



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

*Sent Via Electronic Mail*

May 6, 2022

## **NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT 49183 - 21/22  
FROM THE DEPARTMENT OF PUBLIC WORKS .**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 16, 2022, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachment

Cc: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)  
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[teenChee.le@sfdpw.org](mailto:teenChee.le@sfdpw.org)  
[Jason.chin@sfdpw.org](mailto:Jason.chin@sfdpw.org)  
Commission File  
Commissioners' Binder  
Chron



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

## CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of  
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. For Civil Service Commission Meeting of: \_\_\_\_\_
3. Check One:  
Ratification Agenda \_\_\_\_\_  
Consent Agenda \_\_\_\_\_  
Regular Agenda \_\_\_\_\_  
Human Resources Directors Report \_\_\_\_\_
4. Subject: \_\_\_\_\_
5. Recommendation: \_\_\_\_\_
6. Report prepared by: \_\_\_\_\_ Telephone number: \_\_\_\_\_
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:  
  
Human Resources Director: \_\_\_\_\_  
  
Date: \_\_\_\_\_
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer  
Civil Service Commission  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<p><b><u>CSC RECEIPT STAMP</u></b></p>
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**PSC 49183-21/22 NOTIFICATION DISTRIBUTION LIST**

<b>Unions</b>	<a href="mailto:wendywong26@yahoo.com">wendywong26@yahoo.com</a> : <a href="mailto:tmathews@ifpte21.org">tmathews@ifpte21.org</a> ; <a href="mailto:kschumacher@ifpte21.org">kschumacher@ifpte21.org</a> ; <a href="mailto:pkim@ifpte21.org">pkim@ifpte21.org</a> ; <a href="mailto:amakayan@ifpte21.org">amakayan@ifpte21.org</a> ; <a href="mailto:L21PSCReview@ifpte21.org">L21PSCReview@ifpte21.org</a>
<b>DHR</b>	<a href="mailto:dhr-psccordinator@sfgov.org">dhr-psccordinator@sfgov.org</a> ; <a href="mailto:Suzanne.Choi@sfgov.org">Suzanne.Choi@sfgov.org</a> ; <a href="mailto:christina.brusaca@sfgov.org">christina.brusaca@sfgov.org</a>
<b>Public Works</b>	<a href="mailto:Alexander.Burns@sfdpw.org">Alexander.Burns@sfdpw.org</a> ; <a href="mailto:Belle.Macaranas@sfdpw.org">Belle.Macaranas@sfdpw.org</a> ; <a href="mailto:TeenChee.Le@sfdpw.org">TeenChee.Le@sfdpw.org</a> ; <a href="mailto:Jason.Chin@sfdpw.org">Jason.Chin@sfdpw.org</a>



**ATTACHMENT 1**

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Specialized Technical Support for a JOC system for Ch. 6 DeptsFunding Source: Various projects and general fundPSC Duration: 6 years 2 daysPSC Amount: \$9,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.

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

The proposed services are not currently performed by City staff but are necessary to implement and maintain JOC program functions, which improve the City's responsiveness for small construction projects. Denial will result in disruption to these services, which will, in effect, disrupt functionality of any department's JOC program to be covered under this PSC.

**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 by PSC 43023-1617 for the same services. PSC 44551-2021 initially approved for this same scope of work and duration.

**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.**

Initial contract duration is anticipated for 5 years, however, PSC duration exceeds 5 years to account for time needed to advertise and award a contract.

**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).

**ATTACHMENT 1****B. Explain the qualifying circumstances:**

This is a specialized service requiring expertise, resources, research and development of the construction cost catalog (which includes over 10,000 construction tasks), management software, and database. All City departments utilizing this professional service intend to set up an enterprise agreement. This new agreement is expected to be completed by February 2020 which will allow for uninterrupted functioning of each City agency's JOC program.

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

- A. Specify required skills and/or expertise: Consultant must be able to prepare a Unit Price Book containing at least 10,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the various City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant; 5120, Architectural Administrator; 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None, due to the extensive and proprietary nature of information and software provided by the current service provider.

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

- A. Explain why civil service classes are not applicable.  
The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service Classifications has developed such a program. Specialized expertise and extensive research are needed to provide over 10,000 unit prices for construction projects. The program, while adjusted for use by City staff, is also provided to several agencies across the nation.
- 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 this is a specialized service. One civil service class would not cover the breadth of services to be performed.

**6. Additional Information**

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

**ATTACHMENT 1**

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. 20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502/5504/5506 Project Managers, 5211 Senior Engineer/Architect, 5174 Administrative Engineer, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer, 5201 Junior Engineer, 5268 Architect, 5366 Engineering Associate, 5265/5266 Architectural Associates, 1840/1842/1844 Management Assistants, 1820/1822/1824 Administrative Analysts. Training will be on how the JOC task order is developed and used; how to review JOC task order proposals using the JOC software and Unit Price Book; and how to prepare reports and contract documents using the JOC software.

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

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

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

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

**7. Union Notification:** On 12/08/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

Address: 49 South Van Ness Avenue San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49183 - 21/22

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/18/2022

Civil Service Commission Action:

continued - date not entered yet

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

# ATTACHMENT 1

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko@BOS); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [Frigault, Noah \(HRC\)](mailto:Frigault,Noah@HRC); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie@HSA); [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Basconillo, Katherine \(PUC\)](mailto:Basconillo,Katherine@PUC); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, Sin Yee \(HSA\)](mailto:Poon,SinYee@HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Date:** Wednesday, December 08, 2021 4:05:13 PM

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RECEIPT for Union Notification for PSC 49183 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17633> 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

# ATTACHMENT 1

**From:** [Macaranas, Belle \(DPW\)](#)  
**To:** [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Date:** Thursday, February 17, 2022 3:39:00 PM  
**Attachments:** [PSC49183-2122 JOC Implementation Services.pdf](#)  
**Importance:** High

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Hi Timothy,

Local 21 appeared to have not been notified in the system regarding PSC 49183-21/22. Please see attached request for your review. We are hoping to get this scheduled for the March 21 Civil Service Commission, but please let me know if you have any concerns, preferably by February 25, 2022.

Thank you for your time and consideration.

**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of alexander.burns@sfdpw.org  
Sent: Wednesday, December 8, 2021 3:56 PM  
To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

RECEIPT for Union Notification for PSC 49183 - 21/22 more than \$100k

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30

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## ATTACHMENT 1

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<http://apps.sfgov.org/dhrdrupal/node/17633> 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)**



**ATTACHMENT 1**



**SAN FRANCISCO PUBLIC WORKS**  
**Sourcing Event ID 0000005904**

**REQUEST FOR PROPOSAL**  
**CITYWIDE JOB ORDER CONTRACTING**  
**IMPLEMENTATION SERVICES**

This Solicitation can be viewed at SF City Partner Website:  
<https://sfcitypartner.sfgov.org/pages/index.aspx>

RFP Advertised: December 2021  
Preproposal Conference: TBD  
Deadline for Questions:  
Deadline to Submit Proposals: TBD  
Contract Manager: Teenchee Le; [teenchee.le@sfdpw.org](mailto:teenchee.le@sfdpw.org)

## **SECTION 2 – BACKGROUND**

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### **A. City and County of San Francisco**

The City and County of San Francisco (City) has multiple departments with contracting authority for construction work, including San Francisco Public Works (Public Works), San Francisco Public Utilities Commission (SFPUC), San Francisco Municipal Transportation Agency (SFMTA), San Francisco International Airport (SFIA), San Francisco Recreation and Park (SFRPD), and Port of San Francisco (SFPort). With the exception of SFPort, each listed agency utilizes or has utilized a JOC program as an option to contract with construction contractors for public work. Each program has required the services of a JOC consultant service provider to perform some or all of the services described within this RFP.

This RFP sets forth the qualifications needed, describes the submission requirements, establishes the criteria for selection, defines the selection process, and provides a Sample Agreement with City's Proposed Agreement terms. The resulting contract from this RFP will be between the service provider and Public Works, but the service provider will be working with each City department that requires services. All services, fees, and contractual obligations shall apply equally between the service provider and each City department, and each City department will be responsible for paying the service provider directly for fees incurred due to services received.

### **B. Job Order Contracting (JOC) Program**

JOC contracts are competitively bid, indefinite quantity contracts – in which contractors bid an adjustment factor to preset construction unit prices – used to accomplish work needed for small size, multi-trades, minor construction, repair and remodel projects. A JOC contract comprises of a series of individual tasks issued as Contract Service Orders (CSOs) under the Master Agreement. JOC contracts were introduced in 2000 to Public Works as a cost effective and faster response alternative to the traditional design-bid-award contracts for its smaller public works projects for which City staff could not perform work. Public Works and other City agencies who have implemented JOC contracts managed by a JOC Construction Service provider have agreed that this method has proven to be effective in executing these smaller construction jobs.

Each City department's JOC program continues to implement and manage the scope of the JOC program in meeting the needs of clients throughout the City. To date, the past, current, and anticipated JOC contracts include, but are not limited to:

- A-licensed General Engineering Services contracts;
- B-licensed General Building Services contracts;
- C10 Electrical Services contracts;
- Other contracts as determined by each City department

### **C. Job Order Contracting Implementation Services**

The primary role of the service provider will be to assist each City agency, under this agreement with Job Order Contract (JOC) Implementation Services, including program

# ATTACHMENT 1

## Request for Proposals

### Job Order Contracting Implementation Services

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development, procurement support, staff and contractor training, and technical support. The service provider will be called upon to develop and administer multiple customized construction JOC contracts during the term of the Agreement.

Service provider shall provide qualified individuals to assist in the execution of contracts and task orders. The following core services shall be provided at a minimum with additional services upon request.

I. Core Services include:

- Initiation Plan
- Program Development, Implementation and Support
- Trainings and Presentations
- Contract Documents
  - Unit Price Book
  - Technical Specifications
  - Contractual Terms and Conditions and Bid Forms
- JOC Implementation Software
- User Support
- Proposal Development and Review Services
- Real Time Pricing
- Reports
- Department Liaison

II. Additional Services may include:

- Project Development
- Construction Estimating
- Construction Management
- Project Budgeting and Planning

## **SECTION 3 – MINIMUM QUALIFICATIONS**

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The minimum qualifications (“MQ”) set forth below are required for a Proposer to be eligible to submit a proposal in response to the RFP. Each Proposal will be reviewed for initial determination on whether Proposer meets the MQs outlined in this section. **This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process.** The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

### **A. Prime Consultant or Joint Venture Partners Qualifications**

Proposers must provide documentation that clearly demonstrates each Minimum Qualification (MQ) listed below has been met.

<b>MQ #</b>	<b>Description</b>
<b>MQ1</b>	One (1) year proven expertise and experience in creating and/or implementing construction JOC.
<b>MQ2</b>	Experience with no less than one (1) client, similar to City and County of San Francisco, in any major metropolitan area in the United States.
<b>MQ3</b>	Ownership and maintenance of JOC implementation software and a unit price catalog of construction tasks.

### **B. Lead/Key Team Member Qualifications**

Proposers responding to this RFP shall provide documentation to demonstrate that its personnel meet the following minimum qualifications:

<b>MQ #</b>	<b>Description</b>
<b>MQ1</b>	A minimum of one (1) Lead Team Member shall have at least five (5) years proven expertise and extensive experience in implementing construction JOC and providing the full range of services identified in Section 4.B “Services”.

## **SECTION 4 – WRITTEN PROPOSAL AND COST PROPOSAL CRITERIA**

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This section contains the details of the criteria against which Proposers will be evaluated. The Written Proposal shall clearly respond to the categories of qualifications and services as outlined in sections 4.1 and 4.2 below. Separate from the Written Proposal, the Cost Proposal, shall clearly respond to the categories of the fee proposal and fee structure as outlined in section C below. The Proposer eligible for the award of a Contract shall be obligated to honor and execute all work as provided in its Written Proposal and Cost Proposal, including negotiation between the City and Selected Proposer. Responsive Written Proposals and Cost Proposals will be evaluated separately, by an evaluation panel consisting of qualified individuals who have knowledge of construction JOC.

### **4.1 QUALIFICATIONS (10 maximum possible points)**

#### **1. Company Experience (5 points)**

Proposers responding to this RFP shall demonstrate its breadth of experience in construction JOC. This may include:

- a. Years of expertise and experience in creating and implementing construction JOC.
- b. Number and types of clients in company portfolio as it relates to construction JOC.
- c. Execution of services identified in subsection B. “Services” of this section
- d. Organization and structure of company.

Proposer, if pertinent, may identify experience in the following:

- a. California-based clients similar to City and County of San Francisco within the past five (5) years,
- b. Clients who are considered major metropolitan areas in the United States within the past three (3) years,
- c. Agreements with clients who represent multiple agencies, departments or divisions similar to City and County of San Francisco.
- d. Multi-year JOC contracts issued to construction contractors by its clients,
- e. Issuance of construction JOC contracts by clients who have codes and policies similar to those of City and County of San Francisco, such as San Francisco’s Administrative Code Chapter 6.62.
- f. Ability to support clients with the amount of work similar to City and County of San Francisco as projected within this agreement (refer to Section **VI.E** for projection of work).

#### **2. Lead/Key Team Member Experience (5 points)**

Proposers responding to this RFP shall identify personnel who will be involved in the execution of work under a potential agreement. The personnel shall be identified by name and role, and may include, but may not be limited to, the following:

- a. Contract/project/account manager

**ATTACHMENT 1**  
Request for Proposals  
Job Order Contracting Implementation Services

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- b. Construction field work personnel
- c. Construction estimating personnel
- d. Specification writing personnel
- e. Information Technology (IT) software personnel
- f. Accounting personnel
- g. Legal team personnel
- h. Other key team members

Proposer and its personnel shall demonstrate their breadth of experience and ability to perform as much or more of the services outlined in 4.2 “Services” below.

Proposer’s personnel, if pertinent, may also identify experience in the following:

- a. California-based clients similar to City and County of San Francisco within the past five (5) years,
- b. Clients who are considered major metropolitan areas in the United States within the past three (3) years,
- c. Agreements with clients who represent multiple agencies, departments or divisions similar to City and County of San Francisco.
- d. Multi-year JOC contracts issued to construction contractors by its clients,
- e. Issuance of construction JOC contracts by clients who have codes and policies similar to those of City and County of San Francisco, such as San Francisco’s Administrative Code Chapter 6.62.
- f. Ability to support clients with the amount of work similar to City and County of San Francisco as projected within this agreement (refer to Section 6.E for projection of work).

**4.2 SERVICES (55 maximum possible points)**

The successful Proposer for Job Order Contracting Implementation Services will be expected to provide:

**1. Job Order Contracting Implementation Services (20 points)**

The primary role of the service provider will be to assist each City agency, under this agreement with Job Order Contract (JOC) Implementation Services, including program development, procurement support, staff and contractor training, and technical support. The service provider will be called upon to develop and administer multiple customized construction JOC contracts during the term of the Agreement.

Service provider shall provide qualified individuals to assist in the execution of contracts and task orders for the following types of Job Order Construction Contracts:

- a. Multiple A-license General Engineering Services contracts for San Francisco, San Mateo, Alameda, San Joaquin, Stanislaus, and Tuolumne counties.

# ATTACHMENT 1

## Request for Proposals

### Job Order Contracting Implementation Services

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- b. Multiple B-license General Building Services contracts for San Francisco, San Mateo, Alameda, San Joaquin, Stanislaus, and Tuolumne counties.
- c. Multiple specialty-licensed contracts for San Francisco, San Mateo, Alameda, San Joaquin, Stanislaus, and Tuolumne counties.

The following tasks provide general guidance to the service provider as to the anticipated scope of work, which the City reserves the right to modify or delete. The following Core Services shall be included in the Proposer's Proposed Fee (see Section VI.E for projection of work) and shall be available for each City department's JOC program, contracts, and task orders. The following Additional Services shall be included in the Proposer's Proposed Fee (see Section VI.E for projection of Additional Services) and shall be available on an as-needed basis when requested on a task order. Provide a fee for each Additional Services item on a task order basis independent of the Proposer's fee for Core Services. The City reserves the right to utilize all, some, or none of the Additional Services throughout the duration of the agreement.

#### I. CORE SERVICES:

1. **Initiation Plan** – Service provider will be responsible for immediate implementation of services. Service provider shall outline its startup/continuation of services through an Initiation Plan following City's review and approval. The plan shall include details such as schedule, methods, roles of personnel, and other pertinent considerations.
2. **Program Development, Implementation and Support** – Service provider will be responsible for the development, implementation and on-going support of a City-customized JOC program.
3. **Trainings and Presentations** – Service provider shall be responsible for assisting in the promotion and training of the JOC program by informing internal City staff about JOC, training City staff and contractors to use JOC systems and software, assisting with procurement of JOC construction contracts, and participating in outreach efforts when requested.
4. **Contract Documents** – Service provider will be responsible for preparing the JOC documents that will be used by the City to procure the JOC construction contractors including:
  - a) **Unit Price Book** – Service provider must provide a Unit Price Book containing no less than 5,000 individual construction tasks along with an associated unit price. Each unit price must be based on the prevailing equipment, material and labor prices within the San Francisco geographical region. The use of generic factors to localize prices is not acceptable. A price for demolition shall be provided for each construction task, if applicable.
  - b) **Technical Specifications** – Service provider must provide a set of Technical Specifications that corresponds with the tasks in the Unit Price Book. Where available, City standard specifications will be incorporated into the Technical Specifications.

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## Request for Proposals

### Job Order Contracting Implementation Services

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- c) **Contractual Terms and Conditions and Bid Forms** – Service provider must prepare, in conjunction with City staff, Contractual Terms and Conditions and Bid Forms which incorporate JOC contract language and forms with all appropriate City contract language and forms.
5. **JOC Implementation Software** – Service provider will be responsible for providing and maintaining comprehensive internet-based JOC implementation software for an unlimited number of City and JOC contractor users. Software shall comprise of all necessary features and functions for full and efficient functionality of implementing JOC, including, but not limited to, full project tracking, preparation of internal estimates, development of cost proposals, ability to send and receive correspondences, generation of customizable reports, tracking of project status and schedules, analysis of cost, and other key features. Service provider shall incorporate current City forms and documentation into the software upon request.
6. **User Support** – Service provider will be responsible for providing support to maintain and customize the JOC implementation software, unit price book, technical specifications, and other services. Service provider will also be responsible for extensive on-going technical support to the City and contractors for the JOC implementation software. Expectations include assistance with program execution, analysis of task order proposals, troubleshooting and continuous system monitoring. On-going technical support includes providing updated contract documents, assisting with the procurement of additional JOC contractors, providing access to all updates and revisions to the Information Management System, and providing training for new JOC contractors during the term of the contract. Providing on-going technical support is considered a vital component to ensuring a successful JOC program.
7. **Proposal Development and Review Services** – Service provider shall assist the City by training JOC contractors to use the Unit Price Book or equivalent tool to build price proposals for submission to JOC staff. Service provider shall also review submitted JOC contractor price proposals for accuracy and selection of appropriate construction tasks. After review, the service provider shall submit suggested revisions and coordinate with both City staff and the JOC contractor to create an agreeable proposal. The service provider may also be asked to review contractor's proposed construction schedule, list of proposed local subcontractors, and other relevant documents. Proposal Development and Review Services also include, but is not limited to:
- a. Review and become familiar with the Detailed Scope of Work to obtain a clear understanding of the work to be performed.
  - b. Determine that the JOC contractor is proposing the reasonable means and methods to perform the work specified in the Detailed Scope of Work.
  - c. Verify that the correct tasks have been selected to perform the Detailed Scope of Work.
  - d. Verify quantities included in the Price Proposal against the Detailed Scope of Work or any design documents provided by the City.



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### Request for Proposals

#### Job Order Contracting Implementation Services

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- e. Verify that any task listed that is not available in the Unit Price Book includes the requisite price justifications.
  - f. Verify that the correct adjustment factor and unit prices have been used to prepare the Price Proposal.
  - g. Explain the necessary revisions to the Price Proposal to the JOC contractor and assist the City in obtaining a final, auditable Price Proposal from the JOC contractor.
8. **Real Time Pricing** – Service provider shall utilize its own resources to estimate a unit cost for line items not in the Unit Price Book but is needed to be added for a contract in order to allow for completion of a task order cost proposal. The cost shall have supportive evidence for its pricing and must be agreeable by both the City and the contractor. The line items and unit costs generated from this service shall be easily incorporated into existing JOC contracts and Information Management System. This service may be utilized in substitution of the contractor listing a non-pre-priced line item in their cost proposal.
9. **Reports** – Service provider shall provide written reports as requested by the various San Francisco public agencies under this agreement. Format for the content of such reports shall be determined by each agency. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports, including any copies, shall be submitted electronically or on recycled paper and printed on double-sided pages to the maximum extent possible.
10. **Department Liaison** – In performing the services provided for in this Agreement, the service provider shall work with each agency’s JOC Program Manager and project teams for the respective needs of each department.

## II. ADDITIONAL SERVICES

1. **Project Development** – Service provider shall assist the City with developing projects from project identification to issuance. Service provider must provide lead team members who will work closely with City staff to analyze costs and ensure that the City is paying for the correct tasks and proper quantity by reviewing contractor proposals and providing necessary feedback. Qualified project managers will be made available to develop Job Orders as specified by each agency’s JOC Program Manager. Job Order Development tasks also include, but is not limited to:
  - a. **Project Identification** – When a project is identified, service provider’s representative shall contact the City and assist with determining whether the project is appropriate for JOC.
  - b. **Contractor Identification** – In the event the City has multiple JOC contractors, service provider shall assist the City in identifying the appropriate JOC contractor for the project based on the type of work involved and the location of the project.
  - c. **Joint Scope Meeting** – Service provider shall quickly schedule a Joint Scope Meeting at the project site to help the City and the JOC contractor agree on the

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### Job Order Contracting Implementation Services

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details of the work that the JOC contractor will perform. The scoping process allows the JOC contractor to inspect the site and ask questions before submitting a Price Proposal. This upfront open communication eliminates the misunderstandings and mistakes that lead to most change orders and often results in more cost-effective collaborative solutions.

- d. **Develop Detailed Scope of Work** – The service provider shall assist in preparing a Detailed Scope of Work that describes the work the JOC contractor will perform. Service provider shall also assist with resolving issues when project plans and actual conditions vary.
  - e. **Request for Price Proposal** – After all parties are in agreement that the Detailed Scope of Work properly reflects the work to be performed, the service provider shall send the Detailed Scope of Work and a Request for Proposal to the JOC contractor.
  - f. **Prepare the Price Proposal** – The JOC contractor will prepare and submit a Price Proposal by selecting the appropriate tasks from the Unit Price Book. The service provider's JOC software shall automatically calculate the total cost for each line item by multiplying the unit price of the task by the required quantities and the JOC contractor's competitively bid Adjustment Factor. The JOC contractor will also prepare additional City required information (e.g., construction schedule, list of proposed local subcontractors, etc.).
  - g. **Price Proposal Review** – The service provider shall review the Price Proposal to make sure the JOC contractor has selected the appropriate tasks and quantities and shall ask the JOC contractor to make any required changes. Service provider shall also obtain and review any City required information submitted by the JOC contractor such as a construction schedule and list of proposed subcontractors. The service provider shall submit the Price Proposal and related documents to the City.
  - h. **Issue Job Order** – Once the City is 100% satisfied with the Price Proposal and related documents, and decides to move forward with the project, the City will issue a purchase order to the contractor.
2. **Construction Estimating** – Provide professional construction estimating services to the City on an as-needed basis, on JOC and non-JOC projects, consisting of building rough order of magnitude estimates, using national construction cost data, from stated scopes and/or construction drawings.
  3. **Construction Management** – Service provider shall provide qualified team members to assist the City with construction management tasks on an as-needed basis as specified by each City agency's JOC program manager. Service provider's construction management staff may be asked to attend pre-construction meetings with City representatives and JOC contractors, perform site visits and create reports, assist in processing supplemental task orders, and collect required close-out documentation from contractors. Construction Management Services may also include, but not limited to:

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- a. **Preconstruction** – Service provider’s construction manager shall conduct a pre-construction meeting with the City representative(s), the JOC contractor and, if applicable, the architect or engineer. The construction manager shall coordinate and share any preconstruction information with the City, the JOC contractor and other appropriate parties, and shall assist in the coordination of the JOC contractor obtaining the necessary permits.
  - b. **Site Monitoring, Project Reporting, and Coordination** – During construction, the service provider’s construction manager shall monitor the JOC contractor’s work in-progress, manage the JOC contractor’s compliance with the approved safety plan and complete a report for each site visit. The service provider’s construction manager shall provide daily, weekly, or other periodic construction status reports to the City as required for the project, conduct project progress meetings with all JOC contractors and staff on a periodic basis, and coordinate any required technical and code inspections.
  - c. **Supplemental Job Orders** – In the event that there are unforeseen conditions or the City requests changes to the scope after the work has begun, the service provider’s construction manager shall analyze and process a supplemental Job Order by utilizing the procedures used to develop the initial Job Order.
  - d. **Payment and Performance Review** – The service provider’s construction manager shall review and approve, or direct necessary revisions to, the JOC contractor’s applications for payment and obtain the City’s approval of the work. Final acceptance of the work will be the responsibility of the City. Technical and code inspections will be the responsibility of the appropriate inspection agencies.
  - e. **Project Close-Out** – The service provider’s construction manager shall enter all Job Order related information into the information management system and collect any required as-builts, warranties, and other close-out documents from the JOC contractor to deliver to the City for review, approval, and ownership.
4. **Project Budgeting and Planning** – Service provider shall assist the City with project budgeting and planning services, developing all project costs including JOC pre-construction services, bidding services, and construction supervision as required.

The following conditions shall apply regardless of whether the services being provided are *Core Services* or *Additional Services*.

1. **Relocation Costs:** The City will not pay relocation costs for service provider’s team members assigned to the contract on a full-time or on-going basis. During the term of this Agreement, if team members with special skills are needed for specific tasks and those skills are not available from service provider in the San Francisco Bay Area, travel and temporary housing costs may be charged to the Agreement if those charges are pre-approved by the City. Any travel and temporary housing costs will be reimbursed at cost or the Federal Government’s CONUS standards, whichever is lower.
2. **Management of Data and Continuation of Task Orders Prior to This Agreement:** The City will not pay any additional costs for the service provider to transfer data of

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existing contracts and task orders to a proposed system that is different than what the City is currently utilizing, or if the service provider upgrades or modifies its system during the term of the agreement. If the service provider under this new agreement utilizes a different information management system, unit price book, technical specifications, and other tools to provide services, then these tools shall only apply to new task orders under this new agreement. All existing task orders prior to this agreement shall not be disrupted due to any changes in tools and services provided by the service provider, and the service provider shall provide all means to allow for the City and contractors to complete existing task orders at no additional cost to the City with no impact to construction schedule. The existing or former service provider for the JOC programs of each City department is The Gordian Group.

3. **Stationing and Quantity of Service Provider Team Members:** Service provider shall have lead/key team members available during normal working hours in the Pacific time zone. If the service provider chooses to station team members locally in San Francisco, the City may provide designated work spaces (desk surface with electrical outlets) for each team member of the service provider. At the time of this RFP, the City anticipates the need for a minimum of one (1) full-time team members from the service provider to provide services to a maximum of six (6) City department JOC programs.

#### **D. Job Order Contracting Unit Price Book (5 points)**

The accuracy of the unit price book is crucial to the success of the program. Service provider shall provide qualified individuals to research unit prices that apply to the San Francisco Bay Area geographic region based on the prevailing equipment, material and labor prices. The use of generic factors to localize prices is not acceptable. A price for demolition shall be provided for each construction task, if applicable. Service provider must provide a Unit Price Book containing no less than 5,000 individual construction tasks along with an associated unit price. All unit prices must be current as of the published date. Service provider must provide pricing for all construction tasks or materials requested. Unit price books will be tailored to each individual department's needs.

#### **E. Job Order Contracting Implementation Software (30 points)**

Proposer shall provide the City six user accounts with unlimited access to the Job Order Contracting implementation software for a minimum of two consecutive weeks during the proposal scoring period. User accounts must provide access to both the City and contractor's user interfaces and allow user to complete a full JOC project cycle. The City will evaluate the software based on its functions and capabilities including, but not limited to:

- a. Full project tracking by agency, contractor, and contract
- b. Budgeting and forecast
- c. Project documentation including, but not limited to, request for proposals (RFP), signature packages, notice to proceed (NTP) letters, final completion certificates, customizable subcontractor forms, etc.
- d. Independent cost proposals
- e. Ability for City and contractor to review and edit cost proposals

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- f. Local Business Enterprise (LBE) participation and tracking
- g. Incorporation of City-wide forms

Proposer shall provide written user guide highlighting software features and step-by-step instructions on how to navigate the user interface.

#### **4.3 COST PROPOSAL (25 maximum possible points)**

Separate from the Written Proposal, a Cost Proposal package containing the Fee Structure and Proposed Fee shall be provided. Proposers shall outline a fee structure for any and all fees that it may invoice. Proposers shall commit to proposed fees associated with the services. A total fee shall be calculated based on the City's projection of work during the agreement term. This total fee will be used to evaluate projected total cost for this contract, with no guarantee that the amount of work will equal, exceed, or be less than the projection of work.

The Evaluation Panel intends to evaluate, and score Cost Proposal in accordance with the criteria and point scale itemized below:

##### **A. Fee Structure (10 points)**

Proposers will be scored by an evaluation panel based on the method of invoicing fees and the feasibility to track and pay/receive such fees. Proposer shall clearly indicate its method of invoicing fees, including the format in which invoices will be transmitted, when fees would be invoiced, how much fees would be for each invoice, and whether Proposer can pay back the City due to potential credit amounts.

Proposer shall consider the following parameters below:

1. No fees can be paid upfront by the City within the resulting agreement because the City cannot identify non-project funds to do so. Budget for service provider fees can only be funded by project budgets of JOC construction projects.
2. There is no limitation for fee amount per task order, but fee amounts may have an impact on project managers deciding whether or not to proceed with a project through JOC.
3. Currently, no project can be issued as a JOC task order with a cumulative total (including modifications) above \$706,000 unless otherwise authorized by appropriate persons. Currently, no JOC contract with contractors can have an initial not-to-exceed value of \$5,000,000, and the initial not-to-exceed amount can be increased by no more than 150% via a contract modification. A JOC contract cannot issue new task orders beyond the 4th year of the contract, and no contract can exceed 5 years of duration. A contractor can hold multiple JOC contracts with the City but is generally limited to only one with each individual City department at a time except for specific circumstances.

The score of the Fee Structure will be based on a variety of considerations, including:

- The feasibility of the City to pay fees based on the fee structure.
- The impact of issuance of task orders due to the Fee Structure. This includes Project Managers agreeing/disagreeing to proceed with task orders based on impacts to their budgets.

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- The impact of the fees on the City’s JOC programs. This includes the desire of Project Managers to use JOC over alternative contracting methods.
- The resulting total Proposed Fee due to the Fee Structure.

#### **B. Proposed Fee: (25 points)**

The Proposed Fee shall be a numerical dollar value, which will be used as a basis of comparison against other proposed fees and not a guarantee of the ultimate contract amount that will be paid. Proposers shall explain how it arrived at the value of the Proposed Fee, which must be based on the projected volume of work (tables below) for the term of the agreement. The Proposed Fee must also be substantiated by or aligned with the Fee Structure portion of the proposal. Proposers will be scored based upon the statement of their Proposed Fee over the three-year term of the agreement. The Proposed Fee shall be in correlation with services it will provide as described in the Proposer’s Written Proposal that is in response to Section 4 “Services”. The Proposer shall base its fee on the City’s forecast below of work for the three-year term of the agreement resulting from this RFP. However, the City does not guarantee the volume of work that is being forecast.

A Proposer will receive up to 25 points for the Proposed Fee based on the following formula, with 25 points as the maximum allowable score and 0 points as the minimum allowable score:

$$\text{Score} = 25 \text{ points} \times \{1 - [(\text{Proposed Fee} - A)/A]\}$$

If above calculation results in a negative number, then a score of 0 will be given.

A = Lowest fee proposal from a responsive and responsible Proposer

For example, if the lowest fee proposal is \$100, and the Proposed Fee of the subject Proposer is \$120, then the subject Proposer’s score for Proposed Fee is calculated as:

$$\text{Score} = 25 \text{ points} \times \{1 - [(\$120 - \$100)/(\$100)]\} = 20 \text{ points}$$

The table below shows the City’s approximate task order output based on purchase order (PO) issuance during the three years of the current agreement for JOC Implementation Services. A PO is issued for each base task order as well as each modification to task orders.

2018-2019	120 POs	\$20M cumulative
2019-2020	200 POs	\$35M cumulative
2020-2021	250 POs	\$40M cumulative

The table below forecasts the City’s projected task order output (based on PO issuance) in the next three years:

2021-2022 (Projected)	250 POs	\$40M cumulative
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2022-2023 (Projected)	250 POs	\$40M cumulative
2023-2024 (Projected)	250 POs	\$40M cumulative

The table below forecasts the City's projected solicitations for contractor construction Master Contracts and contract values in the next three years:

2021-2022 (Projected)	16 Master Contracts	\$60M cumulative
2022-2023 (Projected)	8 Master Contracts	\$30M cumulative
2023-2024 (Projected)	8 Master Contracts	\$30M cumulative

The table below forecasts the City's requests for Additional Services in the next three years. These projections are included within, and not additional to, the projected task order output:

2021-2022 (Projected)	Additional Services	0 requests
2022-2023 (Projected)	Additional Services	0 requests
2023-2024 (Projected)	Additional Services	0 requests

The City does not forecast any requests for additional services at this time. However, note that the available Additional Services and associated fees may still be scored as part of the Written Proposal.

**ATTACHMENT 1**Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Specialized Technical Support for a Job Order Contracting (JOC) System for Ch. 6 DeptsFunding Source: Various projects and general fundPSC Duration: 6 years 4 weeksPSC Amount: \$.9,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.

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

The proposed services are not currently performed by City staff but are necessary to implement and maintain JOC program functions, which improve the City's responsiveness for small construction projects. Denial will result in disruption to these services, which will, in effect, disrupt functionality of any department's JOC program to be covered under this PSC.

**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 and authorized under PSC 43023-1617, for the same services.

**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.**

Contract initial duration is anticipated for 5 years, however, PSC duration exceeds 5 years to account for time needed to advertise and award a contract.

**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 is a specialized service requiring expertise, resources, research and development of the construction cost catalog (which includes over 10,000 construction tasks), management software, and database. All City departments utilizing this professional service intend to set up an enterprise agreement. This new agreement is expected to be completed by June 2021, which will allow for uninterrupted functioning of each City agency's JOC program.

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



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- A. Specify required skills and/or expertise: Consultant must be able to prepare a Unit Price Book containing at least 10,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the various City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1824, Pr Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant; 5120, Architectural Administrator; 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None, due to the extensive and proprietary nature of information and software provided by the current service provider.

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

- A. Explain why civil service classes are not applicable.  
The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service Classifications has developed such a program. Specialized expertise and extensive research are needed to provide over 10,000 unit prices for construction projects. The program, while adjusted for use by City staff, is also provided to several agencies across the nation.
- 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 this is a specialized service. One civil service class would not cover the breadth of services to be performed.

**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. 20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502/5504/5506 Project Managers, 5211 Senior Engineer/Architect, 5174 Administrative Engineer, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer, 5201 Junior Engineer, 5268 Architect, 5366 Engineering Associate, 5265/5266 Architectural Associates, 1840/1842/1844 Management Assistants, 1820/1822/1824 Administrative Analysts. Training will be on how the JOC task order is developed and used; how to review JOC task order proposals using the JOC software and Unit Price Book; and how to prepare reports and contract documents using the JOC software.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

**ATTACHMENT 1**

- 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 11/02/2020, 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; SEIU 1021 Miscellaneous; 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness Ave. Suite 1600 San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44551 - 20/21

DHR Analysis/Recommendation:

action date: 02/01/2021

Commission Approval Required

Approved by Civil Service Commission

02/01/2021 DHR Approved for 02/01/2021

**ATTACHMENT 1**

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

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:            Initial            Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:            Expedited    Regular            Annual            Continuing            (Omit Posting)Type of Service: Specialized Technical Support for a JOC system for Ch. 6 DeptsFunding Source: Various projects & general fundsPSC Amount: \$10,000,000PSC Est. Start Date: 07/03/2017PSC Est. End Date 11/30/2024**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

General services to assist the City in administering a Job Order Contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide proprietary JOC management software, and training to City staff and contractors in the use of a job order contracting system.

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

The proposed services are not currently performed by City staff but are necessary to implement and maintain JOC program functions, which improve the City's responsiveness for small construction projects. Denial will result in disruption to these services, which will, in effect, disrupt functionality of any department's JOC program to be covered under this PSC.

**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 by PSC 4171-07/08, for the same services.

**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.**

Contract initial duration is anticipated for 5 years, however, PSC duration exceeds 5 years to account for time needed to advertise and award a contract.

**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 is a specialized service requiring expertise, resources, research and development of the construction cost catalog (which includes over 100,000 construction tasks), management software, and database. All City departments utilizing this professional service intend to set up an enterprise agreement. This new agreement is expected to be completed by August 2017, which will allow for uninterrupted functioning of each City agency's JOC program.

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

## ATTACHMENT 1

- A. Specify required skills and/or expertise: Consultant must be able to prepare a Unit Price Book containing at least 100,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the various City departments.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, however the consultant under PSC#4171-07/08 had provided the City with the Unit Price Book and JOC management software, both copyrighted. The service provider under this PSC will be expected to do the same.

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

None due to the extensive and proprietary nature of information and software provided by the current service provider.

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

- A. Explain why civil service classes are not applicable.  
The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service Classifications has developed such a program. Specialized expertise and extensive research are needed to provide over 100,000 unit prices for construction projects. The program, while adjusted for use by City staff, is also provided to several agencies across the nation.
- 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 this is a specialized service. One civil service class would not cover the breadth of services to be performed.

**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. 20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502/5504/5506 Project Managers, 5211 Senior Engineer/Architect, 5174 Administrative Engineer, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer, 5201 Junior Engineer, 5268 Architect, 5366 Engineering Associate, 5265/5266 Architectural Associates, 1840/1842/1844 Management Assistants, 1820/1822/1824 Administrative Analysts. Training will be on how the JOC task order is developed and used; how to review JOC task order proposals using the JOC software and Unit Price Book; and how to prepare reports and contract documents using the JOC software.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

**ATTACHMENT 1**

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

7. **Union Notification:** On 03/28/2017, 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: 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# 43023 - 16/17

DHR Analysis/Recommendation:

action date: 05/01/2017

Commission Approval Required

Approved by Civil Service Commission

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

## ATTACHMENT 2

**From:** [Macaranas, Belle \(DPW\)](#)  
**To:** ["WendyWong26@yahoo.com"](mailto:WendyWong26@yahoo.com); ["wendywong26@yahoo.com"](mailto:wendywong26@yahoo.com); ["tmathews@ifpte21.org"](mailto:tmathews@ifpte21.org); ["kschumacher@ifpte21.org"](mailto:kschumacher@ifpte21.org); ["pkim@ifpte21.org"](mailto:pkim@ifpte21.org); ["amakayan@ifpte21.org"](mailto:amakayan@ifpte21.org); ["L21PSCReview@ifpte21.org"](mailto:L21PSCReview@ifpte21.org)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** ACTION REQUEST - Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22 - Job Order Contracting Implementation Services  
**Date:** Thursday, April 28, 2022 6:28:00 PM  
**Attachments:** [Receipt of Union Notice for new PCS to Local 21 021722.pdf](#)  
[PSC 44551-2021 Approval 02.21.21.pdf](#)  
[PSC49183-2122 JOC Implementation Services.pdf](#)  
**Importance:** High

---

Hello Local 21,

Public Works is requesting a waiver from the Local 21 Union Representatives for the 30-day Union review period of the subject PSC Modification request. Timothy Mathews was notified of the same PSC Modification last February 17, 2021 (see attachment). No objections or responses were received regarding this PSC request. This project was previously approved by PSC 43023-16/17 for the same services. Public Works has recently issued an RFP seeking a new consultant to continue the services Citywide. The new PSC was initially approved under PSC 44551-2021 for the same scope of work and duration last February 21, 2021. Since we were not able to award a consultant within the one year of the last approval date, we submitted a brand new PSC request for the same scope of services and duration under PSC 49183-21/22 to comply with the PSC policies and procedures. I am submitting this notification to ensure adequate notification to the Local 21 Group per the recommendation of the Civil Service Commission.

This project is a high priority project within Public Works, Public Utilities Commission and the approval of this new PSC would allow the Civil Service Commission to approve the Department to proceed with awarding a new Consultant to continue the implementation and administration of the Job Order Contracting System citywide.

**Please accommodate and grant the 30-day union review waiver request in response to this email, preferably by May 4, 2022, in order for PSC 49183-21/22 to be included in the May 16<sup>th</sup> Civil Service Commission Meeting Agenda.**

Should you have additional questions, please let me know. Appreciate your time and consideration.

Sincerely,

**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco  
49 South Van Ness Ave. | San Francisco, CA 94103 | 94103 | (628) 271-3138  
[sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)

---

**From:** Macaranas, Belle (DPW)  
**Sent:** Thursday, April 21, 2022 4:21 PM

## ATTACHMENT 2

**To:** WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Importance:** High

Greetings Local 21,

The GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of 30 days is required.

This serves as RECEIPT for Local 21 Union Notification for PSC 49183 - 21/22 more than \$100k.

Please let us know if you have any questions or concerns.

**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

**From:** Macaranas, Belle (DPW)  
**Sent:** Thursday, March 3, 2022 1:46 PM  
**To:** 'tmathews@ifpte21.org' <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

Hi Timothy

No objection or requests to meet and confer were made as of today. This email serves as confirmation that Local 21 has no objection to the attached PSC request and this waives the advanced union notification period.

Let us know if you have any concerns or questions. Thank you for your time.

**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

## ATTACHMENT 2

**From:** Macaranas, Belle (DPW)  
**Sent:** Thursday, February 17, 2022 3:40 PM  
**To:** [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Importance:** High

Hi Timothy,

Local 21 appeared to have not been notified in the system regarding PSC 49183-21/22. Please see attached request for your review. We are hoping to get this scheduled for the March 21 Civil Service Commission, but please let me know if you have any concerns, preferably by February 25, 2022.

Thank you for your time and consideration.

**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
Sent: Wednesday, December 8, 2021 3:56 PM  
To: Burns, Alexander (DPW) <[alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)>; Laxamana, Junko (BOS) <[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)>; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); Frigault, Noah (HRC) <[noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)>; Meyers, Julie (HSA) <[Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org)>; [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconciello, Katherine (PUC) <[kbasconciello@sfgwater.org](mailto:kbasconciello@sfgwater.org)>; [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin Yee (HSA) <[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); Macaranas, Belle (DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

RECEIPT for Union Notification for PSC 49183 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of

30

days (60 days for SEIU) is required.



## ATTACHMENT 2

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

<http://apps.sfgov.org/dhrdrupal/node/17633> 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

## ATTACHMENT 3

**From:** [Macaranas, Belle \(DPW\)](#)  
**To:** [Timothy Mathews](#)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Date:** Friday, April 29, 2022 11:45:00 AM  
**Attachments:** [PSC 44551-2021 Approval 02.21.21.pdf](#)  
[PSC49183-2122 JOC Implementation Services.pdf](#)  
[image002.png](#)  
[image004.png](#)  
**Importance:** High

---

Hi Timothy,

The only change is generally the PSC Duration. Scope of work, funding source and title and other info are basically identical.

### **PSC 4551-20/21**

Type of Service: Specialized Technical Support for a Job Order Contracting (JOC) System for Ch. 6 Depts

Funding Source: Various projects and general fund

PSC Duration: 6 years 4 weeks

PSC Amount: \$9,000,000

### **PSC 49183-21/22**

Type of Service: Specialized Technical Support for a Job Order Contracting (JOC) System for Ch. 6 Depts

Funding Source: Various projects and general fund

PSC Duration: 6 years 2 days

PSC Amount: \$9,000,000

### **Belle Macaranas**

Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, April 29, 2022 11:20 AM  
**To:** Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Belle,

## ATTACHMENT 3

Has something changed in the PSC from the notice/posting back in February of this year?

Please advise.

Thank you.

-Timothy

---

**Timothy Mathews**

*Pronouns: He/him/his*

Research Specialist

**IFPTE Local 21**

1167 Mission Street, 2<sup>nd</sup> Floor

San Francisco, CA 94103

**Office:** [415-914-7345](tel:415-914-7345)

---

**From:** Macaranas, Belle (DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>

**Sent:** Thursday, April 21, 2022 4:21 PM

**To:** [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>; Kristen Schumacher <[kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)>; [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Cc:** DHR <[chr-psccordinator@sfgov.org](mailto:chr-psccordinator@sfgov.org)>

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

**Importance:** High

Greetings Local 21,

The GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of 30 days is required.

This serves as RECEIPT for Local 21 Union Notification for PSC 49183 - 21/22 more than \$100k.

Please let us know if you have any questions or concerns.

**Belle Macaranas**

Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

**From:** Macaranas, Belle (DPW)

## ATTACHMENT 3

**Sent:** Thursday, March 3, 2022 1:46 PM  
**To:** 'tmathews@ifpte21.org' <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

Hi Timothy

No objection or requests to meet and confer were made as of today. This email serves as confirmation that Local 21 has no objection to the attached PSC request and this waives the advanced union notification period.

Let us know if you have any concerns or questions. Thank you for your time.

**Belle Macaranas**  
Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

**From:** Macaranas, Belle (DPW)  
**Sent:** Thursday, February 17, 2022 3:40 PM  
**To:** [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Importance:** High

Hi Timothy,

Local 21 appeared to have not been notified in the system regarding PSC 49183-21/22. Please see attached request for your review. We are hoping to get this scheduled for the March 21 Civil Service Commission, but please let me know if you have any concerns, preferably by February 25, 2022.

Thank you for your time and consideration.

**Belle Macaranas**  
Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of  
[alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)

### ATTACHMENT 3

Sent: Wednesday, December 8, 2021 3:56 PM

To: Burns, Alexander (DPW) <[alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)>; Laxamana, Junko (BOS) <[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)>; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); Frigault, Noah (HRC) <[noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)>; Meyers, Julie (HSA) <[Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org)>; [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconciello, Katherine (PUC) <[kbasconciello@sfgov.org](mailto:kbasconciello@sfgov.org)>; [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin Yee (HSA) <[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); Macaranas, Belle (DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Subject: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

RECEIPT for Union Notification for PSC 49183 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of

30

days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17633> 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

## ATTACHMENT 4

**From:** [Timothy Mathews](#)  
**To:** [Macaranas, Belle \(DPW\)](#)  
**Cc:** [DHR-PSCCoordinator, DHR \(HRD\)](#); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [Kristen Schumacher](#); [L21PSC Review](#)  
**Subject:** RE: URGENT ACTION REQUEST - Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Date:** Wednesday, May 04, 2022 9:53:47 AM  
**Attachments:** [image012.png](#)  
[image013.png](#)

---

Belle,

The Union waives its remaining review period for this, previous approved PSC # 49183 - 21/22.

Additionally, the Union requests a copy of the RFP and upon review, a meeting be set to discuss the Department's plans/needs to insource this Local 21 bargaining unit work.

For the Union,

-Timothy

---

**Timothy Mathews**

*Pronouns: He/him/his*

Research Specialist

**IFPTE Local 21**

1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Office:** [415-914-7345](tel:415-914-7345)

---

**From:** Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>  
**Sent:** Wednesday, May 4, 2022 8:50 AM  
**To:** Timothy Mathews <tmathews@ifpte21.org>  
**Cc:** DHR <dhr-psccordinator@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Timothy Mathews <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org>  
**Subject:** URGENT ACTION REQUEST - Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Importance:** High

Hello Timothy,

I'm following up regarding my request of the 30 day Union review Waiver. The Civil Service Commission (CSC) team requires a waiver from Public Works regarding this project by May 5, 2022. Do you intend to waive the 30 day Union review period. Please provide your confirmation at your earliest convenience by COB today.

The timeline of this request has been made as follows.

## ATTACHMENT 4

1. **PSC 44551/20/21 for the same services approved February 21, 2021.**
2. **PSC 49183-21/22 submitted to replace PSC 44551-20/21 submitted for 30 day union review on February 17, 2022. No 30 day waiver issued, no objections/ responded made by Local 21.**
3. **PSC 49183-21/22 resubmitted to April 28, 2022.**

Please provide your confirmation if you intend to provide a 30 day union review waiver for PSC 49183-21/22.

Your response is greatly appreciated. Thank you.

### **Belle Macaranas**

Contract Administration Division

San Francisco Public Works | City and County of San Francisco  
49 South Van Ness Ave. | San Francisco, CA 94103 | 94103 | (628) 271-3138  
[sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)

---

**From:** Macaranas, Belle (DPW)

**Sent:** Monday, May 02, 2022 9:01 AM

**To:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>

**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

**Subject:** ACTION REQUEST - Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

**Importance:** High

Hi Timothy,

I hope you had a restful weekend. Just checking in here to stay apprised of the progress. Please let me know if you need additional information to make your determination about the 30-day Union Review. I believe Public Works have adequately notified Local 21 regarding this project. Original Emails and supplemental documentation attached for your reference.

Thank you.

### **Belle Macaranas**

Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

---

**From:** Macaranas, Belle (DPW)

## ATTACHMENT 4

**Sent:** Friday, April 29, 2022 11:45 AM  
**To:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22  
**Importance:** High

Hi Timothy,

The only change is generally the PSC Duration. Scope of work, funding source and title and other info are basically identical.

### **PSC 4551-20/21**



### **PSC 49183-21/22**



**Belle Macaranas**  
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | [sfpublicworks.org](http://sfpublicworks.org) | [twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)  
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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**From:** Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>  
**Sent:** Friday, April 29, 2022 11:20 AM  
**To:** Macaranas, Belle (DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Belle,

Has something changed in the PSC from the notice/posting back in February of this year?



## ATTACHMENT 4

Please advise.

Thank you.

-Timothy

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**Timothy Mathews**

*Pronouns: He/him/his*

Research Specialist

**IFPTE Local 21**

1167 Mission Street, 2<sup>nd</sup> Floor  
San Francisco, CA 94103

**Office:** [415-914-7345](tel:415-914-7345)

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**From:** Macaranas, Belle (DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>

**Sent:** Thursday, April 21, 2022 4:21 PM

**To:** [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); Timothy Mathews <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>; Kristen Schumacher <[kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)>; [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>

**Cc:** DHR <[chr-psccordinator@sfgov.org](mailto:chr-psccordinator@sfgov.org)>

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

**Importance:** High

Greetings Local 21,

The GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of 30 days is required.

This serves as RECEIPT for Local 21 Union Notification for PSC 49183 - 21/22 more than \$100k.

Please let us know if you have any questions or concerns.

**Belle Macaranas**

Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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**From:** Macaranas, Belle (DPW)

**Sent:** Thursday, March 3, 2022 1:46 PM

**To:** 'tmathews@ifpte21.org' <[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)>

## ATTACHMENT 4

**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

Hi Timothy

No objection or requests to meet and confer were made as of today. This email serves as confirmation that Local 21 has no objection to the attached PSC request and this waives the advanced union notification period.

Let us know if you have any concerns or questions. Thank you for your time.

### **Belle Macaranas**

Contract Administration Division

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**From:** Macaranas, Belle (DPW)

**Sent:** Thursday, February 17, 2022 3:40 PM

**To:** [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org)

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

**Importance:** High

Hi Timothy,

Local 21 appeared to have not been notified in the system regarding PSC 49183-21/22. Please see attached request for your review. We are hoping to get this scheduled for the March 21 Civil Service Commission, but please let me know if you have any concerns, preferably by February 25, 2022.

Thank you for your time and consideration.

### **Belle Macaranas**

Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)

Sent: Wednesday, December 8, 2021 3:56 PM

To: Burns, Alexander (DPW) <[alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)>; Laxamana, Junko (BOS)

## ATTACHMENT 4

<[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)>; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me);  
[leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); Frigault, Noah (HRC) <[noah.frigault@sfgov.org](mailto:noah.frigault@sfgov.org)>; Meyers, Julie (HSA)  
<[Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org)>; [thomas.vitale@seiu1021.org](mailto:thomas.vitale@seiu1021.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); Basconcillo,  
Katherine (PUC) <[kbasconcillo@sfgov.org](mailto:kbasconcillo@sfgov.org)>; [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net);  
[Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net);  
[davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); Poon, Sin Yee (HSA)  
<[sin.yee.poon@sfgov.org](mailto:sin.yee.poon@sfgov.org)>; [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); Macaranas, Belle  
(DPW) <[belle.macaranas@sfdpw.org](mailto:belle.macaranas@sfdpw.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Subject: Receipt of Notice for new PCS over \$100K PSC # 49183 - 21/22

RECEIPT for Union Notification for PSC 49183 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49183 - 21/22 for \$9,000,000 for Initial Request services for the period 03/01/2022 – 03/01/2028. Notification of

30

days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/17633> 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