

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Comprehensive Technical Services, Renewable & Advanced Energy Generation Systems (PRO.0046)Funding Source: Project FundedPSC Duration: 4 years 47 weeksPSC 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 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 contract? If so, please explain what that will entail; if not, explain why not.

Yes. The SFPUC is committed to utilizing in-house resources to perform the required services where possible, and have knowledge transfer between the consultants who have these specialized skills/expertise and City staff. The consultant will provide short seminars/workshops and/or training sessions 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:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 08/15/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Sanchez, Daniel; DHR-PSCCoordinator.DHR](mailto:Jackson_Shamica; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Sanchez_Daniel; DHR-PSCCoordinator.DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46786 - 15/16
Date: Thursday, June 09, 2016 10:45:47 AM

RECEIPT for Union Notification for PSC 46786 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46786 - 15/16 for \$8,000,000 for Initial Request services for the period 11/10/2016 -- 10/09/2021. 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/dhrrupal/node/7480> For union notification, please see the

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

From: [Kyger, Todd](#)
To: [Jackson, Shamica](#)
Subject: FW: PRO.0046 PSC 8-11-16.docx
Date: Wednesday, August 24, 2016 10:19:17 AM

Todd Kyger

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

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Thursday, August 11, 2016 5:30 PM
To: Kyger, Todd
Cc: Smith, Randall
Subject: Re: PRO.0046 PSC 8-11-16.docx

This looks okay, the union has no objection with this PSC moving forward.

Sent from my iPhone

On Aug 11, 2016, at 1:11 PM, Kyger, Todd <TKyger@sfwater.org> wrote:

Hi Paul,

Please find Randall's PSC with his and my edits attached. Once approved, Randall will resubmit the PSC to Shamica for Civil Service. If you could provide confirmation by Monday, we will be able to make the cut-off for the next meeting in September.

Thank you,

Todd

<PRO.0046 PSC 8-11-16.docx>

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4062-11/12)

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

Type of Service: Comprehensive Technical Services For Renewable & Advanced Generation Systems (CS-167)

Funding Source: Sustainable Energy Account Power

PSC Original Approved Amount: \$9,000,000 PSC Original Approved Duration: 01/01/12 - 01/01/17 (5 years 2 da)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 01/02/17-09/29/17 (38 weeks 4 days)

PSC Mod#2 Amount: PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$10,000,000 PSC Cumulative Duration Proposed: 5 years 38 weeks

1. Description of Work

A. Scope of Work:

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. City staff does not have the specialized renewable energy industry knowledge or skills necessary to provide these services. Failure to provide these services will cause the San Francisco Public Utilities Commission(SFPUC) to fall behind i in the reduction of fossil-fuel use and meeting the goals for decreasing greenhouse gases.

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.

This service is currently being provided via PSC/No. 4062-07/08 (CS-167).

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

2. Union Notification: On 06/30/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/09/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Detailed knowledge of renewable and advanced energy generation and storage technologies; renewable energy facility planning and design; equipment calibration and installation; financial analysis and evaluation of various incentives (tax advantages, subsidies, etc.); and comprehensive expertise in environmental permitting/approval requirements.

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

5278,5298,5299,5218,5219,5362,5364,5366,

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:

Classes 5278, 5298 and 5299 work in support of the SF Planning Department and do not have the training and expertise necessary, and are considered generalists. The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but do not have the specialized solar and other renewable expertise to provide the services required.

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

No, because the specialized nature of the services and that these services are required on an intermittent basis.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? See Supplemental Attachmen A.	<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? AEPC Group, LLC	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/30/15 BY:

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

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES
Regular Meeting
December 5, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:02 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

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

Steve Zeltzer, United Public Workers for Action stated again the need to have the meetings of the Civil Service Commission televised for public view. He also addressed what, in his opinion is a systemic problem at the Municipal Transportation Agency (MTA) in which action has been taken against employees and they are unable to obtain documents from their personnel file pertaining to their discipline.

Cynthia Carter stated that she has made several attempts over the past year and has not been able to obtain the contents of her personnel file. She has gone to the Ethics Board and has not been successful in obtaining her records.

Douglas Yep commended the Civil Grand Jury for their various reports, especially of the Ethics Commission.

APPROVAL OF MINUTES

Regular Meeting of November 21, 2011

Action: Adopted as amended. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of December 5, 2011

4060-11/12 <i>Withdrawn</i>	Public Utilities Commission	\$500,000	The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.	Regular	12/30/13
4061-11/12.	Public Utilities Commission	\$2,700,000	The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to added requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.	Regular	01/31/16
4062-11/12	Public Utilities Commission	\$9,000,000	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	Regular	01/01/17
4063-11/12	Public Works	\$1,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSI Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	Regular	01/02/16
4064-07/08	Public Health	Increase Amount \$850,000 New Amount \$2,850,000 \	This modification will provide the One-Time installation and on-going support of new system modules funded by a major grant from the Mental Health Services Administration (MHSA) relating to client access to electronic medical records as well as additional application enhancements required to be in compliance with Federal ARRA and HITECH Meaningful Use of Electronic Medical Records Mandates. Professional services are required to assist the Department Behavioral Health IT staff in the implementation of the new technology and to provide staff training and on-going support to assist in the deployment of the new modules to the DPH's 3,000 clinicians and system users. The system will provide an integrated information system that combines the functionality of the billing information system with that of an electronic clinical patient record to optimize efficiency and eliminate redundancy in operations and data entry. Significant application-specific technical functionality is needed to provide interoperability with State and local systems.	Modification	12/31/18

0312-11-8 (continued)

Speakers: Cynthia Avakian, Gloria Louie and Derry Moten, Airport Commission spoke on PSC #4056-11/12.
Galen Leung, Municipal Transportation Agency, Kevin Hughes, IBEW Local 6, Steve Zeltzer, United Public Workers for Action, Virgil Dennis and Jacob Rosenstein, Municipal Transportation Agency spoke on PSC #4058-11/12.

Action: (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission. (Vote of 3 to 0)
(2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
* (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0313-11-1 **Annual Report on anticipated and actual numbers and classifications of "Promotive Only" examinations at the San Francisco Municipal Transportation Agency (SFMTA). (Item No. 9)**

Speakers: None.

Action: Adopted the report. (Vote of 3 to 0)

0317-11-5 **Proposed Amendments to Civil Service Commission Rule Series 018 – Conflict of Interest. (Item No. 10)**

Speakers: None.

Action: Approved to Post for meet and confer. (Vote of 3 to 0)