



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 1, 2017
To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: David Bui, DPW
Cynthia Avakian, AIR
Nataliya Kuzina, REG
Robbie Wilson, JUV
Rod Goree, MTA
Shamica Jackson/Stacey Lo, PUC
Joan Lubamersky, ADM
Kris Damalas, ECN
Chanda Ikeda, HRD
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2017-2018	Total for FY2017-2018
\$75,270,000	\$665,656,952	\$1,220,484,702

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

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POSTING FOR**September 18, 2017****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2017-09-18

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40235 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$9,000,000.00	Consultants will perform highly specialized civil engineering tasks that include, but is not limited to, roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.	October 1, 2017	December 31, 2023	REGULAR
49270 - 16/17	AIRPORT COMMISSION	\$6,000,000.00	<p>The San Francisco International Airport (SFO) requires acoustical engineering consulting and airport noise data collection services to be performed by an independent 3rd party. The result is that the noise information that the Airport provides to the public community is verified and validated by an independent 3rd party. State of California Code of Regulations Title 21, Chapter 2.5, Subchapter 6 - Noise Standards, requires airports to report aircraft noise levels on a quarterly basis for incompatible land uses (e.g. residences, schools, hospitals etc) exposed to a Community Noise Equivalent Level of 65 decibels. Additionally Federal Aviation Regulations Part 150 requires that airports maintain an Airport Noise Management System to address noise issues.</p> <p>The Contractor will provide independent collection and verification of noise data; and noise related services for the Airport's Noise Abatement Office at SFO. The services include maintenance of the Airport's aircraft noise and operations monitoring system, monitoring of noise levels and development of State and Federally required noise contour maps, and replacement of approximately 42 end-of-life noise monitoring terminals.</p> <p>In addition, the Contractor will use specialized software to generate independent noise reports and quarterly noise contour maps of the Airport's noise impact area and report to San Mateo County on the Airport's progress in reducing the noise impact area.</p>	September 18, 2017	December 31, 2027	REGULAR
43357 - 17/18	AIRPORT COMMISSION	\$9,000,000.00	As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.	October 1, 2017	December 31, 2022	REGULAR
42644 - 16/17	ELECTIONS	\$175,000.00	The City and County of San Francisco (City) is considering the feasibility of its options for developing a highly accessible, open source voting system (System), and the costs and time frames associated with those options. This System must support the City in conducting ranked-choice voting elections in multiple languages: English, Chinese, Spanish, and Filipino.	July 24, 2017	January 26, 2018	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>To identify the options available to the City in developing the System, the City's Department of Elections (Department) is issuing this request for proposals (RFP) from individuals or firms (Contractors) who are qualified to prepare a business case to inform the City of its options and associated costs and timelines. Further, the business case must consider post-development matters as well.</p> <p>The Contractor must complete the business case by January 26, 2018, for review by the Mayor's Office and the Committee on Information Technology (COIT), which will inform the City's next steps regarding possibly developing a System.</p> <p>As described in greater detail in Section II, "Scope of Work," the City is seeking proposals intended to provide the City with strategic, financial, technical, and transactional advisory services that analyze the City's options for developing, certifying, and adopting an accessible, open source voting system which also incorporates the highest possible levels of accuracy, transparency, security, and auditability.</p> <p>The Contractor's assessment will extend beyond the City's options to develop a System, but also will assess the requirements associated with maintaining the System after an initial implementation. For instance, the business case must contemplate that the System will require ongoing development due to changes in law, election processes, or other factors such as voters' user preferences. Additionally, the business case must also provide an assessment and options for reviewing the System's functions after initial implementation occurs, including the testing and maintenance of the System during non-election periods.</p> <p>The City is seeking a Contractor with a record of success in advising public entities on large, multi-phase, multi-year, technical development projects. Respondents must demonstrate whether they have successfully advised agencies previously on various project options of the size, type, and level of complexity similar to those associated with this System.</p> <p>The City desires that the Contractor has experience in developing, implementing, or supporting the use of voting systems and voting equipment, including their maintenance, testing, and upgrading, as well as having experience in software development. Such experience will inform the Contractor's preparation of the business case for providing detail on the costs and timelines associated with the City possibly developing its own accessible, open source voting system.</p> <p>The City anticipates that any project to develop an accessible open source voting system will require several phases. The City considers Phase 1 to be the preparation and completion of the business case, and expects the business case to inform the City on possible additional phases necessary to develop an open source voting system.</p>			
39429 - 17/18	JUVENILE PROBATION	\$120,000.00	<p>The proposed work is refuse collection and disposal of trash, garbage, debris, and recyclables at Juvenile Probation Department's Log Cabin Ranch facility, located at 500 Log Cabin Ranch Road in La Honda CA (which is in an unincorporated area in San Mateo County). The 24/7 juvenile detainee residential facility is owned by the City and County of San Francisco and operated by the Juvenile Probation Department for youth involved in the Juvenile Justice System.</p>	July 11, 2017	June 30, 2021	REGULAR
47634 - 17/18	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	<p>Vendor, as consultant in assets management, relocation, reconfiguration, and procurement of furniture and fixtures (FF&E consultant), will assist in these services at the SFMTA's various facility locations as identified in the 2017 Facilities Framework. The FF&E consultant will manage the procurement and installation processes, from inventory auditing, design layout, and new and existing furniture reviews and recommendations, to final listings of items</p>	September 15, 2017	September 14, 2020	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			requiring immediate attention before sign-off. The FF&E consultant will be responsible for projects that may be at different stages of planning, design, procurement, and (pre- and post-) construction.			
41798 - 17/18	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 renewable generation. The Proposers may also be called upon to provide other related engineering or construction management support services during the term of the Professional Services Agreement (Agreement). Such services could include: engineering consultation, preparation of conceptual and 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).	December 1, 2017	October 31, 2022	REGULAR
42982 - 17/18	PUBLIC UTILITIES COMMISSION	\$15,000,000.00	The proposed work includes regional landscaping maintenance in the San Francisco Public Utilities Commission (SFPUC's) Sunol/Alameda and Peninsula watersheds. Typical work consists of removing vegetation, maintaining plants, placing grass seeding, installing planting basins, irrigating vegetation, placing mulch, applying herbicides, seed/plant propagule collection and/or placement, repairing irrigation systems, and repairing access paths. Work also includes environmental monitoring, surveys, studies, sample collection, and resource protection.	April 1, 2018	March 31, 2021	REGULAR
46757 - 17/18	PUBLIC UTILITIES COMMISSION	\$500,000.00	The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to continuously monitoring the water system and providing early warning indications of abnormalities in our drinking water, including possible contamination events. Additionally, the Event Detection System (EDS) Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM), formerly known as the contaminant monitoring system (CWS). This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain operation so that SFPUC can provide early warning for water quality events and thus protect the health and safety of it's customers. The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This includes a required upgrade to the SFPUC Information Technology (IT) standard, which utilizes the Latitude Geographics Group Geocortex viewer platform.	November 1, 2017	October 31, 2019	REGULAR
49092 - 17/18	PUBLIC UTILITIES COMMISSION	\$750,000.00	The San Francisco Public Utilities Commission (SFPUC) will select one or more firms to provide Financial Advisory (FA) services related to the application submittal and loan negotiation process with the United States Environmental Protection Agency (EPA) for a \$625 million loan under the federal "Water Infrastructure and Finance Innovation Act" (WIFIA). The WIFIA loan will fund 49% of the cost of the SFPUC's Wastewater Enterprise Biosolids Digester Facility Project (BDFP), located at the Southeast Treatment Plant. The BDFP is a \$1.2 billion capital project, and is the largest project of the Wastewater Enterprise's \$6.9 billion master plan Sewer System Improvement Program (SSIP). The selected firms will have a key role in advising the SFPUC in completing the final application package. In addition, the FA(s) will be directly engaged in complex negotiations with the EPA to assure that	September 18, 2017	September 17, 2019	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			the WIFIA loan is structured in such a manner as to provide the optimal financial terms for the SFPUC's Wastewater Enterprise, and that the loan be secured in accordance with the Wastewater Enterprise's Bond Indenture and overall financial structure, while meeting all EPA statutory requirements. The selected firms will also advise the SFPUC in securing low-cost funding for a portion of the remaining cost of the BDFP through the State's Clean Water State Revolving Fund (CWSRF) loan program. In this capacity, the selected firms will work with the SFPUC and the State to secure a CWSRF loan that can be paired with the WIFIA loan to fund the BDFP.			
49736 - 16/17	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,500,000.00	Advise the Treasure Island Development Authority (TIDA) and San Francisco Department of Public Works (DPW) on the setting of cost allocation and acquisition reimbursement protocols, the determination of reimbursable expenses, and the review of reimbursement requests and recommendation of payments in connection with development of Treasure Island and Yerba Buena Island and developer's reimbursements submitted. Review existing agreements between the TIDA and DPW and the Master Developer of Treasure Island to identify all project costs that Treasure Island Community Facilities District (CFD) and Infrastructure Revitalization Finance District (IRFD) are to reimburse. Review bid documents and schedule of values for reimbursement expenses and sufficient detail. Review contract change orders to assess the obligation to reimburse the Master Developer for costs for changes. Review acquisition reimbursement applications to verify consistency with agreements and negotiated protocols; review and verify payroll records, invoices and other documentation submitted in support of acquisition reimbursement applications; recommend reimbursement amount and represent TIDA and DPW in negotiations of acquisition reimbursement applications with the Master Developer.	August 1, 2017	July 15, 2024	REGULAR
41249 - 17/18	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	December 12, 2017	November 11, 2022	REGULAR

TOTAL AMOUNT \$60,045,000



Posting For September 18, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-09-18

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4026-09/10 - MODIFICATIONS	September 18, 2017	AIRPORT COMMISSION -- AIR	\$0	\$2,250,000	Airport consulting services for: concession development; evaluation of Airport's aesthetic design and analysis of options for hotel development on Airport property retail master programming.	03/01/2017	06/30/2021	REGULAR
44422 13/14 - MODIFICATIONS	September 18, 2017	AIRPORT COMMISSION -- AIR	\$10,000,000	\$22,000,000	Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.	09/18/2017	06/30/2023	REGULAR
30003 - 16/17 - MODIFICATIONS	September 18, 2017	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$225,000	\$300,000	The work consists of check printing services for the Legacy Business Program that will enable the secure and accurate printing and delivery of checks to grantees. Grantees shall include businesses on the Legacy Business Registry (http://sfsob.org/legacy-business/registry) or their landlords who are receiving Business Assistance Grants, Rent Stabilization Grants and other grants through grant programs organized by the Office of Small Business	11/01/2017	06/30/2021	REGULAR
4063-13/14 - MODIFICATIONS	September 18, 2017	HUMAN RESOURCES -- HRD	\$3,500,000	\$7,500,000	Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco self-insured Workers' Compensation program.	05/01/2018	06/30/2021	REGULAR
44181 - 15/16 - MODIFICATIONS	September 18, 2017	PUBLIC HEALTH -- DPH	\$1,500,000	\$2,500,000	The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding	09/01/2017	06/30/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.			

TOTAL AMOUNT \$15,225,000

**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 Civil Engineering Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$9,000,000

PSC Est. Start Date: 10/01/2017

PSC Est. End Date 12/31/2023

1. Description of Work

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

Consultants will perform highly specialized civil engineering tasks that include, but is not limited to, roadway, curb ramp, and sewer site improvement design, land surveying services, designing compliant curb ramps per City standards and ADA requirements, traffic counting vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and other civil engineering consultation services.

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

Services are as-needed to assist San Francisco Public Works (Public Works) on difficult or unique projects that require specialized civil engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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

Previous contracts for As-Needed Civil Engineering Services were awarded to: URS-TECI JV, K/J-AGS JV, and RMC-Urban Design JV under PSC #4102-10/11 approved on 05/02/2011.

D. Will the contract(s) be renewed?

No.

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

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in roadway, curb ramp, traffic analysis, and sewer site improvement design;

experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City curb ramp standards and ADA requirements.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide appropriate traffic counting equipment.

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

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

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

A. Explain why civil service classes are not applicable.

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

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

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 06/12/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40235 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Williams, Hyun (DPW)

From: dhr-psccordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Monday, June 12, 2017 5:04 PM
To: Bui, David (DPW); pkim@ifpte21.org; amakayan@ifpte21.org;
L21PSCReview@ifpte21.org; Williams, Hyun (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40235 - 16/17

RECEIPT for Union Notification for PSC 40235 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 40235 - 16/17 for \$9,000,000 for Initial Request services for the period 08/07/2017 – 10/31/2023. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/9222> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 28, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Civil/Structural Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000.00 (4 at \$2,000,000 each) PSC DURATION: July 1, 2011 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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):

Services were provided through a total of 8 contracts for As-Needed Civil, Hydrologic, and Structural Engineering Services under PSC# 4084-08/09 (approved 1/05/2009), 4198-06/07 (approved 8/06/2007), and 4151-06/07 (approved 5/07/2007), respectively, at \$1,000,000 each contract.

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 Corona Carlos Signature of person mailing/faxing form 3/2/11 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on when available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Services Classifications: 5203 (Assistant Engineer), 5207 (Associate Engineer), 5241 (Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer)

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modeling software, and traffic counting equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.


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

No. Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



 Signature of Departmental Personal Services Contract Coordinator
Gordon Choy (415) 554-8230

 Print or Type Name Telephone Number

875 Stevenson Street, Room 420

 San Francisco, CA 94103

 Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 5, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4101-10/11
THROUGH 4103-10/11 AND 4090-09/10.**

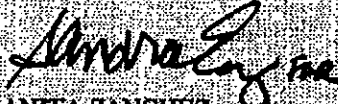
At its meeting of May 2, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the report; approve request for approval of personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kan Htin, Arts Commission
- Naomi Kelly, Office of Contract Administration
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

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MAY -6 PM 4:07
CONTRACT ADMINISTRATION

POSTING FOR
5/2/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Expiration
4101-1W11	21	Art Commission	Regular	\$240,000	These awards organizations with art programming will be selected through a competitive public application process by community based selection panels to submit art short-lists, one from each temporary project in terms of the Central Business District neighborhoods to mitigate the impact of construction on the neighborhoods and promote the Central Library in the neighborhoods.	5/2/2011 - 12/31/2016
4102-1W11	30	Public Works	Regular	\$1,000,000	Contractor will perform highly specialized (1) civil engineering tasks that include roadway, water main, and sewer line improvement design, plan, and construction including work, traffic and special data collection; (2) hydraulic engineering tasks that include preparation of sewer system capacity planning, flood control improvements including, new development studies, watershed wide system studies, creekway and remediation impact studies, assessment reports, field investigations, post reviews, water engineering, and maintenance for various types of systems within District Zone 4. The Department of Public Works (DPW) intends to award four (4) awarded contracts not to exceed \$2,000,000 and a maximum of 5 years each. The additional time in the PSC function is to allow for any delays in processing and awarding the contracts.	7/1/2011 - 12/31/2016
4103-1W11	30	Public Works	Regular	\$11,240,000	The proposed work includes seismic strengthening, life safety upgrades and associated code required improvements, facility preservation and modernization of the War Memorial Veterans Building, historic landmark, historic strengthening including addition of concrete shear walls, diaphragm connections, lateral bracing of ceiling. Facility improvements include disabled access improvements, replacement of 60-year old mechanical equipment, electrical system upgrades, roof and elevator retrofits, and general improvements.	6/1/2011 - 6/30/2016

Total Amount - Regular: \$19,240,000

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11 MAY - 6 PM 4: 07
DPW
CENTRAL ADMINISTRATION

Posting Date: April 15, 2011

Page 1 of 1

CCRF: DEN PCIC7 Probes

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Acoustical Engineering Consulting and Airport Noise Data Collection

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 09/18/2017

PSC Est. End Date 12/31/2027

1. Description of Work

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

The San Francisco International Airport (SFO) requires acoustical engineering consulting and airport noise data collection services to be performed by an independent 3rd party. The result is that the noise information that the Airport provides to the public community is verified and validated by an independent 3rd party. State of California Code of Regulations Title 21, Chapter 2.5, Subchapter 6 - Noise Standards, requires airports to report aircraft noise levels on a quarterly basis for incompatible land uses (e.g. residences, schools, hospitals etc) exposed to a Community Noise Equivalent Level of 65 decibels. Additionally Federal Aviation Regulations Part 150 requires that airports maintain an Airport Noise Management System to address noise issues.

The Contractor will provide independent collection and verification of noise data; and noise related services for the Airport's Noise Abatement Office at SFO. The services include maintenance of the Airport's aircraft noise and operations monitoring system, monitoring of noise levels and development of State and Federally required noise contour maps, and replacement of approximately 42 end-of-life noise monitoring terminals.

In addition, the Contractor will use specialized software to generate independent noise reports and quarterly noise contour maps of the Airport's noise impact area and report to San Mateo County on the Airport's progress in reducing the noise impact area.

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

The maintenance and updating of the Airport's noise and operations monitoring system is necessary to ensure that the Airport remains in good-standing with its Federal grant assurances, Title 14 Code of Federal Aviation Regulations (FAR), Part 150 and California Code of Regulations (CCR), Title 21, Chapter 2.5, Sub-chapter 6, Section 5012 on Noise Standards. FAR 150 is available at https://www.faa.gov/airports/environmental/airport_noise/ CCR 21, 2.5 - 6 is available at: [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICB414C60D45011DEB97CF67CD0B99467&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ICB414C60D45011DEB97CF67CD0B99467&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)) The Airport requires an independent third party to collect and analyze the noise data and generate reports on the Airport noise impact on the surrounding areas so that the community is clear that this is independently verified and validated information.

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

This service was most recently provided under PSC No. 4051-07/08.

D. Will the contract(s) be renewed?

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

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

The requested duration covers the anticipated terms of the resulting contracts.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

No, since the Airport needs an independent assessment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: These services requires independent and expert knowledge of aircraft/atmosphere noise physics and metrics, noise modeling, acoustics, measurement techniques and noise data gathering equipment. The establishment, setup and certification (CCR Title 21) of a reliable system array of sensors that validate monitored noise values is critical to the Airport's Noise Abatement program. Analytic capabilities and computer utilization skills for developing noise contour maps and State of California quarterly noise reports are also necessary.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist; 0922, Manager I; 0931, Manager III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will utilize customized applications, noise contour computing equipment, hardware and be factory certified for the proprietary noise monitoring equipment service and repairs. A dedicated testing laboratory will be used to test and certify equipment as-needed.

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

Aviation Noise Abatement services are not available from other City departments.

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

A. Explain why civil service classes are not applicable.

While civil service classes can perform portions of the work, City staff cannot provide independent validation of the equipment and noise data. An independent contractor is needed to validate the testing and certification of the noise monitors and equipment; collect and generate noise reports for distribution to the public.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not practical at this time to adopt a new civil service class for this work at this time.

6. Additional Information

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

No.

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

No. The Contractor will provide training on the current portable noise monitor deployment and recovery practices to 5264, 5271, 0922, 0931, 5638, 5640, 5642 and 5644. The training hours is currently unknown and will depend on the type of noise monitor software and equipment that is installed. The Contractor will also provide Airport staff with refresher training for noise metrics, computations and general noise abatement training on an as-needed basis.

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

No.

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

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 06/23/2017, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU Local 1021

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

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

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49270 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Cynthia Avakian (AIR); peter.masiak@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; Yen Pang (AIR); DHR-
Subject: Receipt of Notice for new PCS over \$100K PSC # 49270 - 16/17
Date: Friday, June 23, 2017 6:18:09 PM

RECEIPT for Union Notification for PSC 49270 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49270 - 16/17 for \$6,000,000 for Initial Request services for the period 09/18/2017 – 12/31/2027. 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/8974> For union notification, please see the

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 29, 2008

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4051-07/08)

TYPE OF SERVICE: Acoustical Engineering Consulting and Aircraft Noise Data Collection System

FUNDING SOURCE: Airport Operating Funds and Federal Airport Improvement Grant Funds

Original PSC Amount: \$800,000 Original PSC Duration: 12/1/07 - 11/30/15
Proposed Modification: \$4,000,000 Proposed Mod. (#1) Duration: 12/1/08 - 06/30/17
TOTAL PSC AMOUNT: \$4,800,000 PSC DURATION: 12/1/07 - 06/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design, acquisition, installation and testing of Phase II of aircraft noise management system, enabling the Airport to produce noise contour maps. As-needed consultants using specialized software will update noise reports and quarterly noise contour maps on the Airport's noise impact area and report to San Mateo County on the progress in reducing the noise impact area. This project has been delayed because of contract negotiations. The additional funds reflect the cost of the equipment being purchased (\$1.3 million) and the maintenance and anticipated upgrades (\$2.7 million) related to this project for the next nine years.

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

This service is necessary to upgrade the Airport's noise data collection system and to ensure that the Airport continues to meet all requirements set forth under California Code of Regulations, Title 21, Chapter 2.5, Subchapter 6, Section 5012 on Noise Standards.

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):

These services have been provided through contracts. The most recent PSC approvals are PSC # 4079-03/04, PSC # 4005-06/07 and PSC # 4006-06/07.

D. Will the contract(s) be renewed?

Yes, this contract may be renewed if the need for these services continue.

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

SEIU Local 1021 Union Name Galen W.M. Leung Signature of person mailing/faxing form FEB 29 2008 Date
IFPTE Local 21 Union Name Galen W.M. Leung Signature of person mailing/faxing form FEB 29 2008 Date

RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4051-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved 4/7/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires expert knowledge in aircraft/atmosphere noise physics and metrics, noise modeling, measurement techniques and noise data gathering equipment, especially with regard to establishing a reliable system of sensors and analytic capabilities, and computer system utilization skills for developing noise contour maps.

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

None. Parts of the work may be done by the following classifications: 5264 Airport Noise Abatement Specialist, 5271 Senior Noise Abatement Specialist, 5267 Assistant Airport Noise Abatement Officer, 5285 Noise Abatement Officer, the Environmental Assistant / Environmental Specialist series (5638, 5640, 5642 & 5644), and 1062 Information Systems Programmer Analyst.

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

Yes, the contractor will use customized software and noise contour computing equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Services are only part of the contract; the majority of the funds in the contract will be used for Phase II installation and testing of sensors. Civil service classifications are applicable; however, specialized software is needed to test the sensors, produce the noise contour maps required for the quarterly reports and show results of new programs to further reduce the noise impact area, and produce noise contour maps using lower decibel values.

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

No. This project is very technically specialized and requires only a few days' work from many different disciplines. Civil service classifications already exist and perform some of the work that was previously done by a contractor.

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

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

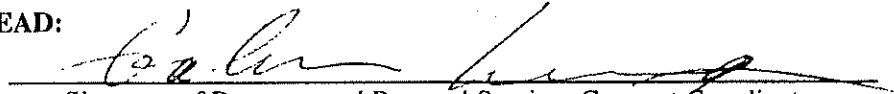
D. Are there federal or state grant requirements regarding the use of contractual services?

Federal Aviation Administration grant assistance has been awarded in the amount of \$1,337,000.

E. Has a board or commission determined that contracting is the most effective way to provide this service? Airport Commission resolutions #07-0168, 07-0180 and 07-0181 are attached.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the work will be performed by Lochard Corporation.

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



Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 10, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1000-08/09 THROUGH 1002-08/09; 2001-07/08 THROUGH 2003-07/08; 4117-07/08 THROUGH 4129-07/08; 4051-07/08 AND 4012-06/07.

At its meeting of April 7, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to: 1) Postpone to the meeting of April 21, 2008 PSC #2001-07/08 for Human Services Agency to clarify contract amount; PSC #4120-07/08 at the request of the Municipal Transportation Agency; and PSC #4125-07/08 at the request of Public Utilities Commission; 2) Postpone PSC #4126-07/08 to the meeting of May 19, 2008 at the request of the Public Utilities Commission; 3) Adopt the Human Resources Director's report on PSC #2002-07/08 and PSC #4117-07/08 as verbally amended. Notify the offices of the Controller and the Purchaser; 4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- David Curto, Human Services Agency
- Nancy Gonchar, Arts Commission
- Jacquie Hale, Department of Public Health
- Lavena Holmes-Williams, Port
- Shamika Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Julian Low, Mayor's Office of Business & Economics
- Jonathan Nelly, Department of Human Resources
- Commission File
- Commissioners Binder
- Chron

POSTING FOR
April 7, 2008

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

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
4129-07/08	25	Mayor's Office of Economic and Workforce Development	Regular	\$50,000.00	\$75,000.00	Will provide continued consulting expertise to assist the City with its strategic planning efforts to encourage the San Francisco 49ers to remain in San Francisco.	31-Mar-09
4051-07/08	27	Airport Commission	Regular	\$4,000,000.00	\$4,800,000.00	Will provide design, acquisition, installation and testing of Phase II of aircraft noise mgmt. system enabling the Airport to produce noise contour maps after each airplane arrival or departure.	30-Jun-17
4012-06/07	81	Public Health and CHN	Regular	\$350,000.00	\$850,000.00	Will provide as-needed and after-hours security guard services and as-needed guard/driver services for the Community Health Network.	30-Jun-10

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Project Management Support Services

Funding Source: Airport Capital Funds

PSC Amount: \$9,000,000

PSC Est. Start Date: 10/01/2017 PSC Est. End Date 12/31/2022

1. Description of Work

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

As part of the San Francisco International Airport's (Airport) 5-year Capital Plan, Airport staff will require As-Needed Project Management Support Services (PMSS) contractors for short-term capital projects with expertise in: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning will be required.

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

Along with aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some of the as-needed projects are of limited duration and some involve specialty oversight. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

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

This service has been provided in the past via PSC # 4057-11/12.

D. Will the contract(s) be renewed?

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

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

This as-needed contract is part of the San Francisco International Airport's (Airport) 5-year Capital Plan therefore it will be matching a 5-year term.

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 an as-needed contract for short term capital projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost

estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

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

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

A Notice of Intent for PMSS was sent to City Departments on May 11, 2016 inquiring for departments interested in participating. No responses were received.

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

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

Existing staff does not have the required expertise and specialized skills related to the proposed services. This work requires expertise in preparing cost estimates, schedules, peer reviews, and commissioning services critical for an operating airport with specialized systems and critical construction schedules for Airport terminal design and construction, Airport air-side and land-side development. The Airport will use experienced design, project and construction management staff integrated with the consultant staff to provide all of the required services.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as stated above, classifications exist however staff does not have the required expertise.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided as this is an as needed contract and specific tasks are not defined.

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

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

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

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

7. **Union Notification:** On 07/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: P.O. Box 8097 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43357 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); kgeneral@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ricardo Valle
(AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43357 - 17/18
Date: Friday, July 21, 2017 4:43:44 PM

RECEIPT for Union Notification for PSC 43357 - 17/18 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43357 - 17/18 for \$9,000,000 for Initial Request services for the period 10/01/2017 – 12/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9805> For union notification, please see the

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4057-11/12)

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

Type of Service: As-Needed Project Support Services

Funding Source: Airport Capital Funds
PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 12/19/11 - 12/31/16 (5 years 2 weeks)
PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: 01/17/14-06/30/19 (2 years 25 weeks)
PSC Mod#3 Amount: \$1,500,000 PSC Mod#3 Duration: no duration added
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 7 years 27 weeks

1. Description of Work

A. Scope of Work:

As part of the Airport's 5-year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required. The as-needed project support services have provided services to many of the Airport's capital improvement plan (CIP) projects.

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

Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some projects are of limited duration and some involve specialty oversight which is why as-needed support services are a complement for Airport staff. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

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

Yes, under PSC #4057-11/12

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services.

2. Union Notification: On 05/22/15, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4057-11/12

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 07/06/2015

07/06/2015

Approved by Civil Service Commission

07/06/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates, and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

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

5201,5207,1052,1054,5241,5260,5212,5265,5268,5261,5362,5262,5266,6116,6318,5310,5312,5364,5366,5502, 5504 5506 5508

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing staff does not have the required expertise and specialized skills related to Airport terminal design and construction, airport air-side and land-side development and in preparing cost estimates, schedules, peer reviews and commissioning services critical for an operating airport with critical construction schedules. The Airport will use experienced Airport design, project and construction management staff integrated with the consultant staff to provide all of the required services.

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

As stated above, classifications exist and will be utilized on the various projects and will be assigned based on individual project requirements and staff expertise.

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?
- 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?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/22/15 BY:

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

Address: PO Box 8097 San Francisco, CA 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ELECTIONS -- REG

Dept. Code: REG

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

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

Type of Service: Professional Services

Funding Source: Committee on Information Technology

PSC Duration: 26 weeks 4 days

PSC Amount: \$175,000

1. Description of Work

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

The City and County of San Francisco (City) is considering the feasibility of its options for developing a highly accessible, open source voting system (System), and the costs and time frames associated with those options. This System must support the City in conducting ranked-choice voting elections in multiple languages: English, Chinese, Spanish, and Filipino.

To identify the options available to the City in developing the System, the City's Department of Elections (Department) is issuing this request for proposals (RFP) from individuals or firms (Contractors) who are qualified to prepare a business case to inform the City of its options and associated costs and timelines. Further, the business case must consider post-development matters as well.

The Contractor must complete the business case by January 26, 2018, for review by the Mayor's Office and the Committee on Information Technology (COIT), which will inform the City's next steps regarding possibly developing a System.

As described in greater detail in Section II, "Scope of Work," the City is seeking proposals intended to provide the City with strategic, financial, technical, and transactional advisory services that analyze the City's options for developing, certifying, and adopting an accessible, open source voting system which also incorporates the highest possible levels of accuracy, transparency, security, and auditability.

The Contractor's assessment will extend beyond the City's options to develop a System, but also will assess the requirements associated with maintaining the System after an initial implementation. For instance, the business case must contemplate that the System will require ongoing development due to changes in law, election processes, or other factors such as voters' user preferences. Additionally, the business case must also provide an assessment and options for reviewing the System's functions after initial implementation occurs, including the testing and maintenance of the System during non-election periods.

The City is seeking a Contractor with a record of success in advising public entities on large, multi-phase, multi-year, technical development projects. Respondents must demonstrate whether they have successfully advised agencies previously on various project options of the size, type, and level of complexity similar to those associated with this System.

The City desires that the Contractor has experience in developing, implementing, or supporting the use of voting systems and voting equipment, including their maintenance, testing, and upgrading, as well as having experience in software development. Such experience will inform the Contractor's preparation of the business case for providing detail on the costs and timelines associated with the City possibly developing its own accessible, open source voting system.

The City anticipates that any project to develop an accessible open source voting system will require several phases. The City considers Phase 1 to be the preparation and completion of the business case, and expects the business case to inform the City on possible additional phases necessary to develop an open source voting system.

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

The service is necessary because the San Francisco Board of Supervisors and the Elections Commission have passed resolutions indicating that the City supports the development of its own accessible, open source voting system. Also, the Mayor's Office requested that the Committee on Information Technology (COIT) consider whether the City ought to develop its own voting system and to consider appropriate funding for such possible efforts. COIT allocated funds for an assessing the feasibility of the City's options, including costs and time frames associated with each option. The Mayor's Office requested that the Department of Elections organize the preparation of the business case using the funds allocated from COIT. If the business case is not prepare, the City will be unable to assess its options regarding the development of open source voting systems. The current voting system contract terminates in December, 2018, and the City must act soon regarding its options to replace the current voting system in the short term while considering the longer term feasibility to develop its own system. The business case will provide the City's decision makers with the information needed in relation to providing a voting system in San Francisco.

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 previously.

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):

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

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

B. Explain the qualifying circumstances:

The work performed under the contract is short term and will occur from July, 2017 until January, 2018. The Department is not planning to seek to extend the contract beyond January, 2018. The City will use the information obtained under this contract when considering budget allocations for Fiscal Year 2018/2019 and beyond in relation to conducting elections and voting systems. The information necessary for making budgetary decisions for the next Fiscal Year is needed by January, 2018.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The City is seeking a Contractor with a record of success in advising public entities on large, multi-phase, multi-year, technical development projects. Respondents must demonstrate whether they have successfully advised agencies previously on various project options of the size, type, and level of complexity similar to those associated with this System. The City desires that the Contractor has experience in developing, implementing, or supporting the use of voting systems and voting equipment, including their maintenance, testing, and upgrading, as well as having experience in software development. Such experience will inform the Contractor's preparation of the business case for providing detail on the costs and timelines associated with the City possibly developing its own accessible, open source voting system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The Department's director has met often with the Mayor's Office, the director of COIT, and the acting director of DT to determine the manner to use to obtain the information that would allow the City to make decisions in relation to its options regarding providing voters with a voting system. The meetings indicated that the City does not have the necessary expertise to obtain and evaluate the information necessary.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because the nature of the project requires an evaluation of a narrow subject matter, the feasibility of options and associated costs and time frames, that requires a broad skill set encompassing highly technical issues that extend beyond customary office technologies and practices.
- 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 project deliverable is a business case which must be prepared and submitted to the City within seven months. The Department has no expectation for additional such projects. Creating a new classification would not meet the timeline to complete the business case and no current plans exist to initiate similar 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. The primary deliverable for this project is a written evaluation of options to possibly develop voting systems. This written assessment is informational in nature and will not, by extension, require the Department's personnel to learn new skills or procedures.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 05/18/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Nataliya Kuzina Phone: 415-554-5683 Email: nataliya.kuzina@sfgov.org

Address: 1 Dr Carlton B Goodlett Pl, Rm #48 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42644 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of nataliya.kuzina@sfgov.org
Sent: Thursday, May 18, 2017 3:55 PM
To: Kuzina, Nataliya; kgeneral@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kuzina, Nataliya; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42644 - 16/17

RECEIPT for Union Notification for PSC 42644 - 16/17 more than \$100k

The ELECTIONS -- REG has submitted a request for a Personal Services Contract (PSC) 42644 - 16/17 for \$175,000 for Initial Request services for the period 07/24/2017 -- 01/26/2018. 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/8887> 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: JUVENILE PROBATION -- JUV

Dept. Code: JUV

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

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

Type of Service: Industrial Refuse (Waste, Garbage) Collection, Hauling, Recycling

Funding Source: General Fund

PSC Amount: \$120,000

PSC Est. Start Date: 07/11/2017 PSC Est. End Date 06/30/2021

1. Description of Work

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

The proposed work is refuse collection and disposal of trash, garbage, debris, and recyclables at Juvenile Probation Department's Log Cabin Ranch facility, located at 500 Log Cabin Ranch Road in La Honda CA (which is in an unincorporated area in San Mateo County). The 24/7 juvenile detainee residential facility is owned by the City and County of San Francisco and operated by the Juvenile Probation Department for youth involved in the Juvenile Justice System.

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

This service is necessary because this is a 24 hour residential facility that generates garbage, trash, debris, and recyclable waste. The consequence of denial would be a serious health and safety concern and in violation of the Welfare and Institutions Code.

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 Log Cabin Ranch facility is considered an industrial/commercial business; and it is also not covered under city services/resources. In the past, refuse collection and disposal has been provided by Republic Services for non-residential industrial/institutional facilities in this remote unincorporated area.

D. Will the contract(s) be renewed?

It is likely that the contract will include an option to renew for 2 one-year extensions, as there are no other waste management resources in the area for industrial facilities versus residential.

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

N/A

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Refuse collection and disposal services at Juvenile Probation Department's Log Cabin Ranch facility in rural unincorporated La Honda California are not available through City resources.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Waste management experience with the capacity to handle large amounts of industrial/institutional waste and by-products.
- 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, contractor will continue to provide large commercial trash containers, bins, trucks, and disposal sites/facilities.

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.
There are currently no civil service classes that perform this highly specialized service.
- 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 specialized function and any and all applicable federal, state, and local regulations regarding the handling and disposal of refuse must be followed.

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

**7. Union Notification: On 07/21/2017, 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: Robbie Wilson Phone: (415)753-7560 Email: robbie.wilson@sfgov.org

Address: 375 Woodside Ave., Suite 202 San Francisco, CA 94127

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39429 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org
To: Wilson, Robbie (JUV); peter.masiak@seiu1021.org; eerbach@ifpte21.org; kgeneral@ifpte21.org; amakayan@ifpte21.org; jh@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pachell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Wilson, Robbie (JUV); DHR-PSCCordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 39429 - 17/18
Date: Friday, July 21, 2017 9:54:27 AM

RECEIPT for Union Notification for PSC 39429 - 17/18 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 39429 - 17/18 for \$120,000 for Initial Request services for the period 07/11/2017 – 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9811> 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: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Furniture, Fixtures and Equipment Asset Management Consultant

Funding Source: local

PSC Duration: 3 years

PSC Amount: \$500,000

1. Description of Work

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

Vendor, as consultant in assets management, relocation, reconfiguration, and procurement of furniture and fixtures (FF&E consultant), will assist in these services at the SFMTA's various facility locations as identified in the 2017 Facilities Framework. The FF&E consultant will management the procurement and installation processes, from inventory auditing, design layout, and new and existing furniture reviews and recommendations, to final listings of items requiring immediate attention before sign-off. The FF&E consultant will be responsible for projects that may be at different stages of planning, design, procurement, and (pre- and post-) construction.

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

The SFMTA, with the help of the San Francisco Department of Public Works, is working to optimize and enhance its floor plans and workstations at a number of its facilities to improve employee productivity and accommodate a growing staff. To do so, SFMTA needs to engage an FF&E consultant to assist with the design and layout, and make recommendations on procurement. Without this service, the SFMTA would lack the space planning expertise necessary for this project and would be unable to adequately plan for and procure the workstations for its facilities necessary to accommodate its growing staff.

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.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The services to be provided are highly specialized and specific to this project only. After the project's completion, this work will no longer be needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Performance of these services requires a skill, expertise, and background utilizing design software to create floor plans and design specifications for workstations. Additionally, the performance of this work requires specific familiarities with office furnitures and their specifications and experience in working with products from different major office furniture sellers.

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

The SFMTA is working on this project with the assistance of Department of Public Works employees who typically provide design services to C&C of SF agencies. DPW has employees in the 5268-Architect job class on staff who could perform some of this work, but none has the technical FF&E expertise in providing design specifications required in order to move forward with procurement.

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

A. Explain why civil service classes are not applicable.

The consultant will need to have a design background and the ability to utilize design software to create floorplans and design specifications for workstations. Additionally, the consultant will need to have a specific familiarity with office furnitures and experience working with products from different major office furniture vendors.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work, as there are civil service classes that can perform this work. Employees in the 5268-Architect class with expertise in design specifications and furniture and fixtures could perform this work. There are no 5268-Architects with this expertise and background.

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 of SFMTA employees is not required under this contract. The FF&E consultant, in consultation with SFMTA staff, will perform design, procurement, and other work required.

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

No.

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

7. Union Notification: On 07/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47634 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Goree, Rod

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Thursday, July 20, 2017 11:51 AM
To: Goree, Rod; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org;
Goree, Rod; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 47634 - 17/18

RECEIPT for Union Notification for PSC 47634 - 17/18 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47634 - 17/18 for \$500,000 for Initial Request services for the period 09/15/2017 – 09/14/2020. 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/9844> 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: As-needed Engineering and Streetlights (PRO.0079)

Funding Source: Project Funded

PSC Duration: 4 years 47 weeks

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 renewable generation. The Proposers may also be called upon to provide other related engineering or construction management support services during the term of the Professional Services Agreement (Agreement). Such services could include: engineering consultation, preparation of conceptual and 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.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The majority of the projects require engineering expertise that cannot be provided by City staff. The SFPUC reached out to the SFPDW, SFMTA, and the SFPUC - EMB. These city agencies currently do not have the expertise or bandwidth to perform this work. An example of a project that requires engineering expertise outside of what is currently available from the SFPUC is the design and installation of new distribution equipment and facilities. This project resulted from the change in the interconnection requirements and the July 1, 2015 expiration of the PG&E IA to the Wholesale Distribution Tariff (WDT). In order to serve the SFPUC's customers, the department needs to bring in individuals with expertise in this area. In addition, without the approval of this contract, the SFPUC 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. 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; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

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 contact? 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 07/18/2017, 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# 41798 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of SJackson@sfwater.org
To: [Jackson, Shamica](mailto:Jackson_Shamica); kgeneral@ifpte21.org; amakayan@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org;
L21PSCReview@ifpte21.org; [Irwin, William](mailto:Irwin,William); DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41798 - 17/18
Date: Tuesday, July 18, 2017 5:01:21 PM

RECEIPT for Union Notification for PSC 41798 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41798 - 17/18 for \$9,500,000 for Initial Request services for the period 12/01/2017 – 11/30/2022. 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/9835> 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: Watershed Landscape Maintenance (PRO.0090)

Funding Source: Project Funded

PSC Duration: 3 years

PSC Amount: \$15,000,000

1. Description of Work

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

The proposed work includes regional landscaping maintenance in the San Francisco Public Utilities Commission (SFPUC's) Sunol/Alameda and Peninsula watersheds. Typical work consists of removing vegetation, maintaining plants, placing grass seeding, installing planting basins, irrigating vegetation, placing mulch, applying herbicides, seed/plant propagule collection and/or placement, repairing irrigation systems, and repairing access paths. Work also includes environmental monitoring, surveys, studies, sample collection, and resource protection.

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

This service is necessary to maintain vegetation and habitat created by the SFPUC's Water System Improvement Program and Bioregional Habitat Restoration Projects. If the contract is denied, the SFPUC would need to hire and release seasonal workers and technical experts on a periodic basis.

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

This service has been provided in the past by various construction and job order contracts and PSC#4009-12/13 (CS-211).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services will be on an as-needed basis, depending on the growth of vegetation and precipitation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Skills required include knowledge and experience with maintaining watershed vegetation and habitat, weeding techniques (mechanical and with herbicides), large scale irrigation planning and implementation, seed collection and/or placement, and regional landscape maintenance. In addition, technical expertise is required in biology, botany, ecology, and habitat restoration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 2485, Supv Biologist; 3410, Apprentice Gardener; 3417, Gardener; 3424, Integrated Pest Mgmt Specialist; 3425, Senior Integrated Pest Mgmt Sp; 3434, Arborist Technician; 3436, Arborist Technician Supervisor; 3438, Arborist Technician Supv II; 3486, Watershed Forester; 5148, Water Operations Analyst; 7215, General Laborer Supervisor 1; 7514, General Laborer;
- 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?

Services were requested through the San Francisco Recreation and Parks Department but were declined because services required are seasonal, large-scale, and variable depending on the growth of vegetation and precipitation.

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

- A. Explain why civil service classes are not applicable.
Services cannot be performed by civil service staff because the scope of work is large-scale, seasonal, and variable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Civil services classes already exist, but it would be impractical for civil service classes to perform this work because the work is seasonal, large-scale, and variable depending on the growth of vegetation and precipitation.

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

7. **Union Notification:** On 07/20/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Laborers, Local 261; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42982 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson.Shamica); MRainsford@Local39.org; grojo@Local39.org; kgeneral@ifpte21.org; amakayan@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; LIUNA.local261@gmail.com; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson.Shamica); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator.DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42982 - 17/18
Date: Thursday, July 20, 2017 2:11:02 PM

RECEIPT for Union Notification for PSC 42982 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42982 - 17/18 for \$15,000,000 for Initial Request services for the period 04/01/2018 – 03/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9817> 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: Professional Services- Civil/Software Engineering (CS-1087)

Funding Source: Water Quality- Engineering

PSC Duration: 1 year 52 weeks

PSC Amount: \$500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems to continuously monitoring the water system and providing early warning indications of abnormalities in our drinking water, including possible contamination events. Additionally, the Event Detection System (EDS) Dashboard was developed to integrate data streams from the on-line instruments, with laboratory and customer complaint data to allow for real-time analysis of data to characterize any abnormalities. These components are collectively called the Enhanced Water Quality Monitoring System (EWQM), formerly known as the contaminant monitoring system (CWS).

This contract will provide SFPUC with ongoing support and maintenance services for the EWQM to sustain operation so that SFPUC can provide early warning for water quality events and thus protect the health and safety of it's customers. The Contractor will provide preventative maintenance and repair services for the on-line instruments at the EWQM stations including two on-site visits per year, per location and telephone support. The contractor will also provide SFPUC with ongoing support and maintenance services for the EDS Dashboard. This includes a required upgrade to the SFPUC Information Technology (IT) standard, which utilizes the Latitude Geographics Group Geocortex viewer platform.

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

The EWQM system is a specialized system critical to SFPUC's ability to provide early warning of water quality events. Failure in the units could lead to a missed contamination event with potential public health consequences.

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, this service was previously provided via PSC No. 41564-14/15 (CS-1009).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Enhanced Water Quality Monitoring Program (EWQMP) is a continuation of a project that began under an EPA grant that sought to tie in data collected from sensors located throughout the distribution system, with STARLiMS data and 311 information to produce an on-line electronic dashboard capable of serving as real-time security monitoring application. The project requires civil engineering, plumbing, electrical, software engineering and project management skills, may be temporary, and requires access to sensitive sites along the distribution system. Required services associated with this project are difficult to plan as the technologies in this field are developing quickly, support is needed intermittently, and the project itself is subject to Water Enterprise priorities.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in the following computer programs/languages: ESRI GIS, map services, Geocortex viewer platform, Adobe Flash, geocoding, C , C#, Python, SQL Server, integration services (e.g. Extract, Transfer, Load (ETL); web services, hosting). On-line Water Quality Monitoring Stations - Specialized expertise with the existing station systems, including: s::can systems, ana::pro, Programmable Logic Controllers (PLC), Hach systems, con::cubes, GE, Realtech units. Also, specialized SFPUC system knowledge of hydraulic flows, locations, layouts, piping/plumbing/communications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, replacement parts for s::can, i::scan, and Realtech equipment

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

NA

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

- A. Explain why civil service classes are not applicable.
No civil service class has all of the necessary familiarity with the SFPUC's water infrastructure and its Enhanced Water Quality Monitoring system, nor the specialized skills and operational knowledge of applicable units within the systems (e.g. s::can, Realtech, Flex, Geocortex) to perform all of the required tasks.
- 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 systems are custom built and the technology requires manufacturer support given the complex and proprietary equipment.

6. Additional Information

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

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

No. The work is of fairly short duration and the systems were custom-built by private companies outside of SFPUC who have expert knowledge of the system. A specialized skill set is required.

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

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

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

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

7. **Union Notification:** On 07/18/2017, 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# 46757 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); kgeneral@ifpte21.org; amakavan@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; [Irwin, William](mailto:Irwin,William); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46757 - 17/18
Date: Tuesday, July 18, 2017 11:27:17 AM

RECEIPT for Union Notification for PSC 46757 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46757 - 17/18 for \$500,000 for Initial Request services for the period 11/01/2017 – 10/31/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9829> For union notification, please see the

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Water Quality Support Services (CS-1009)

Funding Source: Water Quality Admin Fund

PSC Amount: \$200,000

PSC Est. Start Date: 02/10/2015

PSC Est. End Date 02/09/2017

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) has installed a network of on-line sensor systems continuously monitoring the water system and providing early warning indications of abnormalities. This network was enhanced when SFPUC was selected as a pilot utility for the US Environmental Protection Agency's (EPA) Water Security Initiative Contamination Warning System (CWS) Demonstration Pilot Program. With this grant, the SFPUC installed 10 monitoring sites within the city distribution system and created a dashboard interface system to integrate the network. The grant ended in December 2012. This contract will provide SFPUC with ongoing support and maintenance services for the CWS system to transition it from pilot program to sustainable operation. The work will focus on maintaining the reliability of existing investments and reducing ongoing operations and maintenance costs, and systems located in lower priority areas will be relocated to higher priority, sensitive locations.

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

The contamination monitoring systems are specialized units critical to SFPUC's Emergency Contamination Monitoring program. Failure in the units could lead to a missed contamination event with potentially disastrous consequences to the people of San Francisco.

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

This service was previously provided under CS-902 for EPA Grant activities to develop, install, and maintain the CWS monitoring network and dashboard (PSC-4061-07/08).

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The systems are custom-built by private companies outside of SFPUC who have expert knowledge of the system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Dashboard - Expertise in the following computer programs/languages: ESRI GIS, map services, Flex, Adobe Flash, geocoding, C++, C#, Python, SQL Server, integration services (e.g. ETL, web services, hosting). On-line Water Quality Monitoring Stations - Specialized expertise with the existing station systems, including: s::can systems, ana::pro, PLC units, Hach systems, con::cubes, GE, Realtech units. Also, specialized SFPUC system knowledge of hydraulic flows, locations, layouts, piping/plumbing/communications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1061, IS Program Analyst-Assistant; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Replacement parts for existing s::can and Realtech equipment.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
No civil service class has the necessary familiarity with the SFPUC's water infrastructure and its On-line Water Quality Monitoring system, nor the specialized skills and operational knowledge of applicable units within the systems (e.g. s::can, Realtech, Flex) to perform the required tasks.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is of fairly short duration and the systems were custom-built by private companies outside of SFPUC who have expert knowledge of the system. See supplemental attachment A.

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. None. See attachment.

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 12/08/2014, 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# 41564 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

02/02/2015 DHR Approved for 02/02/2015

action date: 02/02/2015

Approved by Civil Service Commission

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: Financial Advisory Services (PRO.0091)

Funding Source: EPA reimbursement under WIFIA loan

PSC Duration: 1 year 52 weeks

PSC Amount: \$750,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) will select one or more firms to provide Financial Advisory (FA) services related to the application submittal and loan negotiation process with the United States Environmental Protection Agency (EPA) for a \$625 million loan under the federal "Water Infrastructure and Finance Innovation Act" (WIFIA). The WIFIA loan will fund 49% of the cost of the SFPUC's Wastewater Enterprise Biosolids Digester Facility Project (BDFP), located at the Southeast Treatment Plant. The BDFP is a \$1.2 billion capital project, and is the largest project of the Wastewater Enterprise's \$6.9 billion master plan Sewer System Improvement Program (SSIP).

The selected firms will have a key role in advising the SFPUC in completing the final application package. In addition, the FA(s) will be directly engaged in complex negotiations with the EPA to assure that the WIFIA loan is structured in such a manner as to provide the optimal financial terms for the SFPUC's Wastewater Enterprise, and that the loan be secured in accordance with the Wastewater Enterprise's Bond Indenture and overall financial structure, while meeting all EPA statutory requirements. The selected firms will also advise the SFPUC in securing low-cost funding for a portion of the remaining cost of the BDFP through the State's Clean Water State Revolving Fund (CWSRF) loan program. In this capacity, the selected firms will work with the SFPUC and the State to secure a CWSRF loan that can be paired with the WIFIA loan to fund the BDFP.

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

Providing low-cost funding for the \$1.2 billion BDFP will be critical in minimizing ratepayer increases needed to pay for the project. The services provided by the FA(s) in negotiating the best financial terms under the WIFIA loan, as well as securing a low-cost CWSRF loan to supplement the WIFIA loan, will assure that the goal of minimizing ratepayer increases and affordably delivering the project can be achieved. Without these key FA services, sewer rates are likely to increase considerably.

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

This is the first time that the SFPUC is entering into a WIFIA loan. So this service has not been provided before for such a financing.

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):

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

None of the above qualifying circumstances are applicable to the WIFIA and SRF loan projects and the services provided by the FA(s). Professional service contracts are typically entered into with FA(s) so that they can represent the SFPUC on loan transactions and other financing projects. In fact, the SFPUC's Commission-adopted "Debt Management Policies & Procedures" states that the "SFPUC shall utilize the services of independent financial advisors in connection with financing-related issues."

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Although the WIFIA loan program is new, it will be closely patterned after similar loans made over the past 20 years to transportation agencies under the federal "Transportation Infrastructure Finance and Innovation Act" (TIFIA). We will be looking to retain firms that have had experience serving as FA to agencies on TIFIA loans. The knowledge and expertise that they have acquired on these engagements will be transferable in providing FA services for a WIFIA loan. Besides this very specific and important experience, we will be seeking firms that have general experience in providing FA services to governmental agencies such as the SFPUC on their debt issuance activities. General FA skills sought will include providing advice and recommendations to the SFPUC related to the issuance of municipal debt or entering into loans. The FAs will assist in the formulation of a financing plan for the SFPUC, including presentations of alternative financial programs and strategies, taking into consideration appropriate debt structures, timing, impact on rates and ratepayers, budgeting, bond credit ratings, tax laws, and the assessment of the capital markets. The FAs will need to conduct complex quantitative analyses as part of this scope of work, and will have all necessary quantitative tools and capabilities, including industry-specific computer programs, to conduct such quantitative analyses.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will use specialized industry-specific computer software programs not possessed by the SFPUC.

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

The SFPUC does not have internally the available expertise or resources to provide the services required for this engagement.

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

A. Explain why civil service classes are not applicable.

City civil service staff doesn't have the expertise and resources to provide the services required for this engagement.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No civil service class could perform the work required under this engagement. Nor do we think it would be feasible to adopt a new civil service class to perform this work. As mentioned, this type of debt-related financial advisory work is very unique and is only offered by firms that have such specific expertise, experience and resources.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The SFPUC's Commission-adopted "Debt Management Policies & Procedures" states that the "SFPUC shall utilize the services of independent financial advisors in connection with financing-related issues."
- 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. There is a chance that the firm(s) selected may currently have or may have had contracts with the SFPUC and/or other City agencies.

7. Union Notification: On 08/14/2017, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49092 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 08/25/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); kpage@ifpte21.org; peter.masiak@seju1021.org; eerbach@ifpte21.org; kgeneral@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; [Lopez, Ricardo](mailto:Lopez,Ricardo); [Basconcillo, Kathy](mailto:Basconcillo,Kathy); Sandeep.lal@seju1021.me; pcamarillo_seju@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigillana@seju1021.org; pscreview@seju1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seju1021.net; leah.berlanqa@seju1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seju1021.org; Sin,Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@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@seju1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LjUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaquey@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seju1021.org; [Irwin, William](mailto:Irwin,William); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49092 - 17/18
Date: Monday, August 14, 2017 2:40:52 PM

RECEIPT for Union Notification for PSC 49092 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49092 - 17/18 for \$750,000 for Initial Request services for the period 09/18/2017 – 09/17/2019. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/9963> 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)

2017

SAN FRANCISCO PUBLIC UTILITIES COMMISSION



San Francisco
Water
Power
Sewer

Services of the San Francisco Public Utilities Commission

DEBT MANAGEMENT POLICIES & PROCEDURES

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1. OVERVIEW

1.1 Introduction

San Francisco Charter Section 8B.125 requires the San Francisco Public Utilities Commission (SFPUC or Commission) to exercise prudent financial stewardship of SFPUC assets by establishing "rates, fees and charges at levels sufficient to improve or maintain financial condition and bond ratings at or above levels equivalent to highly rated utilities of each enterprise under its jurisdiction, meet requirements and covenants under all bond resolutions and indentures..., and provide sufficient resources for the continued financial health (including appropriate reserves), operation, maintenance and repair of each enterprise, consistent with good utility practice." To most effectively meet this requirement, the SFPUC will utilize financial policies that foster financial stability, support fiscal discipline, and maintain credit ratings at or above levels equivalent to highly rated utilities. Institutionalized policies signal to rating agencies and the capital markets that an entity is well managed and committed to prudent financial practices.

1.2 Background

The SFPUC's debt management mission is to serve, within the financial objectives and parameters established by the Commission, the capital financing needs of the respective enterprises in a cost-effective, risk-appropriate and flexible manner, through the implementation of sound financial decision-making and the use of prudent debt management practices.

1.2.1 Purpose

The SFPUC has established these Debt Management Policies and Procedures (Policies) for debt financings associated with the Water, Wastewater and Power Enterprises.¹ The purpose of these Policies is to provide SFPUC officials and staff a comprehensive guide to SFPUC's issuance and use of debt to fund capital projects or to refund/refinance/restructure outstanding debt. The Policies primarily address debt instruments/securities issued by the SFPUC in public and/or private bond markets. This is consistent with examples of debt policies of other comparable municipalities, Government Finance Officers Association (GFOA) best practices and rating agency guidelines.

These Policies shall govern the issuance and management of all bonds and other forms of indebtedness of the SFPUC, together with any credit, liquidity, or other security instruments and agreements that may be executed in connection with the issuance of bonds and other forms of indebtedness (Bonds). The Board of Supervisors may, in its sole discretion, approve Bonds that deviate from these Policies, upon the recommendation of the Chief Financial Officer (CFO). Notwithstanding anything in these Policies to the contrary, the failure of the SFPUC to comply with any provisions of these Policies shall not affect the authorization, validity or enforceability of any Bonds or other forms of indebtedness that are otherwise issued in accordance with law.

¹ The Policies shall apply to each SFPUC enterprise, unless otherwise noted.

- Maintain a current database with all outstanding SFPUC debt;
- Provide for the timely payment of principal and interest on all SFPUC debt;
- Comply with all terms and conditions and disclosure required by the legal documents governing the debt issued;
- Distribute to appropriate repositories information regarding the SFPUC's financial condition and affairs at such times and in the form required by law, regulation and general practice;
- Provide for the frequent distribution of pertinent information to the rating agencies;
- Provide for the ongoing management of bond proceed spending; and
- Apply and promote prudent fiscal practices.

A detailed operational overview of the SFPUC's debt issuance and administration process can be found in Appendix B and Appendix C.

1.4.2 Financing Team

The SFPUC must assemble a Financing Team that will provide advice and support for the best execution of each transaction. The following applies to members of the Financing Team:

1. May consist of multiple parties with distinct responsibilities and is generally comprised of both SFPUC staff and outside professional consultants. These outside professional consultants include:
 - a. Financial Advisors – SFPUC shall utilize the services of independent financial advisors in connection with financing-related issues. The financial advisors shall be selected via a competitive Request for Proposals (RFP) process or via the City-wide approved pool of financial advisors, and the services to be provided shall be documented by contract. Compensation shall be capped. Financial advisors will not serve as underwriters on negotiated bond sales of the SFPUC.
 - b. City Attorney's Office – SFPUC shall utilize the services of the City Attorney's Office when appropriate for legal support on financing-related matters to ensure all City and Charter requirements are fully met.
 - c. Bond Counsel – SFPUC, with the City Attorney's Office recommendation, shall select bond counsel for each transaction. Bond counsel shall be responsible for developing the legal documents required for each transaction.
 - d. Disclosure Counsel – SFPUC shall utilize the services of a disclosure counsel for each transaction, with the City Attorney's Office's recommendation. Disclosure counsel shall be responsible for assisting the SFPUC to prepare the Preliminary and Final Official Statements and any other disclosure documents.
 - e. Underwriters – Such firms shall be solicited pursuant to a competitive RFP basis utilizing the Underwriter's Pool of the City's Office of Public Finance. Selection will be based on a formal, scored evaluation process.

- f. Dealers, Auction Agents and Remarketing Agents – Such firms shall be selected on a competitive RFP basis and performance will be monitored regularly. SFPUC shall retain the right to replace any such firm with due notice at any time.
 - g. Trustees – Trustee shall be selected on a competitive RFP basis and have a combined capital and surplus of at least \$50 million and be subject to supervision or examination by relevant Federal or State regulatory bodies.
 - h. Letter of credit, liquidity facility and direct loan providers – Selected via competitive RFP or from the City-wide pool of approved credit facility provider banks, or from banks who are HRC compliant, and subject to negotiations of its terms.
 - i. Investment agreement counterparties – Selected from pool approved by the Office of Public Finance, if one exists. If no pool exists, selected on the basis of a competitive bid process, with bidders subject to approval by the City's Human Rights Commission (HRC).
 - j. Arbitrage Rebate Consultant – Selected via competitive RFP process.
 - k. Independent pricing verification agent - Financial advisor not involved in transaction, engaged in negotiated transactions to provide independent pricing report and comparative sales details to reassure negotiated sale provided best possible pricing for the rate payers.
 - l. Other professional assistance may be secured as necessary or desirable.
2. The SFPUC will select members of the financing team through a competitive process. However, the SFPUC may also directly engage consultants on a case-by-case basis, if it is determined to be in the best interest of the SFPUC.
 3. The SFPUC requires that its consultants and advisers provide objective advice and analysis, maintain the confidentiality of the SFPUC's financial plans, and be free from any conflicts of interest or violate any City contracting requirements.

All Financing Team Members will be required to provide full and complete disclosure, relative to agreements with other Financing Team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements shall be permitted which could compromise the firm's ability to provide independent advice which is solely in the Commission's best interests or which could reasonably be perceived as a conflict of interest.

2. GOVERNING PRINCIPLES

2.1 Legal & Statutory Authority

In connection with the issuance and management of debt, the SFPUC shall comply with all legal requirements and conditions imposed by federal, state, and local law. The following section highlights key governing documents and certain debt limitations.

2.1.1 Governing Law

Charter of the City and County of San Francisco – The SFPUC has authority issue debt payable from revenues of the applicable enterprise pursuant to Section 8B.124 of the

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Financial consulting

Funding Source: Inter-departmental work orders

PSC Duration: 6 years 50 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

Advise the Treasure Island Development Authority (TIDA) and San Francisco Department of Public Works (DPW) on the setting of cost allocation and acquisition reimbursement protocols, the determination of reimbursable expenses, and the review of reimbursement requests and recommendation of payments in connection with development of Treasure Island and Yerba Buena Island and developer's reimbursements submitted. Review existing agreements between the TIDA and DPW and the Master Developer of Treasure Island to identify all project costs that Treasure Island Community Facilities District (CFD) and Infrastructure Revitalization Finance District (IRFD) are to reimburse. Review bid documents and schedule of values for reimbursement expenses and sufficient detail. Review contract change orders to assess the obligation to reimburse the Master Developer for costs for changes. Review acquisition reimbursement applications to verify consistency with agreements and negotiated protocols; review and verify payroll records, invoices and other documentation submitted in support of acquisition reimbursement applications; recommend reimbursement amount and represent TIDA and DPW in negotiations of acquisition reimbursement applications with the Master Developer.

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

This contract will provide important support for TIDA and DPW. TIDA and DPW have multiple responsibilities and obligations under the Deposition and Development Agreement (DDA) and Acquisition Agreement (AA). Pertinent to this contract is the obligation to review and approval of the developer's request for reimbursement in the time frame as stated in the DDA and AA. These services to be rendered include specialized audit and accounting services not possessed by existing staff. Because the timing and level of services required is not consistent or predictable – months may pass without the services being required followed by a heightened demand during a brief period. Without this contract, TIDA and DPW will not be able to complete the work properly in the time allowed and fulfill its obligations. This will delay the progress of the development project and erode developer's confidence in TIDA and DPW's ability to execute agreements properly and negatively affect other ongoing scope of the development project on the Treasure Island and Yerba Buena Island. Ultimately, any delay in the development would translate to delay of better street infrastructure and critical city services such as water, gas, sewer and other utilities being available in the development area.

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

These services have not been provided to TIDA in the past. For similar developments involving DPW in the past, these services were performed under contract with a financial consulting firm.

D. Will the contract(s) be renewed?

Unknown

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

The Treasure Island/Yerba Buena Island development duration is 18-20 years. We respectfully request more than five years for this Personal Services Contract as work has unpredictable timing. We would like to have support in place for the requested duration. At that conclusion, we would review our needs.

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).

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

Specialized knowledge and skills are required. Services will be provided on an as-needed basis. Independent financial consultants are required to perform this work.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of current local, state and federal laws and practices on the establishment and management of tax increment financing districts and community facilities districts under California Government Code section 53369 and the Mello-Roos Act. Experience in establishing, reviewing and interpreting public finance districts formation documents and acquisition reimbursement applications. Experience in construction process and construction cost estimate and management

B. Which, if any, civil service class(es) normally perform(s) this work? 1650, Accountant I; 1652, Accountant II; 1654, Accountant III; 1657, Accountant IV; 1684, Auditor II; 1686, Auditor III;

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?

TIDA has collaborated closely with Office of Public Finance to form the CFD and IRFD. TIDA has also consulted with DPW which has previous experience in administering reimbursement requests in other major development projects in the City

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

A. Explain why civil service classes are not applicable.

This service is highly specialized. Skills and experience in auditing and construction cost estimate and construction process as well as public financing are required. The service is intermittent. This service is as-needed and will only be needed when development submit reimbursement request. We expect long gaps of time between 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. Work is currently required for specifics as needed services related to the Treasure Island development and there is not believed to be sufficient city-wide demand to justify full time positions. Additionally, the work is meant to be an independent, third party review and audit of the developer's reimbursement request. We expect an outside consulting firm to continue to provide this service to TIDA

6. Additional Information

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

7. Union Notification: On 04/24/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49736 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, April 24, 2017 4:45 PM
To: Lubamersky, Joan (ADM); pkim@ifpte21.org; L21.PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49736 - 16/17

RECEIPT for Union Notification for PSC 49736 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49736 - 16/17 for \$1,500,000 for Initial Request services for the period 08/01/2017 – 07/15/2024. 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/8806> 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

Lubamersky, Joan (ADM)

From: Katherine General <kgeneral@ifpte21.org>
Sent: Wednesday, August 02, 2017 2:21 PM
To: Lubamersky, Joan (ADM)
Subject: RE: PSC #49736 - 16/17 Financial advice to TIDA

Hi Joan,

You are on my list of people to contact today. We have reviewed the information that Stanley Ellicott provided on PSC #49736 and do not have additional questions at this time.

This e-mail shall serve as Local 21's written approval of PSC #49736.

Please let me know if you need any additional information or have questions. Thanks.

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

From: Lubamersky, Joan (ADM) [<mailto:joan.lubamersky@sfgov.org>]
Sent: Wednesday, August 2, 2017 1:55 PM
To: Katherine General <kgeneral@ifpte21.org>
Subject: RE: PSC #49736 - 16/17 Financial advice to TIDA

Hi Katherine.

Checking in. We would like to move ahead on this PSC as it has been pending since May.

Thank you very much.

Best regards,

Joan

From: Katherine General [<mailto:kgeneral@ifpte21.org>]
Sent: Friday, July 28, 2017 12:33 PM
To: Lubamersky, Joan (ADM) <joan.lubamersky@sfgov.org>
Subject: Re: PSC #49736 - 16/17 Financial advice to TIDA

Hi Joan,

Thanks for your message below. I'll be back in touch next week. I need to double check a couple of things on my end with our membership before responding.

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

From: Lubamersky, Joan (ADM)
Sent: Thursday, July 27, 5:56 PM
Subject: PSC #49736 - 16/17 Financial advice to TIDA
To: Katherine General

Hello Katherine.

My colleague Stanley Ellicott provided you information in late May concerning this Personal Services Contract.

We did not hear back from you and would like to move forward on this contract.

Please let me know if you have any comments.

Thank you very much.

Best regards,

Joan

Joan Lubamersky
General Services Agency-Office of the City Administrator
City Hall
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 1-415-554-4859
Fax: 1-415-554-4849

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: Comprehensive Technical Services: Renewable & Advanced Energy Generation Systems (PRO.0046)

Funding Source: Project Funded

PSC Duration: 4 years 47 weeks

PSC Amount: \$8,000,000

1. Description of Work

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

Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

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

In order to accomplish its core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a growing number of renewable energy projects. Failure to provide these services will negatively impact the SFPUC's schedule for reducing fossil-fuel use which has been established in order for the Agency to meet its goals and timelines for decreasing the use of greenhouse gases.

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 above services were approved with PSC 46786-15/16 on August 15, 2016. PSC 41249-17/18 is requested because a contract will not be certified under PSC 46786-15/16 before the expiration of one year from its approval date. Many of these services are related to solar PV projects, however, some services will be new, as they will be connected to technological advances in the energy and renewable technology fields, such as in the areas of wind or other renewable energy sources.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City has limited staff with the specialized skillsets required to carry out the activities needed to meet the City's greenhouse gas reduction goals and deployment of renewable energy. The limited availability of internal staff with the necessary skillsets is not sufficient to meet our intermittent and short-term project and scheduling demands. We need to bring in consultants, as needed, to provide services such as technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Detailed technical knowledge in the areas of renewable and advanced energy generation and storage technologies; planning and design of renewable energy facilities; comprehensive expertise in environmental permitting/approval requirements; financial analysis and evaluation of possible financial incentives (e.g., tax advantages, subsidies, etc.); and equipment installation and calibration.

B. Which, if any, civil service class(es) normally perform(s) this work? 5218, Structural Engineer; 5219, Senior Structural Engineer; 5278, Planner 2; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;

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

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

The field of renewable energy is very specialized, but we have contacted other City departments to determine if there is existing City staff who could perform some of these tasks. The City has limited staff with the specific skillsets required, however none are available to meet our intermittent and short-term project and scheduling demands.

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

A. Explain why civil service classes are not applicable.

The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but these classes are not specific to specialized solar and other renewable expertise necessary to provide the services required. For example, SFPUC electrical engineers do not have design experience in solar photovoltaic system design, nor do they have project development experience with these systems. Classes 5278, 5298 and 5299 are considered generalists who can work in support of the SF Planning Dept. For this PSC, the SFPUC is seeking specialized expertise on a very limited, as-needed basis, rather than on a consistent fulltime basis. SFPUC-Power continually evaluates its workforce capacity and employment demands and has added additional staff over the past several years. SFPUC-Power will continue its efforts to be inclusive of City staff wherever possible, including continued on-the-job training and development, lunch and learn, and side-by-side work opportunities with industry leading experts and consultants.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work as there is no single job classification that can perform all the specialized services, particularly given the rapid technological changes and developments in the renewable energy sector. Also, the limited services identified in this PSC are only required on an intermittent, short-term basis, which, at this point, are not equivalent to a full-time equivalent (FTE) and would not require the creation of one or more new civil service classes.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? 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 to familiarize City employees with the most current renewable energy generation technologies. Areas covered will include roof assessment/structural analysis; interconnection requirements (for connecting distributed generation projects to the electrical grid); electrical evaluation; commissioning/troubleshooting and failure analysis; and updates on the latest developments in renewable energy technology. The number and length of these sessions are dependent upon the technologies used and the facilities constructed during the length of the contract. SFPUC-Power Enterprise currently funds the construction of the renewable energy projects in cooperation with other City departments (e.g. San Francisco International Airport, MUNI, San Francisco Unified School District, etc.). As part of the identified services, the contractor will assist City engineering staff in developing renewable energy project design and construction specifications, RFP documentation, technology evaluations and other related services, thereby providing "hands on" training of City employees. Likely staff to be trained would include Utility Specialists (5602), Utility Analysts (5601), Engineers (5241), Engineering Associates (5364) and Assistant Engineers (5203).

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

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

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

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

7. Union Notification: On 07/24/2017, 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# 41249 - 17/18

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/18/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of SJackson@swater.org
Sent: Monday, July 24, 2017 5:01 PM
To: Jackson, Shamica (PUC); kgeneral@ifpte21.org; amakayan@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Irwin, William (PUC); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41249 - 17/18

RECEIPT for Union Notification for PSC 41249 - 17/18 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41249 - 17/18 for \$8,000,000 for Initial Request services for the period 12/12/2017 - 11/11/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/9869> For union notification, please see the

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Comprehensive Technical Services, Renewable & Advanced Energy Generation Systems (PRO.0046)

Funding Source: Project Funded

PSC Duration: 4 years 47 weeks

PSC Amount: \$8,000,000

1. Description of Work

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

Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

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

In order to accomplish its core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a growing number of renewable energy projects. Failure to provide these services will negatively impact the SFPU's schedule for reducing fossil-fuel use which has been established in order for the Agency to meet its goals and timelines for decreasing the use of greenhouse gases.

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 above services are currently provided via an as-needed professional services contract(CS-167), which is due to expire in 2017. Many of these services are related to solar PV projects, however, some services will be new, as they will be connected to technological advances in energy and renewable technology fields, such as in the areas of wind, ocean, and geothermal or other renewable energy sources.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The services are required on an intermittent basis and require specialized expertise of renewable energy projects, specialized chemical or instrumental and control engineering services, and specialized renewable energy industry knowledge and skills.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Detailed technical knowledge in the areas of renewable and advanced energy generation and storage technologies; planning and design of renewable energy facilities; comprehensive expertise in environmental permitting/approval requirements; financial analysis and evaluation of possible financial incentives (e.g., tax advantages, subsidies, etc.); and equipment installation and calibration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5218, Structural Engineer; 5219, Senior Structural Engineer; 5278, Planner 2; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The field of renewable energy is very specialized, but we have contacted other City departments to determine if there is existing City staff who could perform some of these tasks. The City has limited staff with the specific skillsets required, however none are free to meet our intermittent and short-term project and scheduling demands.

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

- A. Explain why civil service classes are not applicable.
- The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but these classes are not specific to specialized solar and other renewable expertise necessary to provide the services required. For example, SFPUC electrical engineers do not have design experience in solar photovoltaic system design, nor do they have project development experience with these systems. Classes 5278, 5298 and 5299 are considered generalists who can work in support of the SF Planning Dept. For this PSC, the SFPUC is seeking specialized expertise on a very limited, as-needed basis, rather than on a consistent full-time basis. SFPUC-Power continually evaluates its workforce capacity and employment demands and has added additional staff over the past several years. SFPUC-Power will continue to its efforts to be inclusive of City staff wherever possible, including continued on-the-job training and development, lunch and learn, and side-by-side work opportunities with industry leading experts and consultants.
- 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 as there is no one job classification that can perform all the specialized services, particularly given the rapid technological changes and developments in the renewable energy sector. Also, the limited services identified in this PSC are only required on an intermittent, short-term basis, which, at this point, are not equivalent to a full time

equivalent(FTE) and would not require the creation of one or more new civil service classes.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. 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 to familiarize City employees with the most current renewable energy generation technologies. Areas covered will include roof assessment/structural analysis; interconnection requirements (for connecting distributed generation projects to the electrical grid); electrical evaluation; commissioning/troubleshooting and failure analysis; and updates on the latest developments in renewable energy technology. The number and length of these sessions are dependent upon the technologies used and the facilities constructed during the length of the contract. SFPUC-Power Enterprise currently funds the construction of the renewable energy projects in cooperation with other City departments (e.g. – San Francisco International Airport, MUNI, San Francisco Unified School District, etc.). As part of the identified services, the contractor will assist City engineering staff in developing renewable energy project design and construction specifications, RFP documentation, technology evaluations and other related services, thereby providing “hands on” training of City employees. Likely staff to be trained would include Utility Specialists (5602), Utility Analysts (5601), Engineers (5241), Engineering Associates (5364) and Assistant Engineers (5203).
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 06/09/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng. Local 21; Professional & Tech Engrs. Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS

FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46786 - 15/16

DHR Analysis/Recommendation:

action date: 08/15/2016

Commission Approval Required

Other

08/15/2016 DHR Approved for 08/15/2016

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4026-09/10)

Request:

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

Type of Service: Consulting services to analyze and develop retail concessions, operations and airport projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 09/01/09 - 08/31/14 (5 years)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 06/25/14-02/28/17 (2 years 26 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 03/01/17-06/30/21 (4 years 17 weeks)

PSC Cumulative Amount Proposed: \$2,250,000 PSC Cumulative Duration Proposed: 11 years 43 weeks

1. Description of Work

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

Airport consulting services for: concession development; evaluation of Airport's aesthetic design and analysis of options for hotel development on Airport property retail master programming.

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

Third-party expertise is required to prepare presentations to attract a greater variety of airlines and concessions to increase the level of passenger service. This includes retail, food and beverage, services, airline and cargo. Consultant will assist with obtaining new revenue-generating international flights. Refer to attached document.

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

Services have been provided in the past through earlier PSC request. See 4026-09/10

D. Will the contract(s) be renewed?

Yes, if services are still required.

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 contracts are for a 5 year term and this was to ensure program consistency.

2. Reason(s) for the Request

A. Display all that apply

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

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

The work to analyze and develop retail concessions, operations and airport projects is on an as-needed, intermittent or periodic basis. The work may also require independent third-parties performing audits on airport operations.

B. Reason for the request for modification:

Extend term to continue services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in retail master programming in large hub airports, developing hotels on airport property, and other airport trends.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 9206, Airport Property Specialist 1; 9255, Airport Economic Planner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Existing civil service classifications (1823, 9206, and 9255) will be working with the consultants; however, the work is on an as-needed, intermittent or periodic basis. The work also requires in-depth industry knowledge and the Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform independent third-party audits on Airport operations.
- 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: The work to analyze and develop retail concessions, operations and airport projects is on an as-needed, intermittent or periodic basis. The work may also require independent third-parties performing audits on airport operations.

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 provided as the work is on an as-needed, intermittent, or periodic basis. The may require an independent third-party audit of Airport operations.

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.
AC Resolution 09-0013

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

7. **Union Notification:** On 08/01/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-09/10

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 09/18/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

Andrew Kukis (AIR)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Tuesday, August 01, 2017 11:08 AM
To: Andrew Kukis (AIR); Yen Pang (AIR)
Subject: FW: Receipt of Modification Request to PSC # 4026-09/10 - MODIFICATIONS

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Tuesday, August 01, 2017 9:46 AM
To: Cynthia Avakian (AIR); kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4026-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period March 1, 2017 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/3495>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4026-09/10)

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

Type of Service: Consulting services to analyze and develop retail concessions, operations and airport projects

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 09/01/09 - 08/31/14 (5 years)

PSC Mod#1 Amount: \$750,000

PSC Mod#1 Duration: 06/25/14-02/28/17 (2 years 26 weeks)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$2,250,000

PSC Cumulative Duration Proposed: 7 years 26 weeks

1. Description of Work

A. Scope of Work:

Airport consulting services for: concession development; evaluation of Airport's aesthetic design and analysis of options for hotel development on Airport property retail master programming.

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

Third-party expertise is required to prepare presentations to attract a greater variety of airlines and concessions to increase the level of passenger service. This includes retail, food and beverage, services, airline and cargo. Consultant will assist with obtaining new revenue-generating international flights. Refer to attached document.

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

Yes, under PSC 4026-09/10

D. Will the contract(s) be renewed? Yes, if services are still required.

2. Union Notification: On 06/25/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 07/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in retail master programming in large hub airports, developing hotels on airport property, and other airport trends.

B. Which, if any, civil service class(es) normally perform(s) this work?
1823,9206,9255,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications (1823, 9206, and 9255) will be working with the consultants; however, the work requires in-depth industry knowledge and access to specialized data related to airports, airport hotels, and airport concessions. The Airport does not have access to the data needed, and Airport staff does not possess the level of industry knowledge for the major projects envisioned under this scope. Consultants may also be asked to perform operations audits that must be completed by a third-party.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? AC Resolution 09-0013	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Leighfisher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/25/14 BY:

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

Address: P.O. Box 8097 San Francisco, CA 94128

F. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on Tape Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: sof@sfgov.org, or on the City's website at www.sfbos.org/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

Materials Distributed to Commissioners After Distribution of Agenda Packet

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 17, 2009
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

President Morgan R. Gorrone
 Vice President E. Dennis Normandy
 Commissioner Joy Y. Boatwright
 Commissioner Donald A. Casper
 Commissioner Mary Y. Jung

(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

(3) APPROVAL OF MINUTES – Action Item

Regular Meeting of August 3, 2009

Recommendation: Approve.

(4) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(5) Review of request for approval of proposed personal services contracts.
(File No. 0267-09-8) – Action Item

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4025-09/10	Airport Commission	\$3,500,000	Will provide consulting services to analyze and develop bond feasibility studies, financial and capital planning, air traffic forecasting, rates and charges modeling, and related airport projects.	Regular	08/31/14
4026-09/10	Airport Commission	\$1,500,000	Will provide consulting services for concession development; evaluation of Airport's aesthetic design; analysis of options for hotel development on Airport property retail master programming.	Regular	08/31/14
4027-09/10	Building Inspection	\$181,620	Will install, configure, test, and train DBI staff on operating and maintaining a new proprietary Interactive Voice Response (IVR) system that will allow customers to schedule and cancel inspections along with obtaining inspection results.	Regular	10/31/14
4028-09/10	GSA-Fleet Management	\$500,000	Will provide car-sharing services to supplement City's vehicle fleet to make additional vehicles available during peak demands for City employees to use on official City business.	Regular	08/23/12
4029-09/10	Public Health	Increase Amount \$21,000 New Amount \$70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	Modification	06/30/10
4055-05/06	Public Utilities Commission	Increase Amount \$3,900,000 New Amount \$15,900,000	Will consist of engineering and design services for a 3,000 ft. 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.	Modification	06/30/14
4004-07/08	Public Utilities Commission	Increase Amount \$18,300,000 New Amount \$63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Modification	09/30/14
4041-08/09	Department of Technology	Increase Amount \$0 New Amount \$3,188,966	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	Modification	08/31/10

4019-08/09	GSA-Animal Care & Control	Increase Amount \$74,000 New Amount \$158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	Modi- fication	06/30/10
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**Recommendation of
the Human Resources
Director:**

**Adopt the Human Resources Director's report. Notify the offices of the
Controller and the Office of Contract Administration.**

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (File No. 0350-06-6) - Action Item**

July 6, 2009: Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi.

August 3, 2009: Postpone to the meeting of August 17, 2009 at the request of the Municipal Transportation Agency.

Recommendation: Off calendar.

- (7) **Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (File No. 0268-09-1) - Action Item**

**Recommendation of the
Director of Transportation:** Adopt the report.

- (8) **Municipal Transportation Agency's Report on Provisional Appointments. (File No. 0269-09-1) - Action Item**

**Recommendation of the
Director of Transportation:** Adopt the report.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (9) **Request to extend the Eligible List for Class 8214 Parking Control Officer Eligible List ID# 52868. (File No. 0270-09-1) - Action Item**

**Recommendation of the
Director of Transportation:** Approve the request to extend the duration of the Class 8214 Parking Control Officer eligible list (List ID# 52868) for twelve (12) months to September 21, 2010. Per CSC Rule 412.3 Extension of Eligibility, notify the remaining eligibles on the list (List ID# 52868) of the extension and the change in the expiration of their eligibility.

- (10) **Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) - Action Item**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

Note: Commissioners Morgan Gorrone and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

**Recommendation of the
Human Resources Director:** Adopt the report; Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

- (11) **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (File No. 0594-06-6) - Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep.

POTENTIAL CLOSED SESSION

Note: This item is being noticed as a potential closed session to preserve the Commission's option to go into closed session during the hearing of the item if for reasons of privacy it is appropriate to do so. Noticing this item as a potential closed session does not necessarily mean the Commission will go into closed session during its hearing of the item.

A. Vote on whether to hold closed session pursuant to San Francisco Administrative Code 67.10 (b), and federal and state laws governing medical privacy, including but not limited to Article I, Section 1, California Constitution (Action Item)

B. Reconvene in open session
 1) Vote to elect whether to disclose any or all discussions held in closed session (San Francisco Administrative Code Section 67.12 (a)) (Action Item)
 2) Disclosure of action taken in closed session.

- (12) **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (File No. 0037-07-6) - Action Item**

Recommendation of the Human Resources Director: Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Douglas Yep.

SEPARATIONS AGENDA

SPECIAL ATTENTION - APPELLANTS APPEARING ON THE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

- (13) **Determination of future employability: permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (File No. 0065-09-7) - Action Item**

June 15, 2009: No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)

July 6, 2009: Continue to the meeting of August 17, 2009 pending the resolution of arbitration.

Recommendation of the Human Resources Director: No future employment with the San Francisco Public Library.

- (14) **Determination of future employability: permanent civil service appointment of David Chan, Assistant Electronic Maintenance Technician (Job Code 7340), with the Municipal Transportation Agency. (File No. 0727-07-7) - Action Item**

Recommendation of the Director of Transportation: Cancel any current examination and eligibility status; No future employment with the City and County of San Francisco.

- (15) **REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

- (16) **COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

- (17) **ADJOURNMENT**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 44422 13/14)

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 01/01/14 - 01/31/19 (5 years 4 weeks)

PSC Mod#1 Amount: \$5,000,000

PSC Mod#1 Duration: 02/01/19-12/31/20 (1 year 47 weeks)

PSC Mod#2 Amount: \$4,000,000

PSC Mod#2 Duration: 06/06/16-06/30/22 (1 year 25 weeks)

PSC Mod#3 Amount: \$10,000,000

PSC Mod#3 Duration: 09/18/17-06/30/23 (1 year)

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

PSC Cumulative Duration Proposed: 9 years 25 weeks

1. Description of Work

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

Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.

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

Along with the aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities to improve operational efficiency, safety, and meet forecast demand. Facilities improvement and maintenance tasks are required to maintain terminal and office building interiors, industrial waste and drainage pump stations, fire and police stations, power distribution, underground infrastructure, heat ventilation and air-conditioning systems. Denial will cause projects delays, which will affect customer service, and result in lost revenues.

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, under PSC 44422-13/14

D. Will the contract(s) be renewed?

Yes, if there is a continued need for such services at SFO.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
Duration is greater than five years to accommodate additional as-needed contracts for the same services, which will have a five year term.

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

This is for as-needed work with specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.

- B. Reason for the request for modification:

Money and duration being added for the same as-needed services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering firms with specialized experience in airport projects including, but not limited to specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

Not Applicable

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

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

The existing classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioned at the Airport.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these as-needed projects do not justify permanent staffing.

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 contemplated at this time.
- 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.
The results of the process are not known at this time.

7. Union Notification: On 07/24/17, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

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

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44422 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

From: Cynthia Avakian (AIR)
To: Yen Pang (AIR)
Subject: FW: Receipt of Modification Request to PSC # 44422 13/14 - MODIFICATIONS
Date: Monday, July 24, 2017 4:07:51 PM

FYI

Thanks,

Cynthia
Tel 650-821-2014

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of
cynthia.avakian@flysfso.com
Sent: Monday, July 24, 2017 3:00 PM
To: Cynthia Avakian (AIR); eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44422 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$10,000,000 for services for the period September 18, 2017 – June 30, 2023. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4107>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 44422 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Architectural and Engineering Support ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 01/01/14 - 01/31/19 (5 years 4 weeks)PSC Mod#1 Amount: \$5,000,000PSC Mod#1 Duration: 02/01/19-12/31/20 (1 year 47 weeks)PSC Mod#2 Amount: \$4,000,000PSC Mod#2 Duration: 06/06/16-06/30/22 (1 year 25 weeks)PSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 8 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.

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

Along with the aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities to improve operational efficiency, safety, and meet forecast demand. Facilities improvement and maintenance tasks are required to maintain terminal and office building interiors, industrial waste and drainage pump stations, fire and police stations, power distribution, underground infrastructure, heat ventilation and air-conditioning systems. Denial will cause projects delays, which will affect customer service, and result in lost revenues.

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, under PSC 44422-13/14

D. Will the contract(s) be renewed?

Yes, if there is a continued need for such services at SFO.

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

Duration is greater than five years to accommodate additional as-needed contracts for the same services, which will have a five year term.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:
no response from department

B. Reason for the request for modification:

Money and duration being added for the same as-needed services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural and engineering firms with specialized experience in airport projects including, but not limited to specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5364, Engineering Associate 1;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The existing classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioned at the Airport.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these as-needed projects do not justify permanent staffing.

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

7. **Union Notification:** On 05/19/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44422 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/31/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 44422 13/14)

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

Type of Service: As-Needed Architectural and Engineering Support Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000

PSC Mod#1 Amount: \$5,000,000

PSC Mod#2 Amount:

PSC Cumulative Amount Proposed: \$8,000,000

PSC Original Approved Duration: 01/01/14 - 01/31/19 (5 years 4. we

PSC Mod#1 Duration: 02/01/19-12/31/20 (1 year 47 weeks)

PSC Mod#2 Duration:

PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

A. Scope of Work:

Contractor will provide architectural and engineering support services for facilities improvements at San Francisco International Airport (SFO), including but not limited to maintenance tasks in the schematic, design, development, and construction support phases. Contractor will be required to work on time sensitive tasks initiated through the Design, Construction and Technology Division's Help Requests as approved by the Airport Deputy Director. A Contractor with airport expertise is needed to ensure proper and timely development and implementation of tasks.

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

Along with the aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities to improve operational efficiency, safety, and meet forecast demand. Facilities improvement and maintenance tasks are required to maintain terminal and office building interiors, industrial waste and drainage pump stations, fire and police stations, power distribution, underground infrastructure, heat ventilation and air-conditioning systems. Denial will cause projects delays, which will affect customer service, and result in lost revenues.

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.

44422-13/14

D. Will the contract(s) be renewed? Yes, if there is a continued need for such services at SFO.

2. Union Notification: On 10/23/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44422 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 12/01/2014

12/01/2014

Approved by Civil Service Commission

12/01/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Architectural and engineering firms with specialized experience in airport projects including, but not limited to specific expertise in airport development, design and remodel, utilities engineering, drainage and industrial waste pump stations, related structural engineering, security access and monitoring, fire protection, fire alarm, telecommunications, and system integration.

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

5201,5203,5207,5211,5218,5241,5260,5261,5265,5266,5268,5364,

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

To be determined based on the nature of the task.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing classifications do not have the required expertise and specialized skills related to the field of airport facilities improvements. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioned at the Airport.

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

No, these as-needed projects do not justify permanent staffing.

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

YES NO

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?
No training is contemplated at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? The results of the process are not known at this time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 10/23/14 BY:

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

Address: P.O. Box 8097 San Francisco, CA 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 30003 - 16/17)

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

Type of Service: Professional Consulting-Legacy Business Program

Funding Source: General Fund

PSC Original Approved Amount: \$75,000

PSC Original Approved Duration: 01/01/17 - 06/30/21 (4 years 25 weeks)

PSC Mod#1 Amount: \$225,000

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$300,000

PSC Cumulative Duration Proposed: 4 years 25 weeks

1. Description of Work

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

The work consists of check printing services for the Legacy Business Program that will enable the secure and accurate printing and delivery of checks to grantees. Grantees shall include businesses on the Legacy Business Registry (<http://sfosb.org/legacy-business/registry>) or their landlords who are receiving Business Assistance Grants, Rent Stabilization Grants and other grants through grant programs organized by the Office of Small Business

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

Circumstances in which check printing services would be required include, but are not limited to, instances in which grantees are unable to get established as official vendors with the City and County of San Francisco in a timely manner, or unforeseen events such as hardware failure, software failure, power failure or natural disaster. If this service is denied, the Legacy Business Program would not be able to provide grants to Legacy Businesses or their landlords for those grantees that cannot get established as vendors with the City. This would be in violation of San Francisco Administrative Code 2A.242 and 2A.243, which was established by Proposition J in November 2015. In addition, denial of service would make it more difficult to pay grantees in the event of hardware failure, software failure, power failure or natural disaster.

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 30003 - 16/17

D. Will the contract(s) be renewed?

Unknown at this time

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

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

As noted in previous sections, it's anticipated that this contractor would be engaged to expedite payments while the department works through the process of moving grantees for this new program through the existing City vendor process. It's anticipated that the department will be able to significantly reduce the requests made of the vendor.

B. Reason for the request for modification:

Increase in amount

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A contractor must have experience with small business financing and check printing services. They must be able to print checks at, and deliver checks from, a third-party contractor-run facility and provide a monthly report and reconciliation. The contractor must be able to print checks from a non-San Francisco location in the case of natural disaster.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0933, Manager V;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.
This project is short term and very limited in scope.

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. Again, this project is very limited in scope and should be a short term.

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 additional training is expected or required. The department currently determines eligibility for the program and will continue to do so; the services that the contractor will provide are administrative in nature
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/16/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30003 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Damalas, Kristine (ECN)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Wednesday, August 16, 2017 2:15 PM
To: Damalas, Kristine (ECN); camaguey@sfmea.com (contact); staff@sfmea.com; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 30003 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$225,000 for services for the period November 1, 2017 – June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/9973>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional Consulting-Legacy Business ProgramFunding Source: General FundPSC Duration: 4 years 25 weeksPSC Amount: \$75,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The work consists of check printing services for the Legacy Business Program that will enable the secure and accurate printing and delivery of checks to grantees. Grantees shall include businesses on the Legacy Business Registry (<http://sfosb.org/legacy-business/registry>) or their landlords who are receiving Business Assistance Grants, Rent Stabilization Grants and other grants through grant programs organized by the Office of Small Business

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

Circumstances in which check printing services would be required include, but are not limited to, instances in which grantees are unable to get established as official vendors with the City and County of San Francisco in a timely manner, or unforeseen events such as hardware failure, software failure, power failure or natural disaster. If this service is denied, the Legacy Business Program would not be able to provide grants to Legacy Businesses or their landlords for those grantees that cannot get established as vendors with the City. This would be in violation of San Francisco Administrative Code 2A.242 and 2A.243, which was established by Proposition J in November 2015. In addition, denial of service would make it more difficult to pay grantees in the event of hardware failure, software failure, power failure or natural disaster.

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. The Legacy Business Program is a new program of the City.

D. Will the contract(s) be renewed?

Unknown at this time

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

As noted in previous sections, it's anticipated that this contractor would be engaged to expedite payments while the department works through the process of moving grantees for this new program through the existing City vendor process. It's anticipated that the department will be able to significantly reduce the requests made of the vendor.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: A contractor must have experience with small business financing and check printing services. They must be able to print checks at, and deliver checks from, a third-party contractor-run facility and provide a monthly report and reconciliation. The contractor must be able to print checks from a non-San Francisco location in the case of natural disaster.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The department will work within the existing processes with the Tax and Treasurer's Office, the Controller's office, and the Contract Monitoring Division (CMD) of the General Services Agency to get as many new legacy business program grantees through the City vendor process to minimize reliance on the contractor as much as possible.

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

- A. Explain why civil service classes are not applicable.
This project is short term and very limited in scope.
- 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. Again, this project is very limited in scope and should be a short term.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Training the department for this time of interim work is outside the scope of the intended work. As noted above and below, the department intends to transition as many recipients to vendors as possible to lessen the dependence on a contractor to offer these interim services.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

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

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

7. **Union Notification:** On 11/22/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association

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

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 30003 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/05/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES

Dept. Code: HRD

Type of Request: Initial Modification of an existing PSC (PSC # 4063-13/14)

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

Type of Service: Workers' Compensation Bill Review, Utilization Review and Medical Case Management Services

Funding Source: General and Special Funds

PSC Original Approved Amount: \$4,000,000

PSC Original Approved Duration: 05/01/14 - 04/30/18 (4 years)

PSC Mod#1 Amount: \$3,500,000

PSC Mod#1 Duration: 05/01/18-06/30/21 (3 years 8 weeks)

PSC Cumulative Amount Proposed: \$7,500,000

PSC Cumulative Duration Proposed: 7 years 8 weeks

1. Description of Work

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

Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco self-insured Workers' Compensation program.

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

Medical bill review and utilization review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill and medical review costs and reduce liability.

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.
4063-13/14

D. Will the contract(s) be renewed?

Subject to RFP evaluation and selection process.

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 modification will allow the contract to continue until 2019 with two-one year options to extend the agreement.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Medical bill review are highly specialized. The City and County of San Francisco prefers a third party administrator to perform the services.

B. Reason for the request for modification:

DHR issued RFP#DHR2016-05 and awarded a contract. This modification will allow the contract to continue until 2019 with two-one year options to extend the agreement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: At least two (2) years of experience each in Workers' Compensation medical bill review/repricing and utilization review the State of California; capacity to handle at least 5,000 utilization review request and 100, 000 bill review request per year; license as required by the State of California; proof of URAC (formerly known as the Utilization Review Accreditation Commission) accreditation for Workers' Compensation Utilization Management.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2322, Nurse Manager; 8141, Worker's Compensation Adjuster; 8165, Worker's Comp Supervisor 1;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide proprietary software to gather data, evaluate and analyze medical trends.

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.

Medical bill review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill review costs and reduce liability. See more on the attachment.

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, implementation of these services in-house would require extensive planning and analysis. The City does not have the budgetary resources to hire and maintain staff for medical bill review, the analysis software, or a full-time, dedicated, specialized utilization review physician network. The City does not have the workload to justify full-time position for the utilization review physician specialist, but has a need for on-call physician.

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.
Periodic on-site training for claims staff, as needed, including but not limited to: how to interface with the Contractor's bill review software, utilization review legal requirements, medical usage, and other programmatic updates/changes. The contractor will evaluate trends and provide recommendations on how to reduce costs.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 06/20/17, the Department notified the following employee organizations of this PSC/RFP request:
Teamsters, Local 856 Supv Nurses; Teamsters, Local 856 Health Workers; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Physicians and Dentists - 8CC; Physicians and Dentists - 11AA;

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

Name: Chanda Ikeda Phone: 415-557-4944 Email: chanda.ikeda@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of chanda.ikedda@sfgov.org
Sent: Tuesday, June 20, 2017 10:09 AM
To: Ikeda, Chanda (HRD); thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; peter.masiak@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) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; jduritz@uapd.com; Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4063-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RESOURCES -- HRD has submitted a modification request for a Personal Services Contract (PSC) for \$3,500,000 for services for the period May 1, 2018

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

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/9309>

Email sent to the following addresses: jduritz@uapd.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfwater.org Ricardo.lopez@sfgov.org peter.masiak@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

Choi, Suzanne (HRD)

From: Choi, Suzanne (HRD)
Sent: Tuesday, June 20, 2017 10:53 AM
To: 'TJenkins@ibt856.org'
Cc: Ikeda, Chanda (HRD); Choi, Suzanne (HRD); Brusaca, Christina
Subject: FW: Receipt of Modification Request to PSC # 4063-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RESOURCES -- HRD has submitted a modification request for a Personal Services Contract (PSC) for \$3,500,000 for services for the period May 1, 2018

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

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

1 -After logging into the system please select link below:

31

1 <http://apps.sfgov.org/dhrdrupal/node/9309>

Email sent to the following addresses: jduritz@uapd.com jtanner940@aol.com dauid.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfwater.org Ricardo.Lopez@sfgov.org peter.masiak@seiu1021.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org TJenkins@ibt856.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES --HRD Dept. Code: HRD

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Workers' Compensation Bill Review, Utilization Review and Medical Case Management Services

Funding Source: General and Special Funds PSC Duration: 4 years
PSC Amount: \$4,000,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 04/30/2018

1. **Description of Work**

A. Scope of Work:

Provide Workers' Compensation medical bill review, utilization review, and medical case management services on a case-by-case basis for the City & County of San Francisco self-insured Workers' Compensation program.

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

Medical bill review and utilization review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill and medical review costs and reduce liability.

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

The current third party administrator was approved on February 2, 2009 under Civil Service Commission contract number 4092-08/09. The City will issue a Request for Proposals to select the appropriate vendor.

D. Will the contract(s) be renewed? Subject to RFP evaluation and selection process.

2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-13/14

DHR Analysis/Recommendation:

02/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 02/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

At least two (2) years of experience each in Workers' Compensation medical bill review/repricing and utilization review the State of California; capacity to handle at least 5,000 utilization review request and 100, 000 bill review request per year; license as required by the State of California; proof of URAC (formerly known as the Utilization Review Accreditation Commission) accreditation for Workers' Compensation Utilization Management.

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

8141,8165,2322,2230,2232,

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

Yes, the contractor will provide proprietary software to gather data, evaluate and analyze medical trends.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Medical bill review is highly specialized and there are penalties for non-compliance. The City and County of San Francisco prefers a third party administrator to perform the services to minimize exposure for independent bill review costs and reduce liability. See more on the attachment.

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

No, implementation of these services in-house would require extensive planning and analysis. The City does not have the budgetary resources to hire and maintain staff for medical bill review, the analysis software, or a full-time, dedicated, specialized utilization review physician network. The City does not have the workload to

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Periodic on-site training for claims staff, as needed, including but not limited	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

ON _____ BY:

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 44181 - 15/16)

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

Type of Service: As-needed / Temporary Medical Record Coding Services

Funding Source: General Funds

PSC Original Approved Amount: \$1,000,000

PSC Original Approved Duration: 03/20/16 - 06/30/19 (3 years 14 weeks)

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

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$2,500,000

PSC Cumulative Duration Proposed: 3 years 14 weeks

1. Description of Work

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

The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System (ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Department's Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this

trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.

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 44181 - 15/16

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

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

Explain the qualifying circumstances:

Due to the nationwide switch to the ICD-10 medical record coding standard, and because of the recent loss of three medical records coders, the Department has experienced an unanticipated shortage of staff who can code medical records.

B. Reason for the request for modification:

The Department needs additional funds for ICD-10 coding support services. Without additional funds and medical coding support services, the Department's un-coded Accounts Receivable will balloon up to \$200 million again. This service is necessary to provide temporary relief until the 6 vacancies are filled. The Department is continuously making every effort to hire internal coders. The job listings were posted, examinations were conducted, and an eligible list was established. The Department is planning on conducting interviews soon, and anticipates the use of external coders to taper off as the Department onboard and train new staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expert knowledge of coding requirements in a complex acute care hospital; American Health Information Management Association (AHIMA) accredited coding certification; Certified Coding Specialist (CCS), Certified Coding Specialist-Physician (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA); three years of relevant coding and abstracting experience, or equivalent combination of education and experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 2112, Medical Records Technician;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are applicable; the Department is in the process of recruiting to fill and utilize civil service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: A new civil service class is not applicable. This request is for temporary staffing to supplement the existing staff while the Department aggressively recruits for civil service positions.

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.

The primary function of the contractor will be to provide supplement staffing for medical record coding. The Department has and will continue to provide training to staff.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 06/13/17, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous;

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

Name: 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# 44181 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/18/2017

Receipt of Union Notification(s)

Lee, Arlene (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Tuesday, June 13, 2017 10:09 AM
To: Hale, Jacquie (DPH); peter.masiak@seiu1021.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; Lee, Arlene (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44181 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period September 1, 2017 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhr Drupal/node/9212>

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

Additional Attachment(s)



Edwin M. Lee
Mayor

Date: April 21, 2017

To: Members of the Civil Service Commission

From: Valerie Inouye, Chief Financial Officer, ZSFG *V Inouye*

Through: Jacquie Hale, DPH Contracts and Willie Ramirez, DPH Labor Relations

Re: Continuation of PSC #44181-15/16

The Civil Service Commission on April 18, 2016, requested an update before continuing the approval of PSC # 44181-15/16 for contracting out coding and abstracting of accounts. This work is normally performed by Class 2112 Medical Record Technician.

Currently, Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH) have a total of 27 full-time PCS Class 2112 Medical Record Technicians performing coding and abstracting, 18 at ZSFG and 9 at LHH.

Hiring Activity

- Since April 2016, the Department has hired 5 full-time staff, 3 at ZSFG and 2 at LHH.
- Since April 2016, there were 2 retirements and 3 resignations.
- The Department currently has 9 full-time PCS Class 2112 vacancies: 7 at ZSFG and 2 at LHH. The Department is finalizing an eligible list where there were 97 applicants and the Department expects to hire the 9 vacancies, in the latter part of May 2017.

Although the use of contract workers performing this service has declined from 13 external coders to 4, the Department is requesting continuation of the contract for the additional two-year period due to the following:

- Continuation of services while the PCS positions are filled and anticipated turnover as these services are essential for revenue stream.
- Due to the complexity of ICD-10 and the newness of the regulations, PCS staff continue to receive extensive training in coding.
- This past year the accounts receivables (A/R) upward trend continued to increase from \$82 million to \$171 million. Having the external coding support has proven to be a business necessity to catch up with the backlog.
- As a Trauma One Center, ZSFG, is required to maintain backup staffing support in the event of a catastrophic event in which clinical or financial systems might be compromised requiring external support in coding capabilities.
- Lastly, when census peaks, the Department is able to fill the gap on a contingency basis with the use of the PSC.

The Department respectfully request approval of PSC #44181-15/16. Further, as recently as April 7, 2017, the Department provided an update to SEIU 1021 Miscellaneous regarding the need to continue this PSC.

cc: DHR
Daniel Becker, SEIU Local 1021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-needed / Temporary Medical Record Coding ServicesFunding Source: General FundsPSC Duration: 3 years 14 weeksPSC Amount: \$1,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will perform coding and abstracting of inpatient accounts using International Classification of Diseases, Tenth Revision-Clinical Modification (ICD-10-CM) and International Classification of Diseases, Tenth Revision-Procedure Coding System ICD-10-PCS) classification systems and Diagnosis-Related Group (DRG) expertise; assign codes for diagnoses, treatments, and procedures according to the appropriate classification system for complex inpatient encounters; follow Center for Medicare and Medicaid Services (CMS)/American Health Information Management Association (AHIMA) coding guidelines; review provider documentation to determine principal diagnosis, comorbidities and complications, secondary conditions and surgical procedures; ensure accurate coding by clarifying diagnosis and procedural information through a query process; assign Present On Admission (POA) values for inpatient diagnoses; abstract required information from source documentation and enter into encoder and abstracting system; identify non-payment conditions Hospital Acquired Conditions (HAC) and, when required, review documentation to verify and, as necessary, correct the patient disposition upon discharge.

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

An ICD-10 coding support service is necessary to provide temporary relief until vacancies are filled and to provide coding coverage for staff to participate in biweekly and quarterly education to improve coding practices due to the complexity of ICD-10. On October 1, 2015, the nation's healthcare sector converted to ICD-10 coding classifications. Despite adding six additional provisional coding positions with extensive training, the Department finds a sustained 40% to 60% loss in coder productivity resulting from changing to the ICD-10 standard. In November and December of 2015, the Departments Accounts Receivables (A/R) increased from \$40 million to \$82 million due to lost productivity and vacancies. The switch to ICD-10 has created a strong demand for coders. All three employees who have recently left City employment received multiple offers for employment, sign-on bonuses, and work-from-home options. If this service is denied, A/R will continue to increase by \$21 million per month, causing cash dollar erosion at a rate of 10% to 40% as A/R days increase, while compounding operational expenses with coding and judiciary denial management processes. If this trend persists, by May 2016 Department senior leadership will need to re-evaluate service line shut down options in order to maintain financial stewardship balance.

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.

Currently these services are provided by civil service staff. Approximately 12 years ago, the Department used a supplemental coding firm to respond to a similar unanticipated backlog of medical records coding.

D. Will the contract(s) be renewed?

Only if there is a continued need.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Due to the nationwide switch to the ICD-10 medical record coding standard, and because of the recent lost of three medical records coders, the Department has experienced an unanticipated shortage of staff who can code medical records.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expert knowledge of coding requirements in a complex acute care hospital; American Health Information Management Association (AHIMA) accredited coding certification; Certified Coding Specialist (CCS), Certified Coding Specialist-Physician (CCS-P), Registered Health Information Technician (RHIT), or Registered Health Information Administrator (RHIA); three years of relevant coding and abstracting experience, or equivalent combination of education and experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 2112, Medical Records Technician;

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?

DPH Human Resources is in the process of identifying candidates to take the 2112 civil service examination for the vacancies. Recruiting seasoned coders will be a challenge under the current market demands. Even with experienced coders, our case complexity creates a 6 months-1 year learning curve to meet performance standards. The most likely candidates applying for the permanent 2112 positions will be the current temporary provisional coders, resulting in zero gain. There will then need to be a recruitment for the provisional vacancies. The Department's past experience to hire coders has been challenging. Market pool competition is high, as firms/hospitals have increased resources to aggressively retain and recruit coders. All of the Department's six provisional hires were recent graduates whom the Department has trained extensively, and continues to do so. Furthermore, the Department's existing staff receive daily offers for employment elsewhere.

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 applicable; the Department is in the process of recruiting to fill and utilize civil service positions.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. A new civil service class is not applicable. This request is for temporary staffing to supplement the existing staff while the Department aggressively recruits for civil service positions.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The primary function of the contractor will be to provide supplement staffing for medical record coding. The Department has and will continue to provide training to 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 01/19/2016, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous

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

Name: 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# 44181 - 15/16

DHR Analysis/Recommendation:

action date: 04/18/2016

Commission Approval Required

Approved by Civil Service Commission with conditions

04/18/2016 DHR Approved for 04/18/2016