



London Breed  
Mayor

Micki Callahan  
Human Resources Director

Date: October 4, 2019

To: The Honorable Civil Service Commission

Through: Micki Callahan *G.M.*  
Human Resources Director

From: Michael Hirai, ENV  
Alexander Burns, DPW  
Ian Hart, HRD  
Amy Nuque, MTA  
Bill Irwin / Daniel Kwon, PUC  
Jacquie Hale, DPH  
William Lee, DEM  
Daniella Mattias, MYR

Subject: **Personal Services Contracts Approval Request**

This report contains fourteen (14) 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
\$67,076,000	\$60,474,241	\$708,421,004

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**POSTING FOR****October 21, 2019****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2019-10-21

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44295 - 19/20	ENVIRONMENT	\$200,000.00	The Department of the Environment (SFE) is looking for a firm to provide full-service event-planning, event development and event execution services. Events may include, but are not limited to, receptions attended by elected officials, award ceremonies, and community workshops. Desired skills and experience, and typical project responsibilities include, but are not limited to, the following: (i) Secure and collaborate with event service vendors (ii) Venue Selection (iii) Invitation & RSVP Management (iv) Printing & Signage Management (v) Translations and Multilingual Staff Capacity (vi) Event Design (vii) Event Execution	December 1, 2019	November 30, 2021	REGULAR
41914 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,000,000.00	Consultants will provide highly specialized mechanical engineering services and related electrical engineering services that include constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and emergency generators systems, surge analysis, energy modeling, and other related mechanical engineering services.	November 4, 2019	December 31, 2025	REGULAR
40520 - 18/19	HUMAN RESOURCES	\$200,000.00	Provide expert test development consultation for the H020 and H040 selection processes and defend those selection processes against legal challenge as necessary.	October 1, 2019	June 30, 2023	REGULAR
41089 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$2,000,000.00	This consultant service contract will provide engineering services for the final design and construction of the special track replacement in the subway. The consultant will provide engineering service; preparation of drawing, cost, and specification; constructability review; quality assurance; preparation project management plan and risk registry. The consultant will continue the support in the construction phase. All services will be in compliance with Federal Administration oversight principles and best practices.	January 1, 2020	December 31, 2025	REGULAR
41355 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	<ul style="list-style-type: none"> <li>• Written translation <ul style="list-style-type: none"> <li>o Provide written translation services as needed. The languages for which translation services are required include Chinese, Spanish, Tagalog, Russian, and Vietnamese. Additional languages for which translation services may be required include French, Korean, Thai, Arabic, and Japanese.</li> </ul> </li> <li>• On-site oral and written foreign language translation and American</li> </ul>	November 1, 2019	October 31, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Sign Language interpretation services</p> <ul style="list-style-type: none"> <li>o Provide onsite translation services including any necessary equipment</li> <li>o Provide American Sign language services including any necessary equipment</li> <li>• Court reporting</li> <li>o Provide a licensed court reporter and necessary equipment</li> </ul>			
43064 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	<ul style="list-style-type: none"> <li>• Written translation</li> <li>o Provide written translation services as needed. The languages for which translation services are required include Chinese, Spanish, Tagalog, Russian, and Vietnamese. Additional languages for which translation services may be required include French, Korean, Thai, Arabic, and Japanese.</li> <li>• On-site oral and written foreign language translation and American Sign Language interpretation services</li> <li>o Provide onsite translation services including any necessary equipment</li> <li>o Provide American Sign language services including any necessary equipment</li> <li>• Court reporting</li> <li>o Provide a licensed court reporter and necessary equipment</li> </ul>	November 1, 2019	October 31, 2023	REGULAR
45971 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$30,000,000.00	<p>The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the San Francisco Municipal Transportation Agency (SFMTA) by Thales Transport &amp; Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software, and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices; Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O &amp; Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.</p>	June 1, 2020	May 30, 2029	REGULAR
42147 - 19/20	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	<p>Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans for planning purposes; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.</p> <p>The Selected Proposer will assist SFPUC staff in the implementation and completion of various tasks upon staff request. The Selected Proposer may also be called upon to provide other related planning and support services during the term of the Professional Services Agreement ("Agreement").</p>	November 1, 2019	October 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
49277 - 19/20	PUBLIC UTILITIES COMMISSION	\$7,500,000.00	The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)	May 10, 2020	May 9, 2026	REGULAR
41614 - 19/20	PUBLIC HEALTH	\$9,000,000.00	The selected contractor shall provide co-terminus warranty, maintenance services including hardware and software, system optimization, system customization, and as-needed implementation services for new or upgraded modules for the currently installed RTLS System. The current (Real Time Location System) RTLS system at Zuckerberg San Francisco General (ZSFG) hospital and Laguna Honda Hospital (LHH) provides inventorying and asset protection, patient tracking, staff duress, an integrated alert messaging system, and wireless communication and data systems on DPH's converged network and within existing applications. The functions provided by the current systems are existing to the Department, central to overall patient care, facilities management, and are the responsibility of the Department to support, fully implement, and customize as the hospital continues day-to-day operations.	December 1, 2019	January 31, 2028	REGULAR
48929 - 19/20	PUBLIC HEALTH	\$10,000,000.00	Contractor(s) will provide an integrated data solution, to include a data warehouse and/or logical data warehouse for analytics to capture, store, manage, and access clinical, operational and research data in order to improve the quality and effectiveness of patient care. Contractor(s) will provide as-needed and intermittent comprehensive professional services, including: data warehouse and archiving initiatives, applications support and project management, research, preparation of future state initiatives, and overall interdepartmental data integration initiatives. Focus areas will include system components, licensing, and applications for: Whole Person Care, Population Health, Environmental Health, Communicable Diseases, Prevention, Managed Care, financial and clinical systems, Electronic Health Record related activities, and technology modernization projects. The requested amount reflects the amount projected for as-needed professional services for implementation. It does not include portions of the contract related to hardware, software component tools, applications, or hosting.	November 1, 2019	April 30, 2021	REGULAR

**TOTAL AMOUNT \$66,800,000**



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## Posting For October 21, 2019

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2019-10-21

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44755 - 18/19 - MODIFICATIONS	October 21, 2019	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$0	\$1,000,000	<p>This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).</p> <p><b>Scope Change:</b> This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.</p>	05/01/2019	06/30/2021	REGULAR
49557 - 15/16 - MODIFICATIONS	October 21, 2019	DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD	\$0	\$16,300,000	<p>This contract will allow for the procurement of hardware, software and professional services to design, install, configure and test the City's 800MHz Emergency Radio Communication System. This network supports over 10,000,000 radios, over 20 City departments and outside agencies. The vendor Motorola Solutions, will do a detailed network/system design (in conjunction with City Staff, factory assemble and test the system, ship the equipment to the City, install the equipment at various locations (9 radio antenna sites, 7 dispatch sites, and over 60 other radio locations) throughout the City, configure and test the network, ensure a zero-downtime cutover user of user departments, and warranty the system for one year.</p> <p><b>Scope Change:</b> See attached documentation regarding the Portable Radio Upgrade Agreement</p>	12/02/2019	12/31/2029	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40166 - 17/18 - MODIFICATIONS	October 21, 2019	MAYOR -- MYR	\$276,000	\$826,000	To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with the implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics included, but not limited to economic development, health care, public safety, human services, housing, environment, transportation, education and community development.	11/01/2019	10/31/2020	REGULAR

**TOTAL AMOUNT \$276,000**



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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Outreach and Events

Funding Source: Grant and Department Funds

PSC Amount: \$200,000

PSC Est. Start Date: 12/01/2019

PSC Est. End Date 11/30/2021

**1. Description of Work**

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

The Department of the Environment (SFE) is looking for a firm to provide full-service event-planning, event development and event execution services. Events may include, but are not limited to, receptions attended by elected officials, award ceremonies, and community workshops. Desired skills and experience, and typical project responsibilities include, but are not limited to, the following:

(i) Secure and collaborate with event service vendors

(ii) Venue Selection

(iii) Invitation & RSVP Management

(iv) Printing & Signage Management

(v) Translations and Multilingual Staff Capacity

(vi) Event Design

(vii) Event Execution

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

The Department of the Environment (Department) hosts events annually that offer critical opportunities to elevate the Department's work and to engage and honor San Francisco residents, businesses, elected officials, and other key stakeholders. Public forums that allow Department to recognize the successes and strides of these stakeholders in complying with the City's policies and ordinances relating to zero waste, renewable energy and other goal areas serve as valuable motivators toward greater compliance and deepened engagement. Additionally, stakeholder workshops serve as critical forums for the Department to gather public input that informs new City policies and departmental programs.

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

Similar services were provided in the past under PSC #4062-12/13, but did not specifically state "events" services.

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

No, if the service is needed again, the Department of the Environment will issue a new and refined Request for Proposal to address the Department's needs at that 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.  
 Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

The sought full-service event planning, event development and event execution services require highly intermittent, highly specialized event management expertise, with different skills and services needed for different projects (e.g., receptions attended by elected officials, award ceremonies and community workshops). Projects also vary, depending on program goals and City regulations. Likewise, the required services are variable and intermittent in any given year and the number of events requiring these services are variable in any given year depending upon the Department's needs and goals.

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

- A. Specify required skills and/or expertise: Required skills and expertise including, without limitation, secure and collaborate with event service vendors; venue selection; invitation & RSVP management; printing & signage management; translations and multilingual staff capacity; event design; and event execution.

- 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 arrange to provide all necessary equipment/furniture and accouterments necessary in the provision of the services at events.

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

The number of events in any given year is variable depending upon the needs of the Department at any given time and as a result, do not justify the full-time commitment of City resources.

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

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

This work requires specialized event management skills that the City does not currently possess, and the number of events requiring these skills are variable depending upon the Department's needs and goals and therefore do not justify full-time use of Civil Service classes.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The required services are variable and intermittent in any given year and therefore, do not justify full-time use of Civil Service classes in the performance of these services.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. There is no training. It is not contemplated that Department of Environment employees will perform the work so there is no need to train them.
- 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 07/25/2019, 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: Michael Hirai Phone: (415) 355-3704 Email: michael.hirai@sfgov.org

Address: Department of the Environment, 1455 Market Street, Suite 1200 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44295 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of michael.hirai@sfgov.org  
**Sent:** Thursday, July 25, 2019 3:26 PM  
**To:** Hirai, Michael (ADM); camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); 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; eccdemvoter@aol.com; thomas.vitale@seiu1021.org; Hirai, Michael (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44295 - 19/20

RECEIPT for Union Notification for PSC 44295 - 19/20 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 44295 - 19/20 for \$200,000 for Initial Request services for the period 12/01/2019 – 11/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13776> 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: ENVIRONMENT Dept. Code: ENV

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4062-12/13)

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

Type of Service: Outreach, Marketing

Funding Source: Department Funds and Grant Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 07/01/13 - 06/30/18 (5 years)
PSC Mod#1 Amount: \$6,000,000 PSC Mod#1 Duration: 07/01/18-06/30/22 (4 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$11,000,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

A. Scope of Work:

Assist the Department in designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.

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

Public outreach and education aimed at all levels of San Francisco business and residents is critical to implementing and attaining many of the City's policies and ordinances including: zero waste goal of 2020, renewable energy generation by 2020, & conduct research to gauge effectiveness of outreach. Without this contract, Department would have difficulty meeting board-mandated goals.

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

Services have been provided in the past through earlier PSC request. See 4062-12/13

D. Will the contract(s) be renewed? No, if the service is needed again, it will be bid.

2. Union Notification: On 04/21/16, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-12/13

DHR Analysis/Recommendation: 06/20/2016
Commission Approval Required Approved by Civil Service Commission with condi
DHR Approved for 06/20/2016 06/20/2016



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

A. Specify required skills and/or expertise:

Highly specialized marketing and research expertise in the areas of recycling, toxics reduction, renewable energy, energy efficiency, waste reduction, environmental justice, transportation and climate change. Experience in public engagement, specifically with underserved communities of San Francisco.

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

none,

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

No.

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

A. Explain why civil service classes are not applicable:

This work requires specialized marketing and engagement skills that the City does not currently possess.

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

See addendum.

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

**YES NO**

A. Will the contractor directly supervise City and County employee?  YES  NO

B. Will the contractor train City and County employee?  
There is no training included in this PSC.  YES  NO

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

D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO

E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Increase to some contracts plus RFP for additional services  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/21/16 BY:

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

Address: 1255 Market St, #1200 San Francisco, CA 94103

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 Mechanical Engineering Services

Funding Source: Departmental Work Orders

PSC Amount: \$3,000,000

PSC Est. Start Date: 11/04/2019

PSC Est. End Date: 12/31/2025

**1. Description of Work**

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

Consultants will provide highly specialized mechanical engineering services and related electrical engineering services that include constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; force mains; hydraulic and pneumatic systems, auxiliary water supply systems (AWSS), related industrial facilities and its appurtenances, heating, ventilation, and air conditioning (HVAC) systems, plumbing systems, fire and life safety systems, and emergency generators systems, surge analysis, energy modeling, and other related mechanical engineering services.

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

Services are needed to assist PW on difficult or unique projects that require specialized mechanical engineering expertise beyond the capabilities of existing staff, and 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 would increase construction costs. PW's responsiveness could also be negatively impacted for the mitigation of emergencies such as sewage flooding, water supply service, and fire prevention that affect public health and safety.

**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 Mechanical Engineering Services under PSC #4199-06/07 approved on August 6, 2007, and PSC #4010-12/13 approved on July 16, 2012.

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

No. New RFQ's will be issued.

**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 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: Requires licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

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. The Contractor would provide special equipment, tools, and computer software for energy modeling related tasks.

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

The Department has recruited and hired more people for above civil service classes. The City does not have resources available to perform all required work. 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.

Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

**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 consultant services are used on an as-needed basis when there is peak workloads for City staff.

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 08/23/2019, 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# 41914 - 19/20

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 10/21/2019

Civil Service Commission Action:

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Friday, August 23, 2019 4:16 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 # 41914 - 19/20

RECEIPT for Union Notification for PSC 41914 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41914 - 19/20 for \$3,000,000 for Initial Request services for the period 11/04/2019 – 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/13877> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

City and County of San Francisco



Edwin M. Lee, Mayor  
Mohammed Nuru, Director

San Francisco Department of Public Works  
Office of the Deputy Director for Financial Management and Administration  
Division of Contract Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
(415) 554-6230 ■ www.sfdpw.org



Gordon Choy, Division Manager

DATE: July 19, 2012  
TO: Jun Caranto, PCS  
FROM: <sup>cc</sup> Carina Carlos, Administrative Analyst

SUBJECT: Civil Service Commission's approval of personal services contract and follow-up actions required to process contracts

Your Personal Services Contract Modification for **As-Needed Mechanical/Electrical Engineering Services** was approved by the CSC on **7/16/2012**. The amount approved for these services is **\$4,500,000.00** and the estimated duration is from **10/01/2012** to **12/31/2017**. The Resolution Number is **PSC #4010-12/13**.

Please submit the following items to Contract Administration to process your contracts after you have selected your contractor(s):

- A. OFFMA-81
- B. OFFMA-87 (for informal contracts  $\leq$  \$100,000) or "**NEW**" OFFMA-88 (be sure to list all of the companies submitting a proposal or qualification *and* their subs)
- C. 1 Draft of the Agreement sent via e-mail including any attachments and proposals
- D. Director's Award Request Checklist Summary

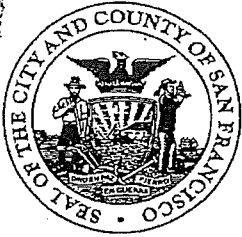
You should also be reminded that contractors must be Chapter 12B – Equal Benefits in Contracts compliant for all contracts advertised and/or modified as of June 1, 1997, before we can award a contract.

Please note that the RFP/Q for this contract is not yet issued. Please let me know when it is ready for advertisement.

Please call me at 554-6416 if you have any questions.







# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

July 18, 2012

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4004-12/13 THROUGH 4010-12/13 AND 4185-06/07.**

KATE FAVETTI  
PRESIDENT

SCOTT R. HELDFOND  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

At its meeting of July 16, 2012 the Civil Service Commission had for its consideration the above matter.

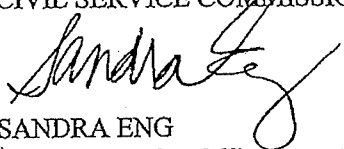
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

### The Commission:

- (1) Adopted the report; Approved the request for PSC #4009-12/13 as amended to reflect that staff will be trained. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for PSC #4185-06/07 as amended to extend duration to June 30, 2016. 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 ENG  
Acting Executive Officer

### Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
  - Jesusa Bushong, San Francisco Fire Department
  - Micki Callahan, Human Resources Director
  - Gordon Choy, Department of Public Works
  - Marie de Vera, Department of Human Resources
  - Aleric Degrafinried, Public Utilities Commission
  - Thomas DiSanto, Planning Department
  - Jaci Fong, Office of Contract Administration
  - Shamica Jackson, Public Utilities Commission
  - LaWan Jones, Public Utilities Commission
  - Rebekah Krell, Art Commission
  - William Lee, Department of Emergency Management
  - Brent Lewis, Department of Human Resources
  - Ben Rosenfield, Controller
  - Maria Ryan, Department of Human Resources
  - Commission File
  - Chron

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12 JUL 19 PM 1:15  
CONFIDENTIAL

POSTING FOR  
7/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Commission	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities	Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2036
4010-12/13	90	Public Works		Regular	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

Total Amount - Regular: \$24,748,719

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OPERATIONS

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Mechanical Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$3,000,000 (3 @ \$1,000,000 each) PSC DURATION: 10/1/2007 to 10/1/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation. The types of mechanical facilities and tasks may include sewage and water treatment plants, pump stations, compressed natural gas (CNG) filling systems, and related facilities; heating, ventilation, and air conditioning (HVAC) systems, emergency generator systems and auxiliary water supply (AWSS) systems, and other mechanical related work. The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed \$1,000,000.

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

Services are on an as-needed basis to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and cause delays that may result in additional cost to the City; and could also negatively impact DPW's ability to quickly respond to emergencies such as sewage flooding, intermittent water supply service, fire prevention, and power outages that affect public health and safety.

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):

Previous contracts were awarded to CH2Mhill, Inc., Olivia Chen Consultants/Raymond Brooks Engineering, JV, and NBA Engineering/Don Todd Associates, Inc., JV, under PSC#4094-02/03, approved 2/3/2003.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 7-11-2007

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# 4199-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as plan, specification, and cost preparation, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

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

Civil Service classifications 5256, Mechanical Engineer; 5241, Engineer; 5211, Senior Engineer; 5207, Associate Engineer; 5203, Assistant Engineer; 5201, Junior Engineer; 5366, Engineering Associate II; 5346, Mechanical Engineering Associate I; 5344, Mechanical Engineering Assistant; 5342, Mechanical Engineering Assistant I.

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

Yes. Consultants may provide testing equipment for specific tasks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and City staff will be utilized to perform the work. Consultants will only be used to meet abrupt scheduling demands that exceed City resources or expertise, and during the occurrence of emergency events.

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

No. Civil Service classes already exist. These services are on an as-needed basis to augment City staff during peak workload periods, or for projects that require specialized expertise and knowledge.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

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

Yes  No

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

Yes  No

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

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. An RFP will be processed to select the consultants.

Yes  No

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: HUMAN RESOURCES -- HRDDept. Code: HRDType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Development and Administration for the H020 and H040 ExamFunding Source: General Fund and Work OrderPSC Amount: \$200,000PSC Est. Start Date: 10/01/2019PSC Est. End Date 06/30/2023**1. Description of Work**

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

Provide expert test development consultation for the H020 and H040 selection processes and defend those selection processes against legal challenge as necessary.

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

This service is necessary because Fire Department selection processes have historically been litigious. The consultant will provide expert guidance and defend the City in the event of litigation

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.

A similar service was approved in March 2019 for the Q050 Police Sergeant Exam.

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The City lacks staff with the credentials required to provide expert testimony in court.

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

A. Specify required skills and/or expertise: Contractor must have extensive and current knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts.

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

0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst;  
1246, Principal Human Resources Analyst;

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

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

DHR is unable to provide the services because staff do not have the level of expertise required.

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

A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There will be no formalized training. However, there will be a transfer of knowledge by working with the consultant.

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 07/23/2019, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

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

Name: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40520 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/21/2019

Civil Service Commission Action:

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



## Choi, Suzanne (HRD)

---

**From:** dhr-psccordinator@sfgov.org on behalf of kate.howard@sfgov.org  
**Sent:** Tuesday, July 23, 2019 7:46 AM  
**To:** Howard, Kate (HRD); amakayan@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; 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; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40520 - 18/19

RECEIPT for Union Notification for PSC 40520 - 18/19 more than \$100k

The HUMAN RESOURCES -- HRD has submitted a request for a Personal Services Contract (PSC) 40520 - 18/19 for \$200,000 for Initial Request services for the period 10/01/2019 – 06/30/2023. 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/13535> 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: HUMAN RESOURCES -- HRDDept. Code: HRDType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Development and Administration for Q050 Police Sergeant ExamFunding Source: General Fund and Work OrderPSC Amount: \$190,000PSC Est. Start Date: 10/01/2019PSC Est. End Date: 12/31/2022**1. Description of Work**

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

Provide expert test development consultation for the Q050 Police Sergeant selection process and defend that selection process against legal challenge as necessary.

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

This service is necessary because Police Department selection processes have historically been litigious. The consultant will provide expert guidance and defend the City in the event of litigation.

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.

A similar service was approved in 2015.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The City lacks staff with the credentials required to provide expert testimony in court.

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

A. Specify required skills and/or expertise: Contractor must have extensive and current knowledge of psychometrics and statistical analysis, and experience providing depositions and testifying as an expert witness in State and Federal courts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1241, Personnel Analyst; 1244, Senior Personnel Analyst; 1246, Principal Personnel Analyst; 0931, Manager III; 1241, Human Resources Analyst; 1244, Senior Human Resources Analyst; 1246, Principal Human Resources Analyst;

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

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

DHR is unable to provide the services because staff do not have the level of expertise required.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because staff do not have the credentials to provide expert testimony in court.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because human resource analysts perform the majority of tasks related to development and administration of the selection process.

**6. Additional Information**

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

No.

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

No. There will be no formalized training. However, there will be a transfer of knowledge by working with the consultant.

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. Ergometrics currently has a contract that expires June 30,2019.

**7. Union Notification: On 12/27/2018, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, 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: Kate Howard Phone: 415-557-4944 Email: kate.howard@sfgov.org

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46105 - 18/19

DHR Analysis/Recommendation:  
Commission Approval Required  
03/04/2019 DHR Approved for 03/04/2019

action date: 03/04/2019  
Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Engineering Services and Construction Support for Special Track work

Funding Source: Federal Funds

PSC Duration: 6 years 1 day

PSC Amount: \$2,000,000

**1. Description of Work**

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

This consultant service contract will provide engineering services for the final design and construction of the special track replacement in the subway. The consultant will provide engineering service; preparation of drawing, cost, and specification; constructability review; quality assurance; preparation project management plan and risk registry. The consultant will continue the support in the construction phase. All services will be in compliance with Federal Administration oversight principles and best practices.

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

Capital Programs and Construction (CP&C)Track and Civil Section do not have the capacity to perform the design at this time. Transit requested to keep this project forward per Capital Improvement Program schedule. This project is to replace and upgrade the San Francisco Municipal Transportation Agency (SFMTA) aging special trackwork within the Metro Subway. The goal is to reduce maintenance and enhance the reliability across the Metro Subway while increasing the safety and comfort for passengers. Problem with special trackwork has the potential to create delays in transit operations. Not moving on this project will likely result in the more frequent use of go-slow zones to keep the subway in service and maintain safety.

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

Not provided in the past

D. Will the contract(s) be renewed?

No

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

The services are included both design and construction. Procurement for track work will be over 2 years to deliver. The contract is federally funded which will take a longer time for bid and award until complete. And therefore, these professional services will be over 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:

In-house engineering does not have the capacity for this work based on the other project priority.

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

A. Specify required skills and/or expertise: Due to the high-profile nature of this project, the SFMTA is seeking experienced staff such that they all have a minimum of five (5) years of verifiable work experience on either SFMTA rail or other equivalent projects, and the State of California licensed qualifications in their respective fields. Staff shall have familiarity with codes and regulations governing the design of track and track control design, such as California Public Utilities Commission (CPUC) General Orders, SFMTA General Order and design standards, American Railway Engineering and Maintenance Association (AREMA), National Electrical Manufacturers Association (NEMA), and National Fire Protection Association (NFPA). It is anticipated that the project team will consist of Project Manager, Civil Engineer, Track Engineer, Cost Estimator, Rail Signal Engineer, Electrical Engineer, Scheduler, Construction engineer and Project Control staff.

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; 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 of the other city agency has this relevant expertise to perform this work expect CP&C Engineering Division. CP&C Engineering will provide engineering lead oversight to support this project throughout all phases.

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

A. Explain why civil service classes are not applicable.

This consultant contract is providing engineering and construction service. It is to provide an additional resource to cover the capacity of Capital Programs and Construction Track and Civil Section

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Most of the technical expertise required for engineering and construction is currently included in existing engineering classifications: 5211 Engineer/Architect/Landscape Architect Senior, 5241 Engineer, 5212 Engineer Principal, 5207 Associate Engineer, 5502 Project Manager 1. The specialized technical expertise does not include in those classes.

**6. Additional Information**

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

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

No. This consultant contract is to provide construction document and engineering service during construction. There is no training to in-house staff.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 09/16/2019, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41089 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019



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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Monday, September 16, 2019 4:12 PM  
**To:** Nuque, Amy; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41089 - 19/20

RECEIPT for Union Notification for PSC 41089 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41089 - 19/20 for \$2,000,000 for Initial Request services for the period 01/01/2020 -- 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/13985> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## Nuque, Amy

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Monday, September 16, 2019 5:04 PM  
**To:** Nuque, Amy; Chu, Enoch  
**Cc:** Evan McLaughlin; Vivian Araullo; Jessica Beard  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 41089 - 19/20 ----Please review

EXT

All,

✂ Upon further review of the PSC #41089 19-20, Local 21 withdraws its objections.

-Timothy

---  
Timothy Mathews  
Acting Representative

IFPTE Local 21  
Professional Engineers Chapter  
City and County of San Francisco

1167 Mission Street, 2nd Floor  
San Francisco, CA 94103

Direct: 415-914-7345

-----Original Message-----  
From: Vivian Araullo <varaullo@ifpte21.org>  
Sent: Monday, September 16, 2019 4:26 PM  
To: Timothy Mathews <tmathews@ifpte21.org>  
Cc: Evan McLaughlin <emclaughlin@ifpte21.org>  
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41089 - 19/20 ----Please review

-----Original Message-----  
From: Nuque, Amy <Amy.Nuque@sfmta.com>  
Sent: Monday, September 16, 2019 4:25 PM  
To: Vivian Araullo <varaullo@ifpte21.org>; Jessica Beard <jbeard@ifpte21.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 41089 - 19/20 ----Please review

Hi All: This is a friendly reminder to review PSC # 41089 19-20. If we don't hear from you by COB October 16, 2019, we will assume that you have no objection and will send this to DHR to schedule for November 18, 2019, CSC meeting for approval.

Thank you,

Amy Nuque

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

Confidentiality Notice: The information contained in this electronic message may be confidential and may be subject to the attorney-client privilege and/or the attorney work product doctrine. This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any review, use disclosure or distribution by persons or entities other than the intended recipient(s) is prohibited. If you are not the intended recipient, please notify the sender by reply and destroy all copies (electronic or otherwise) of the original message. Thank you.

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com  
Sent: Monday, September 16, 2019 4:12 PM  
To: Nuque, Amy <Amy.Nuque@sfmta.com>; WendyWong26@yahoo.com; wendywong26@yahoo.com;  
tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org;  
L21PSCReview@ifpte21.org; Nuque, Amy <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 41089 - 19/20

RECEIPT for Union Notification for PSC 41089 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41089 - 19/20 for \$2,000,000 for Initial Request services for the period 01/01/2020 – 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/13985> 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

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Language Access Ordinance Services - Local

Funding Source: Local Funds

PSC Duration: 4 years

PSC Amount: \$450,000

**1. Description of Work**

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

- Written translation

o Provide written translation services as needed. The languages for which translation services are required include Chinese, Spanish, Tagalog, Russian, and Vietnamese. Additional languages for which translation services may be required include French, Korean, Thai, Arabic, and Japanese.

- On-site oral and written foreign language translation and American Sign Language interpretation services

o Provide onsite translation services including any necessary equipment

o Provide American Sign language services including any necessary equipment

- Court reporting

o Provide a licensed court reporter and necessary equipment

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

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, similar to PSC # 44722 15-16

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

Translation, interpretation and court reporting services are on as needed basis only.

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

A. Specify required skills and/or expertise: Contractors must possess the following: Licensed and professional foreign language interpreters and translators; Licensed and professional American sign language interpreters and translators

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: The contractor will provide the necessary equipment, headsets, transmitters, court reporting recorders.

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

No civil service class performs this work.

**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.

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

**6. Additional Information**

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

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

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 07/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41355 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019



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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, July 26, 2019 3:52 PM  
**To:** Nuque, Amy; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41355 - 19/20

RECEIPT for Union Notification for PSC 41355 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41355 - 19/20 for \$450,000 for Initial Request services for the period 11/01/2019 – 10/31/2023. 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/13790> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

SAN FRANCISCO HAS ONE OF THE STRONGEST LANGUAGE ACCESS LAWS IN THE COUNTRY. BUT WE HAVE A LOT OF WORK TO DO TO MAKE SURE IT IS WORKING FOR EVERYONE.

Approximately 34% of San Francisco residents are immigrants.

44% of San Franciscans speak a language other than English at home.

The largest language groups in San Francisco are Chinese, Spanish, Tagalog, and Russian.

Nearly half of San Francisco's residents speak a language other than English at home.

14% of San Francisco households are "linguistically isolated" with no one over the age of 14 indicating they can speak English "well" or "very well."

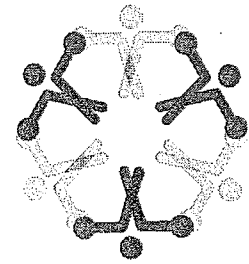
THE FOLLOWING DEPARTMENTS MUST COMPLY WITH THE LANGUAGE ACCESS ORDINANCE

SOME YOU MAY KNOW:

Airport  
Elections Department  
Fire Department  
Human Service Agency  
Municipal Transportation Agency (MUNI)  
Police Department  
Public Health Department  
Public Libraries  
Recreation and Parks  
Sheriff's Office  
Treasurer and Tax Collector  
San Francisco Zoo

SOME YOU MAY NOT KNOW, BUT STILL HAVE TO COMPLY:

Adult Probation  
Assessor Recorder  
Building Inspection  
Building Management at City Hall  
District Attorney  
Emergency Management  
Environment agency  
Juvenile Probation  
Office of Economic and Workforce Development  
Planning Department  
Public Defender  
Public Utilities Commission  
Public Works  
Residential Rent Stabilization and Arbitration Board



LANSF

LANGUAGE ACCESS NETWORK OF SAN FRANCISCO

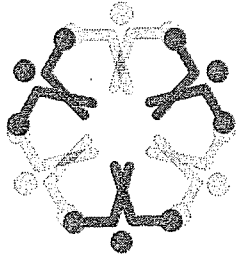
THE LANGUAGE ACCESS ORDINANCE (LAO) REQUIRES MAJOR CITY DEPARTMENTS TO ENSURE THEY CAN SERVE INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY.

Language access means equal access to government services for all.

A guide from the Language Access Network of San Francisco (LANSF)

African Advocacy Network - 415-503-1032  
Arab Resource & Organizing Center - 415-861-7444  
Bernal Heights Neighborhood Center - 415-206-2140  
Central American Resource Center - 415-642-4400  
Chinese for Affirmative Action - 415-274-6750  
Filipino Community Center - 415-333-6267  
Mujeres Unidas y Activas - 415-621-8140  
PODER - 415-431-4210

LANSF IS A GRANTEE OF OCEIA'S COMMUNITY GRANTS



**LAO REQUIRES THAT MAJOR CITY DEPARTMENTS DO THE FOLLOWING FOR SPANISH, CHINESE, AND TAGALOG:**

**1.**

Have *sufficient bilingual staff* in public contact positions, such as front-desk clerks, receptionists, and case workers who regularly interact with the public.

**2.**

*Translate written materials* that provide vital information about programs and services, such as benefits or services, eligibility, competency tests, and appeals.

**3.**

Have *publicly posted notices* that translated materials and bilingual staff are available.

**NOTE: MOST CITY DEPARTMENTS SHOULD HAVE TELEPHONIC INTERPRETATION IF NO BILINGUAL STAFF IS AVAILABLE.**

**THE RIGHT TO INTERPRETATION:**

The LAO requires that all City departments inform limited English speakers, in their native language, of their right to request interpretation. This applies to all languages spoken in San Francisco.

**PUBLIC MEETINGS AND HEARINGS**

The LAO requires that public meetings and hearings for City Boards, City Commissions, and City Departments shall provide oral interpretation if a request is made at least 48 hours in advance.

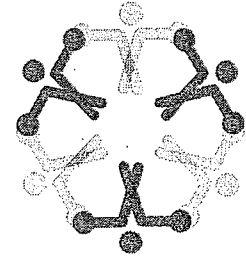
**HAVE YOU EXPERIENCED A LANGUAGE ACCESS VIOLATION?**

Did you request interpretation and you were denied?

Were there no bilingual staff who could speak Spanish, Chinese, or Tagalog?

Was an important form or letter not translated?

If you experienced a violation, consider filing a complaint so it can be documented for the city department and so improvements can be made.



**HOW TO FILE A COMPLAINT**

The LAO requires that each city department allow for complaints to be made via telephone or complaint form. If no telephone line or complaint form is available, you can still file a complaint by:

**1.**

Contacting an agency of the Language Access Network, listed on the front of this brochure.

**2.**

Call 311. Tell the operator the language service that was needed, the date and time of the incident, and the department or service you were trying to access.

**3.**

Contact the Office of Civic Engagement and Immigrant Affairs. Call 415-554-5098 or email [civic.engagement@sfgov.org](mailto:civic.engagement@sfgov.org).

Overview: Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. The Federal Transit Administration works to ensure nondiscriminatory transportation in support of our mission to enhance the social and economic quality of life for all Americans. The FTA Office of Civil Rights is responsible for monitoring FTA recipients' Title VI programs and ensuring their compliance with Title VI requirements.

More details available on FTA website: <https://www.transit.dot.gov/title6>

The screenshot shows the Federal Transit Administration website. At the top is the FTA logo and the text "Federal Transit Administration". Below this is a navigation bar with "About", "Funding", and "Regulations & Guidance". The main content area has a breadcrumb trail: "Home » Regulations and Guidance » Civil Rights / ADA". On the left is a sidebar menu with "Civil Rights / ADA" selected, containing sub-items: "Americans with Disabilities Act (ADA)", "Title VI of the Civil Rights Act of 1964", "Overview", "Regulations", "Guidance", and "Compliance". Below the sidebar are links for "Disadvantaged Business Enterprise (DBE)", "Equal Employment Opportunity (EEO)", "Training Materials", "File a Complaint with FTA", and "FAQ". The main content area features the title "Title VI of the Civil Rights Act of 1964" followed by a paragraph describing the act's purpose. Below this is the section "Title VI Circular" with a bulleted list of links: "Title VI Circular 4702.1B, 'Title VI Requirements and Guidelines for Federal Transit Administration Recipients'", "Dear Colleague Letter: Title VI Circular Now In Effect (PDF)", "Quick Reference (PDF)", and "Circular Correction Page (PDF)". The next section is "Fixed-Route Peak Service List" with a bulleted link: "List of Recipients in UZAs of 200K with 50 or more Vehicles in Fixed-route Peak Service (PDF)". At the bottom, it says "Updated: Thursday, September 7, 2017".

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Foreign language translation and interpretation, sign language and court reporting services

Funding Source: General Funds and Grants PSC Duration: 3 years
PSC Amount: \$1,000,000 PSC Est. Start Date: 12/22/2015 PSC Est. End Date: 12/21/2018

1. Description of Work

A. Scope of Work:

The contractor(s) will provide the necessary foreign language translation and interpretation services, American Sign Language (ASL) interpreters, oral interpretation, relay interpretation, and deaf/blind (tactile) interpretation services for the San Francisco Municipal Transportation Agency (SFMTA). The contractor(s) shall also provide court reporting services and furnish the appropriate equipment for meetings that require verbatim note taking. These services are required in order to meet the requirements of and comply with San Francisco's Language Access Ordinance and the Title VI requirements of the Federal Transit Administration (FTA). The SFMTA is also expanding its efforts so as to be able to communicate with the city's diverse population.

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

The SFMTA must fully comply with the city's Language Access Ordinance and Title VI of the Federal Transit Administration. The consequences of denial of these services would result in non-compliance with both the local and federal mandates.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Translation and interpretations services were provided in the past and procured on an ongoing basis by purchase order.

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

2. Union Notification: On 10/13/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44722 - 15/16

DHR Analysis/Recommendation:

01/04/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 01/04/2016

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

A. Specify required skills and/or expertise:

Contractors must possess a professional staff of: Licensed foreign language interpreters and translators, and, Licensed American sign language interpreters and translators with experience working in community, civic, and formal settings. Must be immediately available as needed. The court reporter must possess expertise in court reporting in community, civic, and formal settings and be available as needed.

B. Which, if any, civil service class(es) normally perform(s) this work?  
none, 8138, 2905, 1428, 1424,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Contractor must provide the necessary equipment, headsets, transmitters, and court reporting recorders.

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

A. Explain why civil service classes are not applicable:

Civil service classes may perform some of this range of services, but the SFMTA will need a contractor with a team of experts in a variety of skill sets involving languages, knowledge, and suitable experience for immediate availability on an as-needed basis.

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

No. Civil service classes already exist that can perform some of this work. This service is best provided by a contractor due to the diversity of the types of services required on an as-needed basis.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 10/13/2015 BY:

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

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Language Access Ordinance Services Federal

Funding Source: Federal

PSC Duration: 4 years

PSC Amount: \$450,000

**1. Description of Work**

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

- Written translation

o Provide written translation services as needed. The languages for which translation services are required include Chinese, Spanish, Tagalog, Russian, and Vietnamese. Additional languages for which translation services may be required include French, Korean, Thai, Arabic, and Japanese.

- On-site oral and written foreign language translation and American Sign Language interpretation services

o Provide onsite translation services including any necessary equipment

o Provide American Sign language services including any necessary equipment

- Court reporting

o Provide a licensed court reporter and necessary equipment

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

Services are necessary to comply with the Federal Transportation Authority's Title VI requirements which requires San Francisco Municipal Transportation Agency (SFMTA) to provide service critical information in ten languages: Chinese, Spanish, Tagalog, Thai, Vietnamese, Russian, Arabic, French, Korean and Japanese. Denial would result in non-compliance with this requirement.

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

Services were provided by a vendor, Jungle Communications. Recent PSC # 44722 15-16

D. Will the contract(s) be renewed?

No

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

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

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

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

B. Explain the qualifying circumstances:

Translation, interpretation and court reporting services are on as-needed basis only.

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

A. Specify required skills and/or expertise: Contractors must possess the following: Licensed and professional foreign language interpreters and translators; Licensed and professional American sign language interpreters and translators

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 the necessary equipment, headsets, transmitters, court reporting recorders.

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

None, no civil service class performs this work. The work is as-needed and often on short deadlines.

**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.

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 as needed.

**6. Additional Information**

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

No.

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

No. The contractor will not train City staff; work will be performed at contractor facilities.

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 07/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43064 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

**Nuque, Amy**

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, July 26, 2019 3:56 PM  
**To:** Nuque, Amy; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43064 - 19/20

RECEIPT for Union Notification for PSC 43064 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 43064 - 19/20 for \$450,000 for Initial Request services for the period 11/01/2019 – 10/31/2023. 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/13787> 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)**

PSC 43064-19/20

Language Ordinance on page 43 of the PSC Packet:

Title VI Page on page 45 of the PSC Packet.

PSC 44722-15/16 approval on page 46 of the PSC Packet.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Professional Services and Equipment Purchases

Funding Source: Local and Federal Funds

PSC Duration: 9 years

PSC Amount: \$30,000,000

**1. Description of Work**

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

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the San Francisco Municipal Transportation Agency (SFMTA) by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software, and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.

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

The ATCS is a specialized train-control system critical to the functioning of the City's public transit system. It requires periodic upgrades and improvements to perform at an optimum level throughout its life cycle. The ATCS has been in full revenue service since 1998. Most ATCS hardware and all ATCS software are proprietary technology of Thales Transport & Security, Inc. Most ATCS replacement parts and all software upgrades can be purchased only from Thales, as there is no other supplier. It is necessary periodically to purchase additional hardware and software from Thales to keep the ATCS working, to keep the ATCS out of obsolescence and in a configuration supported by the supplier, and to adapt to changes in the SFMTA's rail operating environment. The ATCS has 30-year design life, and will be in service through at least 2028, and potentially longer. This life-cycle is consistent with other train-control systems worldwide. If the SFMTA appropriately maintains and upgrades the ATCS, it should meet the SFMTA's train control requirements at a minimum for the next 20 years. The consequences of denial are to allow the ATCS to age into a configuration not supported by the supplier, which would shorten the life of the system, gradually degrade performance and passenger service, limit our ability to outfit new rail vehicles for operating in an ATCS environment, and prevent the SFMTA from making changes to the system or incorporating upgrades and technological advances.

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

This service has been provided in the past by Thales Transport & Security, Inc. and approved by the CSC on May 7, 2009, under PSC # 4135 08/09.

D. Will the contract(s) be renewed?

No



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

This is an as-needed contract to maintain and enhance existing advanced train control system by Thales. This is a 5-year contract with 2 options to extend 2 years each. The ATCS has 30-year design life, and will be in service through at least 2028, and potentially longer. Throughout the system's useful life, its software and hardware components will require continuous updates and enhancement to maintain current operational states and allow for integration with other implemented systems.

## 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:

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of specific proprietary technology, software code, and hardware circuits, which are exclusive to the supplier. General expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The ATCS is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

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

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

A. Explain why civil service classes are not applicable.

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Training is typically provided to operations and/or maintenance personnel, as appropriate, when a new or upgraded feature is purchased. The type of training and the number of hours will depend on the feature purchased on each purchase order, which is unknown at this time. For a purchase order upgrading ATCS Central Control software, we can estimate 1 week of operational training for Central Control Dispatchers. For a purchase order upgrading Wayside or Vehicle software, or proprietary hardware we can estimate from 1 day to 1 week of training for maintenance personnel.

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. Thales Transport & Security, Inc. is the sole source provider of SFMTA ATCS system. Thales is already in contract with the system to of initial implementation

**7. Union Notification:** On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Electrical Workers, Local 6; Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45971 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Monday, August 26, 2019 2:55 PM  
**To:** Nuque, Amy; amakayan@ifpte21.org; Osha Ashworth; khughes@ibew6.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; Nuque, Amy; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45971 - 19/20

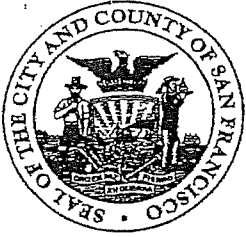
RECEIPT for Union Notification for PSC 45971 - 19/20 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45971 - 19/20 for \$30,000,000 for Initial Request services for the period 06/01/2020 -- 05/30/2029. 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/13884> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

May 7, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2013-08/09; 4135-08/09 THROUGH 4140-08/09; 4055-06/07 AND 4099-07/08.

At its meeting of May 4, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4138-08/09 on the condition that the Municipal Transportation Agency meet with TWU Local 200 regarding their concerns and that the Municipal Transportation Agency apprise TWU Local 200 of all training activity that is to take place once the contract is signed. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on PSC #4140-08/09 on the condition that the Department of Emergency Management shall meet with IFPTE Local 21 to discuss the maximum use of IFPTE Local 21 represented classifications under applicable Department of Homeland Security requirements and guidelines. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Rob Dudgeon, Emergency Management  
Jacquie Hale, Department of Public Health  
Shamica Jackson, Public Utilities Commission  
Jill Jay, Human Rights Commission  
Jennifer Johnston, Department of Human Resources  
Florence Kyaun, Public Utilities Commission  
Sheila Maxwell, Department of Technology  
Reggie McCray, President, TWU Local 200, 1508 Fillmore Street, S.F., CA 94115  
Mary Ng, Department of Human Resources  
Brigette Rockett, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
May 04, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2013-08/09	81	Department of Public Health	Continuing	\$70,000,000.00	Will provide psychiatric care to adults and/or older adults in 24-hour licensed Skilled Nursing Facilities and/or locked adult facilities and/or Mental Health Rehabilitation Centers (MHRCs).	30-Jun-14
4135-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$30,000,000.00	Will provide a Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary equipment and service for the Advance Train Control System (ATCS).	20-Apr-17
4136-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$10,000,000.00	Will provide the reliability of the ATCS for its design life by obtaining maintenance support service, including remote support, notification and provision of Software Updates and Software Upgrades.	04-May-18
4137-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$200,000.00	San Francisco County Transportation Authority will provide services for a travel behavior survey, travel demand forecasting, financial feasibility assessment of design concepts, and related work for EN TRIPS.	30-Sep-11
4138-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide labor, materials, consumables and supervision to install event recorders in the SFMTA's rubber tire revenue vehicles.	31-Dec-09
4139-08/09	40	San Francisco Public Utilities Commission	Regular	\$350,000.00	Will provide design, fabrication, testing and delivery services to procure a specialty, one-of-a-kind 72 inch diameter steel or ductile iron pipeline slip joint for the SFPUC's Seismic Upgrade of Bay Div. Pipelines No. 3 & 4 at the Hayward Fault Project.	01-Dec-09
4140-08/09	77	Emergency Management	Regular	\$1,500,000.00	Will provide subject matter expertise in the area of strategic communications and community outreach in an effort to build resiliency in neighborhoods through our Community Hub program.	31-Mar-12



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 31, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 35

TYPE OF APPROVAL: ( ) EXPEDITED (x) REGULAR (OMIT POSTING     )

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Professional Services and Equipment Purchases

FUNDING SOURCE: Federal funds with Local match

PSC AMOUNT: \$30,000,000.00

PSC DURATION: April 21, 2009 – April 20, 2017

1. **DESCRIPTION OF WORK**

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

The SFMTA's Advanced Train Control System ("ATCS") is a proprietary system that was supplied to the SFMTA by Thales Transport & Security, Inc. ("Contractor" or "Thales") on August 10, 1992. This contract provides a framework Master Agreement under which the SFMTA can issue purchase orders to the supplier for specific proprietary goods and services. Each purchase order has its own scope, schedule, funding source, and approval cycle. Staff anticipates that equipment, software and associated services to be procured under this contract may include but are not limited to: Upgrade ATCS software, including upgrades to diagnostic devices, from the obsolete OS2 platform to a supported platform; Upgrade ATCS system simulator hardware and software; Equip new rail vehicles with ATCS equipment; Add digital signal processors to Axle Counters; overhaul and upgrade Vehicle Control Center computers; overhaul and upgrade Station Controller computers; Upgrade I/O & Data Transmission Racks; Upgrade the data transmission medium from inductive loop to wayside radio; Refurbish shop special test equipment.

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

The ATCS is a specialized train-control system critical to the functioning of the City's public transit system. It requires periodic upgrades and improvements to perform at an optimum level throughout its life cycle. The ATCS has been in full revenue service since 1998. Most ATCS hardware and all ATCS software are proprietary technology of Thales Transport & Security, Inc. Most ATCS replacement parts and all software upgrades can be purchased only from Thales, as there is no other supplier. It is necessary periodically to purchase additional hardware and software from Thales to keep the ATCS working, to keep the ATCS out of obsolescence and in a configuration supported by the supplier, and to adapt to changes in the SFMTA's rail operating environment. The ATCS has 30-year design life, and will be in service through at least 2028, and potentially longer. This life-cycle is consistent with other train-control systems worldwide. If the SFMTA appropriately maintains and upgrades the ATCS, it should meet the SFMTA's train control requirements at a minimum for the next 20 years. The consequences of denial are to allow the ATCS to age into a configuration not supported by the supplier, which would shorten the life of the system, gradually degrade performance and passenger service, limit our ability to outfit new rail vehicles for operating in an ATCS environment, and prevent the SFMTA from making changes to the system or incorporating upgrades and technological advances.

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

This service has been provided in the past by Thales Transport & Security, Inc. (formerly Alcatel Transport Automation (US), Inc.), and approved by the CSC on September 5, 2006 under PSC #4029-06/07.

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

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

<u>Local 21</u> Union Name	<u>Panveen Boparai</u> Signature of person mailing / faxing form	<u>3-31-09</u> Date
<u>Local 6, IBEW</u> Union Name	<u>Panveen Boparai</u> Signature of person mailing / faxing form	<u>3-31-09</u> Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_ Date 5 Signature \_\_\_\_\_

\*\*\*\*\*  
PSC# 4135 08/09 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: SFMTA Approved Reviewed 4/2/09  
CIVIL SERVICE COMMISSION ACTION: 3-31-09

MAR 31 PM 5:09  
PSC FORM 1 (9/98)

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

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

Knowledge of specific trade-secret technology, software code and hardware circuits, which are proprietary to the supplier. General expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation and verification in a rail environment, relevant regulatory requirements, complex performance simulation, test and commissioning experience.

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

Classifications such as IS Engineer Sr. (1043), Business Analyst Sr. (1053), and IS Engineer Principal (1044), Electronics Maintenance Technician (7318) and Assistant Supervising Electronics Maintenance Technician (7329), Supervising Electronics Maintenance Technician (7287) can maintain and support applications for which the source code or hardware is not proprietary.

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

The ATCS is a combination of hardware and software. Some of the hardware provided by the supplier consists of proprietary components, installed directly in the rail operating environment, which are not available from any other supplier.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:**

Due to the proprietary nature of the ATCS system, City personnel do not have access to the trade-secret software source code or design of specialized electronics circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application and there are no applicable civil service classes who can perform this work.

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

No, adopting new civil service classes to perform this work would not be practical because of the proprietary nature of the ATCS system.

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

<b>Yes</b>	<b>No</b>
( )	(X)
(X)	( )

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

*Training is typically provided to operations and/or maintenance personnel, as appropriate, when a new or upgraded feature is purchased. The type of training and the number of hours will depend on the feature purchased on each purchase order, which is unknown at this time. For a purchase order upgrading ATCS Central Control software, we can estimate 1 week of operational training for Central Control Dispatchers. For a purchase order upgrading Wayside or Vehicle software, or proprietary hardware we can estimate from 1 day to 1 week of training for maintenance personnel.*

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

*For Operations training on Central Control software upgrades, the contractor would be training Central Control Dispatchers, Transit Manager I, class 9140. For wayside software, vehicle software, or hardware upgrades, the contractor would be training Electronics Maintenance Technicians, class 7318 and Assistant Supervising Electronic Maintenance Technician, class 7329.*

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

( )	(X)
-----	-----

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

( )	(X)
-----	-----

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

(X)	( )
-----	-----

*MTA Board will consider at its meeting of April 21, 2009*

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

(X)	( )
-----	-----

*Thales Transport & Security, Inc.*

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

*(6)*

701-5377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 So. Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103

Address

09 APR 31 PM 5:1  
 RECEIVED  
 HUMAN RESOURCES  
 DEPARTMENT OF  
 TRANSPORTATION

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: Water Resources Professional Services (PRO.0166)

Funding Source: Water Enterprise Project and Operating Bud PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

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

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans for planning purposes; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

The Selected Proposer will assist SFPUC staff in the implementation and completion of various tasks upon staff request. The Selected Proposer may also be called upon to provide other related planning and support services during the term of the Professional Services Agreement ("Agreement").

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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

Similar services, but not all services sought under the proposed work, were provided in the past under SFPUC Contract Nos. CS-229 (PSC#4162-08/09) and PRO.0019, Specialized and Technical Services, Water Enterprise (PSC#44258-15/16). Identical services were provided under PRO.0118, Water Resources Professional Services, Water Enterprise (PSC#47705-18/19).

D. Will the contract(s) be renewed?

No.

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

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

**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:

Regarding both items marked above, the scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

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

A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and/or highly specialized work.

**6. Additional Information**

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

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

Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by staff. Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 5-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 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.  
Yes. It is possible that a contractor and/or subcontractors that are on a current PSC with the Water Enterprise (e.g., PRO.0019, PSC#44258-15/16) will propose and potentially be awarded the contract. These firms represent a diverse array of services, skills, and expertise and could competently and efficiently perform the proposed work.

**7. Union Notification:** On 08/26/2019, 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@swater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42147 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

**Irwin, William**

---

**From:** dhr-psccoordinator@sfgov.org on behalf of winwin@sfwater.org  
**Sent:** Monday, August 26, 2019 3:26 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 # 42147 - 19/20

RECEIPT for Union Notification for PSC 42147 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42147 - 19/20 for \$4,000,000 for Initial Request services for the period 11/01/2019 -- 10/30/2024. 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/13880> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



## **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 4162-08/09)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Specialized&Technical As-Needed Services, Water Enterprise(CS-229,CS-1015,CS-387RR,CS-361)Funding Source: WE Capital and Operating BudgetsPSC Original Approved Amount: \$9,000,000PSC Original Approved Duration: 09/01/09 - 09/01/14 (5 years 1 day)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 09/02/14-01/01/17 (2 years 17 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/02/17-11/30/17 (47 weeks 4 days)PSC Mod#3 Amount: \$200,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$300,000PSC Mod#4 Duration: 12/01/17-11/30/19 (2 years)PSC Cumulative Amount Proposed: \$18,500,000PSC Cumulative Duration Proposed: 10 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The San Francisco Public Utilities Commission (SFPUC) is requesting a modification of the existing Personal Services Contract(PSC) for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

This service is currently being provided via PSC No. 4162-08/09 (CS-229/CS-1015).

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:

Please see attachment.

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

A. Display all that apply

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

Explain the qualifying circumstances:

This work is as-needed for short-term, technical and highly specialized work.

B. Reason for the request for modification:

To align the PSC & Contract amount.

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

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. It would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies that are necessary in order to meet regulatory requirements and protect worker health.

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 to perform this work because it is as-needed for short-term, technical and highly specialized work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
- 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.  
RMC/AECOM-WRE/MWH-Lee/Kennedy Jenks-AGS/Mohr Engineering

**7. Union Notification:** On 11/12/15, the Department notified the following employee organizations of this PSC/RFP request:  
Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4162-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/25/2015

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

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # 44258 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Specialized and Technical As-Needed Services, Water Enterprise (PRO.0019/CS-1053)Funding Source: SFPUC Water EnterprisePSC Original Approved Amount: \$20,000,000PSC Original Approved Duration: 05/01/16 - 04/30/21 (5 years)PSC Mod#1 Amount: \$208,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$600,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$10,000,000PSC Mod#3 Duration: 05/01/21-11/29/21 (30 weeks 3 days)PSC Cumulative Amount Proposed: \$30,808,000PSC Cumulative Duration Proposed: 5 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; natural resources services; water treatment services; and enterprise operations and management services for the San Francisco Public Utilities Commission (SFPUC).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Yes. See PSC 4162-08/09 attached

Yes. See PSC 4162-08/09 attached

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

No.

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

A seven-month increase in the PSC End Date is requested to reflect the five-year duration of Contract PRO.0019 from November 30, 2016 to November 29, 2021. The duration for contract PRO.0019 is unchanged at five years.

## 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:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term as-needed basis and not on a regular basis. Therefore, long term staffing is not required.

B. Reason for the request for modification:

There is very high demand for as-needed technical and professional services in the Water Enterprise. 50% of the contract duration remains at this time, while there is much less capacity remaining percentage-wise. The workload in each Water Enterprise Division that utilizes the Water As-Needed Contract is not slowing down. Therefore, the demand for these services is expected to remain very high, and more capacity is required in order to keep projects under the Water Enterprise functioning.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5148, Water Operations Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6138, Industrial Hygienist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring

asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

- 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 to perform this work because it is as-needed for short-term, technical and highly specialized work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training is not apart of this PSC because of the short term and highly specialized work that it will consist of.
- 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 07/26/19, the Department notified the following employee organizations of this PSC/RFP request:

Stationary Engineers, Local 39; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44258 - 15/16

DHR Analysis/Recommendation:

09/16/2019

Commission Approval Required

Approved by Civil Service Commission

09/16/2019 DHR Approved for 09/16/2019



## 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: Water Resources Professional Services (PRO.0118)Funding Source: Project & Operating Budget FundedPSC Duration: 5 yearsPSC Amount: \$4,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

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

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

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

Similar services, have been provided under PSC No.44258-15/16 (PRO.0019).

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

No.

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

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

**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 scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

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

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because the work is short term, required on an intermittent or periodic basis, and highly specialized.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by . Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 4-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 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 07/17/2018, 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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47705 - 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: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)

Funding Source: Sewer System Improvement Program

PSC Duration: 6 years

PSC Amount: \$7,500,000

**1. Description of Work**

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

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

**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 specialized tunnel and seismic engineering services to address stormwater improvements in S.F. has been provided under PSC 49868-17/18 for Pro.0101, "Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project." And other S.F. tunnel and seismic engineering services to provide reliable and redundant gravity conveyance and storage of wastewater flows from the Channel Pump Station to the Southeast Treatment Plant have been provided under PSC 4014-11/12 for CS-169, "Planning & Engineering Services, Central Bayside System Improvement Project." While tunnel related engineering services for water improvements outside S.F. have been provided under PSC 41561-14/15 for CS-249, "Planning & Design Services Mountain Tunnel Improvements."

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

No.

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

The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

## 2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the tunneling, seismic and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with 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 large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant 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. No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

**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. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of work.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49277 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

**Irwin, William**

**From:** dhr-psccoordinator@sfgov.org on behalf of wirwin@stwater.org  
**Sent:** Monday, August 26, 2019 1:54 PM  
**To:** Irwin, William; amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; weindywong26@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 # 49277 - 19/20

RECEIPT for Union Notification for PSC 49277 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49277 - 19/20 for \$7,500,000 for Initial Request services for the period 05/10/2020 -- 05/09/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13875> 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 -- 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 Engineering Design (PRO.0101)

Funding Source: SSIP Funded

PSC Duration: 2 years 1 day

PSC Amount: \$7,000,000

**1. Description of Work**

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

The primary scope of work is to design conveyance infrastructure to alleviate flooding for a susceptible portion of the City. Work will consist of engineering design and construction support for San Francisco Public Utilities Commission (SFPUC's) Folsom Area Stormwater Improvement Project. This includes up to 4,000 linear feet of approximately 12' inside diameter tunnel from Alameda and Treat Streets to approximately 7th and Berry Streets, launching and receiving shafts, and all related site investigation work (e.g., geotechnical and hazardous material).

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

The neighborhood surrounding 17th, 18th, and Folsom Streets has been historically subject to flooding during moderate to heavy storms. The design of this project is part of Sewer System Improvement Program (SSIP) Phase 1 to advance the City's goal of managing stormwater and minimizing flooding in the City's design storm. Design and construction of conveyance infrastructure protection is needed to alleviate flooding for a susceptible portion of the City and without this project, the 17th, 18th and Folsom Street 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.

This service hasn't 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:

Design and construction of tunnels occurs infrequently and there is no continuous, long-term workload for this specialized service, nor is such expertise available from within City resources.

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

A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide engineering design services for a large diameter sewer tunnel in Seismic Zone 4, including associated comprehensive geotechnical and hazardous material investigations and advanced numerical modeling.

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; 5212, Engineer/Architect Principal; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5602, Utility Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling equipment for geotechnical/hazardous material investigation will 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 design of smaller diameter tributary pipelines, geotechnical engineering, site assessment and remediation engineering, and hydraulic modeling -- will be performed by City resources, in collaboration with the consultant selected for this work.

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

A. Explain why civil service classes are not applicable.

Design and construction of tunnels occurs infrequently. There is no reliably continuous, long-term workload for this service, which renders the hiring of long-term City employees unviable. Note that this project will be jointly performed by both City staff (SFPW & SFPUC) in areas of the project where these departments are qualified to engage, and the consultant team for the design work specific to the tunnel portion of the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, there is insufficient continuous, long term workload to support a long-term staff of tunnel designers.

**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 staff, this contract will include provisions for approximately 40 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, pipeline fault crossing design, retrofitting of portals and pipelines for seismic hazards, geotechnical considerations related to rock or mixed soil tunnel design, tunnel lining design, tunneling methodology and shaft construction, alternative tunnel portal designs. Training will be relevant but not limited to: civil engineers, mechanical engineers, geotechnical engineers, structural 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 12/27/2017, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49868 - 17/18

DHR Analysis/Recommendation:

action date: 03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 41561 - 14/15)

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

Type of Service: Engineering Design Services for Mountain Tunnel Improvements (CS-249;PRO.0137)

Funding Source: Joint Water/Power Revenue Bonds

PSC Original Approved Amount: \$21,000,000

PSC Original Approved Duration: 02/01/16 - 01/31/27 (11 years 2 days)

PSC Mod#1 Amount: \$1,500,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$22,500,000

PSC Cumulative Duration Proposed: 11 years 2 days

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) has initiated an extensive Capital Improvement Program for the Hetch Hetchy Water and Power(HHWP) Enterprise to improve reliability of its water, power, and joint water/power facilities. This work consists of engineering and design services for a new 12-mile water tunnel, as well as the interim rehabilitation of the existing Mountain Tunnel located in Moccasin, CA.

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

Expertise in tunnel engineering is not available within SFPUC or other City department. Denial would not provide the SFPUC the opportunity to upgrade the Hetch Hetchy system which will hinder improving reliability of water delivery to SFPUC 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.

No.

D. Will the contract(s) be renewed?

Yes if permitting or construction is significantly delayed.

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

Expertise in tunnel engineering is not available within SFPUC or other City department.

B. Reason for the request for modification:

The San Francisco Public Utilities Commission (SFPUC) is seeking individual expert consultants within fields related to the design and construction of tunnels and associated structures and facilities, including but not limited to tunnel design/engineering, tunnel construction and constructability, geotechnical engineering, seismology and engineering geology, fluid mechanics/hydraulics to provide technical advisory services for Mountain Tunnel, Central Bayside System Improvement Project, Folsom Tunnel, Kansas/Marin, and other SFPUC Tunnel projects. The consultants shall participate as members of a panel of independent technical experts. The panel, hereafter designated as the Tunnel Technical Advisory Panel (TTAP), will be composed of one or more experts with highly specialized expertise in tunnel design/engineering, tunnel construction, geotechnical/seismology engineering, tunnel structural engineering, structural/shoring and/or fluid mechanics/hydraulics.

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

A. Specify required skills and/or expertise: Expertise is required for the preparation of engineering detail design package for tunnel facilities including tunnel, tunnel portal shafts, vent or intermediate structures, new control structures, and ancillary appurtenances along tunnel. Engineering expertise also requires experience to define and implement a geotechnical investigation and site characterization program to determine required design parameters and to assess ground and groundwater conditions along the alignment of the tunnel facilities and to prepare baseline reports for the contract documents.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the majority of the work required is for specialized geotechnical investigations and tunnel engineering. The City does not have this expertise on staff required to complete the project design.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It will be impractical to adopt a new civil service class to perform this work as there is insufficient continuous, long term workload to support a staff 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.  
Tunnel lining repair - 20 hours - Civil Engineers.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 02/07/19, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41561 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/25/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Real Time Location System Maintenance, Optimization, and Assessments

Funding Source: General Fund

PSC Duration: 8 years 9 weeks

PSC Amount: \$9,000,000

**1. Description of Work**

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

The selected contractor shall provide co-terminus warranty, maintenance services including hardware and software, system optimization, system customization, and as-needed implementation services for new or upgraded modules for the currently installed RTLS System. The current (Real Time Location System) RTLS system at Zuckerberg San Francisco General (ZSFG) hospital and Laguna Honda Hospital (LHH) provides inventorying and asset protection, patient tracking, staff duress, an integrated alert messaging system, and wireless communication and data systems on DPH's converged network and within existing applications. The functions provided by the current systems are existing to the Department, central to overall patient care, facilities management, and are the responsibility of the Department to support, fully implement, and customize as the hospital continues day-to-day operations.

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

The services are necessary in order to ensure that the currently installed system operates within the manufacturers specified performance standards, and that it fully integrates and delivers full functionality across the various users of the system within the Department. Failure to keep the system up to date with the latest patches, fixes, and enhancements will result in an unreliable system, and will impact the day-to-day operations of the Department, including adversely impacting patient care. An integrated technology project of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems, and integration to the existing complex data network and applications which serve all Department of Health locations. Performance optimization of the network and applications are a key factor in the ability to effectively combine data in an integrated environment.

**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.**

46535- 13/14

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

If needed and funding is available.



- 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 PSC request is in excess of five years because the RTLS system currently deployed throughout the Department represents a significant investment in resources and the Department has adopted patient monitoring workflows and procedures utilizing the installed RTLS system. Maintenance, including software patches, system enhancements, customizations, and support of the currently installed RTLS system must be performed by the manufacturer or its authorized resellers. Over the course of this request civil service staff will continue to support the system when applicable, in conjunction with the manufacturer or their authorized reseller.

**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:

It is not practical to obtain these services through available City resources as the services are as-needed, specialized, and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with the contractor and will be engaged in ongoing knowledge transfer.

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

- A. Specify required skills and/or expertise: Must have expert-level knowledge of location-based systems, including Cisco Mobility Services Engine, Cisco PRIME infrastructure, Cisco Wireless Controllers and Wireless Access Points, and AeroScout RTLS system-certified; understanding of wireless surveys and Received Signal Strength Indicators (RSSIs), and how to tune RTLS hardware and software to optimize location accuracy and system responsiveness; installed AeroScout products in a project with at least 250 wireless Access Points (APs) or equivalent scale in project size, installed AeroScout products with at least 80 exciters or equivalent scale in project size, Cisco gold partner status, certified STANLEY Connected Partner status, and STANLEY certified status to support the deployed solution; achievement of STANLEY Level 1 training or meet On the Job Training (OJT) 1 guidelines for Mobile View solutions.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal;

- 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?**

It is not practical to obtain these services through available resources within the City because the services are as-needed, specialized, and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with the contractor and have the ongoing knowledge transfer.

**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, specialized, and deal with proprietary products that are already developed and available for commercial use. The City does not have the ability to create software patches and upgrades to proprietary applications.

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 is not practical to adopt a new civil service class because the services are as-needed, specialized and deal with proprietary products that are already developed and available for commercial use. Civil service staff will work with the contractor and have the ongoing knowledge transfer.

**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. Employees in classes 1041, 1042, 1043, and 1044 will receive training on the use of the equipment that will be purchased. Training will conform to industry standards and the hours of training will be variable based on the type of equipment and its complexity. The contractor will also provide knowledge transfer to DPH IT employees by telephone, webinars and face-to-face meetings.

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 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41614 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

# **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:** Monday, August 26, 2019 4:18 PM  
**To:** Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; LokUng, Muki (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41614 - 19/20

RECEIPT for Union Notification for PSC 41614 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41614 - 19/20 for \$9,000,000 for Initial Request services for the period 12/01/2019 – 01/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/13840> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 46535 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Data network, IT Application and Project Management Services for the Department of HealthFunding Source: General Fund/State/Federal/BondsPSC Original Approved Amount: \$15,000,000PSC Original Approved Duration: 06/01/14 - 12/31/18 (4 years 30 weeks)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 05/01/16-12/31/21 (3 years 1 day)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$24,000,000PSC Cumulative Duration Proposed: 7 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The new San Francisco General and Hospital Trauma Center will have a state of the art integrated data and utility network to provide secure access to patient clinical records, radiology systems, voice, video, patient tracking systems, patient experience systems and building monitoring systems. The entire network comprised of equipment and applications needs to be designed and installed in the new hospital through the purchase of new items or existing items transitioned from the current hospital then tested and inspected by the various regulators. This must occur by dates that the construction manager has set. The amount of this PSC is the Department's best estimate of the value of the professional services portion of the contracts, excluding license and maintenance fees.

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

An integrated technology project of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems as well as integration to the existing complex data network and applications that serve all Dept of Health locations. Performance optimization of the network and applications are a key factor in the ability to effectively combine data and voice and video access in an integrated environment. DPH does not have sufficient staff to install this complex and integrated system while at the same time the existing engineers are supporting the current production DPH network ..... Please see attached document

**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 46535 - 13/14

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

No. Please see attached document "add-info-46535-1314.pdf"

- 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:

In addition to increasing the amount of the approval, the proposed modification to the existing approval will extend the duration of the approval by 36 months. The extension is needed because with the completion of the SFGH rebuild some applications which were installed as part of the build of the new hospital will become the responsibility of the Department to support, fully implement, and customize as the hospital continues day to day operations. In addition, new applications which were identified during the rebuild process will also be implemented post hospital opening and the modification will also account for services that are required to maintain, enhance, and further integrate current applications and networks in the Department of Public Health.

## 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:

Outside support is necessary to support mission-critical systems that require increased resource allocation for short periods of time or to supplement staff. In addition, civil service classes are not applicable because these are proprietary products with services which contain technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters.

- B. Reason for the request for modification:

This modification is to clarify types of specialized as-needed consulting services in support of the Electronic Health Record Project. Specifically consultants with expertise in clinical applications such as emergency medicine, surgical systems, pharmacy, and ambulatory applications, will be needed for short term projects and will assist the Department in to maintain, enhance, further integrate, during the transition, implementation, and optimization phases of current and new applications. Consultants may have specialized licenses (clinical and technical) in the field of expertise as well as experience in the particular software application that will need this specialized consulting.

## 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expert level knowledge of Cisco Systems proprietary IOS code (IOS is the proprietary operating system for Cisco switches and routers), Cisco equipment and network design principles. Expert level design and implementation skills for data, video, voice grade wireless networking, all within an acute care medical environment. Knowledge of new CISCO and other state of the art equipment that has not been widely used by local DPH engineers...Please see attached document "add-info-46535-1314.pdf"

- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the installation requires the use of test equipment that will be used during installation and optimization of the data network. This equipment will be turned over to the City upon job completion as well as an instructional training session about the proper use of the equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Although the 1044 IS Principal Engineer as well as other IT series are applicable, The building construction contractor has deadlines for installation coordination and inspections that require the data network to be operational. This is not possible with the current staff levels and workloads in progress. This work would require existing staff to do nothing else in order to install and integrate the ..... Please see attached document "add-info-46535-1314.pdf"
- 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 is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with proprietary products that are already developed and available for commercial use. Civil Service staff will work with the contractor ... Please see attached document "add-info-46535-1314.pdf"

**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.  
Employees in classes...see attached document "add-info-46535-1314.pdf"
- 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.  
Ongoing PSC approval, contractors may have a current contract.



7. **Union Notification:** On 11/21/18, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;  
Architect & Engineers, Local 21;

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

Name: 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# 46535 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/03/2018

**Longhitano, Robert (DPH)**

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**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, June 8, 2016 2:32 PM  
**To:** Longhitano, Robert (DPH)  
**Subject:** FW: Notice of Civil Service Action – PSC # Civil Service: 46535 - 13/14 - MODIFICATIONS -- 04/12/2016

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

**From:** dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org]  
**Sent:** Wednesday, June 08, 2016 1:54 PM  
**To:** amakayan@ifpte21.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; Choi, Suzanne (HRD) <suzanne.choi@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>  
**Subject:** Notice of Civil Service Action – PSC # Civil Service: 46535 - 13/14 - MODIFICATIONS – 04/12/2016

The Commission adopted the following action at its meeting of May, 16, 2016:  
Approved by Civil Service Commission of PSC# 46535 - 13/14, with no conditions with notice to the Office of the Controller and the Office of Contract Administration.  
<http://apps.sfgov.org/dhrrupal/node/6194>

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

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 46535 - 13/14)

Request:

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Data network, IT Application and Project Management Services for the Department of HealthFunding Source: General Fund/State/Federal/BondsPSC Original Approved Amount: \$15,000,000PSC Original Approved Duration: 06/01/14 - 12/31/18 (4 years 30 weeks)PSC Mod#1 Amount: \$9,000,000PSC Mod#1 Duration: 05/01/16-12/31/21 (3 years 1 day)PSC Cumulative Amount Proposed: \$24,000,000PSC Cumulative Duration Proposed: 7 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The new San Francisco General and Hospital Trauma Center will have a state of the art integrated data and utility network to provide secure access to patient clinical records, radiology systems, voice, video, patient tracking systems, patient experience systems and building monitoring systems. The entire network comprised of equipment and applications needs to be designed and installed in the new hospital through the purchase of new items or existing items transitioned from the current hospital then tested and inspected by the various regulators. This must occur by dates that the construction manager has set. The amount of this PSC is the Department's best estimate of the value of the professional services portion of the contracts, excluding license and maintenance fees.

**Scope Change**

This modification adds additional support, customization, or implementation services for systems that are on the new converged network and existing applications enterprise wide, including: enterprise network security, nurse call system, an integrated alert messaging system (middle-ware), video security and conferencing applications, and wireless communication and data systems. These systems are new to the Department, or have been procured as part of the San Francisco General Hospital rebuild project construction contract and will become the responsibility of the Department to support, fully implement, and customize as the hospital continues day-to-day operations. In addition, this modification will also account for ongoing services that are required to support, develop, maintain and further integrate if required with current applications and networks. The title of the original request has also been updated to reflect the expanded scope of the PSC request from primarily SFGH rebuild to

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

An integrated technology project of this size requires expert level design review and installation services in order ensure proper compliance with building codes, integration of products to new systems as well as integration to the existing complex data network and applications that serve all Dept of Health locations. Performance optimization of the network and applications are a key factor in

the ability to effectively combine data and voice and video access in an integrated environment. DPH does not have sufficient staff to install this complex and integrated system while at the same time the existing engineers are supporting the current production DPH network ..... Please see attached document

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.  
under the existing PSC 46535 13/14

D. Will the contract(s) be renewed?

No. Please see attached document "add-info-46535-1314.pdf"

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:  
In addition to increasing the amount of the approval, the proposed modification to the existing approval will extend the duration of the approval by 36 months. The extension is needed because with the completion of the SFGH rebuild some applications which were installed as part of the build of the new hospital will become the responsibility of the Department to support, fully implement, and customize as the hospital continues day to day operations. In addition, new applications which were identified during the rebuild process will also be implemented post hospital opening and the modification will also account for services that are required to maintain, enhance, and further integrate current applications and networks in the Department of Public Health.

## 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:

Outside support is necessary to support mission-critical systems that require increased resource allocation for short periods of time or to supplement staff. In addition, civil service classes are not applicable because these are proprietary products with services which contain technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters.

B. Reason for the request for modification:

This modification adds additional support, customization, or implementation services for systems that are on the new converged network and existing applications enterprise wide, including: enterprise network security, nurse call system, an integrated alert messaging system (middle-ware), video security and conferencing applications, and wireless communication and data systems. These systems are new to the Department, or have been procured as part of the San Francisco General Hospital rebuild project construction contract and will become the responsibility of the Department to support, fully implement, and customize as the hospital continues day-to-day operations. In addition, this modification will also account for ongoing services that are required to support, develop, maintain and further integrate if required with current applications and networks. The title of the original request has also been updated to reflect the expanded scope of the PSC request from primarily SFGH rebuild to "Data network, IT Application and Project Management Services for the Department of Health." Finally, contracts awarded from this PSC

approval may be renewed if there is a continued need for the services. For the one-time, as-needed services for systems and network that were procured as part of the SFGH rebuild those contracts will not be renewed and are now monitored and maintained by City staff and select partners.

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

- A. Specify required skills and/or expertise: Expert level knowledge of Cisco Systems proprietary IOS code (IOS is the proprietary operating system for Cisco switches and routers), Cisco equipment and network design principles. Expert level design and implementation skills for data, video, voice grade wireless networking, all within an acute care medical environment. Knowledge of new CISCO and other state of the art equipment that has not been widely used by local DPH engineers...Please see attached document "add-info-46535-1314.pdf"
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1095, IT Operations Support Admin V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the installation requires the use of test equipment that will be used during installation and optimization of the data network. This equipment will be turned over to the City upon job completion as well as an instructional training session about the proper use of the equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Although the 1044 IS Principal Engineer as well as other IT series are applicable, The building construction contractor has deadlines for installation coordination and inspections that require the data network to be operational. This is not possible with the current staff levels and workloads in progress. This work would require existing staff to do nothing else in order to install and integrate the ..... Please see attached document "add-info-46535-1314.pdf"
- 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 is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with proprietary products that are already developed and available for commercial use. Civil Service staff will work with the contractor ... Please see attached document "add-info-46535-1314.pdf"

### **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.  
Employees in classes...see attached document "add-info-46535-1314.pd"
- 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.  
Ongoing PSC approval, contractors may have a current contract.

**7. Union Notification:** On 04/12/16, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv Local 21;  
Architect & Engineers, Local 21;

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

Name: 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# 46535 - 13/14

DHR Analysis/Recommendation:

05/16/2016

Commission Approval Required

Approved by Civil Service Commission

05/16/2016 DHR Approved for 05/16/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: As-needed Specialized Information Technology Licensing, Solutions, Component Tools, and Consul

Funding Source: General Fund

PSC Duration: 1 year 25 weeks

PSC Amount: \$10,000,000

**1. Description of Work**

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

Contractor(s) will provide an integrated data solution, to include a data warehouse and/or logical data warehouse for analytics to capture, store, manage, and access clinical, operational and research data in order to improve the quality and effectiveness of patient care. Contractor(s) will provide as-needed and intermittent comprehensive professional services, including: data warehouse and archiving initiatives, applications support and project management, research, preparation of future state initiatives, and overall interdepartmental data integration initiatives. Focus areas will include system components, licensing, and applications for: Whole Person Care, Population Health, Environmental Health, Communicable Diseases, Prevention, Managed Care, financial and clinical systems, Electronic Health Record related activities, and technology modernization projects. The requested amount reflects the amount projected for as-needed professional services for implementation. It does not include portions of the contract related to hardware, software component tools, applications, or hosting.

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

This service is necessary as the Department's data is anticipated to continue to grow in future years. Services are necessary to establish an enterprise analytics data platform and to facilitate Department operations and management at the project, program and enterprise levels. These services support wider stakeholder needs, necessary to increase data access and transparency, consolidate and centralize data requests, and facilitate timely analytics and reporting outcomes. Denial of these services may result in creating access barriers to several internal and external data sources, constraints on data capacity, redundant data set development, prolonged response to stakeholder and executive requests, frequent service interruptions, and manual reporting errors. Long-term consequences are likely to include costly maintenance of the Department's over-leveraged data storage, higher data security risks, ineffective reporting outcomes and vulnerable data management.

**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 are new services.

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

If there is a continued need and available funding.

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

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

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

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

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).

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:

As the Department's data continues to grow, the Department must establish an enterprise analytics data platform to better facilitate operations and management for stakeholders, clients and patients. Currently, an estimated 10 terabytes of data are housed across several data storage units. Each unit requires a unique access method to retrieve desired patient data. The requested services will bridge this dis-connect, by centralizing data in an enterprise logical data warehouse, allowing staff to retrieve data with a single interface. The Department is in the process of selecting a specialized short term, project-based Contractor with comprehensive tools and services for executing and establishing such a platform in order to transition to this data warehouse.

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

A. Specify required skills and/or expertise: Must have staff with advanced degrees in related fields, and 5-7 years or more experience in project management. Experience must include development of project plans, functional and technical requirements, project charters, communication plans, budgeting and other project management artifacts or by-products; experience in data security, privacy and data governance, data architectures, data warehousing, analytics and reporting, data analysis, data integration and testing, as well as experience in creating and deploying data warehouse solutions, a solid understanding of best practices, policies, and solutions for the Department's offices of Whole Person Care, Population Health, Environmental Health, Communicable Diseases, Prevention, Managed Care, financial and clinical systems, Electronic Health Record-related activities, and technology modernization projects. Must have experience in complex multi-site environments in an institution similar in size and complexity to the Department. Must provide a solution that is flexible, scalable, cost effective, and which meets all applicable healthcare regulatory requirements, including those of the Health Insurance Portability and Accountability Act (HIPAA).

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1824, Pr Administrative Analyst; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: In the performance of the services, contractor(s) may provide or utilize proprietary software or methods to assist in the analysis of data on a large scale.

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

The City does not possess the resources to fulfill the services mentioned in this request. The selected Contractor is only needed on a short-term, intermittent basis to provide services for data warehouse solution and services.



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

- A. Explain why civil service classes are not applicable.  
The projects are intermittent; work by contractor(s) will be on an as-needed basis, for specific project and implementation phases.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the selected contractor will only be needed on a short-term, intermittent basis. As projects are completed, the need for contractors will be reduced, and civil service staff will have the opportunity to work with contractors to learn needed skills. The Department will encourage knowledge transfer to build capacity.

**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. Explanation of training has not been provided by the department
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21

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

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

Address: 1380 Howard Street, Room 421b San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48929 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019



# **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:** Monday, August 26, 2019 5:48 PM  
**To:** Hale, Jacquie (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48929 - 19/20

RECEIPT for Union Notification for PSC 48929 - 19/20 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48929 - 19/20 for \$10,000,000 for Initial Request services for the period 11/01/2019 – 04/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/13888> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

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

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # 44755 - 18/19)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Design-Build Services for Navigation Centers and Homeless SheltersFunding Source: Educational Revenue Augmentation FundPSC Original Approved Amount: \$1,000,000PSC Original Approved Duration: 05/01/19 - 06/30/21 (2 years 8 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$1,000,000PSC Cumulative Duration Proposed: 2 years 8 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).

**Scope Change**

This request is for design, design-build, and pre-construction services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH). Additionally, this is a specialized and infrequent task necessitated by this particular project.

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

This service is necessary for expediently delivering homeless shelter sites. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night. According to preliminary numbers released May 2019, homelessness increased by 17% over two years, with 8,011 people counted living on the street in January 2019.

**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 44755 - 18/19

D. Will the contract(s) be renewed?

No

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

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

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be utilized for homeless shelter site capital projects.

B. Reason for the request for modification:

Minor changes to scope of work and type of Service. Adding design and pre-construction services from the design and construction of Navigation Center and Homeless Shelter projects.

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

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

B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Architecture and engineering classes exist, but their expertise is not applicable to Design-Build projects. San Francisco Public Works Project Managers with expertise providing management and oversight for design and construction projects will work with the successful design-build team to provide the required services for the delivery of this project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It is not practical to adopt a new civil service class to perform this work, because it is beyond professional services. It will require licensing and registration as either a Class A or B General Contractor.

**6. Additional Information**

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

No.

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

No. Few City projects require architects and engineers working on behalf of a licensed General Contractor (Design-Build contractual arrangement). This is a specialized and infrequent task necessitated by this particular project.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 09/11/19, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44755 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019



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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\); 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; Macaranas, Belle \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns, Alexander (DPW); 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; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Modification Request to PSC # 44755 - 18/19 - MODIFICATIONS  
**Date:** Wednesday, September 11, 2019 3:54:48 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period May 1, 2019 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13898>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org)

## **Additional Attachment(s)**

## 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: Design-Build Services for Navigation Centers and Homeless SheltersFunding Source: Educational Revenue Augmentation FundPSC Amount: \$1,000,000PSC Est. Start Date: 05/01/2019PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This request is for design-build services for the design and construction of Navigation Center and Homeless Shelter projects. The Contractor will provide all design, construction, and related services necessary for the successful delivery of 500 beds projects at multiple locations still to be determined. Public Works is managing this work on behalf of our client, San Francisco Department of Homelessness and Supportive Housing (HSH).

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

This service is necessary for expediently delivering homeless shelter sites. If it is not approved, there will be major delays to completion of the project and the occupancy will be delayed until the services are rendered, leaving people living on the streets for longer. Homelessness is at a crisis level in San Francisco. According to the January 2017 Point in Time Homeless Count administered by HSH, there were approximately 7,499 people experiencing homelessness in San Francisco on a single night. According to preliminary numbers released May 2019, homelessness increased by 17% over two years, with 8,011 people counted living on the street in January 2019.

**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 44479-1819 was approved in April 2019 for one homeless shelter site.

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

No

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

not applicable

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

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

**B. Explain the qualifying circumstances:**

Services will be utilized for homeless shelter site capital projects.

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

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

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

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

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

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

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

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No. Few City projects require architects and engineers working on behalf of a licensed General Contractor (Design-Build contractual arrangement). This is a specialized and infrequent task necessitated by this particular project.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

- 7. Union Notification:** On 06/17/2019, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44755 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT

Dept. Code: ECD

Type of Request:  Initial  Modification of an existing PSC (PSC # 49557 - 15/16)

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

Type of Service: 800MHz Radio System Purchase and Installation Agreement

Funding Source: General Fund

PSC Original Approved Amount: \$16,300,000

PSC Original Approved Duration: 09/01/16 - 06/01/21 (4 years 39 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 12/02/19-12/31/29 (8 years 30 weeks)

PSC Cumulative Amount Proposed: \$16,300,000

PSC Cumulative Duration Proposed: 13 years 17 weeks

**1. Description of Work**

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

This contract will allow for the procurement of hardware, software and professional services to design, install, configure and test the City's 800MHz Emergency Radio Communication System. This network supports over 10,000,000 radios, over 20 City departments and outside agencies. The vendor Motorola Solutions, will do a detailed network/system design (in conjunction with City Staff, factory assemble and test the system, ship the equipment to the City, install the equipment at various locations (9 radio antenna sites, 7 dispatch sites, and over 60 other radio locations) throughout the City, configure and test the network, ensure a zero-downtime cutover user of user departments, and warranty the system for one year.

**Scope Change**

See attached documentation regarding the Portable Radio Upgrade Agreement

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

This service is necessary because the current radio system that Police, Fire, Sheriff, Emergency Management and various other public safety and public service agencies use in San Francisco is end of life and needs to be replaced. Motorola Solutions is providing state of the art equipment, that they have designed and configured to match the City's needs.

**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 49557 - 15/16

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

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
See attached documentation regarding the Portable Radio Upgrade Agreement

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

- A. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term capital and IT project that requires diverse expertise and knowledge of proprietary vendor equipment.

- B. Reason for the request for modification:

The modification is to add the Portable Radio Upgrade Agreement/Program to the Motorola System Purchase and Installation Agreement. The portable radio upgrade agreement is to purchase \$29M of additional radio equipment (no professional services are included). The "Not to Exceed" value of the contract will increase from \$48M to \$77M. The PSC all amount of \$16.2M will remain the same. The duration of the contract will extend to December 31st 2029 (the current PSC duration ends on June 30th 2021)

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

- A. Specify required skills and/or expertise: Knowledge of Project 25 Phase 2 radio equipment - Motorola proprietary equipment: GTR8000, APX Series Radios, various system and software databases (Unified Network Configurator, Provisioning Manager, Unified Event Manager, MCC7500 Console hardware and software, HP LAN/WAN routers and switches configured by Motorola for the radio system, proprietary software applications - WAVE, GPS, Recorder solution.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1044, IS Engineer-Principal; 7362, Communications Systems Tech; 7368, Senior Comm Systems Technican; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the new equipment (hardware, software, radios) for the 800MHz Radio System. This includes over 7000 radios (mobiles, portables, and control stations) equipment for 9 radio sites, and radio console hardware and software for 10 dispatch locations.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil Services classes are not applicable because this system is for proprietary hardware and software that only the vendor can design, configure and install.
- 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 - they already exist, but do not have the expertise of this proprietary equipment to do the work without the help of the vendor.



**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 included as part of the original System Purchase and Installation Agreement

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.

N/A

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 07/26/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU, Local 1021 H-1 Fire-Rescue Paramedics; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

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

Address: 1011 Turk St, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49557 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

**Choi, Suzanne (HRD)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org  
**Sent:** Friday, July 26, 2019 11:45 AM  
**To:** Lee, William (DEM); kcartermartinez@cirseiu.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; 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; Geddes, Michelle (DEM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49557 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period December 2, 2019 – December 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13813>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.org staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com amakayan@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org kcartermartinez@cirseiu.org

## **Additional Attachment(s)**



## Department of Emergency Management

1011 Turk Street, San Francisco, CA 94102  
 Phone: (415) 558-3800 Fax: (415) 558-3843



London Breed  
 Mayor

Mary Ellen Carroll  
 Executive Director

### Portable Radio Upgrade Agreement - Department Overview May 2019

The Radio Project Team is working on a program to replace all of the City's 800MHz Portable Radios, over a 10 year period, at a significant discounted price. Most of the City's portable radios in use today, were purchased with the Radio Replacement project in 2016-2018. Additionally, approximately 15% of the radios still in use were purchased prior to 2017. The useful life of a portable radio is 8-10 years, depending on how frequently it is used and the type of conditions it is in.

Included is a breakdown of portable radios (by Department) that currently operate on the City's 800MHz Radio System, that are intended to be replaced with this program. Motorola has offered an approximate 60% discount on the equipment, if the City enters a Portable Radio Upgrade Agreement (RUA) – which would be paid over 9 years, starting in FY20-21.

Dept	Total Radios	Total Radio Cost	Tax & Overhead (17%)	Total	Yearly Contribution (1/9)	Estimated Cost w/o RUA	Tax (8.5%)	Total w/o RUA	Savings
ADM	153	\$299,784	\$50,963	\$350,748	\$38,972	\$641,122	\$54,495	\$695,618	\$344,870
ADP	125	\$319,713	\$54,351	\$374,064	\$41,563	\$731,906	\$62,212	\$794,118	\$420,054
CAS	8	\$12,489	\$2,123	\$14,612	\$1,624	\$25,290	\$2,150	\$27,440	\$12,828
CO	37	\$57,761	\$9,819	\$67,581	\$7,509	\$116,966	\$9,942	\$126,908	\$59,328
DA	49	\$111,815	\$19,009	\$130,824	\$14,536	\$261,504	\$22,228	\$283,732	\$152,908
DBI	147	\$335,446	\$57,026	\$392,472	\$43,608	\$784,511	\$66,683	\$851,195	\$458,723
DEM	132	\$337,617	\$57,395	\$395,011	\$43,890	\$772,893	\$65,696	\$838,589	\$443,577
DPH	330	\$929,759	\$158,059	\$1,087,818	\$120,869	\$1,966,388	\$167,143	\$2,133,530	\$1,045,712
DPW	841	\$1,312,901	\$223,193	\$1,536,094	\$170,677	\$2,658,611	\$225,982	\$2,884,593	\$1,348,499
DT	99	\$249,494	\$42,414	\$291,908	\$32,434	\$499,628	\$42,468	\$542,097	\$250,189
FIR	736	\$2,287,102	\$388,807	\$2,675,910	\$297,323	\$4,706,504	\$400,053	\$5,106,557	\$2,430,647
HAS	44	\$68,689	\$11,677	\$80,366	\$8,930	\$139,095	\$11,823	\$150,918	\$70,552
HOT	8	\$22,540	\$3,832	\$26,371	\$2,930	\$47,670	\$4,052	\$51,722	\$25,351
JUV	37	\$101,677	\$17,285	\$118,962	\$13,218	\$224,411	\$19,075	\$243,486	\$124,524
LIB	61	\$108,396	\$18,427	\$126,823	\$14,091	\$216,809	\$18,429	\$235,238	\$108,415
MTA	440	\$1,004,055	\$170,689	\$1,174,745	\$130,527	\$2,348,198	\$199,597	\$2,547,794	\$1,373,050
POL	2,033	\$5,465,180	\$929,081	\$6,394,260	\$710,473	\$11,233,865	\$954,879	\$12,188,744	\$5,794,483
PRI AME	110	\$309,920	\$52,686	\$362,606	\$40,290	\$655,463	\$55,714	\$711,177	\$348,571
PRT	82	\$128,012	\$21,762	\$149,774	\$16,642	\$259,223	\$22,034	\$281,256	\$131,483
PUC	258	\$402,769	\$68,471	\$471,239	\$52,360	\$815,603	\$69,326	\$884,929	\$413,689
REC	139	\$284,238	\$48,321	\$332,559	\$36,951	\$617,291	\$52,470	\$669,761	\$337,202
SFO	930	\$2,395,778	\$407,282	\$2,803,060	\$311,451	\$4,900,832	\$416,571	\$5,317,403	\$2,514,343
SHF	850	\$2,243,033	\$381,316	\$2,624,348	\$291,594	\$4,646,391	\$394,943	\$5,041,334	\$2,416,985
USD	194	\$302,857	\$51,486	\$354,343	\$39,371	\$613,283	\$52,129	\$665,412	\$311,069
<b>Total</b>	<b>7,843</b>	<b>\$19,091,025</b>	<b>\$3,245,474</b>	<b>\$22,336,499</b>	<b>\$2,481,833</b>	<b>\$39,883,456</b>	<b>\$3,390,094</b>	<b>\$43,273,550</b>	<b>\$20,937,051</b>

Assumes 8.5% tax rate, and staff overhead to manage the contract/program

Note: SFPD has qty. 970 and SFSF has qty. 550 more portable radios in operation than what is committed to in this program

**Term of Agreement** – Motorola will offer a 9-year payment cycle (starting in FY20-21) and allow for a 10-year shipment cycle (FY19-20 thru FY28-29). The City will have to commit to a shipment schedule, starting in year 3.

- Each year, the City will approve what will be shipped, including the quantities, makes/models/features and needed accessories. Motorola will provide final equipment lists, including options, accessories, and shipping destination details prior to each annual shipment. Shipments may be modified to ship partial and early, but entire annual shipment will be provided to the City within a calendar year.
- Motorola will provide a yearly balance of equipment purchased and spending report to the City at the end of each Fiscal Year.
- Assumes Contract Negotiations and Board Approval will be complete by Dec 2019.
- Assumes City starts payment in July 2020 (FY20-21, which is BY+1)
- There is a minimum shipment that starts in calendar year 2022, the minimum shipment dollar amount is being negotiated. The last year we can take shipment of new radios is calendar year 2029

**Cost of Radios** – Motorola agreed to use the Nov. 2016 contract price for the radios as well as offering an additional 30% discount on all radios purchased. This equates to approximately 60% discount off current list price of the radios.

- The City can get any APX model radio it wants, with whatever features are available. The City needs to pay the difference for the enhanced features, and it will be at the system discount percentage level that the City is getting for the APX product line.
- If the City (or a department) wants a less expensive radio, that is fine, also long as the yearly minimum shipment value is met. Excess funds (that come about due to getting a cheaper radio) can be used to purchase other equipment or accessories.
- Next Generation Radio – During the term of this agreement, Motorola may introduce a next generation radio product line. To buy the Next Gen Radio (and to determine the price the City will pay for that radio) use the following process: Take the relevant Portable Package currently defined in the RUA Contract, and pay the listed RUA contract price, PLUS the difference of the current list price of the RUA Portable Package Radio AND the Motorola offered discount price of the new model radio (Next Gen Radio). Example below:

*[(Radio Next List Price-RUA Contract Price) + (Motorola Offered Discount Price)]*

- If Motorola discontinues the APX product line, City will be able to get the replacement radio at the Nov 2016 price with the system discount level.

#### **Maximum Contract Price**

- The City will request an additional \$29M of spending authority to the existing System Purchase and Installation Agreement. This will increase the Maximum Not to Exceed Contract Price to \$77M. This is because as part of the Radio Replacement Project, the City spent \$5.2M on Mobiles, \$1.3M on Control Station Radios, \$1.56M on Accessories and Batteries, and \$550K on Chargers. In addition, the Police and Sheriff Department have more portable radios in operation than the City is committing to purchasing within this agreement. Adding the additional spending capacity to the contract will allow the City to replace this equipment as funding is available for the respective departments. May need to add SFMTA and SFPUC radios.

#### **Shipment Schedule**

- The City can adjust the shipment schedule but must have a minimum value of shipped equipment each year, starting in year 3.
- City can order the equipment at any time, in any quantity (within the year) as long as the minimum shipment value is met at the end of the year.
- Accessories – the City can reduce the quantity of radios that are shipped and replace it with needed accessories. Accessory discount will be at a lower percentage per APC (i.e. 25%)
- The City can additional Portable radios, as well as Mobiles and Control Station Radios, via a change order process. There will be no limit to the quantity that can be purchased via a change order, as long as the Maximum Contract Price is not exceeded.
- Incompatible devices and accessories. Motorola must review roadmap plan and support plan on APX radios with the City and provide 18 months advanced notice on radio feature changes or additions as well as support/discontinuation of product line. If during this review, the City wants to purchase equipment that then is incompatible with the existing fleet of radios/accessories - the City can adjust the shipment schedule.
- If the City takes a shipment in the earlier years of the contract, then it will receive a credit in future years, to balance out the minimum shipment commitment per year. A Change Order will allow that an annual shipment minimum

(dollars) can be reduced by the City (if desired) by the amount that the prior year shipment exceeded the original shipment schedule for the same year.

**Contract Cancellation/Penalty and Recouping Funds**

- Motorola does not want a termination for convenience clause in the contract but will allow for a termination for non-appropriation. If the City cancels for non-appropriations after an annual payment has been made but before products have been delivered for the year, Motorola will ship the products (mutually agreed upon) for the annual period.
- Should the City need to cancel the contract due to non-appropriation of funds, there will be no penalty if the City takes the balance of the funds in an equipment shipment.
- Otherwise, the City could get back money at any time, but would require a pre-cancellation payment/penalty. The cancellation penalty will be equal to the total value of the additional 30% discount on the equipment shipped for the past 3 years.

Dept	Div	Item	Description	Current		ROA Price	Sub-Total	Tax&OH (17%)	Total	Yearly Budget (9 Years)
				Quantity	Committed					
ADM	ME	Portable Package 1	Law Enforcement (Patrol/Sworn)	11	11	\$2,661	\$29,273	\$4,976	\$34,249	\$3,805
ADM	Adm	Portable Package 11	Law Enforcement (Model 2.5) - No Mic	16	16	\$2,558	\$40,923	\$6,957	\$47,880	\$5,320
ADM	Acc	Portable Package 11	Law Enforcement (Model 2.5) - No Mic	33	33	\$2,558	\$84,404	\$14,349	\$98,753	\$10,973
ADM	Real	Portable Package 7	Public Service - Standard	93	93	\$1,561	\$145,184	\$24,681	\$169,865	\$18,874
ADP		Portable Package 11	Law Enforcement (Model 2.5) - No Mic	125	125	\$2,558	\$319,713	\$54,351	\$374,064	\$41,563
CAS		Portable Package 7	Public Service - Standard	8	8	\$1,561	\$12,489	\$2,123	\$14,612	\$1,624
CO		Portable Package 7	Public Service - Standard	37	37	\$1,561	\$57,761	\$9,819	\$67,581	\$7,509
DA		Portable Package 2	Law Enforcement (non-Sworn)	49	49	\$2,282	\$111,815	\$19,009	\$130,824	\$14,536
DBI		Portable Package 2	Law Enforcement (non-Sworn)	147	147	\$2,282	\$335,446	\$57,026	\$392,472	\$43,608
DEM		Portable Package 11	Law Enforcement (Model 2.5) - No Mic	132	132	\$2,558	\$337,617	\$57,395	\$395,011	\$43,890
DPH		Portable Package 5	Fire Medic - Red	330	330	\$2,817	\$929,759	\$158,059	\$1,087,818	\$120,869
DPW		Portable Package 7	Public Service - Standard	841	841	\$1,561	\$1,312,901	\$223,193	\$1,536,094	\$170,677
DT		Portable Package 6	Public Service - Supervisors	66	66	\$1,777	\$117,281	\$19,938	\$137,218	\$15,246
DT		Portable Package 8.1	Radio Technicians	33	33	\$4,006	\$132,214	\$22,476	\$154,690	\$17,188
FIR	Chief	Portable Package 3	Fire Command - Green	83	83	\$4,290	\$356,085	\$60,534	\$416,620	\$46,291
FIR	Supp	Portable Package 4	Fire Suppression - Yellow	454	454	\$3,018	\$1,370,344	\$232,959	\$1,603,303	\$178,145
FIR	Amb	Portable Package 5	Fire Medic - Red	199	199	\$2,817	\$560,673	\$95,314	\$655,987	\$72,887
HAS		Portable Package 7	Public Service - Standard	44	44	\$1,561	\$68,689	\$11,677	\$80,366	\$8,930
HOT		Portable Package 5	Fire Medic - Red	8	8	\$2,817	\$22,540	\$3,832	\$26,371	\$2,930
JUV		Portable Package 2	Law Enforcement (non-Sworn)	27	27	\$2,282	\$61,612	\$10,474	\$72,087	\$8,010
JUV		Portable Package 8.1	Radio Technicians	10	10	\$4,006	\$40,065	\$6,811	\$46,876	\$5,208
LIB		Portable Package 6	Public Service - Supervisors	61	61	\$1,777	\$108,396	\$18,427	\$126,823	\$14,091
MTA		Portable Package 2	Law Enforcement (non-Sworn)	440	440	\$2,282	\$1,004,055	\$170,689	\$1,174,745	\$130,527
POL	Ops	Portable Package 1	Law Enforcement (Patrol/Sworn)	2970	2000	\$2,661	\$5,322,339	\$904,798	\$6,227,137	\$691,904
POL	Marine	Portable Package 10	Law Enforcement (Rugged - All Band)	33	33	\$4,329	\$142,841	\$24,283	\$167,124	\$18,569
PRI AMB		Portable Package 5	Fire Medic - Red	110	110	\$2,817	\$309,920	\$52,686	\$362,606	\$40,290
PRT		Portable Package 7	Public Service - Standard	82	82	\$1,561	\$128,012	\$21,762	\$149,774	\$16,642
PUC		Portable Package 7	Public Service - Standard	60	60	\$1,561	\$93,667	\$15,923	\$109,591	\$12,177
PUC		Portable Package 7	Public Service - Standard	198	198	\$1,561	\$309,102	\$52,547	\$361,649	\$40,183
REC		Portable Package 12	Rec Park Supv	17	17	\$2,388	\$40,595	\$6,901	\$47,496	\$5,277
REC		Portable Package 2	Law Enforcement (non-Sworn)	66	66	\$2,282	\$150,608	\$25,603	\$176,212	\$19,579
REC		Portable Package 6	Public Service - Supervisors	26	26	\$1,777	\$46,201	\$7,854	\$54,056	\$6,006
REC		Portable Package 7	Public Service - Standard	30	30	\$1,561	\$46,834	\$7,962	\$54,795	\$6,088
SFO		Portable Package 1	Law Enforcement (Patrol/Sworn)	1100	610	\$2,661	\$1,623,313	\$275,963	\$1,899,277	\$211,031
SFO		Portable Package 7	Public Service - Standard	220	220	\$1,561	\$343,446	\$58,386	\$401,832	\$44,648
SFO		Portable Package 3	Fire Command - Green	100	100	\$4,290	\$429,018	\$72,933	\$501,951	\$55,772
SHF		Portable Package 1	Law Enforcement (Patrol/Sworn)	1100	800	\$2,661	\$2,128,936	\$361,919	\$2,490,855	\$276,762
SHF		Portable Package 2	Law Enforcement (non-Sworn)	110	50	\$2,282	\$114,097	\$19,397	\$133,494	\$14,833
USD		Portable Package 7	Public Service - Standard	194	194	\$1,561	\$302,857	\$51,486	\$354,343	\$39,371
<b>Totals</b>				<b>9563</b>	<b>7843</b>		<b>19,091,025</b>	<b>3,245,474</b>	<b>22,336,499</b>	<b>2,481,333</b>

Proposed Shipment Schedule and Minimum Shipment Requirements

		Equipment Total Shipments												Equipment Shipment Cost not Including Tax and Overhead											
Dept	Div	Item	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	Total	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	Total	
ADM	ME	Portable Package 1	0	0					11				0	11	\$0	\$0	\$0	\$0	\$0	\$0	\$29,273	\$0	\$0	\$0	\$29,273
ADM	Adm	Portable Package 11	0	0			16						0	16	\$0	\$0	\$0	\$0	\$0	\$40,923	\$0	\$0	\$0	\$0	\$40,923
ADM	Acc	Portable Package 11	0	0	15						18		0	33	\$0	\$0	\$0	\$38,366	\$0	\$0	\$0	\$0	\$46,039	\$0	\$84,404
ADM	Real	Portable Package 7	0	0	20		40						33	93	\$0	\$0	\$31,222	\$0	\$0	\$62,445	\$0	\$0	\$0	\$51,517	\$145,184
ADP		Portable Package 11	0	0				31	31	31	32	125	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$79,289	\$79,289	\$79,289	\$81,846	\$319,713
CAS		Portable Package 7	0	0									8	8	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,489
CO		Portable Package 7	0	0									37	37	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,489
DA		Portable Package 2	0	0					36				13	49	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$57,761
DBI		Portable Package 2	0	0	36		70					41	0	147	\$0	\$0	\$0	\$82,150	\$0	\$159,736	\$0	\$0	\$0	\$0	\$335,446
DEM		Portable Package 11	0	0		66							66	0	132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$168,808
DPH		Portable Package 5	0	0				164				82	84	330	\$0	\$0	\$0	\$0	\$0	\$0	\$462,062	\$0	\$0	\$0	\$929,759
DPW		Portable Package 7	0	0	20	20	20	20	310	310	121	841	0	0	\$0	\$0	\$31,222	\$31,222	\$31,222	\$31,222	\$31,222	\$483,947	\$483,947	\$188,895	\$1,312,901
DT		Portable Package 6	0	0	16		16						18	66	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$337,617
DT		Portable Package 8.1	0	0	8		8						9	33	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,058
FIR	Chief	Portable Package 3	0	0	20	20							43	0	83	\$0	\$0	\$0	\$85,804	\$0	\$0	\$0	\$0	\$0	\$184,478
FIR	Supp	Portable Package 4	0	0	113		113						113	2	454	\$0	\$0	\$341,077	\$0	\$341,077	\$0	\$341,077	\$0	\$6,037	\$1,370,344
FIR	Amb	Portable Package 5	0	0	24	24	24	24	24	24	24	31	199	0	0	\$0	\$67,619	\$67,619	\$67,619	\$67,619	\$67,619	\$67,619	\$67,619	\$87,341	\$560,673
HAS		Portable Package 7	0	0									33	11	44	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$51,517	\$0	\$17,172
HOT		Portable Package 5	0	0	2		2		2		2	0	8	0	0	\$0	\$5,635	\$0	\$5,635	\$0	\$5,635	\$0	\$5,635	\$0	\$22,540
JUV		Portable Package 2	0	0	6		6						9	27	\$0	\$0	\$0	\$13,692	\$0	\$13,692	\$0	\$13,692	\$0	\$0	\$20,537
JUV		Portable Package 8.1	0	0	2		2						4	10	\$0	\$0	\$0	\$8,013	\$0	\$8,013	\$0	\$8,013	\$0	\$0	\$16,026
LIB		Portable Package 6	0	0	5	5	5						46	0	61	\$0	\$0	\$8,885	\$8,885	\$8,885	\$0	\$0	\$0	\$0	\$81,741
MTA		Portable Package 2	0	0	15	15	15	200	165				30	440	\$0	\$0	\$34,229	\$34,229	\$34,229	\$456,389	\$376,521	\$0	\$0	\$0	\$68,458
POL	Ops	Portable Package 1	0	0	50	50	200	200	200	1050	2000		0	0	\$0	\$0	\$133,058	\$133,058	\$133,058	\$532,234	\$532,234	\$532,234	\$532,234	\$532,234	\$2,794,228
POL	Marina	Portable Package 10	0	0			10	10	13				0	33	\$0	\$0	\$0	\$0	\$0	\$43,285	\$43,285	\$56,271	\$0	\$0	\$142,841
PRI	AMB	Portable Package 5	0	0	27		27						29	110	\$0	\$0	\$0	\$76,071	\$0	\$76,071	\$0	\$76,071	\$0	\$0	\$81,706
PRT		Portable Package 7	0	0	11		20	20	20	11	82		0	0	\$0	\$0	\$0	\$17,172	\$0	\$0	\$0	\$31,222	\$31,222	\$31,222	\$17,172
PUC		Portable Package 7	0	0	15		15						15	0	60	\$0	\$0	\$23,417	\$0	\$23,417	\$0	\$23,417	\$0	\$0	\$93,667
PUC		Portable Package 7	0	0	10	10	10						158	198	\$0	\$0	\$15,611	\$15,611	\$15,611	\$15,611	\$0	\$0	\$0	\$0	\$246,657
REC		Portable Package 12	0	0	4			4	4	4			1	17	\$0	\$0	\$9,552	\$0	\$0	\$0	\$9,552	\$9,552	\$9,552	\$2,388	\$40,595
REC		Portable Package 2	0	0	16		16	16	16	2	66	0	0	0	\$0	\$0	\$36,511	\$0	\$0	\$0	\$36,511	\$36,511	\$36,511	\$4,554	\$150,608
REC		Portable Package 6	0	0	6			6	6	6	2	26	0	0	\$0	\$0	\$10,662	\$0	\$0	\$0	\$10,662	\$10,662	\$10,662	\$3,554	\$46,201
REC		Portable Package 7	0	0	7			7	7	7	2	30	0	0	\$0	\$0	\$10,928	\$0	\$0	\$0	\$10,928	\$10,928	\$10,928	\$3,122	\$46,834
SFO		Portable Package 1	0	0	150		150						150	10	610	\$0	\$0	\$399,175	\$0	\$399,175	\$0	\$399,175	\$0	\$399,175	\$26,612
SFO		Portable Package 7	0	0	55		55						55	220	\$0	\$0	\$0	\$85,862	\$0	\$85,862	\$0	\$85,862	\$0	\$0	\$85,862
SFO		Portable Package 3	0	0	25		25						25	0	100	\$0	\$0	\$107,255	\$0	\$107,255	\$0	\$107,255	\$0	\$0	\$429,018
SHF		Portable Package 1	0	0	30	30	30		275				275	160	800	\$0	\$0	\$79,835	\$79,835	\$79,835	\$0	\$731,822	\$0	\$731,822	\$425,787
SHF		Portable Package 2	0	0					25				25	0	50	\$0	\$0	\$0	\$0	\$0	\$0	\$57,049	\$57,049	\$0	\$114,097
USD		Portable Package 7	0	0	48		48						48	2	194	\$0	\$0	\$74,934	\$0	\$74,934	\$0	\$74,934	\$0	\$0	\$3,122
<b>CITY SHIPMENT TOTAL</b>			560	350	593	704	1,306	885	1,571	1,924	7,843	0	0	\$1,420,827	\$1,420,827	\$1,576,564	\$1,633,585	\$1,403,694	\$1,633,585	\$1,633,585	\$1,633,585	\$1,633,585	\$1,633,585	\$1,633,585	\$19,091,025
<b>MOTOROLA MINIMUM SHIPMENT</b>														\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	



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

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECDDept. Code: ECDType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: 800MHz Radio System Purchase and Installation AgreementFunding Source: General FundPSC Amount: \$16,300,000PSC Est. Start Date: 09/01/2016 PSC Est. End Date 06/01/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This contract will allow for the procurement of hardware, software and professional services to design, install, configure and test the City's 800MHz Emergency Radio Communication System. This network supports over 10,000,000 radios, over 20 City departments and outside agencies. The vendor Motorola Solutions, will do a detailed network/system design (in conjunction with City Staff, factory assemble and test the system, ship the equipment to the City, install the equipment at various locations (9 radio antenna sites, 7 dispatch sites, and over 60 other radio locations) throughout the City, configure and test the network, ensure a zero-downtime cutover user of user departments, and warranty the system for one year.

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

This service is necessary because the current radio system that Police, Fire, Sheriff, Emergency Management and various other public safety and public service agencies use in San Francisco is end of life and needs to be replaced. Motorola Solutions is providing state of the art equipment, that they have designed and configured to match the City's needs.

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

This service has been provided in the past by the current radio system vendor, which is Motorola Solutions.

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

No

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

This contract is to install the City's new public safety emergency radio communications system, used citywide by over 20 different departments and agencies. The system will be installed by the manufacturer (estimating a 3.5 year installation timeframe, and one year of system warranty)

**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 and IT project that requires diverse expertise and knowledge of proprietary vendor equipment.

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

- A. Specify required skills and/or expertise: Knowledge of Project 25 Phase 2 radio equipment - Motorola proprietary equipment: GTR8000, APX Series Radios, various system and software databases (Unified Network Configurator, Provisioning Manager, Unified Event Manager, MCC7500 Console hardware and software, HP LAN/WAN routers and switches configured by Motorola for the radio system, proprietary software applications - WAVE, GPS, Recorder solution.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1044, IS Engineer-Principal; 7362, Communications Systems Tech; 7368, Senior Comm Systems Technician; 0931, Manager III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide the new equipment (hardware, software, radios) for the 800MHz Radio System. This includes over 7000 radios (mobiles, portables, and control stations) equipment for 9 radio sites, and radio console hardware and software for 10 dispatch locations.

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

City staff does not have the expertise to design, install and configure a system of this size and magnitude, without the help of the vendor. City staff will work closely with Motorola Solutions during the project, and will be trained to be the first level of support for maintenance. Motorola will not warranty the equipment if installed by the City staff, nor agree to liquidated damages associated with contract delays.

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

- A. Explain why civil service classes are not applicable.  
Civil Services classes are not applicable because this system is for proprietary hardware and software that only the vendor can design, configure and install.
- 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 - they already exist, but do not have the expertise of this proprietary equipment to do the work without the help of the vendor.

**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. There will be 10-week long training classes for Radio System technicians and administrators, for an unlimited number of attendees
- 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 04/21/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU, Local 1021 H-1 Fire-Rescue Paramedics

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

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

Address: 1011 Turk St San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49557 - 15/16

DHR Analysis/Recommendation:

action date: 06/20/2016

Commission Approval Required

Approved by Civil Service Commission

06/20/2016 DHR Approved for 06/20/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR

Dept. Code: MYR

Type of Request:  Initial  Modification of an existing PSC (PSC # 40166 - 17/18)

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

Type of Service: State Legislative Representation

Funding Source: General Fund

PSC Original Approved Amount: \$550,000

PSC Original Approved Duration: 11/01/17 - 10/31/19 (1 year 52 weeks)

PSC Mod#1 Amount: \$276,000

PSC Mod#1 Duration: 11/01/19-10/31/20 (1 year 1 day)

PSC Cumulative Amount Proposed: \$826,000

PSC Cumulative Duration Proposed: 3 years

**1. Description of Work**

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

To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with the implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics included, but not limited to economic development, health care, public safety, human services, housing, environment, transportation, education and community development.

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

State legislation and regulatory actions have significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the city in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues.

**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 40166 - 17/18

**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:**

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

A. Display all that apply

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

Explain the qualifying circumstances:

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available allowing them to tap into expertise as the need arises. They are in constant contact with state Legislator's office staff, allowing them to develop stronger relations with them. Being based in Sacramento, they are able to inform City staff in real time about issues that affect the City.

B. Reason for the request for modification:

The Mayor's Office is requesting an increase to fund a 1 year contract extension. The current rate is \$23,000 per month for a total of \$276,000 for one more year.

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

- A. Specify required skills and/or expertise: Extensive experience successfully representing municipal agencies on state legislative and regulatory issues. They must demonstrate a deep understanding of budget, legislative, regulator, and political issues in state government, and must demonstrate a clear record of success advocating for clients. They must also demonstrate a clear understanding of San Francisco's needs for state representation. They must perform most of their duties in Sacramento, California
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
While civil service classes perform legislative and policy analysis, they do not have the breadth of knowledge, skills. Legislative/state government contacts and expertise are required to effectively advocate for the City's state legislative agenda. Additionally, the work performed is on an as-need basis in Sacramento, California, when action on legislation or regulation important to San Francisco are needed.
- 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: Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available allowing them to tap into expertise as the need arises. They are in constant contact with state Legislator's office staff, allowing them to develop stronger relations with them. Being based in Sacramento, they are able to inform City staff in real time about issues that affect the City.

**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 department will not receive training, this work is conducted in Sacramento as it utilizes relationships in the State Capitol.

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 09/10/19, 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: Daniella Mattias Phone: 415-554-6486 Email: daniella.mattias@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40166 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/21/2019

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of daniella.mattias@sfgov.org  
**Sent:** Tuesday, September 10, 2019 11:29 AM  
**To:** Mattias, Daniella (MYR); 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 # 40166 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MAYOR -- MYR has submitted a modification request for a Personal Services Contract (PSC) for \$276,000 for services for the period November 1, 2019 – October 31, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13929>

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)**

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

Department: MAYOR -- MYRDept. Code: MYRType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: State Legislative RepresentationFunding Source: General FundPSC Amount: \$550,000PSC Est. Start Date: 11/01/2017 PSC Est. End Date: 10/31/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide state legislative representation, to advocate on behalf of the City and Departments on legislative and regulatory matters, to assist with the implementation of the City's State Legislative Agenda, and to keep the Mayor's Office up-to-date with relevant information about State government activities. As a City and County, San Francisco is affected by a broad range of issues across many disciplines and departments. The City's state legislative representatives should possess the experience and knowledge to work in a broad array of policy topics included, but not limited to economic development, health care, public safety, human services, housing, environment, transportation, education and community development.

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

State legislation and regulatory actions have significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the city in the nation's capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues.

**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?**

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):**

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

**B. Explain the qualifying circumstances:**

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available allowing them to tap into expertise as the need arises. They are in constant contact with state Legislator's office staff, allowing them to develop stronger relations with them. Being based in Sacramento, they are able to inform City staff in real time about issues that affect the City.

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

- A. Specify required skills and/or expertise: Extensive experience successfully representing municipal agencies on state legislative and regulatory issues. They must demonstrate a deep understanding of budget, legislative, regulator, and political issues in state government, and must demonstrate a clear record of success advocating for clients. They must also demonstrate a clear understanding of San Francisco's needs for state representation. They must perform most of their duties in Sacramento, California
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- 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?**

They must also demonstrate a clear understanding of San Francisco's needs for state representation. They must perform most of their duties in Sacramento, California.

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

- A. Explain why civil service classes are not applicable.  
While civil service classes perform legislative and policy analysis, they do not have the breadth of knowledge, skills. Legislative/state government contacts and expertise are required to effectively advocate for the City's state legislative agenda. Additionally, the work performed is on an as-need basis in Sacramento, California, when action on legislation or regulation important to San Francisco are needed.
- 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. Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available allowing them to tap into expertise as the need arises. They are in constant contact with state Legislator's office staff, allowing them to develop stronger relations with them. Being based in Sacramento, they are able to inform City staff in real time about issues that affect the City.

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- 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, the department will not receive training, this work is conducted in Sacramento as it utilizes relationships in the State Capitol.
- 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 08/24/2017, 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40166 - 17/18

DHR Analysis/Recommendation:

action date: 10/16/2017

Commission Approval Required

Approved by Civil Service Commission

10/16/2017 DHR Approved for 10/16/2017