong, Police  
Commission File  
Chron

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					ongoing maintenance, the contractor will assist the department with incorporating new data elements into the existing WorkforceCentral (WFC) platform.			
48218 - 14/15 - MODIFICATIONS	March 7, 2016	HUMAN RESOURCES -- HRD	\$500,000	\$750,000	The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.	05/01/2017	07/31/2018	REGULAR
4032-13/14 - MODIFICATIONS	March 7, 2016	POLICE -- POL	\$360,000	\$720,000	Managed services for Hewlett Packard (HP) Printer and Plotter fleet at all San Francisco Police Department (SFPD) locations. Attend to service calls within 4 business hours. Monitor and provide 99% up-time of Printers, Carry Printer, Plotter Parts and supplies to replace onsite for break-fix issues. Supplies, such as toner, is to be replaced within 4 business hours at the Hall of Justice and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.	10/01/2015	03/31/2018	REGULAR
39481 - 13/14 - MODIFICATIONS	March 7, 2016	POLICE -- POL	\$50,000	\$150,000	The San Francisco Police Department (SFPD) requires as-needed court reporting and transcription services for disciplinary hearings and Police Commission meetings and transcription of tapes from interviews performed with the SFPD's Management Control Division and other investigative units within the SFPD.	07/01/2016	06/30/2019	REGULAR
4091-12/13 - MODIFICATIONS	March 7, 2016	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$500,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	06/01/2016	12/31/2016	REGULAR
4132 - 08/09 - MODIFICATIONS	March 7, 2016	PUBLIC HEALTH -- DPH	\$1,200,000	\$2,400,000	The Contractor will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health. The information from these sources will be integrated in to various Department information systems.	01/01/2016	12/31/2019	REGULAR
39475 - 14/15 - MODIFICATIONS	March 7, 2016	PUBLIC HEALTH -- DPH	\$495,000	\$553,050	Contractor will provide maintenance and support related to the implementation of	04/01/2018	10/31/2018	REGULAR

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: Alum and Ferric Chloride Sludge Removal and Disposal Services(68394)

Funding Source: Water Supply & Treatment Operating Budget PSC Duration: 5 years

PSC Amount: \$1,050,000

**1. Description of Work**

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

This contract entails the removal of water treatment sludge or residuals from SFPUC's two water treatment plants - Harry Tracy and Sunol Valley water treatment plants (HTWTP and SVWTP). The contract provides for removal, hauling, and disposal and/or recycling of alum and ferric sludge (residuals) from the two plants. Approximately 2,000 tons of sludge is anticipated from SVWTP annually and approximately 250 tons of sludge is anticipated from HTWTP annually. Sludge removal from SVWTP is expected to be done twice a year from the plant's lagoons. Harry Tracy uses a dewatering process at the treatment plant and the dewatered ferric chloride sludge removal will be done throughout the year, with an estimated average of one load every two weeks. Removal may be required on holidays and weekends based on the amount of residuals generated in the peak winter season, which may result in a removal of two to three loads per week.

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

HTWTP and SVWTP were designed to process treatment sludge/residuals differently based on available land on the plants' properties. In both cases, there is limited storage on site to store dried sludge. SVWTP has six sludge lagoons that allows the plant to rotate and store wet sludge that is dried to approximately 50% before being hauled off. Harry Tracy does not have land to allow sludge to be dried off and therefore requires mechanical dewatering to get the sludge to be in the 25-50% solids range. Once the sludge that started off as 2-3% solids becomes 25-50% solids, the sludge has to be removed from the plants before it is re-wetted by rainfall or incoming wet sludge. The prompt removal of dried sludge will allow the plants to operate at their rated capacities. If the dried sludge gets re-wetted because of an inability to haul off when needed, PUC will pay a higher price for hauling the wetter residuals. If the residuals become too wet to be accepted at the landfill then the plants' production rates would be reduced due to lack of storage for wet residuals produced continuously when the plants are in operation.

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

This service has always been provided through an Office of Contract Administration generated contract.

D. Will the contract(s) be renewed?

Yes.

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

NA.

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

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

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

B. Explain the qualifying circumstances:

The HTWTP and SVWTP require timely removal of sludge that cannot be interrupted while this contract undergoes contract modification for a price adjustment.

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

A. Specify required skills and/or expertise: This service requires the contractor to have all required licenses and permits to remove, transport, and dispose/recycle the residuals at an acceptable Class III landfill or alternate recycling site for non-hazardous waste. The contractor is also required to have sufficient number of trucks and leak-proof trailers to remove water treatment residuals when requested.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide trucks and trailers capable of hauling residuals to primary recycling site or Class III landfill. The contractor is also responsible for residual testing as required by landfill/recycling site and locating a secondary landfill/recycling site if the primary site becomes unavailable during the course of the contract term. All sites have to meet permit and regulatory requirements.

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

The Water Enterprise has not made an effort to obtain these services through available resources within the City.

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

A. Explain why civil service classes are not applicable.

The City does not have agreements with Class III (non-hazardous) landfills or recycling sites for accepting water treatment residuals. The City also does not own the special trailers used to store and haul residuals from HTWTP.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical or feasible to adopt a new civil service class to perform this work because the amount of work is not enough to justify the cost of developing and administering a new class. In addition, the City would still not have the requisite agreements and equipment to fully accomplish this work and meet regulatory requirements.

**6. Additional Information**

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

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

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



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

7. **Union Notification:** On 08/15/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40356 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org  
**Sent:** Thursday, August 15, 2019 10:36 AM  
**To:** Irwin, William (PUC); camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40356 - 19/20

RECEIPT for Union Notification for PSC 40356 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40356 - 19/20 for \$1,050,000 for Initial Request services for the period 12/15/2016 – 12/14/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13832> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Level II MAGUS Mainframe transition JUSTIS Oracle Database

Funding Source: General Funds

PSC Amount: \$300,000

PSC Est. Start Date: 09/16/2019

PSC Est. End Date 12/31/2021

**1. Description of Work**

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

CCSF is interested in establishing an interface between Level II's Message switching software called MAGUS and the City's Justice Tracking Information System, JUSTIS, system. JUSTIS is incorporated in an Oracle database, and LTI MAGUS will use the Oracle Java Database Connectivity, JDBC, driver supplied by San Francisco Police Department, SFPD, to establish a connection with JUSTIS. LTI MAGUS currently has over 120, Computer Aided Bay-Area Law Enforcement, CABLE, masks, which submit transactions to the SFPD CABLE system. Upon submitting the transaction to JUSTIS, LTI MAGUS will format the transaction as a Structured Query Language, SQL, statement specified by SFPD. Upon receiving the result(s) in Extensible Markup Language, XML, from JUSTIS for the submitted transaction, LTI MAGUS will format the information into a textual report close to the same (if not the same) format currently being returned from CABLE for the same transaction.

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

The City/County of San Francisco (CCSF) has invested in systems and staff (referred to as Justice Tracking Information System (JUSTIS)) to support and manage the public safety data sharing and reporting needs for the City and County of San Francisco including criminal justice agencies (San Francisco Superior Court, District Attorney, Public Defender, Sheriff, Adult Probation Department, Police Department, Department of Emergency Management, Juvenile Probation Department and the Department on the Status of Women). With approximately 15 years of effort to build integrated information and data sharing systems, the Level II Magus database transition is one of the first project to bring the JUSTIS program to its full potential. If this request is denied, the Public Safety departments, identified above, will continue to work on disparate systems that do not communicate with one another.

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

This is the first time the supplier is being requested to migrate its system into the City's database.

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

Perhaps in the event additional work is identified during the course of the project.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

This is one of the first projects to consolidate the City's JUSTIS disparate programs so that it communicates more efficiently.

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

A. Specify required skills and/or expertise: Programming skills and proprietary software keys to complete the required transition.

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

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

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

The software is proprietary and only the manufacturer, Level II, has the software keys to complete the required modifications and configurations to the software.

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

A. Explain why civil service classes are not applicable.

The software is proprietary and only the manufacturer, Level II, has the software keys to complete the required modifications and configurations to the software.

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 software is proprietary.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The supplier will only train City employees to use the system, but not to maintain it. The software is proprietary to Level II.

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 07/24/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42574 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Wednesday, July 24, 2019 5:21 PM  
**To:** Gines, Jolie (TIS); amakayan@ifpte21.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42574 - 19/20

RECEIPT for Union Notification for PSC 42574 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 42574 - 19/20 for \$300,000 for Initial Request services for the period 09/16/2019 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13789> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Surveying Services

Funding Source: Interdepartmental work orders

PSC Amount: \$12,000,000

PSC Est. Start Date: 10/07/2019

PSC Est. End Date 12/31/2025

**1. Description of Work**

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

Consultants will perform highly specialized professional land surveying work, such as topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, AutoCAD (Computer-Aided Design) Civil 3D drafting, help with special projects (monumentation, Geographic Information System Mapping, GPS network, etc.). We anticipate awarding up to 4 as-needed contracts, each not to exceed 5 years.

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

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

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

Services were provided through contracts for As-Needed Surveying Services under PSC #4063-11/12, approved on December 5, 2011, and PSC #48211-1718, approved on February 5, 2018.

D. Will the contract(s) be renewed?

No. New Request for Quotation will be advertised.

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have a 5 year term.

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

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

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

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

B. Explain the qualifying circumstances:

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

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

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

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

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

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

- A. Explain why civil service classes are not applicable.  
Excessive fluctuating workloads. Services are needed to assist Public Works-Bureau of Street & Mapping on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, incoming survey work tends to fluctuate so there are times when we need to hire extra help to accommodate the overload. We do not want to turn work away due to lack of manpower. Also we often have large projects that are time sensitive requiring additional survey crews.

**6. Additional Information**

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

7. **Union Notification:** On 08/05/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46060 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

## Sy, Don (DPW)

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Monday, August 05, 2019 3:55 PM  
**To:** Burns, Alexander (DPW); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46060 - 19/20

RECEIPT for Union Notification for PSC 46060 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 46060 - 19/20 for \$12,000,000 for Initial Request services for the period 10/07/2019 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13828> 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)**

MEMORANDUM



TO: Department of Human Resources

RE: PSC 46060-19/20 As-Needed Surveying Services

London N. Breed  
Mayor

Mohammed Nuru  
Director

Bruce Robertson  
Finance Manager

General Administration/Finance  
1155 Market St., 4th floor  
San Francisco, CA 94103  
tel 415-554-5418

[sfpublicworks.org](http://sfpublicworks.org)  
[facebook.com/sfpublicworks](https://facebook.com/sfpublicworks)  
[twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)

The following was performed by Public Works to be in compliance with Union Notification for PSC 46060 -19/20 for As Needed Surveying Services:

1. August 5, 2019 – Union notified of PSC
2. August 6, 2019 – Received request from Local 21 Union for copies of contracts and meeting to discuss PSC
3. August 8, 2019 – Submitted all contracts requested by Union
4. August 19, 2019 – Reached out to Union to set up meeting date
5. September 12, 2019 – Followed up with Union for meeting date

As of August 8, 2019, there were no further requests received from the Union. The Union review period ended on September 4, 2019.

Please do not hesitate to contact me if you have any questions.

Alexander Burns  
Contract Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Surveying Services

Funding Source: Interdepartmental work orders

PSC Amount: \$6,000,000

PSC Est. Start Date: 02/05/2018

PSC Est. End Date 06/30/2024

**1. Description of Work**

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

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

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

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

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

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

D. Will the contract(s) be renewed?

No. New RFQ will be advertised.

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

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

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

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

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

B. Explain the qualifying circumstances:

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

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



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

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

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

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

- A. Explain why civil service classes are not applicable.  
Excessive fluctuating workloads. Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, incoming survey work tends to fluctuate so there are times when we need to hire extra help to accommodate the overload. We do not want to turn work away due to lack of manpower. Also we often have large projects that are time sensitive requiring additional survey crews.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Describe the training and indicate approximate number of hours: Anticipate CADD training for new releases of software. Anticipated training: 100 hours total Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained: All levels: Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I), 5366 (Engineering Associate II) may require training. Anticipated training: 100 hours total
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

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

No.

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48211 - 17/18

DHR Analysis/Recommendation:

action date: 02/05/2018

Commission Approval Required

Approved by Civil Service Commission

02/05/2018 DHR Approved for 02/05/2018



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

December 13, 2011

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4056-11/12 THROUGH 4063-11/12 AND 4064-07/08.**

At its meeting of December 5, 2011 the Civil Service Commission had for its consideration the above matter.

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

### The Commission:

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

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

CIVIL SERVICE COMMISSION

*Sandra*  
ANITA SANCHEZ FOR  
Executive Officer

### Attachment

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

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12/5/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

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

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As - Needed Surveying Services

FUNDING SOURCE: Project funds from interdepartmental work orders

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

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

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

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

Union Name, Signature of person mailing/faxing form, Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-11/12
STAFF ANALYSIS/RECOMMENDATION

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

B. Will the contractor train City and County employees?

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

• Describe the training and indicate approximate number of hours.

Anticipate CADD training for new releases of software.

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

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

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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: Tunnel Design Services (DB-131)

Funding Source: Sewer System Improvement Program

PSC Duration: 1 year 51 weeks

PSC Amount: \$750,000

**1. Description of Work**

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

The proposed work are tunnel and geotechnical engineering design, and engineering support during construction

for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter

tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west

towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related

site investigation work (i.e. geotechnical and hazardous material). The primary purpose of the project is to increase

hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering are specialized work that is not routinely performed by City engineers. The neighborhood near the interaction of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

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. Previous projects include: WD-2531 (Bay Tunnel), CS-249 (Mountain Tunnel), WD-2498 (Polhemus Tunnel), and WW-487 (Sunnydale Tunnel). PSC 44496 -19/20 is a renewal of PSC 45698-17/18 which expired on June 18, 2019.

D. Will the contract(s) be renewed?

No.

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

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

- A. 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 experience and skills to design a tunnel are not available among the City's civil service staff; therefore, the project needs designed with the diverse skills, expertise, and knowledge to build a tunnel.

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

A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required. Also, the contractor will provide plans and specifications for the construction of the final facilities, which are a tunnel and two junction structures.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

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

Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.



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 nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long term staffing of tunnel engineers. Tunnels are considered as a high risk activity and the work does not occur frequently enough to justify.

**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. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.

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 08/12/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44496 - 19/20

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 10/07/2019

Civil Service Commission Action:

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

**Irwin, William**

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**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Monday, August 12, 2019 4:52 PM  
**To:** Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44496 - 19/20

RECEIPT for Union Notification for PSC 44496 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44496 - 19/20 for \$750,000 for Initial Request services for the period 11/04/2019 -- 10/29/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13834> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Tunnel and Geotechnical Engineering Design (PRO.0110)Funding Source: Sewer System Improvement ProgramPSC Duration: 3 years 4 daysPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work are tunnel and geotechnical engineering design, and engineering support during construction for SFPUC's Kansas and Marin Streets Sewer Improvements Project. This project is proposing a 8-foot diameter tunnel (starting from the intersection of Kansas and Marin Streets, and running approximately 900-feet west towards Lot 31, which is within City Property), launching and receiving shafts, junction structures, and all related site investigation work (i.e. geotechnical and hazardous material). The primary purpose of the project is to increase hydraulic conveyance to alleviate flooding for a susceptible portion of the City.

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

These services are necessary because tunnel engineering and associated geotechnical engineering are specialized work that is not routinely performed by City engineers. The neighborhood near the intersection of Kansas and Marin Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of the Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding during the City's design storm. Without this project, the surrounding areas will remain vulnerable to flooding.

**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 not been provided in the past.

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

No.

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

not applicable

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

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

**B. Explain the qualifying circumstances:**

This capital project requires specialized skills, expertise and knowledge to complete the work.

### 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise in tunnel engineering is required to assist City staff to provide engineering design services for a large-diameter (8-foot) sewer tunnel in an active seismic zone, including associated comprehensive geotechnical and hazardous material investigation. For geotechnical investigation, Geotechnical Interpretation Report and Geotechnical Baseline Report are expected to be produced by the consultant team. There will be optional services such as surveying, structural designs, etcetera with the Request For Proposal.
- 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; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for site investigation may be required.

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

SFPUC Engineering Management Bureau has reviewed the staffing plan and confirmed that such expertise is not available within current City resources. All related services that the City can provide - such as project engineering efforts, coordination for utility conflicts and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.  
Typically, design and construction of tunnels occur infrequently and far in between - especially compared with other civil engineering work in the City. There is no reliable, continuous, long-term workload for tunnel designs; therefore, it does not warrant hiring long-term City employees for tunnel work. Note that this project will be performed jointly between City and consultant staffs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical nor feasible to adopt a new civil service class to perform this work. There is insufficient continuous and long-term workload to support a long-term staffing of tunnel engineers.

### 6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staffs, this contract will include provisions for approximately 24-hours of consultant-led, in-office training sessions at the SFPUC. While training topics will be determined jointly with SFPUC during the Design Phase, potential topics may include: tunnel safety, maintenance and rehabilitation strategies for tunnels, construction management of tunnel projects, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural engineers, resident engineers, construction managers, and project managers.

- 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 04/10/2018, 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45698 - 17/18

DHR Analysis/Recommendation:

action date: 06/18/2018

Commission Approval Required

Approved by Civil Service Commission

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES 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: Ion Chromatography and Auto-titrator Equipment Maintenance(15834)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 3 years

PSC Amount: \$120,000

**1. Description of Work**

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

To provide preventative maintenance and emergency repair service to Metrohm-manufactured equipment located in SFPUC Drinking Water Laboratory. Equipment includes an Ion Chromatography System and an Auto-titrator. Labor, travel, and parts included.

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

This service is necessary as part of State regulatory requirements as well ensuring that the equipment is properly functional in its role of analyzing levels of Hexavalent Chromium in the City's drinking water supply. If denied, the SFPUC will be out of compliance with State regulations and our ability to detect this chemical compound will be compromised, jeopardizing public health.

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.

No. The equipment is new and just coming out of warranty.

D. Will the contract(s) be renewed?

Yes.

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

N/A

**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).

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

B. Explain the qualifying circumstances:

The State's regulatory requirements for drinking water are that all equipment used to analyze samples undergo regular preventative maintenance to ensure proper working condition. Given the relatively short life of this equipment (<10 yrs), and the changing nature of analytical methods, creating a new job classification to perform so little work is not feasible. Additionally, using non-Metrohm staff to service the equipment would invalidate warranties on replacement parts and may infringe upon patent laws.

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

- A. Specify required skills and/or expertise: Factory provided training for maintenance operations of Ion Chromatography and Auto-titrator equipment as well as access to replacement parts
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Equipment used to diagnose malfunction components of our equipment as well replacement parts/components.

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

Water Quality has reviewed all City job classifications to match skills to SOW and found no available resources.

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

- A. Explain why civil service classes are not applicable.  
There are no Civil Service classifications that have received training from the manufacturer, none have access to replacement parts, and none can warranty to work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The SOW is too limited, and SFPUC may replacement this equipment down the road with another manufacturer or analysis method.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. The SOW is to fix the equipment. WQD already knows how to use the equipment.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

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

7. **Union Notification:** On 09/04/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46348 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Wednesday, September 04, 2019 10:41 AM  
**To:** Irwin, William; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcello, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rritchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46348 - 19/20

RECEIPT for Union Notification for PSC 46348 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46348 - 19/20 for \$120,000 for Initial Request services for the period 11/01/2019 – 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/dhrrupal/node/13915> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Bay Corridor Transmission & Distribution Phase 2 Design-Build (2019)(DB-129R2)

Funding Source: SFPUC Power Operating Budget

PSC Duration: 3 years 8 weeks

PSC Amount: \$41,000,000

**1. Description of Work**

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

The scope of this design-build is to hire a qualified design-build team to complete detailed design and construction for Phase 2 of the Bay Corridor Transmission and Distribution (BCTD) Project. BCTD will allow San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to future customers such as the Southeast wastewater treatment plant. DB-129(R) will construct 12 kV and 230 kV electrical duct banks. The estimated DB-129(R) cost is \$1.5M for professional services and \$39.5M for construction. This work may be performed under more than one subsequent Request for Bids. DB-129(R) has the same scope of work as the original DB-129. The DB-129 Request for Qualifications did not result in an adequate number of qualified firms, so is being re-issued with new qualification requirements as DB-129(R).

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

Design-build services are needed to meet scheduled May 2021 customer power delivery. Denial of this design-build delivery method will risk a power service delay to customers.

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

Similar design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services, including the Bay Corridor Transmission & Distribution Phase 1 Design-Build Services PSC No. 43386-15/16 (DB-128) approved on August 1, 2016 and Bay Corridor Transmission & Distribution Phase 2 Design-Build Services PSC No. 49000-18/19 (DB-129) approved on September 17, 2018. PSC 47873 -19/20 is a renewal of PSC 49000-18/19 which expires on September 17, 2019

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

No.

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

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

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

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

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

B. Explain the qualifying circumstances:

12 kV and 230 kV electrical duct bank design and construction are unique and seldom.

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

A. Specify required skills and/or expertise: Proven experience and expertise are needed in the areas of: 1) 230kV and 12 kV electrical ductbanks; 2) geotechnical and structural engineering; 4) cost estimation; 5) design-build alternative delivery methods; 6) plans and specifications development; 7) project and construction scheduling in San Francisco; and 8) permitting.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized equipment will likely be needed to install approximately 50 ft. deep geotechnical improvements.

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

The San Francisco Public Utilities Commission (SFPUC) staff can perform the DB-129(R) engineering work except for the geotechnical engineering work. Because of other project commitments and this project's schedule, SFPUC cannot complete the design work on time using its own staff resources. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

A. Explain why civil service classes are not applicable.

DB-129(R) requires designer and contractor to have proven 12 kV and 230 kV electrical duct bank design and construction experience.

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. 12 kV and 230 kV electrical duct bank design and construction are unique and seldom.

**6. Additional Information**

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

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

Yes. It is possible that the contractor for DB-128R2 could perform this work if they are the lowest bidder for any subsequent DB-129(R) Requests for Bids.

7. **Union Notification:** On 08/12/2019, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47873 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019



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

**Irwin, William**

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**From:** dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org  
**Sent:** Monday, August 12, 2019 4:26 PM  
**To:** Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47873 - 19/20

RECEIPT for Union Notification for PSC 47873 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47873 - 19/20 for \$41,000,000 for Initial Request services for the period 11/01/2019 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13835> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Bay Corridor Transmission & Distribution Phase I Progressive Design-Build (DB-128)Funding Source: SFPUC Power Operating BudgetPSC Duration: 1 year 34 weeksPSC Amount: \$16,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of this progressive design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 1 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers along the southeast San Francisco waterfront including Candlestick Park development, new Warriors Arena and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$3M for all professional services and \$13M is for construction.

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

Progressive design build service is critical to accelerate project delivery to meet customer power delivery schedule. BCTD Phase 1 customers require a large amount of power (40 megawatts) by December 2017. Denial of this Progressive design-build delivery method will risk a power service delay to customers.

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

Similar design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services. The most recent project approved by the Civil Service Commission on January 4, 2016 is the Warnerville Substation Rehabilitation Design-Build Services PSC No. 42155-15/16 (DB- 127). The scope of services is different but the project delivery method is the same.

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

Assuming the project schedule and scope remains unchanged. there is no plan to renew Phase 1 contract at this time.

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

not applicable

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

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

## B. Explain the qualifying circumstances:

A design-build RFP requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction work.

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

- A. Specify required skills and/or expertise: Proven experiences and expertise are needed in the areas of: 1) electrical system design that includes substations and electrical conductor; 2) construction in electrical substation and conducts; 3) seismic, geotechnical and structural engineering; 4) cost estimating; 5) design-build/progressive design-build alternative delivery methods; 6) development of bid plans and specifications; 7) project and construction scheduling in San Francisco; 8) permitting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5408, Coord of Citizen Involvement;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: SFPUC will procure or place order(s) for transformer station equipment and instrumentation for Contractor to install and commission. Contractor will purchase all remaining transformer station appurtenances and materials for the project to complete installation.

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

The San Francisco Public Utilities Commission (SFPUC) staff can perform most of the Civil and Electrical engineering for this project except for some of the high voltage/transmission specialty electrical work. Because of staffing commitments to other projects and the restrictive timeline of this project, SFPUC staff are unable to commit resources to complete the design work in house. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

- A. Explain why civil service classes are not applicable.  
A Design-build Request For Proposal (RFP) requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The design and construction service for transmission and distribution is unique and seldom. Continuous need for this is not necessary.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No. Training is not part of this PSC. The design and construction service for transmission and distribution is unique and seldom. Continuous need beyond this contract is not necessary.

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

7. **Union Notification:** On 05/13/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43386 - 15/16

DHR Analysis/Recommendation:

action date: 08/01/2016

Commission Approval Required

Approved by Civil Service Commission

08/01/2016 DHR Approved for 08/01/2016

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Bay Corridor Transmission & Distribution Phase 2 Design-Build (2018) (DB-129)Funding Source: SFPUC Power Enterprise Operating Budget PSC Duration: 1 year 2 weeksPSC Amount: \$41,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of this design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 2 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers including University of California - San Francisco and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$1.5M for all professional services and \$39.5M is for construction.

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

Design build service is critical to accelerate project delivery to meet customer power delivery schedule. BCTD Phase 2 customers require power delivery by December 2020. Denial of this design-build delivery method will risk a power service delay to customers.

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

Similar design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services, including the Bay Corridor Transmission & Distribution Phase 1 Design-Build Services PSC No. 43386-15/16 (DB-128) approved on August 1, 2016. The scope of services is similar and the project delivery method is the same.

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

No.

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

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):** Short-term or capital projects requiring diverse skills, expertise and/or knowledge. Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

## B. Explain the qualifying circumstances:

The design and construction service for electrical transmission and distribution is unique and seldom.

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

- A. Specify required skills and/or expertise: Proven experiences and expertise are needed in the areas of: 1) electrical system design that includes 12kV, 35kV and 230kV substations and electrical ductbanks; 2) construction of electrical substation and conductors; 3) seismic, geotechnical and structural engineering; 4) cost estimating; 5) design-build alternative delivery methods; 6) development of bid plans and specifications; 7) project and construction scheduling in San Francisco; 8) permitting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- 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 San Francisco Public Utilities Commission (SFPUC) staff can perform most of the Civil and Electrical engineering for this project except for some of the high voltage/transmission specialty electrical work. Because of staffing commitments to other projects and the restrictive timeline of this project, SFPUC staff are unable to commit resources to complete the design work in house. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

- A. Explain why civil service classes are not applicable.  
A Design-build Request for Bid (RFB) requires designer and contractor to have specific proven design and construction experiences in electrical transmission and distribution.
- 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 design and construction service for transmission and distribution is unique and seldom. Continuous need for this is not necessary.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not part of 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 07/20/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue, 8th floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49000 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # 31594 - 18/19)

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

Type of Service: As needed installation of vehicle telematics devices

Funding Source: General fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 10/01/18 - 09/30/21 (3 years)

PSC Mod#1 Amount: \$170,000 PSC Mod#1 Duration: 10/04/19-06/30/23 (1 year 39 weeks)

PSC Cumulative Amount Proposed: \$270,000 PSC Cumulative Duration Proposed: 4 years 39 weeks

**1. Description of Work**

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

The contractor may be providing as-needed installation services of fleet telematics (vehicle locator) devices for city vehicles during periods when Central Shops is at full capacity and unable to perform the installation in a timely basis.

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

The City has approximately 4,500 telematics devices installed in the municipal fleet. GSA-Fleet and city departments use information from the telematics system to manage fleet utilization and safety, monitor engine diagnostic and idling, and track other vehicle performances to optimize the fleet and decrease costs. Denial of this request may cause some city vehicles to not be equipped with telematics because Central Shops is at full capacity and unable to timely perform the installation in-house by city staff, resulting in data gaps and incomplete information to support departments' decision making.

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

Yes

D. Will the contract(s) be renewed?

Yes, if needed.

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. Display all that apply

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

Explain the qualifying circumstances:

Vendor will provide these services when there are peaks in workload and fleet staff are at full capacity.

B. Reason for the request for modification:

To add funds and duration

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

- A. Specify required skills and/or expertise: Experience in automotive diagnostic and repairs. Knowledge of and skilled in automotive electrical systems, computerized engine controls, and other automotive systems/components
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classes perform these services. Vendor will only be used with fleet staff is at full capacity.
- 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: Classes 7381 and 7313 perform this work.

**6. Additional Information**

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

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

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

7. **Union Notification:** On 09/04/19, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414;

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton Goodlet Place Room 362, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 31594 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Lubamersky, Joan (ADM)**

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Wednesday, September 04, 2019 11:19 AM  
**To:** Lubamersky, Joan (ADM); agonzalez@iam1414.org; speedy4864@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 31594 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$170,000 for services for the period October 4, 2019 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13911>

Email sent to the following addresses: speedy4864@aol.com agonzalez@iam1414.org

## **Additional Attachment(s)**



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

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

Type of Service: As needed installation of vehicle telematics devices

Funding Source: General fund PSC Duration: 3 years

PSC Amount: \$100,000

**1. Description of Work**

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

The contractor may be providing as-needed installation services of fleet telematics (vehicle locator) devices for city vehicles during periods when Central Shops is at full capacity and unable to perform the installation in a timely basis.

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

The City has approximately 4,500 telematics devices installed in the municipal fleet. GSA-Fleet and city departments use information from the telematics system to manage fleet utilization and safety, monitor engine diagnostic and idling, and track other vehicle performances to optimize the fleet and decrease costs. Denial of this request may cause some city vehicles to not be equipped with telematics because Central Shops is at full capacity and unable to timely perform the installation in-house by city staff, resulting in data gaps and incomplete information to support departments' decision making.

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

D. Will the contract(s) be renewed?

Yes, if needed.

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:

Vendor will provide these services when there are peaks in workload and fleet staff are at full capacity.

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

- A. Specify required skills and/or expertise: Experience in automotive diagnostic and repairs. Knowledge of and skilled in automotive electrical systems, computerized engine controls, and other automotive systems/components
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic;
- 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 resources are not available in the City. Work is as needed, for when fleet staff is unable to perform the task.

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

- A. Explain why civil service classes are not applicable.  
Civil service classes perform these services. Vendor will only be used with fleet staff is at full capacity.
- 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. Classes 7381 and 7313 perform this work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.
- 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 08/30/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414**

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton Goodlet Place Room 362 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 31594 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 10/04/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request:  Initial  Modification of an existing PSC (PSC # 40295 - 18/19)

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

Type of Service: Shelter Transportation Services

Funding Source: General Fund

PSC Original Approved Amount: \$999,999 PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)

PSC Mod#1 Amount: \$499,999 PSC Mod#1 Duration: 05/01/19-06/30/23 (1 year)

PSC Mod#2 Amount: \$300,002 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,800,000 PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.

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

This service is necessary to provide safe, reliable transportation for homeless adults and families who are using the city-funded shelter system, and the possessions they are carrying, on a scheduled route to and from specific shelter sites. Failure to provide this service would cause hardship to homeless adults and families who are using or have reservations in the adult and family emergency shelter systems and need transportation to and from specific shelter sites.

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

Services have been provided in the past through earlier PSC request. See 40295 - 18/19

D. Will the contract(s) be renewed?

It may be renewed based on Department needs and Contractor performance.

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

HSH wishes to expand transportation services to clients of the Department of Homelessness and Supportive Housing (HSH) shelter system.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This service requires expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

B. Reason for the request for modification:

To expand transportation services to clients of the Department of Homelessness and Supportive Housing (HSH) shelter system.

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

- A. Specify required skills and/or expertise: Minimum of five (5) years of experience providing services to people experiencing homelessness.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide one (1) cutaway shuttle and one (1) transit van.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This service requires expertise in providing services to people experiencing homelessness and the ability to provide transportation services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class because of the immediate need for these services and the required expertise in providing services to people experiencing homelessness.

**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.  
Contractor will provide proper staff training to its own licensed vehicle drivers, but will not provide training to City 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 09/03/19, the Department notified the following employee organizations of this PSC/RFP request:  
Transport Workers Union, L 200;

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission Street, Suite 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40295 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [monique.colon@sfgov.org](mailto:monique.colon@sfgov.org)  
**To:** [Colon, Monique \(HOM\); local200twu@sbcglobal.net](mailto:Colon, Monique (HOM); local200twu@sbcglobal.net); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR (HRD)@sf.gov)  
**Subject:** Receipt of Modification Request to PSC # 40295 - 18/19 - MODIFICATIONS  
**Date:** Tuesday, September 03, 2019 3:08:27 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$300,002 for services for the period September 3, 2019-- June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12992>

Email sent to the following addresses: [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net)



**From:** Colon, Monique (HOM)  
**To:** [ewilliams@twusf.org](mailto:ewilliams@twusf.org)  
**Subject:** FW: Receipt of Modification Request to PSC # 40295 - 18/19 - MODIFICATIONS  
**Date:** Tuesday, September 03, 2019 3:10:00 PM

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Dear, Transport Workers Union Local 250-A.

The Department of Homelessness and Supportive Housing (HSH) has submitted a request to modify PSC 40295-18/19 and wishes to notify TWU-250A. If you have any questions about our request or are not the appropriate contract, please let me know.

Thank you,  
Monique

Monique Colón  
Supervising Contracts Analyst  
San Francisco Department of Homelessness & Supportive Housing  
415.355.5230

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of [monique.colon@sfgov.org](mailto:monique.colon@sfgov.org)  
Sent: Tuesday, September 03, 2019 3:07 PM  
To: Colon, Monique (HOM); [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net); DHR-PSCCoordinator, DHR (HRD)  
Subject: Receipt of Modification Request to PSC # 40295 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING -- HOM has submitted a modification request for a Personal Services Contract (PSC) for \$300,002 for services for the period September 3, 2019 -- June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12992>  
Email sent to the following addresses: [local200twu@sbcglobal.net](mailto:local200twu@sbcglobal.net)

## **Additional Attachment(s)**

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

Department: DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING Dept. Code: HOMType of Request:  Initial  Modification of an existing PSC (PSC # 40295 - 18/19)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Shelter Transportation ServicesFunding Source: General FundPSC Original Approved Amount: \$999,999PSC Original Approved Duration: 07/01/18 - 06/30/22 (4 years)PSC Mod#1 Amount: \$499,999PSC Mod#1 Duration: 05/01/19-06/30/23 (1 year)PSC Cumulative Amount Proposed: \$1,499,998 PSC Cumulative Duration Proposed: 5 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.

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

This service is necessary to provide safe, reliable transportation for homeless adults and families who are using the city-funded shelter system, and the possessions they are carrying, on a scheduled route to and from specific shelter sites. Failure to provide this service would cause hardship to homeless adults and families who are using or have reservations in the adult and family emergency shelter systems and need transportation to and from specific shelter sites.

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

Services have been provided in the past through earlier PSC request. See 40295 - 18/19

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

It may be renewed based on Department needs and Contractor performance.

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

HSH wishes to expand transportation services to clients of the Department of Homelessness and Supportive Housing (HSH) shelter system.

**2. Reason(s) for the Request****A. Display all that apply**

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

Explain the qualifying circumstances:

This service requires expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

B. Reason for the request for modification:

To expand transportation services to clients of the Department of Homelessness and Supportive Housing (HSH) shelter system.

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

A. Specify required skills and/or expertise: Minimum of five (5) years of experience providing services to people experiencing homelessness.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide one (1) cutaway shuttle and one (1) transit van.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This service requires expertise in providing services to people experiencing homelessness and the ability to provide transportation services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class because of the immediate need for these services and the required expertise in providing services to people experiencing homelessness.

**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.

Contractor will provide proper staff training to its own licensed vehicle drivers, but will not provide training to City 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 07/30/19, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200;

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission Street, Suite 200, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40295 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/22/2019

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

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

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

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

Type of Service: Shelter Transportation Services

Funding Source: General Fund

PSC Amount: \$999,999

PSC Est. Start Date: 07/01/2018 PSC Est. End Date 06/30/2022

### 1. Description of Work

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

The awarded contractor will provide transportation services for homeless adults and families. Transportation services include transporting shelter and Navigation Center users from Access Points or other sites to Shelters and Navigation Centers and back.

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

This service is necessary to provide safe, reliable transportation for homeless adults and families who are using the city-funded shelter system, and the possessions they are carrying, on a scheduled route to and from specific shelter sites. Failure to provide this service would cause hardship to homeless adults and families who are using or have reservations in the adult and family emergency shelter systems and need transportation to and from specific shelter sites.

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

This service was previously procured through competitive RFP processes administered by the Human Services Agency (HSA). The resulting agreement was authorized by the Civil Service Commission through PSC #2008-08/09. The services were transitioned to HSH upon its creation as a new agency in FY16-17. HSH is requesting its own authority to procure these services through a competitive RFQ process.

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

It may be renewed based on Department needs and Contractor performance.

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

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

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

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

#### B. Explain the qualifying circumstances:

This service requires expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

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

- A. Specify required skills and/or expertise: Minimum of five (5) years of experience providing services to people experiencing homelessness.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
The contractor will provide one (1) cutaway shuttle and one (1) transit van.

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

None, as there are a limited number of City departments that have expertise in providing services to people experiencing homelessness, and the City staff who have expertise in providing services to people experiencing homelessness are unable to provide transportation services.

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

- A. Explain why civil service classes are not applicable.  
This service requires expertise in providing services to people experiencing homelessness and the ability to provide transportation services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class because of the immediate need for these services and the required expertise in providing services to people experiencing homelessness.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Contractor will provide proper staff training to its own licensed vehicle drivers, but will not provide training to City 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 07/18/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Transport Workers Union, L 200

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

Name: Monique Colon Phone: 4153555230 Email: monique.colon@sfgov.org

Address: 1360 Mission Street, Suite 200 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40295 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 43791 - 16/17)

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

Type of Service: Development Feasibility Analysis for SFMTA Bus Yards

Funding Source: Operating fund

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 09/01/17 - 08/31/20 (3 years)

PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 09/01/17-01/31/22 (1 year 21 weeks)

PSC Mod#2 Amount: \$2,700,000 PSC Mod#2 Duration: 09/01/17-11/30/23 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$3,950,000 PSC Cumulative Duration Proposed: 6 years 13 weeks

**1. Description of Work**

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

The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.

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

The SFMTA's Real Estate and Facilities Vision for the 21st Century (Vision Report) identified the need for the reconstruction of transit facilities along with the potential to generate additional revenue for the Agency by developing the airspace above those facilities. In order to move forward, the SFMTA needs to have a better understanding of the feasibility of such a project and how it would best be programmed, financed, and implemented. The project is time-sensitive as it will need to be coordinated with the timeline for the rehabilitation of the SFMTA's facilities. Without the study, the SFMTA would not be able to move forward with the development of any non-transit uses above its bus yards and would forego an opportunity to generate additional revenue for the Agency.

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.

No

D. Will the contract(s) be renewed?

Although the contract is envisioned to be for a three-year period, there is option to renew twice, each time up to three years.

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

The original consultant team contract authorized by this PSC (43791-16/17) covered a three-year period ending on November 30, 2020, with option(s) to extend for up to two additional three-year periods. According to these contract terms, the SFMTA will enact the first approved extension through November 30, 2023, with the option to extend for one additional three-year period as needed. This constitutes a contract extension of approximately four years and four months from the date of this modification request form. To date, the feasibility work authorized by PSC 43791-16/17 has focused on a single bus facility, Potrero Yard. The extension to 2023 is essential to complete similar feasibility work for other SFMTA bus facilities, including the scope of work for the grant that the SFMTA received from Caltrans. The extension will allow the SFMTA to build on the feasibility work already completed for Potrero Yard.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Services to be provided require an expertise and skills in real estate (private and public development, finance, cost estimation) required for limited duration, and on an as-needed basis. This expertise, although not held by city employees, would likely be diffused over several civil service classes, making it more practical to utilize professional services.

B. Reason for the request for modification:

The Civil Service Commission approved PSC # 43791 – 16/17 in August of 2017, authorizing a contract for a consultant team to analyze joint development opportunities and facility upgrades at SFMTA bus and rail yards in the amount of \$1,000,000. This amount was increased to \$1,250,000 in February of 2019. Further budget is needed for several reasons. First, to incorporate substantial community and City Family feedback on joint development/land-use scenarios. Second and in response to a peer review, to complete a more detailed facility design process and facility design criteria than were originally anticipated. Third, to incorporate into the design of Potrero Yard additional uses and design parameters than were originally anticipated. Finally as a result of these changes, to allow for additional budget and time to perform similar feasibility work at other SFMTA facilities, as the scope of work originally anticipated.

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

- A. Specify required skills and/or expertise: The consultant team will consist of individuals with experience in engineering, architecture, transit facility design, cost estimating, and real estate finance/development. The consultants will need experience working on transit facilities, creating architectural models, and developing financial pro formas as well as generating various scenarios based on market analyses.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5241, Engineer; 5268, Architect; 5502, Project Manager 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.  
City civil services classes cannot perform this work because the synthesis of expertise and skill required for this project—in private real estate development and finance, construction cost estimating for real estate development, knowledge of similar public-private partnerships around the globe—are beyond the resources of City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Civil service classifications already exist but, because of the depth and breadth of expertise required and the “as-needed” nature of the work required in the project of this duration, it would not be practical to perform the work with civil service employees.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The contractor will not provide formal classroom training to City and County employees. However, the contractor will build capacity with staff to develop knowledge and familiarity with financial modeling, scoping design criteria, and assessing joint development feasibility at SFMTA properties, as well as provide tools that City and County employees may employ to implement projects in the future. Three SFMTA employees – classified as 5502 Project Manager I, 5382 Student Design Trainee III, and 9174 Project Manager IV – will receive approximately 40-60 hours of training through this collaborative process. Additionally, through the design criteria process, several SFMTA Transit maintenance and operations staff have gained knowledge about state-of-the-art equipment, facility design, and practices in the Transit industry.
- 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.  
The SFMTA received a grant from Caltrans in May 2019

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes, Res # 171121-146 on 11/2017

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Hatch Assoc. Consultants SFMTA 2017-26; Cristina Nape 5103908033

7. **Union Notification:** On 09/04/19, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@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# 43791 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Wednesday, September 4, 2019 9:28 AM  
**To:** Nuque, Amy; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43791 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$2,700,000 for services for the period September 1, 2017 – November 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12480>

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

## **Additional Attachment(s)**

**DEPARTMENT OF TRANSPORTATION**  
 DIVISION OF TRANSPORTATION PLANNING  
 P.O. BOX 942874, MS-32  
 SACRAMENTO, CA 94274-0001  
 PHONE (916) 654-2596  
 FAX (916) 653-0001  
 TTY 711  
 www.dot.ca.gov



*Making Conservation  
 a California Way of Life.*

May 17, 2019

Mr. Edward D. Reiskin  
 Director  
 San Francisco Municipal Transportation Agency  
 One South Van Ness Avenue, 7th Floor  
 San Francisco, CA 94103

Dear Mr. Reiskin:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the San Francisco Municipal Transportation Agency for the recent award of the following transportation planning grant:

<b>Road Maintenance and Rehabilitation Account - Sustainable Communities</b>	
<b>Grant Fiscal Year (FY)</b>	2019-20
<b>Grant Title</b>	Presidio Bus Yard Planning Study
<b>Grantee</b>	San Francisco Municipal Transportation Agency
<b>Sub-Recipient</b>	
<b>Grant Award</b>	\$490,160
<b>Local Match</b>	\$66,840
<b>Total Project Amount</b>	\$557,000
<b>Grant Expiration</b>	February 28, 2022 - time extensions are not allowed
<b>Final Invoice Due</b>	April 28, 2022

### Conditions of Grant Acceptance

Grant work cannot begin until all Conditions of Grant Acceptance have been satisfied. To assist with this process, Caltrans District staff will schedule a teleconference with your agency to discuss the conditions below, as well as other project revisions that may be necessary to accept grant funding. Please submit the below items to Caltrans District 4 no later than July 15, 2019. Failure to satisfy these conditions will result in the forfeiture of grant funds.

1. Coordinate with Caltrans District Planning staff to make necessary revisions to the Grant Application Cover Sheet, Scope of Work, and Project Timeline. Initial review of these documents require the following revisions:

*"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"*



Mr. Edward D. Reiskin  
May 17, 2019  
Page 2

- Remove ineligible activities from the Scope of Work and Project Timeline. Activities such as analyzing joint development scenarios, preliminary financial feasibility, implementation reports, or any public engagement related to these activities are not eligible.
- 2. A current (less than one year old) Local Resolution signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans.
- 3. Although the Payee Data Record (STD. 204) states government entities are not required to submit the form, it is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
- 4. If requesting reimbursement for indirect costs, these costs must be included in the grant Scope of Work and Project Timeline. An Indirect Cost Allocation Plan (ICAP) must be submitted to Caltrans Audits and Investigations. Instructions for submitting an ICAP are available at the following webpage: <http://dot.ca.gov/audits/>
- 5. If utilizing third-party in-kind contributions to satisfy the minimum local match requirement, a Third-Party In-kind Valuation Plan must be completed. These contributions consist of goods and services donated from outside the grantee's agency (examples: donated printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). A Third-Party In-kind Valuation Plan Checklist and sample can be found at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

### Next Steps

Once the District has approved all items required to fulfill the Conditions of Grant Acceptance, the following steps will need to occur:

- The Caltrans Division of Procurement and Contracts will send a draft contract for review and signature. Once the contract is signed, Caltrans District staff will send a Notice to Proceed letter. Grant work cannot begin until this letter is received by the grantee.
- Caltrans District staff will schedule a grant kick-off meeting with Caltrans staff and the grantee.
- Grant administrative requirements:
  - Quarterly Progress Reports (a brief narrative of completed project activities)
  - Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
  - Local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every RFR/invoice.
  - All work must be completed by February 28, 2022.

Mr. Edward D. Reiskin

May 17, 2019

Page 3

- o Final RFR/invoice and final product due no later than April 28, 2022. The final RFR/invoice will not be processed by Caltrans until the final product is submitted
- o For your convenience, a toolbox to aid you during this process is located at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

If you have questions concerning the Grant Program requirements or these funds, please contact, Becky Frank, Caltrans District 4 Liaison at (510) 286-5536 or Jelani Young, Caltrans Headquarters Liaison at (916) 651-6889.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning

c: Joel Goldberg, Manager, Capital Procurement and Management, San Francisco  
Municipal Transportation Agency  
William Velasco, Acting Senior Transportation Planner, Caltrans District 4  
Becky Frank, Senior Transportation Planner, Caltrans District 4  
Jelani Young, Associate Transportation Planner, Caltrans Headquarters

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 171121-146

WHEREAS, In 2013, the SFMTA completed a comprehensive analysis of its real estate holdings and future real estate needs through the year 2030; this report, The SFMTA's Real Estate and Facilities Vision for the 21<sup>st</sup> Century, or "Vision Report," confirmed that there are major capital needs at the SFMTA's facilities and that multiple facilities would have to be entirely rebuilt to preserve the safety, efficiency, and proper function of the City's transit system; the Vision Report also identified the potential for pursuing joint development at one or more Muni bus storage and maintenance yards; and,

WHEREAS, In 2017, the SFMTA issued the Facility Assessment and Workspace Planning report (the "Facilities Framework"), which updates and expands upon the recommendations of the Vision Report, accounting for the substantial expansion of the vehicle fleet under the SFMTA's revised fleet plan, and highlights the potential for joint development at multiple bus yards, calling for further analysis of the feasibility of the concept; and,

WHEREAS, SFMTA Contract No. 2017-26, Bus Yard Design and Development Services, fulfills the recommendations of the Vision Report and the 2017 Facilities Framework to analyze the feasibility of joint development at SFMTA bus yards; and,

WHEREAS, The Contract will also examine joint development at the Potrero Yard and will establish detailed transit facility design criteria for the Potrero Yard, Muni Metro East (MME), and a possible new bus yard; and

WHEREAS, On April 24, 2017, the SFMTA issued a Request for Proposals for Bus Yard Design and Development Services; and,

WHEREAS, The SFMTA determined that the proposal received from Hatch Associates Consultants was the highest-scoring proposal according to the selection criteria within the RFP for Bus Yard Design and Development Services; and,

WHEREAS, The Contract Compliance Office reviewed the proposals in response to the RFP and confirmed that Hatch Associates Consultants will meet the Local Business Enterprise participation goal of 30% of the work; and,

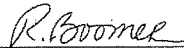
WHEREAS, Work under Contract No. 2017-26 will be funded by local sources; and,

WHEREAS, On October 13, 2017, the SFMTA, under authority delegated by the Planning Department, determined that SFMTA Contract No. 2017-26, Bus Yard Design and Development Services is not a "project" pursuant to the California Environmental Quality Act (CEQA), as defined in Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors; now, therefore be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute Contract No. 2017-26 with Hatch Associates Consultants for analyzing joint development opportunities and facility upgrades at bus and rail yards, in an amount not to exceed \$1,000,000 and for a term of three years, with up to two three-year extensions, to be exercised at the discretion of the Director of Transportation.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of November 21, 2017.



\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 43791 - 16/17)

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

Type of Service: Development Feasibility Analysis for SFMTA Bus Yards

Funding Source: Operating fund

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 09/01/17 - 08/31/20 (3 years)

PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 09/01/17-01/31/22 (1 year 21 weeks)

PSC Cumulative Amount Proposed: \$1,250,000 PSC Cumulative Duration Proposed: 4 years 21 weeks

**1. Description of Work**

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

The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.

**Scope Change**

NO

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

The SFMTA's Real Estate and Facilities Vision for the 21st Century (Vision Report) identified the need for the reconstruction of transit facilities along with the potential to generate additional revenue for the Agency by developing the airspace above those facilities. In order to move forward, the SFMTA needs to have a better understanding of the feasibility of such a project and how it would best be programmed, financed, and implemented. The project is time-sensitive as it will need to be coordinated with the timeline for the rehabilitation of the SFMTA's facilities. Without the study, the SFMTA would not be able to move forward with the development of any non-transit uses above its bus yards and would forego an opportunity to generate additional revenue for the Agency.

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.

No

D. Will the contract(s) be renewed?

Although the contract is envisioned to be for a three-year period, there is option to renew twice, each time up to three years.

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

NO

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

A. Display all that apply

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

Explain the qualifying circumstances:

Services to be provided require an expertise and skills in real estate (private and public development, finance, cost estimation) required for limited duration, and on an as-needed basis. This expertise, although not held by city employees, would likely be diffused over several civil service classes, making it more practical to utilize professional services.

B. Reason for the request for modification:

Additional funds and an extended duration will allow the SFMTA to refine feasibility scenarios in response to community feedback and to complete feasibility work for additional SFMTA bus yards.

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

- A. Specify required skills and/or expertise: The consultant team will consist of individuals with experience in engineering, architecture, transit facility design, cost estimating, and real estate finance/development. The consultants will need experience working on transit facilities, creating architectural models, and developing financial pro formas as well as generating various scenarios based on market analyses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5241, Engineer; 5268, Architect; 5502, Project Manager 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.  
City civil services classes cannot perform this work because the synthesis of expertise and skill required for this project—in private real estate development and finance, construction cost

estimating for real estate development, knowledge of similar public-private partnerships around the globe—are beyond the resources of City staff.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Civil service classifications already exist but, because of the depth and breadth of expertise required and the “as-needed” nature of the work required in the project of this duration, it would not be practical to perform the work with civil service employees.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
N/A – no training under this contract for SFMTA 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.  
Yes, approved this PSC 08/07/17
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 01/17/19, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@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# 43791 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/07/2019



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

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Development Feasibility Analysis for SFMTA Bus YardsFunding Source: Operating fundPSC Duration: 3 yearsPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant team will provide a detailed feasibility analysis for the development of SFMTA bus yard(s) with updated transit facilities and additional, non-transit uses. The consultant team's work will include a number of stages. First, the consultant will complete a detailed, current conditions analysis of the subject yard(s) and the function of the yard(s) relative to the entire SFMTA campus of facilities. Second, the consultant will create a specifications document for a newly rebuilt yard. Third, the consultant will prepare a number of detailed development scenarios for non-transit uses. The scenarios will then be refined into final development scenarios, and outreach will be conducted to stakeholders before recommendations are finalized.

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

The SFMTA's Real Estate and Facilities Vision for the 21st Century (Vision Report) identified the need for the reconstruction of transit facilities along with the potential to generate additional revenue for the Agency by developing the airspace above those facilities. In order to move forward, the SFMTA needs to have a better understanding of the feasibility of such a project and how it would best be programmed, financed, and implemented. The project is time-sensitive as it will need to be coordinated with the timeline for the rehabilitation of the SFMTA's facilities. Without the study, the SFMTA would not be able to move forward with the development of any non-transit uses above its bus yards and would forego an opportunity to generate additional revenue for the Agency.

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

This service has not be provided in the past.

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

Although the contract is envisioned to be for a three-year period, there is option to renew twice, each time up to three years.

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

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

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

B. Explain the qualifying circumstances:

Services to be provided require an expertise and skills in real estate (private and public development, finance, cost estimation) required for limited duration, and on an as-needed basis. This expertise, although not held by city employees, would likely be diffused over several civil service classes, making it more practical to utilize professional services.

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

- A. Specify required skills and/or expertise: The consultant team will consist of individuals with experience in engineering, architecture, transit facility design, cost estimating, and real estate finance/development. The consultants will need experience working on transit facilities, creating architectural models, and developing financial pro formas as well as generating various scenarios based on market analyses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5241, Engineer; 5268, Architect; 5502, Project Manager 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?**

None.

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

- A. Explain why civil service classes are not applicable.  
City civil services classes cannot perform this work because the synthesis of expertise and skill required for this project—in private real estate development and finance, construction cost estimating for real estate development, knowledge of similar public-private partnerships around the globe—are beyond the resources of City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Civil service classifications already exist but, because of the depth and breadth of expertise required and the “as-needed” nature of the work required in the project of this duration, it would not be practical to perform the work with civil service employees.

**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. Not applicable
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

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

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

7. **Union Notification:** On 06/12/2017, 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# 43791 - 16/17

DHR Analysis/Recommendation:

action date: 08/07/2017

Commission Approval Required

Approved by Civil Service Commission

08/07/2017 DHR Approved for 08/07/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 43237 - 16/17)

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

Type of Service: Veterinarian Medical and Dental Services for Service Dogs

Funding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/17 - 06/30/20 (3 years)

PSC Mod#1 Amount: \$175,000 PSC Mod#1 Duration: 07/01/20-06/30/23 (3 years)

PSC Cumulative Amount Proposed: \$275,000 PSC Cumulative Duration Proposed: 6 years

**1. Description of Work**

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

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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

Services have been provided in the past through earlier PSC request. See 43237 - 16/17

D. Will the contract(s) be renewed?

The contracts will likely need to be renewed.

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

The SFPD needs to renew contract with existing veterinarian hospital for another three years.

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

A. Display all that apply

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

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

Explain the qualifying circumstances:

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

B. Reason for the request for modification:  
extend PSC and add contract value

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

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

**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 services are as-needed for dogs working on three different shifts (day, swing and night).
- 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 as-needed for dogs working on three different shifts (day, swing and night).

**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 is not needed. The SFPD is not staffed with veterinarians.
- 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.  
extending contract

7. **Union Notification:** On 08/14/19, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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

**Wong, Genie (POL)**

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**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Wednesday, August 14, 2019 2:22 PM  
**To:** Wong, Genie (POL); tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43237 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period July 1, 2020 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13841>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com



## **Additional Attachment(s)**

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

Department: POLICE -- POLDept. Code: POLType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Veterinarian Medical and Dental Services for Service DogsFunding Source: General FundPSC Duration: 3 yearsPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide veterinary care for City service dogs primarily with the San Francisco Police Department (SFPD) and possibly other City departments, such as the San Francisco District Attorney's Office (SFDA). Currently the SFPD has 12 service dogs and the SFDA has 2 therapy dogs. Services required will include, but will not be limited to, 24 hour emergency care, routine care, medical consultation, surgery and surgery-related care, dental care, injections, vaccinations, prescription medicine and food, radiology and laboratory work.

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

Service dogs require medical care to ensure that they remain in good health, and when ill or injured, receive the treatment necessary to return to good health. Without treatment, the dogs' medical conditions may deteriorate and possibly result in death.

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

PSC 34493-13/14

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

The contracts will likely need to be renewed.

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

not applicable

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

**B. Explain the qualifying circumstances:**

Services are as needed 24/7/365. San Francisco Animal Care and Control does not have capacity to care for SFPD and SFDA dogs.

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

- A. Specify required skills and/or expertise: Contractors must provide licensed and skilled veterinarians. At least one contractor will provide 24/7/365 emergency medical care to treat serious injuries or illnesses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractors will provide facilities, equipment, and all necessary licensed personnel and medication.

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

We contacted San Francisco Animal Care and Control on February 1, 2017 to request services, but they do not have the capacity to treat 14 dogs (12 with SFPD and 2 with SFDA).

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

- A. Explain why civil service classes are not applicable.  
The services are as-needed for dogs working on three different shifts (day, swing and night).
- 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 as-needed for dogs working on three different shifts (day, swing and night).

**6. Additional Information**

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

7. **Union Notification:** On 02/02/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 8CC

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43237 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/08/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 43887 - 14/15)

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

Type of Service: As-Needed American Sign Language Interpretation Services

Funding Source: General Funds, Grants

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 07/01/15 - 06/30/18 (3 years)

PSC Mod#1 Amount: \$1,080,000 PSC Mod#1 Duration: 07/01/19-06/30/28 (10 years 3 days)

PSC Cumulative Amount Proposed: \$2,580,000 PSC Cumulative Duration Proposed: 13 years 3 days

**1. Description of Work**

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

The Contractor (s) will provide American Sign Language (ASL) Interpreters, oral interpreting, relay interpreting and deaf/blind (tactile) interpreting services for clients. The Contractor will be available 24 hours a day seven days a week. The Contractor(s) may also be required to provide two interpreters on call 24/7 via a pager / or mobile phone. Services are for any requesting unit of the Department of Public Health.

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

In order to deliver fully ADA (American With Disabilities Act)compliant services to all of our clients the Department must have in place a mechanism to communicate with clients that are unable to communicate using voice. If these services are denied, the Department will not be able to provide services to a group of clients and will not be in compliance with the ADA requirements.

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

Services have been provided in the past through earlier PSC request. See 43887 - 14/15

D. Will the contract(s) be renewed?

Yes.

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

The Department expects the need for these Americans with Disabilities Act (ADA)-mandated services to continue as the Department is required to be able to provide services as needed on a 24/7 basis.

**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 services are typically needed when a patient or clients presents themselves for service, and there is no on staff American Sign Language (ASL) Interpreters available for interpretation, or when the Department is conducting a meeting or other outreach where an ASL interpreter is needed.

B. Reason for the request for modification:

To extend term.

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

- A. Specify required skills and/or expertise: Contractors must possess the following: In person (in San Francisco) or via video conferencing service American Sign Language interpreting, Deaf/Blind tactile interpreting, Transliteration (interpreting into signed English), Oral interpreting, and Relay interpreting. In addition, the contractor must have on staff or be able to provide, ASL interpreters, with a Certificate of Interpretation, Transliteration with a Certificate of Transliteration, Deaf Relay interpreters with a Certificate of Deaf Interpretation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2586, Health Worker 2;
- 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.  
Full time civil service classes are not applicable because the work is as-needed and on an intermittent basis. Healthcare facilities have an immediate need for the services which is generated by the specific needs of a patient at the time of service. These special and immediate needs are only known at the time of the requested service. More routine or scheduled services are typically to interpret at public meetings and functions.
- 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 Department would use the 2586 Health Worker II classification with a specialty in American Sign Language. In addition, when there is an employee that is certified in American Sign Language the Department would use those employees to interpret.

**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.  
Please see memorandum to the Civil Service Commission of 1/8/19.
- 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.  
Bay Area Communication Access (BACA)

7. **Union Notification:** On 06/25/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021;

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

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

Address: 101 Grove St. Rm. 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43887 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/07/2019

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



## Hale, Jacquie (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Tuesday, June 25, 2019 3:17 PM  
**To:** Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 43887 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,080,000 for services for the period July 1, 2019

– June 30, 2028. 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/12895>

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 leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Sandeep.lal@seiu1021.me Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org

## **Additional Attachment(s)**

Visit our [new website SF.gov](http://new.website.SF.gov)

## Civil Service Commission

# Civil Service Commission - August 17, 2015 - Minutes

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**Meeting Date:**  
August 17, 2015 (All day)

**Related Meeting Content:**  
[Agenda](#)  
[Supporting Documents](#)

**Location:**  
1 Dr. Carlton B. Goodlett Place Room 400  
San Francisco, CA 94102

### MINUTES

Regular Meeting

August 17, 2015

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:02 p.m.

(Vote of 4 to 0)

0264-15-8 Review of Request for Approval of Proposed Personal Services Contract Number 43877-14/15 from the Department of Public Health. (Item No. 18)

A

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
43887-14/15	Department of Public Health	1,500,000	The Contractor (s) will provide American Sign Language (ASL) Interpreters, oral interpreting, relay interpreting and deaf/blind (tactile) interpreting services for clients. The Contractor will be available 24 hours a day seven days a week. The Contractor(s) may also be required to provide two interpreters on call 24/7 via a pager / or mobile phone. Services are for any requesting unit of the Department of Public Health.	Regular	6/30/2020

A

Speakers: Jacquie Hale, Department of Human Resources

Joe Brenner, SEIU, Local 1021

Frank Ngo, SEIU, Local 1021

Action:

Granted SEIU, Local 1021's appeal with the following four (4) modifications: (1) Conditionally approved Personal Services Contract #43877-14/15 for three (3) years, until June 30, 2018; (2) The Department of Public Health will work with the Department of Human Resources to expedite the recruiting and hiring process for the 2586 Health Worker II - American Sign Language Interpreter position and will work with SEIU, Local 1021 regarding recruitment efforts; (3) American Sign Language Interpreter work performed by contractors will be transitioned to the newly hired Civil Service 2586 Health Worker II *to the extent possible* and the dollar amount under this PSC will be reduced commensurately; and (4) the Department of Public Health will report back to the Commission in one (1) year, on August 15, 2016. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)