



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: November 30, 2018

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Alexander Burns, DPW
Jacquie Hale, DPH
Shamica Jackson/Bill Irwin, PUC
Amy Nuque, MTA
Sean McFadden, REC

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2018-2019	Total for FY2018-2019
\$43,096,000	\$207,582,938	\$832,168,407

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Public Works
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(415) 554-6411

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Public Health
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San Francisco, CA 94102
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Shamica Jackson
Bill Irwin
Public Utilities Commission
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POSTING FOR

December 17, 2018

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

2018-12-17

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47570 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,600,000.00	The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSO's will define job/task specific scopes of work.	December 17, 2018	June 30, 2024	REGULAR
47962 - 18/19	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$200,000.00	The consultant will develop various design schemes of possible new trash cans for Public Works to choose from. The design process will involve the use of 2D and 3D renderings to show form, color, material, and finishes, as well as small scale or large scale mock-ups for physical representation. A total of 3 final designs will be selected to go into prototype production and for actual testing on the streets. The consultant's service under this PSC will include working closely with a 3rd party engineering team and prototype fabricator and provide coordination and oversight services during the prototype production period.	December 17, 2018	December 16, 2020	REGULAR
41701 - 18/19	PUBLIC HEALTH	\$10,000,000.00	Contractor(s) will provide as-needed, short-term, intermittent EPIC-credentialed training services to assist with the EPIC-Electronic Health Record (E H R) training methodology, program development, approach, resources, tasks and tools. Contractor(s) will present solutions for successful end-user training, adoption, and assist the Department with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live EPIC EHR transitional period.	October 1, 2018	September 30, 2022	REGULAR
42303 - 18/19	PUBLIC HEALTH	\$10,000,000.00	Contractor(s) will provide as-needed, short-term, intermittent services to assist with the EPIC EHR (Electronic Health Record) and EPIC MyChart Patient Portal Go-Live activation, adoption, logistical administration, surge user support, technology customer service desk functions, information technology incidents, web related problem management, strategic planning, training and implementation.	October 1, 2018	September 30, 2022	REGULAR
42957 - 18/19	PUBLIC UTILITIES COMMISSION	\$9,500,000.00	Provide engineering planning, assessment and design services on an as-needed basis to support projects for electric power transmission, power distribution, street lights, and distributed and central generation of all types (including interconnection facilities), and particularly renewable generation. Other work may include engineering or construction management support services. Such services could include: engineering consultation, preparation of conceptual and detailed stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, the review and evaluation of construction documents, construction management, and other services at the discretion of the San Francisco Public Utilities Commission (SFPUC).	March 1, 2019	February 28, 2024	REGULAR
42332 - 18/19		\$8,500,000.00	Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset	March 6, 2019	March 4, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
	PUBLIC UTILITIES COMMISSION		life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines. The bulk of this Professional Services Contract (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). The R&R program will be run and staffed by City engineers (San Francisco/HHWP) staff. The PSC does include supplemental task provisions for as-needed technical support.			

TOTAL AMOUNT \$41,800,000



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

Posting For December 17, 2018

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2018-12-17

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
35070 - 14/15 - MODIFICATIONS	December 17, 2018	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$50,000	\$250,000	<p>The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.</p> <p>Scope Change: No. Ongoing graphic design projects can be completed by in-house graphic designers. This contractor is available as-needed during peak times.</p>	08/01/2018	12/31/2019	REGULAR
47706 - 16/17 - MODIFICATIONS	December 17, 2018	PUBLIC HEALTH -- DPH	\$500,000	\$1,390,000	<p>The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.</p>	11/01/2018	09/30/2020	REGULAR
48552 - 13/14 - MODIFICATIONS	December 17, 2018	RECREATION AND PARK COMMISSION -- REC	\$746,000	\$1,584,000	<p>(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials. (ii)</p>	11/09/2018	03/01/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.</p> <p>Scope Change: Changes in the phasing of the project resulted in additional expenditure related to construction documentation, construction administration, geotechnical work, and tenant improvements.</p>			

TOTAL AMOUNT \$1,296,000

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

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 Sediment Characterization and Coastal Engineering Consultation Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$3,600,000

PSC Est. Start Date: 12/17/2018

PSC Est. End Date 06/30/2024

1. Description of Work

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

The Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and coastal engineering. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSO's will define job/task specific scopes of work.

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

These services are necessary to comply with Federal, State, and Local regulatory environmental regulations. Consequences of denial may result in delays to dredging and construction projects for which dredging project planning and dredge spoil disposal services are required.

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 contractual services were provided through prior As-Needed Sediment Sampling, Characterization, and Disposal Consultation Services (PSC#4047-07/08, issued on 11/5/2007).

D. Will the contract(s) be renewed?

No: New RFQ will be advertised.

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

The project duration will not exceed 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

These services require specialized equipment, trained personnel, and sediment-analyzing laboratories that are not cost effective for the City to purchase and maintain.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal, State, and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Experience in regulatory agency negotiations, and

permitting. Experience with and hydrographic survey methods, benthic studies and reports, and coastal engineering.

- 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. They will provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

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

The City does not have resources for this type of specialized services.

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

- A. Explain why civil service classes are not applicable.
There are no civil service classes to perform these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to hire full time civil service employees when any work is on an as-needed basis and based on unknown future construction projects.

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. Since these services are only going to be utilized on an as-needed basis and there is no existing civil service classes to perform these services, there is no need to provide training to existing 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 10/10/2018, 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: 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# 47570 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: Burns, Alexander (DPW); Wanless, Annie (HRD); kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpäge@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; trmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto: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 \(HSA\)](mailto:Poon,Sin Yee (HSA)); smcgarry@nccrc.org; mitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Loftus, Robert \(DPW\)](mailto:Loftus,Robert(DPW)); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 47570 - 18/19
Date: Wednesday, October 10, 2018 5:16:11 PM

RECEIPT for Union Notification for PSC 47570 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47570 - 18/19 for \$3,600,000 for Initial Request services for the period 12/17/2018 – 06/30/2024. 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/12039> 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

November 8, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4039-07/08 THROUGH 4048-07/08; 4002-06/07; 4003-06/07 AND 4086-03/04.

ALICIA D. BECERRIL
PRESIDENT

At its meeting of November 5, 2007 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER
VICE PRESIDENT

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.*

MORGAN R. GORRONO
COMMISSIONER

It was the decision of the Commission to: 1) Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission; 2) Postpone PSC #4045-07/08 to the meeting of November 19, 2007; 3) Adopt the Human Resources Director's report on PSC #4044-07/08 as amended in 4a. Notify the offices of the Controller and the Purchaser, and; 4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

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.

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Eugene Clendinen, District Attorney's Office
- Rion Dugan, Department of Telecommunications & Information Services
- Jennifer Johnston, Department of Human Resources
- Joan Lubamersky, Administrative Services
- John Madden, Department of Building Inspection
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron

POSTING FOR
November 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4039-07/08	4	District Attorney's Office	Regular	\$110,000.00	Will conduct additional prevention/educational work in the LGBT community to help reduce the number of incidents of violent/hate crimes committed against LGBT communities.	30-Jun-08
4040-07/08	19	Department of Building Inspection	Regular	\$100,000.00	Will provide comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services.	30-Jun-08
4041-07/08	40	San Francisco Public Utilities Commission	Regular	\$450,000.00	Will provide environmental analysis services for the New Diversion Dam Road Bridge Upgrade Project. This will entail coordination and work plan preparation; environmental document scoping; environmental background and field studies.	03-Jan-11
4042-07/08	40	San Francisco Public Utilities Commission	Regular	\$600,000.00	Will identify surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships.	30-Jun-11
4043-07/08	40	San Francisco Public Utilities Commission Financial Planning Group	Regular	\$2,500,000.00	Will provide complete management of underwriting and remarketing for SFPUC Water Enterprise revenue bonds, planned issuance for Spring 2008.	31-Jan-08
4044-07/08	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide third party review of engineering contract documents prepared by engineers employed by the City and by Consultants.	31-Dec-12
4045-07/08	70	General Services Agency, Office of Language Services	Regular	\$1,000,000.00	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	31-Dec-08
4046-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$300,000.00	Will conduct market research and additional engineering analysis to assess the feasibility of the City participating in the creation of a community broadband network to serve the public.	01-Oct-10
4047-07/08	90	Public Works	Regular	\$1,800,000.00	Will provide as needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations.	31-Dec-12

07 OCT 25 PM 4:04

RECEIVED
OFFICER
EXECUTIVE COMMISSIONER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 5, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As Needed Sediment Sampling, Characterization and Disposal Consultation Services

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$1,800,000. PSC DURATION: 01/01/08 through 12/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. The Department of Public Works (DPW) intends to award two (2) master agreements, each at \$900,000. Individual contract service orders will define job/task specific scopes of work

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

These specialized services are necessary for DPW and other City Departments to comply with Federal, State, and Local regulatory environmental regulations. Denial of these services may result in delays to dredging and construction projects for which dredging project planning and dredge spoil disposal services are required.

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):

Past services were provided by contracts awarded to Anchor Environmental CA, LP, and Science Applications International Corporation (SAIC) through PSC#4032-04/05, approved 10/4/2004.

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: Mary M. C. Ly, Date: 10-5-2007

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

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

PSC# 4047-7/08 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have expertise and experience in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permitting, hydrographic survey methods, benthic studies and reports.

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

None - The City does not have civil service classes for specialized dredging issues, aquatic and wetland regulations and studies, hydrographic survey and reporting and City Laboratories are neither equipped nor State accredited to perform specialized sediment, and marine analyses.

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

Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Because there are none.

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

No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on unknown future construction projects.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

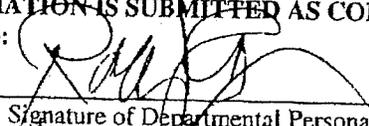
D. Are there federal or state grant requirements regarding the use of contractual services?

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

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

Unknown, an RFP will be in process to select the consultant.

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


Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

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: Design services for City's trash can replacement project

Funding Source: San Francisco Public Works General Fund

PSC Amount: \$200,000

PSC Est. Start Date: 12/17/2018

PSC Est. End Date 12/16/2020

1. Description of Work

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

The consultant will develop various design schemes of possible new trash cans for Public Works to choose from. The design process will involve the use of 2D and 3D renderings to show form, color, material, and finishes, as well as small scale or large scale mock-ups for physical representation. A total of 3 final designs will be selected to go into prototype production and for actual testing on the streets. The consultant's service under this PSC will include working closely with a 3rd party engineering team and prototype fabricator and provide coordination and oversight services during the prototype production period.

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

Services are needed to assist Public Works to develop a new design for the City's trash cans (approximate total 3,500 units) that will address and solve many issues that the current trash cans present. This type of service is beyond the expertise of Public Works' in-house designers – which is more focused in building and infrastructure design. The existing trash cans are easy to break into and vandalized and presents difficulty to maintain and clean, therefore they are in dire need of replacement.

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.

Public Works has not provided this type of service in the past, this is a unique project that only happens every 20+ years.

D. Will the contract(s) be renewed?

No.

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

N/A, the contract is for less than 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Public Works shall develop a new design for the City's trash cans (approximate total 3,500 units). Public Works has not provided this type of service in the past, this is a unique project that only happens every 20+ years. This service will only be utilized for the trash can replacement project.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Designers with specialized skills in furniture or product design which incorporates technology, familiarity with different material types, and expertise in highly secured locking mechanisms.
- 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?

None. Current employees do not possess the experience and expertise to perform this highly specialized work.

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

- A. Explain why civil service classes are not applicable.
This work is typically performed by Industrial Designers, which are not represented by any civil service class.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This is a unique project and this type of specialize service is needed very infrequently.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Training is not offered nor necessary as this is a very infrequent task, there are currently no civil service class to perform this type of work therefore training does not make sense for this job.
- 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 10/19/2018, 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: 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# 47962 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns.Alexander@DPW); [Wanless, Annie \(HRD\)](mailto:Wanless.Annie@HRD); 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 \(PUC\)](mailto: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 \(HSA\)](mailto:Poon,Sin Yee@HSA); smcgarry@nccrc.org; mitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@bew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@bew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Loftus, Robert \(DPW\)](mailto:Loftus,Robert@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator, DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47962 - 18/19
Date: Friday, October 19, 2018 9:39:15 AM

RECEIPT for Union Notification for PSC 47962 - 18/19 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47962 - 18/19 for \$200,000 for Initial Request services for the period 12/17/2018 – 12/16/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/12084> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC 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: EHR EPIC-Credentialed Trainer Staff Augmentation

Funding Source: General Fund

PSC Amount: \$10,000,000

PSC Est. Start Date: 10/01/2018

PSC Est. End Date 09/30/2022

1. Description of Work

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

Contractor(s) will provide as-needed, short-term, intermittent EPIC-credentialed training services to assist with the EPIC-Electronic Health Record (E H R) training methodology, program development, approach, resources, tasks and tools. Contractor(s) will present solutions for successful end-user training, adoption, and assist the Department with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live EPIC EHR transitional period.

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

Timely assistance by EPIC-certified trainers to provide training management for new EPIC system is critical a successful start in Spring 2019. EPIC E H R System training activities are scheduled to begin Spring 2019. It is imperative for end users to receive EPIC-credentialed training and to follow EPIC E H R system requirements. Denial of services will jeopardize transition from legacy systems to the new EPIC E H R system, negatively impact staff operations, go-live support and hinder the Department's competitiveness in the healthcare marketplace, resulting in a decline in patient care, revenue losses, and regulatory fines.

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

This is a new service.

D. Will the contract(s) be renewed?

The contract will only be renewed if there is a continued need for services.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Contractor will only provide as-needed, short-term, intermittent assistance services during the EPIC EHR go-live transitional period. The work will be transitioned back to the City.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor(s) must have experience working with EPIC trainers and with technological customer service support augmentation projects within sites similar in size and complexity

as the Department, must be flexible, scalable, cost-effective, and meet 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? 1032, IS Trainer-Journey; 1033, IS Trainer-Senior; 2320, Registered Nurse; 2450, Pharmacist; 2909, Hospital Elig Wrk Supervisor;

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

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

The Department currently has in-house trainers. This request is to onboard a contractor to fill the peak workload demand for training to meet the crucial go-live target date. If the Department cannot secure sufficient services to meet the demand for training, the contractor will fill that service gap. The in-house trainers are the principal trainers currently on the project. The credentialed trainer staff will supplement current in-house trainers and generally do not have clinical or operational expertise. IT has worked closely with HR to have positions filled in order of priority. The permanent civil service position process, from position approval through job posting and employee selection is taking 6-12 months. To date, the Department has filled 83 of the 87 positions needed. Of those 83 positions, 20 were filled as permanent civil service, 50 as temporary civil service, and nine through a contractor. In addition to the hiring process, the Department has supported and continues to encourage educational advancement for civil service employees whose work will involve the Epic EHR Project. As of June 1, 2018, 124 employees have received EPIC certification.

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

A. Explain why civil service classes are not applicable.

Civil Services Classes are not applicable because the services are only needed on a short-term basis, as-needed and intermittently. The Department has civil service classes employed as in-house trainers. The services requested in this PSC are for the purposes of meeting peak workload demands for the critical go-live transition period only.

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. There are civil service classes that currently perform this work. The services requested in this PSC are for the purposes of meeting peak workload demands for the critical go-live transition period only.

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. Yes, the contractor will provide highly specialized, short-term, intermittent training for City employees as the City implements the new EPIC E H R system. Contractor(s) will provide successful end-user training and will assist SFDPH with recruiting and retaining credentialed trainer consultants specifically for the critical short-term go-live Epic E H R transitional period. Contractor(s) will provide training to any City employees working directly with the new EPIC E H R System. The Department anticipates 10,000 end users, with an average training of 23 hours of training per employee. The Contractor(s) is expected to provide knowledge transfer, and to train City classes IS Trainer Journey 1032 and DPH IS Trainer Senior 1033. Unfortunately, according to the Department of Human Resources Workforce Development Director, the City does not have an appropriate training solution for Epic E H R Systems (see attached).

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 09/21/2018, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41701 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Hale, Jacquie (DPH); 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; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41701 - 18/19
Date: Friday, September 21, 2018 5:06:16 PM

RECEIPT for Union Notification for PSC 41701 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41701 - 18/19 for \$10,000,000 for Initial Request services for the period 10/01/2018 – 09/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11978> 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)

Li, Joanna (DPH)

From: Kotake, Donna (HRD)
Sent: Thursday, September 6, 2018 1:24 PM
To: Li, Joanna (DPH)
Subject: RE: EPIC EHR RFP/PSC Help

No I do not.



Connecting People with Purpose

Donna Kotake
Workforce Development Director
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4912
Website: www.sfdhr.org

From: Li, Joanna (DPH)
Sent: Thursday, September 06, 2018 1:23 PM
To: Kotake, Donna (HRD)
Subject: EPIC EHR RFP/PSC Help

Hi Donna,

Robert Longhitano is my manager, and he provided me your name to assist with a developing RFP and PSC. To prepare for the new EPIC Electronic Health Record Go-Live in 2019 across SFDPH and SFHN, we are looking for staff augmentation, specifically for EPIC Systems Credentialed Trainers. The EPIC Systems Credentialed trainers are to deliver classroom training and training management resources for the EPIC Electronic Health Record System.

Are you aware of trainers within the City, or classes that have such EPIC Systems Credentialed certifications, to provide training?

Thanks,
Joanna Li
101 Grove Street #410
San Francisco, CA 94102
Tel: (415) 554-2818
Fax: (415) 554-2555
Joanna.Li@sfdph.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: EHR Epic Mychart Support Staff Augmentation

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$10,000,000

1. Description of Work

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

Contractor(s) will provide as-needed, short-term, intermittent services to assist with the EPIC EHR (Electronic Health Record) and EPIC MyChart Patient Portal Go-Live activation, adoption, logistical administration, surge user support, technology customer service desk functions, information technology incidents, web related problem management, strategic planning, training and implementation.

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

These services are critical for the San Francisco Department of Public (SFDPH) Health EHR Project to be successful, and must be available and ready as the City transitions to this new EPIC E H R System. Denial will compromise the Department's ability to deliver high-quality care to patients and clients during this vital transition to EPIC E H R, and hinder the Department's ability to remain competitive in the healthcare marketplace, resulting in decline in patient care, revenue losses, project cost overruns, and regulatory fines.

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

This is a new Service.

D. Will the contract(s) be renewed?

The contract will only be renewed if there is a continued need for services.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Contractor will only provide as-needed, short-term, intermittent assistance services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor(s) must have experience working with technological customer service support augmentation projects for customers similar in size and complexity as the

Department, the Contractor(s) must be flexible, scalable, cost effective, and meet all applicable healthcare regulatory requirements including Health Insurance Portability and Accountability Act(HIPAA).

B. Which, if any, civil service class(es) normally perform(s) this work? 1011, IS Technician Assistant; 1021, IS Administrator 1; 1022, IS Administrator 2; 1091, IT Operations Support Admin I; 1092, IT Operations Support Admin II; 2320, Registered Nurse; 2588, Health Worker 4; 0922, Manager I;

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?

In an effort to prepare and support existing City employees through the EPIC EHR Implementation Project, as of June 2018, a total of 132 EPIC certifications have been presented to City employees. The Department has supported and continues to encourage educational advancement for the 2320 Registered Nurse classification relevant to the Epic EHR Project. Since the EHR Project began, a total of 18 nurses have transitioned from business, and are currently becoming Epic Certified 2320 Registered Nurses. Becoming Epic Certified is one of many tools The Department has to familiarize nurses with the EHR Epic Implementation. Incoming contractors and vendors will be a part of this initiative, to inject and transfer knowledge to City Registered Nurses. The Department anticipates an ongoing demand for IT resources to ensure the EHR is fully supported during its implementation and go-live phase.

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

A. Explain why civil service classes are not applicable.

Although civil service classes are applicable, the Department will require time to complete the Civil Service hiring process. The timeliness of onboarding services is critical, and delays can result in failure of system implementation, and inefficient client and patient care.

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 we have existing staff supporting the requested services, the Contractor(s) will only provide staff augmentation during the transitional go-live phase of the new EPIC EHR 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.
No. No, the contractor will not be training any City employees. The contractor will only provide as-needed, short-term, intermittent assistance services based on demand.

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 09/21/2018, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse)

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 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42303 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Hale, Jacquie (DPH); 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; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaquev@sfmea.com (contact); staff@sfmea.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42303 - 18/19
Date: Friday, September 21, 2018 5:32:12 PM

RECEIPT for Union Notification for PSC 42303 - 18/19 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42303 - 18/19 for \$10,000,000 for Initial Request services for the period 10/01/2018 – 09/30/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/11977> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Technical Services: Engineering, Planning, Assessment, Design (PRO.0079)

Funding Source: Power Enterprise

PSC Duration: 5 years

PSC Amount: \$9,500,000

1. Description of Work

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

Provide engineering planning, assessment and design services on an as-needed basis to support projects for electric power transmission, power distribution, street lights, and distributed and central generation of all types (including interconnection facilities), and particularly renewable generation. Other work may include engineering or construction management support services. Such services could include: engineering consultation, preparation of conceptual and detailed stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, the review and evaluation of construction documents, construction management, and other services at the discretion of the San Francisco Public Utilities Commission (SFPUC).

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

The change in interconnection requirements from the expired PG&E Interconnection Agreement (IA) to the Wholesale Distribution Tariff (WDT) has resulted in the need for the design and installation of additional new distribution equipment and facilities. In order to serve our customers we need expertise in this area. Without the approval of this contract, the City will be unable to process requests that need to be submitted to PG&E in a timely manner and result in delays in the completion of electric service and impact project costs. The engineering and design of planned street light improvement projects funded in the Capital Improvement Program will not be completed, which will cause further delay in the projected construction schedule.

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

The requested as-needed engineering design support services have not been provided in the past. The expired PG&E IA triggered the need for the design and installation of additional new electrical equipment and facilities. The prior PSC No.41798-17/18 approved for these services, expired on 9/18/2018 with no contract in place so, new PSC approval is being requested.

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 agreement will be necessary to provide as-needed technical services in engineering planning, assessment and design for five (5) years pursuant to Chapter 6 of the San Francisco administrative code.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This request is also justified in that the SFPUC requires engineering planning, assessment, and design services on an as-needed basis in order to support projects for electric power transmission, power distribution, street lights, distributed and central generation of all types (including interconnection facilities), and renewable generation. For example, the as-needed service engineering and design services for planned street light improvement projects (funded in the Capital Improvement Program) will ensure timely project completion and prevent further delay in the projected construction schedule. Additional engineering and construction management support services that will be provided through this contract to meet time-intensive demands include: engineering consultation, preparation of conceptual and stamped design drawings and specifications, the drafting and refining of Electric Services Guidelines and Standards, and the review and evaluation of construction documents.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Electrical engineering and specialized engineering skills, such as distribution and utility engineering, knowledge of electric metering, asset management, and streetlights.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5241, Engineer;

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

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

The majority of the projects require engineering expertise that cannot be provided by City staff. The SFPUC reached out to the San Francisco Department of Public Works (SFPDW), San Francisco Municipal Transportation Agency (SFMTA), and the San Francisco Public Utilities Commission - Engineering Management Bureau (SFPUC - EMB). These city agencies currently do not have the expertise to 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.

The SFPUC seeks experts who have knowledge and experience in planning, designing, installation, and asset management of electric transmission and distribution systems under a wholesale distribution tariff environment. The expiration of the PG&E IA, and new requirements to interconnect new electric services through the WDT process, prompted the need to have specialized engineering support that is not available in city agencies nor 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 engineering design support services will be on an as-needed basis. Full-time positions are not necessary due to the temporary nature of the 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. The SFPUC is committed to utilizing in-house resources to perform the required services where possible and have knowledge transfer between the consultants who have these specialized skills/expertise and City staff. The consultant will provide short seminars/workshops and/or training sessions. The contractor will train staff in the Distribution Engineering group.

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 10/19/2018, 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# 42957 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Jackson, Shamica; amakayan@ifpte21.org; annie.wanless@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42957 - 18/19
Date: Friday, October 19, 2018 1:56:44 PM

RECEIPT for Union Notification for PSC 42957 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42957 - 18/19 for \$9,500,000 for Initial Request services for the period 03/01/2019 – 02/28/2024. 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/12078> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: HHWP Technical Services for Large Pipeline Renewal and Replacement Program (PRO.0021)

Funding Source: Hetchy Water SJPL Rehabilitation Project

PSC Duration: 5 years

PSC Amount: \$8,500,000

1. Description of Work

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

Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines. The bulk of this Professional Services Contract (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). The R&R program will be run and staffed by City engineers (San Francisco/HHWP) staff. The PSC does include supplemental task provisions for as-needed technical support.

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

Eighty-five percent of the water supply for the SFPUC customers travels through the San Joaquin Pipelines (SJPL). The SJPL vary in age from 5 to over 80 years and still have many years of service life if the asset is maintained properly. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these pipelines require inspection and minor repair and or replacement.

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

This service has not been provided in the past for the R&R program. PSC No. 45218-17/18 was approved by the CSC on 3/5/2018; however, the project was delayed due to other high priority projects requiring regulatory compliance.

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 expected to span over the next 5 years. Use of the multi-flux leakage(MFL) tool requires a shutdown and isolation of the SJPL system. Each shutdown must be scheduled during operationally acceptable times of the year and for appropriate durations. Complete inspection of the SJPL system will necessitate multiple shutdowns over sequential years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge: The data collected from the MFL tool inspections will lead to future capital repairs and replacement projects on the SJPL system. Service required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): The use of the MFL tool is on an as-needed basis. The schedule of the work will be dependent on pipeline shutdowns and isolation to provide safe entry for inspection and repairs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and use of MFL analysis including collection of data, interpretation of data, maintenance/modification of HHWP MFL tool. Expertise in life extension planning and minor repair/replacement of large steel pipelines.

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

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

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

These necessary services required to operate and interpret the use the of HHWP's MFL tool is cutting edge technology and is not available within the SFPUC.

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because these skill sets are specialized and require continuous training. HHWP only requires these services on an as-needed basis to augment existing staff during inspection and to support the development of the R&R program for large diameter transmission pipelines.

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 for this work due to the highly specialized nature and as-needed schedule for the 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. Due to the highly specialized work and level of expertise required for use of the MFL tool, City and County Employees will not be trained to use the MFL tool. The work is not a continuously reoccurring need for the City and County, but rather it will be completed by the end of the term of the contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
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 11/07/2018, 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# 42332 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Jackson, Shamica; amakayan@ifpte21.org; annie.wanless@sfgov.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42332 - 18/19
Date: Wednesday, November 07, 2018 2:56:07 PM

RECEIPT for Union Notification for PSC 42332 - 18/19 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42332 - 18/19 for \$8,500,000 for Initial Request services for the period 03/06/2019 – 03/04/2024. 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/12165> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

From: Paul Kim
To: Jackson, Shamica; Kyger, Todd
Cc: Kaplan, Scott; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC (PSC No. 42332-1819 (PRO.0021))
Date: Tuesday, November 27, 2018 4:11:42 PM

Hi Shamica,

✂ With the edits made to PSC form and the commitment from the Public Utilities Commission to the union, IFPTE Local 21 is in agreement on waiving the 30-day union notification for PSC #42332-1818. Thank you.

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



From: Jackson, Shamica [mailto:SJackson@sfgwater.org]
Sent: Tuesday, November 27, 2018 10:34 AM
To: Paul Kim <pkim@ifpte21.org>; Kyger, Todd <TKyger@sfgwater.org>
Cc: Kaplan, Scott <SKaplan@sfgwater.org>; DHR <dhr-psccordinator@sfgov.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC (PSC No. 42332-1819 (PRO.0021))

Hi Paul,

I hope all is well. Please send a reply to this email approving the waiver of the 30-day Union Notice for PSC No. 42332-1818 (PRO.0021) and that L21 has no objections to the this PSC moving forward for the 12/17/2018 CSC meeting.

Best regards,
Shamica

P.S. This is time sensitive so approval today is greatly appreciated.

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



Shamica Jackson, Senior Administrative Analyst
Contract Administration Bureau
Office: (415) 554-0727 | Fax: (415) 554-3225
525 Golden Gate Ave., 8th Floor, San Francisco, CA 94102
sjackson@sfgwater.org

Please consider the environment before printing this email.

From: Paul Kim <pkim@ifpte21.org>
Sent: Friday, November 16, 2018 4:12 PM
To: Jackson, Shamica <SJackson@sfgwater.org>; Kyger, Todd <TKyger@sfgwater.org>
Cc: Kaplan, Scott <SKaplan@sfgwater.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC

It looks good, can you post it onto the PSC database?

From: Jackson, Shamica [<mailto:SJackson@sfgwater.org>]
Sent: Friday, November 16, 2018 1:54 PM
To: Kyger, Todd <TKyger@sfgwater.org>; Paul Kim <pkim@ifpte21.org>
Cc: Kaplan, Scott <SKaplan@sfgwater.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC

Hi Paul,

The attached PSC has been revised to include the requested language in question 1A.

Best regards,
Shamica

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



Shamica Jackson, Senior Administrative Analyst
Contract Administration Bureau
Office: (415) 554-0727 | Fax: (415) 554-3225
525 Golden Gate Ave., 8th Floor, San Francisco, CA 94102
sjackson@sfgwater.org

Please consider the environment before printing this email.

From: Kyger, Todd
Sent: Friday, November 16, 2018 11:47 AM

To: Paul Kim <pkim@ifpte21.org>
Cc: Jackson, Shamica <SJackson@sfwater.org>; Kaplan, Scott <SKaplan@sfwater.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC

Yes, we can include the clarification in the PSC. Shamica will include it and send over the revision to you for your approval. Cc'ing Scott who can help with any follow up necessary.

Thank you,

Todd Kyger

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

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Friday, November 16, 2018 11:16 AM
To: Kyger, Todd <TKyger@sfwater.org>
Cc: Jackson, Shamica <SJackson@sfwater.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC

Thanks Todd, can we modify the PSC where what you've written is included into the summary.

From: Kyger, Todd [<mailto:TKyger@sfwater.org>]
Sent: Friday, November 16, 2018 10:58 AM
To: Paul Kim <pkim@ifpte21.org>
Cc: Jackson, Shamica <SJackson@sfwater.org>
Subject: RE: PUC Hetch Hetchy Pipeline Renewal PSC

Hi Paul,

Please see the PM team's response to the Union's questions below. Please let me know if I can be of further assistance.

As noted, the bulk of this Professional Services Contract (PSC) will be for the condition assessment of The San Joaquin Pipelines (SJPLs) while a smaller portion will be used to supplement HHWP's Renewal and Replacement Program (R&R). **The R&R program will in fact be run and staffed by City engineers (San Francisco/HHWP) staff.** The PSC does include supplemental task provisions for as-needed technical support.

Thank you,

Todd Kyger

Workforce & Economic Program Services Bureau
Infrastructure Division

San Francisco Water, Power, Sewer
415-554-3412 | tkyger@sfwater.org

From: Paul Kim [<mailto:pkim@ifpte21.org>]

Sent: Tuesday, November 13, 2018 9:54 AM

To: Jackson, Shamica <SJackson@sfwater.org>; Kyger, Todd <TKyger@sfwater.org>

Subject: PUC Hetch Hetchy Pipeline Renewal PSC

Hi Shamica and Todd,

Members at PW have expressed interest or an ability to do some the work described in this PSC. The PW engineers are familiar with and have expertise in minor pipeline repair/replacement design projects.

Can we have some of the work in the PSC be divided between the specialized inspection services, with which we have no objection, and the R&R work that may be accomplished by City engineer staff following review of the inspection reports/recommendations?

Please let me know if you concur.

Paul Kim
Lead Representative/Organizer

IFPTE Local 21

1167 Mission St, 2nd Floor

San Francisco, CA 94103

(415) 914-7351



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: HHWP Technical Services for Large Pipeline Renewal and Replacement Program (PRO.0021)

Funding Source: Hetchy Water SJPL Rehabilitation Project

PSC Amount: \$8,500,000

PSC Est. Start Date: 11/05/2018

PSC Est. End Date 11/06/2023

1. Description of Work

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

Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines.

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

Eighty-five percent of the water supply for the SFPUC customers travels through the San Joaquin Pipelines (SJPL). The SJPL vary in age from 45 to over 80 years and still have many years of service life if the asset is maintained properly. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these pipelines require inspection and minor repair and or replacement.

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

This service has not been provided in the past for the R&R program. PSC No: 40631-1516 was approved by the CSC on 11/15/2016; however, the project was delayed due to other high priority projects requiring regulatory compliance.

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 expected to span over the next 5 years. Use of the MFL tool requires a shutdown and isolation of the SJPL system. Each shutdown must be scheduled during operationally acceptable times of the year and for appropriate durations. Complete inspection of the SJPL system will necessitate multiple shutdowns over sequential years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Short-term or capital projects requiring diverse skills, expertise and/or knowledge: The data collected from the MFL tool inspections will lead to future capital repairs and replacement projects on the SJPL system. Service required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): The use of the MFL tool is on an as-needed basis. The schedule of the work will be dependent on pipeline shutdowns and isolation to provide safe entry for inspection and repairs..

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and use of multi-flux leakage (MFL) analysis including collection of data, interpretation of data, maintenance/modification of HHWP MFL tool. Expertise in life extension planning and minor repair/replacement of large steel pipelines.

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

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

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

These necessary services required to operate and interpret the use the of HHWP's MFL tool is cutting edge technology and is not available within the SFPUC.

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because these skill sets are specialized and require continuous training. HHWP only requires these services on an as-needed basis to augment existing staff during inspection and to support the development of the R&R program for large diameter transmission pipelines.

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 for this work due to the highly specialized nature and as-needed schedule for the 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. Due to the highly specialized work and level of expertise required for use of the MFL tool, City and County Employees will not be trained to use the MFL tool. The work is not a continuously reoccurring need for the City and County, but rather it will be completed by the end of the term of the contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
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 12/29/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45218 - 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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 35070 - 14/15)

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

Type of Service: As-Needed Graphic Design Services

Funding Source: Operating Budget

PSC Original Approved Amount: \$50,000

PSC Original Approved Duration: 01/02/15 - 07/31/16 (1 year 30 weeks)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 08/01/18-07/31/18 (2 years)

PSC Mod#2 Amount: \$50,000

PSC Mod#2 Duration: 08/01/18-12/31/19 (1 year 21 weeks)

PSC Mod#3 Amount: \$50,000

PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$250,000

PSC Cumulative Duration Proposed: 4 years 52 weeks

1. Description of Work

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

The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.

Scope Change

No. Ongoing graphic design projects can be completed by in-house graphic designers. This contractor is available as-needed during peak times.

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

The design and graphic request for SFMTA is unpredictable. There are periods when time-sensitive projects overlap with the same or very close deadlines. This service is critically needed since without additional graphic support to address these peak periods, SFMTA would not be able to address unexpected/emergency or time-sensitive graphic design needs related to transit services, construction, safety, and similar projects.

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

Services have been provided in the past through earlier PSC request. See 35070 - 14/15

D. Will the contract(s) be renewed?

Not 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:
N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The SFMTA proposed an additional 5320 Illustrator and Art Designer for the coming fiscal year to resolve this problem.

B. Reason for the request for modification:

Request for additional funding

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Must possess at least 5 years of design/production experience. Excellent knowledge of: commercial or graphic art and desktop publishing work; techniques of effective presentation; design and layout work; and typography for reports, formats, letterheads, brochures, posters, three-dimensional display, and exhibits.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5320, Illustrator and Art Designer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractor will provide his/her own design laptop and software.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This contract is only for as-needed services for periods involving peak workload.
- 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 SFMTA currently employs a 5320 Illustrator and Art Designer and proposed an additional position in the agency budget to bring much of this work in-house.

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. 2 SFMTA in-house graphic designers will continue and the contractor will support during peak times

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, fund extend contract SFMTA2016-77 with Monroy & Cover Design

7. Union Notification: On 11/15/18, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35070 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Thursday, November 15, 2018 4:54 PM
To: Nuque, Amy; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; cynthia.hamada@sfmta.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 35070 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$50,000 for services for the period August 1, 2018 – December 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6857>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 35070 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Graphic Design ServicesFunding Source: Operating BudgetPSC Original Approved Amount: \$50,000PSC Original Approved Duration: 01/02/15 - 07/31/16 (1 year 30 weeks)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 08/01/18-07/31/18 (2 years)PSC Mod#2 Amount: \$50,000PSC Mod#2 Duration: 08/01/18-12/31/19 (1 year 21 weeks)PSC Cumulative Amount Proposed: \$200,000PSC Cumulative Duration Proposed: 4 years 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.

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

The design and graphic request for SFMTA is unpredictable. There are periods when time-sensitive projects overlap with the same or very close deadlines. This service is critically needed since without additional graphic support to address these peak periods, SFMTA would not be able to address unexpected/emergency or time-sensitive graphic design needs related to transit services, construction, safety, and similar projects.

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

Yes

D. Will the contract(s) be renewed?

Not 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:

The SFMTA proposed an additional 5320 Illustrator and Art Designer for the coming fiscal year to resolve this problem.

B. Reason for the request for modification:

Request for additional funding

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must possess at least 5 years of design/production experience. Excellent knowledge of: commercial or graphic art and desktop publishing work; techniques of effective presentation; design and layout work; and typography for reports, formats, letterheads, brochures, posters, three-dimensional display, and exhibits.

B. Which, if any, civil service class(es) normally perform(s) this work? 5320, Illustrator and Art Designer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractor will provide his/her own design laptop and software.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This contract is only for as-needed services for periods involving peak workload.

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 SFMTA currently employs a 5320 Illustrator and Art Designer and proposed an additional position in the agency budget to bring much of this work in-house.

6. Additional Information

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

No.

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

No training. The SFMTA will continue to employ two in-house graphic designers. Contractor will support during peak times.

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

No.

Civil Service Commission

Civil Service Commission - June 20, 2016 - Minutes

Meeting Date:

June 20, 2016 - 2:00pm

Location:

United States

MINUTES

Regular Meeting

June 20, 2016

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

President Douglas S. Chan Present

Vice President Gina M. Roccanova Present

Commissioner Kate Favetti Excused (Notified Absence)

Commissioner Scott R. Heldfond Present

President Douglas S. Chan presided.

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

None.

APPROVAL OF MINUTES - Action Item

Regular Meeting of June 6, 2016

Action:

Commissioner Rocanova was not present at the meeting of June 6, 2016 and abstained from voting. Postpone to the meeting of July 18, 2016 at the request of Commissioner Rocanova due to lack of quorum. (Vote of 3 to 0)

ANNOUNCEMENTS

The Civil Service Commission will not have the first meeting in July due to the July 4th Holiday; the next meeting will be held on July 18, 2016.

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

Micki Callahan, Human Resources Director thanked the Commission for their support of the TechHiring initiative. They have launched the Expert IT Training for HR Staff. Another part of the program was to create flexibility under the minimum qualifications for the core standard technology classifications. We received a complaint submitted by a group of employees from one department who felt their jobs were being de-skilled or that they would have to train more people. DHR has met with these employees and are hoping to resolve their concerns. Despite the Union's support the matter may end up before the Commission.

Also, in conjunction with the Bay Area Women's Summit and with the sponsorship of Microsoft the documentary "Debugging the Gender Gap" will be shown tonight Monday, June 20, 2016.

EXECUTIVE OFFICER'S REPORT

0223-16-1 Civil Service Commission's Draft Goals and Objectives for Year 2016-2017. (Item No. 6)

Speakers: Michael Brown, Civil Service Commission

Sin Yee Poon, SEIU Local 1021

Action: Discuss and adopt the Civil Service Commission's Goals and Objectives for Fiscal Year 2016-2017. (Vote of 3 to 0)

0224-16-1 Civil Service Commission's Draft Strategic Plan for Fiscal Year 2016-2017. (Item No. 7)

Speakers: Michael Brown, Civil Service Commission

Sandra Eng, Civil Service Commission

Action: Discuss and adopt the Civil Service Commission's Strategic Plan for Fiscal Year 2016-2017. (Vote of 3 to 0)

0222-16-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
48936-15/16	Airport Commission	\$27,000,000	Contractor will manage the San Francisco International Airport's (SFO or Airport) Curbside Management Program (CMP) for coordinating the Ground Transportation Operators (GTO) which includes taxis,	Regular	12/31/2021

			<p>limousines and Transportation Network Companies (TNC). CMP staff will provide curbside assistance to passengers seeking door-to-door transportation. Additionally, the CMP staff will monitor, coordinate and dispatch GTOs from the holding/staging areas; and provide administrative support for the CMP program and GTOs.</p>		
<p>46056-15/16</p>	<p>Controller</p>	<p>\$4,500,000</p>	<p>Conduct audits of at least two major telecommunications services providers each year to be mutually agreeable between the City and Contractor; examine all tax records of the California Board of Equalization (BOE) pertaining to taxes collected pursuant to sales of prepaid wireless services and perform ongoing audits in order to identify and correct errors resulted from incorrect tax payments and allocations pursuant to the sales of prepaid wireless devices and thereby generate previously unrealized Telephone Users Utility Tax (TUT) and Access Line Tax (ALT) collections for the City.</p>	<p>Regular</p>	<p>6/30/2021</p>
<p>49557-15/16</p>	<p>Department of Emergency Management</p>	<p>\$16,300,000</p>	<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>Regular</p>	<p>6/1/2021</p>
<p>41645-15/16</p>	<p>Human Resources</p>	<p>\$5,000,000</p>	<p>Third party administration for Healthy Workers, a health insurance program. Healthy Workers members have access to medical services through Community Health Network. Medical services include: doctor</p>	<p>Regular</p>	<p>6/30/2020</p>

visits, vision care, hospital and emergency room care, and mental health services.

44753-15/16	Port	\$8,000,000	<p>The Port intends to issue a Request for Proposals to provide Architectural and Engineering services for the development of a ferry terminal in the Mission Bay Area. Phase I of the proposed project will include the evaluation of two proposed locations for the proposed ferry terminal. The selected consultant will evaluate physical and environmental conditions, cost, and other factors that will impact the feasibility of ferry terminal construction for each of the sites and recommend a preferred site. Phase II of the project will require the selected consultant to provide 100% complete design drawings, outreach, permitting and cost estimates for the proposed development. The final project phase will require the selected consultant to provide construction stage architectural and engineering services in preparation for the construction invitation for bids.</p>	Regular	5/1/2021
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PSC#	Department	Amount	Type of Service	Type of Approval	Duration
39051-14/15	City Planning	<p>Current Approved Amount \$100,000 Increase Amount Requested \$400,000 New Total Amount Requested \$500,000</p>	<p>Selected consultant(s) will provide as-needed Stakeholder Outreach and Engagement Services. The Planning Department will select one or more consultants from the Controller's Office list of pre-qualified vendors, established on November 6, 2014 and updated every two years, with demonstrated experience in a wide variety of these service areas. Stakeholder outreach services include development and implementation of electronic, print, media, and community-based outreach strategies. Stakeholder engagement services include managing engagement processes and data collection plans, collecting and analyzing input via a range of data collection instruments, and reporting results and recommendations. A more detailed description is provided in the</p>	Modification	6/30/2018

Controller's Office solicitation attached, RFQ#CON2014-17, in the scope of work on pages 2 to 3.

4062-12/13	Environment	Current Approved Amount	\$5,000,000	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.	Modification 6/30/2024
		Increase Amount Requested	\$6,000,000		
		New Total Amount Requested	\$11,000,000		



35070-14/15	Municipal Transportation Agency	Current Approved Amount	\$50,000	The contractor will have an as-needed support role for the San Francisco Municipal Transportation Agency (SFMTA) during peak periods of design requests and will prepare a wide variety of graphs, charts and maps to illustrate and provide comparative information on both proposed projects and projects under construction; prepare and design the format, page layouts and typography; and execute various types of plain and color art work for a variety of publications.	Modification 7/31/2018
		Increase Amount Requested	\$100,000		
		New Total Amount Requested	\$150,000		

39922-15/16	Municipal Transportation Agency	Current Approved Amount	\$100,000	The consultant will configure the Advanced Schedule Management (ASM) and Transit Signal Priority (TSP) software system, including updating firmware and proprietary software on transit fleet vehicles. The consultant will: configure Wi-Fi on each bus (currently 950) and at each yard; test all vehicle components per design specification; inspect all cables and test overhead sign connections and communications; install firmware updates	Modification 7/1/2018
		Increase Amount Requested	\$350,000		

		New Total Amount Requested	\$450,000	and update ASM software to current revision; load updated San Francisco Municipal Transit Agency (SFMTA) transit schedule data and configure vehicle thresholds; and use on-site software to validate and correct all vehicle/bus identification numbers.	
		Current Approved Amount			
			\$18,167,907	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 day per week. Registry personnel will be available on 24-hour notice to back-up civil service employees during scheduled and unscheduled staff absences.	
4065-10/11	Department of Public Health	Increase Amount Requested	\$9,000,000		Modification 6/30/2020
		New Total Amount Requested	\$27,167,907		
		Current Approved Amount			
			\$2,450,000	To provide preparation indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11x17 inches, 16x24 inches, 24x36 inches, 36x42 inches, and 36x48 inches.	
4079-11/12	Department of Building Inspection	Increase Amount Requested	\$1,600,000		Modification 6/30/2019
		New Total Amount Requested	\$4,050,000		

0222-16-8 Cont.

Speakers:

Donnie Oliveira and Cara Gurney,
Department of Environment spoke
on PSC #4062-12/13

Action: 1) Conditionally approved PSC #4062-12/13 to modify the contract term for a six (6) year period for RFP; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

X 2) Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

None.

ADJOURNMENT (Item No. 10)

2:37 p.m.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 47706 - 16/17)

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

Type of Service: Services to support Department, Community and City initiatives

Funding Source: General Fund, Grants, Work Order

PSC Original Approved Amount: \$95,000

PSC Original Approved Duration: 10/01/16 - 09/30/18 (1 year 52 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 04/01/17-12/31/19 (1 year 13 weeks)

PSC Mod#2 Amount: \$295,000

PSC Mod#2 Duration: 07/01/17-09/30/20 (39 weeks 23 hours)

PSC Mod#3 Amount: \$500,000

PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,390,000

PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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 47706 - 16/17

D. Will the contract(s) be renewed?

Only if there are additional projects and continued 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:

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).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

B. Reason for the request for modification:

This modification adds additional spending authority to the request, in order to account for additional grant funds and or other funds that will be used to continue the as-needed services described the initial request and subsequent modifications.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

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 due to the project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

- 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 of the short term, project-specific, topic-specific nature of the services 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.
While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Contractors: Harder & Company; Hatchuel, Tabernik, & Associates

7. Union Notification: On 10/03/18, the Department notified the following employee organizations of this PSC/RFP request:
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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47706 - 16/17

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/17/2018

Civil Service Commission Action:

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Wednesday, October 3, 2018 1:18 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Wanless, Annie (HRD); 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; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47706 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH – DPH has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period November 1, 2018 – September 30, 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/8372>

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 annie.wanless@sfgov.org staff@sfmea.com camaguey@sfmea.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # 47706 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Services to support Department, Community and City initiativesFunding Source: General Fund, Grants, Work OrderPSC Original Approved Amount: \$95,000PSC Original Approved Duration: 10/01/16 - 09/30/18 (1 year 52 weeks)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 04/01/17-12/31/19 (1 year 13 weeks)PSC Mod#2 Amount: \$295,000PSC Mod#2 Duration: 07/01/17-09/30/20 (39 weeks 23 hours)PSC Cumulative Amount Proposed: \$890,000PSC Cumulative Duration Proposed: 4 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such as Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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 47706 - 16/17

D. Will the contract(s) be renewed?

Only if there are additional projects and continued 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:

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).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

The subject area for an individual project will be diverse in nature. In addition, the need for the service is based on a given project and funding to support this service. Funding is typically based on grant funds, or one time funding to support a given initiative.

- B. Reason for the request for modification:

To extend the end date of the approval to 9/30/2020 and to increase the amount of the approval to account for the inclusion of prop 47 grant funds that were received by the Department in support of the Promoting Recovery and Services for the Prevention of Recidivism Program (PRSPR) which will expand the City's residential treatment capacity for adults who have been arrested, charged with, or convicted of a criminal offence, and who are assessed and authorized for residential treatment for substance use disorder.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1805, Performance Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractor may be required to provide own equipment for documentation and presentations.

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 due to the project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.
- 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 of the short term, project-specific, topic-specific nature of the services 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.
While formal training is not part of the central scope of the needed services, some knowledge transfer is expected due to the nature of the project, e.g., staff and stakeholders are expected to learn from any research or presentations made by the contractor.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Contractors: Harder & Company; Hatchuel, Tabernik, & Associates

7. Union Notification: On 07/27/17, the Department notified the following employee organizations of this PSC/RFP request:

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

Address: 101 Grove St. Rm. 307, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47706 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/09/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 47706 - 16/17)

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

Type of Service: Services to support Department, Community and City initiatives

Funding Source: General Fund, Grants, Work Order
PSC Original Approved Amount: \$95,000 PSC Original Approved Duration: 10/01/16 - 09/30/18 (1 year 52 we
PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 04/01/17-12/31/19 (1 year 13 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$595,000 PSC Cumulative Duration Proposed: 3 years 13 weeks

1. Description of Work

A. Scope of Work:

The initial engagement will be in support of a task force established by the Board of Supervisors in preparation for the possible legalization and regulation of adult use and possession of cannabis, the Cannabis State Legalization Task Force, begun in early 2016, to be active for a two-year period. The Task Force is comprised of 22 members, including non-voting representatives of City departments such Planning, Fire, Police, Building Inspection and Public Health and voting members from various sectors, including advocates, business and tourism sector representatives. Services will include assistance in planning; identifying best practices, legal mandates and other relevant information; determining the stakeholder needs; facilitating meetings and handling task force/project documentation and communications; development of findings and recommendations; and making large and small group presentations.

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

Contractor assistance is needed to augment Department capacity and allow civil service staff to lead the project and to provide oversight and implementation, legislative and policy development, and project specific tasks essential to advance any initiative or project through to completion.

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 47706 - 16/17

D. Will the contract(s) be renewed? Only if there are additional projects and continued funding.

2. Union Notification: On 03/20/17, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Execu

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47706 - 16/17

DHR Analysis/Recommendation: 05/01/2017

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 05/01/2017 05/01/2017

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The Contractor must have: strong facilitation skills in managing a large and smaller groups; meeting planning and preparation; creating agendas and synthesizing meeting minutes; report and issue brief and technical writing; experience in developing and delivering presentations to legislative bodies and commissions, community groups, executive and line staff, and City departments.

B. Which, if any, civil service class(es) normally perform(s) this work?
1805,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Contractor may be required to provide own equipment for documentation and presentations.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable due to the project-specific nature of the work, which requires specific knowledge on a given topic. In addition, the work is intermittent and temporary in nature.

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

It is not practical to adopt a new civil service class because of the short term, project-specific, topic-specific nature of the services needed.

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

YES NO

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

B. Will the contractor train City and County employee?

While formal training is not part of the central scope of the needed services

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

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

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

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

Contractors: Harder & Company; Hatchuel, Tabernik, & Associates

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

ON 03/20/17 BY:

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

Address: 101 Grove St. Rm. 307 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request: Initial Modification of an existing PSC (PSC # 48552 - 13/14)

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

Type of Service: Architecture and Engineering Services - Geneva Car Barn and Powerhouse

Funding Source: 2000 General Obligation Bond

PSC Original Approved Amount: \$838,000

PSC Original Approved Duration: 03/15/14 - 03/01/19 (4 years 50 weeks)

PSC Mod#1 Amount: \$746,000

PSC Mod#1 Duration: 11/09/18-03/01/21 (2 years 1 day)

PSC Cumulative Amount Proposed: \$1,584,000

PSC Cumulative Duration Proposed: 6 years 50 weeks

1. Description of Work

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

(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials.

(ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.

Scope Change

Changes in the phasing of the project resulted in additional expenditure related to construction documentation, construction administration, geotechnical work, and tenant improvements.

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

This service is a necessary part of the voter-approved implementation of the 2000 General Obligation Bond. This project has the support of the Board of Supervisors and the community. Significant funds have been raised by the community to partner with the City for the design of this facility. Failure to move forward with this service may jeopardize not only the funding, but the good will developed with the community during the planning process for this project.

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

Services have been provided in the past through earlier PSC request. See 48552 - 13/14

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:

In June 2014, RPD initiated a contract to complete Design Development (100%) documents and partial Construction Documents (50%) for the renovation of the Geneva Office Building and Powerhouse Project (the "Project"). In 2015, for funding reasons, the City split the Project into two phases: Phase 1, which includes design and renovation of the Powerhouse, and Phase 2, which includes the design and renovation of the Geneva Office Building. This phased approach required additional design services that include the development of a separate set of Construction Documents for the Powerhouse. This phase change increased the length of the entire project.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a phased design and construction project on a historical building with uncertain funding. The design services spans a variety of disciplines better served by an entity with access to all the disciplines. The phasing and uncertain funding for the entire project add to the need to flexibility with the design team.

B. Reason for the request for modification:

Phase 1 Construction Administration In June 2014, RPD awarded a contract to complete Design Development (100%) documents and partial Construction Documents (50%) for the renovation of the Geneva Office Building and Powerhouse Project (the "Project"). In 2015, for funding reasons, the City split the Project into two phases: Phase 1, which includes design and renovation of the Powerhouse, and Phase 2, which includes the design and renovation of the Geneva Office Building. This phased approach required additional design services that include the development of a separate set of Construction Documents for the Powerhouse. This was done under the original contract (instead of 50% construction documentation for the Office Building and Powerhouse, 100% construction documentation was completed for just the Powerhouse). The original contract needs to add additional scope to include services to oversee construction administration, as the Project is currently under construction. Tenant Improvements The Department is partnering with the Performing Arts Workshop to deliver programming on the Department's behalf and satisfy the terms of a tax credit deal providing \$3.3M of the Project's construction costs. It has been determined that the tenant needs administrative space to be built in order to effectively deliver these services. Design of the administrative space was not part of the original design proposal, which included hazardous material remediation, seismic stabilization, streetscape improvements and ADA accessibility, improved entrances, a new roof, restored windows, mechanical and electrical system upgrades, and a new floor including radiant heating. Geotechnical Work During Construction During construction, it is necessary to provide

geotechnical consultation during construction and geotechnical observation services as it relates to the geotechnical aspects of the proposed micropiles and enlarged footings, utilities, and planned flatwork installation. Necessary services include site visits to check that: 1) assumptions regarding subsurface conditions are consistent with the actual conditions and 2) the geotechnical aspects of construction conform to the intent of the recommendations in the geotechnical report and project plans.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Basic services include design, documentation and construction administration services of the Architect and normal engineering consultants including structural, civil, mechanical, plumbing, and electrical engineers. Specialty consultants include a historic architect, landscape architect, lighting designer, acoustical consultant, geotechnical services and green building consultant.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Please see attached ordinance, introduced by Supervisor John Avalos on January 14, 2014.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as outlined in 4A, Recreation and Park Department is seeking a sole source agreement to achieve this need.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training will be conducted.
- 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.
Current contractor required to complete additional scope of work.

7. **Union Notification:** On 11/09/18, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street, San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48552 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required.

DHR Approved for 12/17/2018

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Friday, November 09, 2018 5:13 PM
To: McFadden, Sean (REC); Wanless, Annie (HRD); ecassidy@ifpte21.org;
WendyWong26@yahoo.com; wendywong26@yahoo.com;
tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org;
eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48552 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$746,000 for services for the period November 9, 2018 □ March 1, 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/12181>
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
annie.wanless@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- RECDept. Code: RECType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Architecture and Engineering Services - Geneva Car Barn and PowerhouseFunding Source: 2000 General Obligation BondPSC Amount: \$838,000PSC Est. Start Date: 03/15/2014PSC Est. End Date: 03/01/2019**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

(i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials.

(ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.

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

This service is a necessary part of the voter-approved implementation of the 2000 General Obligation Bond. This project has the support of the Board of Supervisors and the community. Significant funds have been raised by the community to partner with the City for the design of this facility. Failure to move forward with this service may jeopardize not only the funding, but the good will developed with the community during the planning process for this project.

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

These services have been provided in the past through the Bureau of Architecture and private consultants.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

B. Explain the qualifying circumstances:

This is a phased design and construction project on a historical building with uncertain funding. The design services spans a variety of disciplines better served by an entity with access to all the disciplines. The phasing and uncertain funding for the entire project add to the need to flexibility with the design team.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Basic services include design, documentation and construction administration services of the Architect and normal engineering consultants including structural, civil, mechanical, plumbing, and electrical engineers. Specialty consultants include a historic architect, landscape architect, lighting designer, acoustical consultant, geotechnical services and green building consultant.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Please see attached ordinance, introduced by Supervisor John Avalos on January 14, 2014.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as outlined in 4A, Recreation and Park Department is seeking a sole source agreement to achieve this need.

6. Additional Information

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

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

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

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

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

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

7. **Union Notification:** On 03/04/2014, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48552 - 13/14

DHR Analysis/Recommendation:

action date: 05/05/2014

Commission Approval Required

Approved by Civil Service Commission

05/05/2014 DHR Approved for 05/05/2014