



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

April 21, 2022

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 41375-21/22; 47328-21/22; 44537-21/22; 47508-21/22; 40937-21/22; 42622-16/17; 33985-15/16; 4093-12/13; 45047-16/17; AND 38633-20/21.

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 2, 2022, at 2:00 p.m.**

This item will appear on the Ratification 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

Attachments

Cc: Alexander Burns, Department of Public Works
Shawndrea Hale, Public Utilities Commission
Kelly Hiramoto, Department of Public Health
Jolie Gines, Department of Technology
Lynn Khaw, City Administrator
David Kashani, Department of Environment
Daniel Kwon, Public Utilities Commission
Joan Lubamersky, City Administrator
Amy Nuque, Municipal Transportation Agency
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

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

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the “Requests to Speak” portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

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

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

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

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

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1107 or (628) 652-1100 to discuss meeting accessibility. In order to assist the City’s efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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

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

San Francisco Lobbyist Ordinance

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



London Breed
Mayor

Carol Isen
Human Resources Director

Date: April 15, 2022

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, ADM
David Kashani, ENV
Amy Nuque, MTA
Kelly Hiramoto, DPH
Alexander Burns, DPW
Jolie Gines, TIS
Shawndrea Hale / Daniel Kwon, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 21/22 to date:

Total of this Report	YTD Expedited Approvals FY2021-2022	Total for FY2021-2022
\$10,183,000	\$194,849,466	\$2,233,790,340

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POSTING FOR

May 02, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41375 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$350,000.00	Vendors will provide as-needed and intermittent advice and assistance to Local Business Enterprises (LBEs) in the service areas of business development (including communications, contracting opportunities and marketing), business technical assistance (including business planning, organizational development and proposal writing) and capacity building (including access to capital, funds administration and regulatory compliance). The goal of the contract(s) will be to support LBEs in securing contracts with the City.	May 1, 2022	April 30, 2025	REGULAR
47328 - 21/22	ENVIRONMENT	\$3,000,000.00	Consultant will prepare and conduct periodic as-needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.	July 1, 2022	June 30, 2028	REGULAR
44537 - 21/22	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a fixed-price contract for a Video Computer Analytics for Rail Passenger Vehicles that will enhance overall safety on the LRV system. SFMTA is open to either a Software-as-a-Service (SaaS) or On-Premise solution. The SFMTA requests a proposal from qualified proposers for the implementation of video technology on SFMTA's Light Rail Vehicles (LRV)	November 1, 2022	October 31, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47508 - 21/22	PUBLIC HEALTH	\$2,200,000.00	to stream audio and video in order to allow SFMTA to respond to an immediate unsafe situation in the operation of the vehicle. The Contractor shall provide software licenses, on-going implementation, support, and maintenance for their software application and shall also provide daily reporting for events. Contractors will provide wound vacuum equipment and as-needed maintenance and support services for leased wound vacuums. A wound vacuum (wound VAC) provides a type of therapy to help wounds heal by securing a device over the wound to decrease air pressure on the wound. This can help wounds heal more quickly. 3M, the wound vacuum manufacturer, does a 25+ point inspection to ensure each product meets engineering specifications & therapy requirements. 3M does not provide customers with the option to maintain equipment which 3M owns.	July 1, 2022	June 30, 2027	REGULAR
40937 - 21/22	PUBLIC HEALTH	\$3,000,000.00	Contractor(s) will support As Needed Program Administration of Health Equity Based Professional Training, Consultation and Technical Assistance department wide. The Training, Consultation and Technical Assistance services require professionals who are experts in the deliver and knowledge of Health Equity services. Professional services include a broad spectrum of Health Equity topics that may include and not limited to: training seminars, health education, curriculum development, technical assistance, implicit bias meetings and facilitation, cultural humility, health disparities, other Department defined health equity competencies, evaluation, program assessments, grant writing, program planning, health promotion, media development, and further grant development to support the Departments health equity programs, including assistance in maintaining compliance with the Federal, State, and local policies.	June 1, 2022	June 30, 2027	REGULAR

TOTAL AMOUNT \$9,050,000

POSTING FOR

May 02, 2022

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATION

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
42622 - 16/17 - MODIFICATIONS	May 2, 2022	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$0	\$4,000,000	The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.	03/30/2022	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
33985 - 15/16 - MODIFICATIONS	May 2, 2022	PUBLIC HEALTH -- DPH	\$80,000	\$175,000	The Contractor will provide services for the Laguna Honda Hospital (LHH) residents' choral program on a weekly basis on site. Services will include practice and performance sessions. The contractor will also provide an evaluation instrument to measure the impact and success of this project.	07/01/2022	06/30/2025	REGULAR
4093-12/13 - MODIFICATIONS	May 2, 2022	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$34,594,828	The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation. The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at	05/28/2022	03/17/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					their facilities and contractor will strictly monitor the quality of work. The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.			
45047 - 16/17 - MODIFICATIONS	May 2, 2022	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$100,000	\$450,000	To expand its services and to provide equal access to all of the residents of the City, SFGovTV simulcasts its content on the internet. SFGovTV seeks a vendor that can: 1. Video stream the SFGovTV channel live 24/7. 2. Host SFGovTV video content for on-demand viewing. 3. Conserve the City's bandwidth. 4. Increase the quality of the live stream. 5. Provide universal format delivery to PC, MAC and mobile platforms. 6. Add additional functions to improve usability of SFGovTV archive content.	07/01/2022	06/30/2023	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Scope Change: The supplier provides streaming services of all City Board of Supervisors and Commission meetings. The agreement is needed for the City to expand its services and to provide equal access to all San Francisco residents, and for SFGovTV to simulcasts its content on the internet. Streaming services has proven to be vital service during the pandemic when the City's Board of Supervisors and Commission meetings were all being held virtually. The SFGovTeam had hoped to develop a scope of work for the new RFP, but the pandemic limited their time to complete their task because they were assisting the Board of Supervisors and City Commissions to successfully set up their virtual environment.</p>			
38633 - 20/21 - MODIFICATIONS	May 2, 2022	PUBLIC UTILITIES COMMISSION -- PUC	\$953,000	\$1,953,000	This PSC is to provide specialized, short-term staff to provide construction management services for an emergency construction project to replace and repair approximately 50	09/30/2022	02/08/2025	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					miles of security and cattle fencing in the SFUC's Alameda Watershed that was damaged or destroyed in the SCU Lightning Complex Fire in August 2020. The scope of work is to provide a Resident Engineer and two Construction Inspectors who are certified to operate all-terrain vehicles (ATVs). Much of the fencing is located in remote areas with difficult terrain that are only accessible by ATV with no cellular phone service. The scope of work also includes providing a temporary field office for the project, rental of project vehicles including four-wheel drive pickups and ATVs, and rental of satellite phones for communications.			

TOTAL AMOUNT \$1,133,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Professional services

Funding Source: Work orders

PSC Duration: 3 years

PSC Amount: \$350,000

1. Description of Work

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

Vendors will provide as-needed and intermittent advice and assistance to Local Business Enterprises (LBEs) in the service areas of business development (including communications, contracting opportunities and marketing), business technical assistance (including business planning, organizational development and proposal writing) and capacity building (including access to capital, funds administration and regulatory compliance). The goal of the contract(s) will be to support LBEs in securing contracts with the City.

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

This service is necessary for the Contract Management Division (CMD) to provide LBEs with much needed technical services directly through approved vendors. Consequences of denial would be that LBEs would not receive much-needed advice and assistance and not be eligible for business opportunities. Failure to provide these critical services would make it more difficult for CMD and departments to meet legislative mandates.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed?

Unknown.

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

not applicable

2. Reason(s) for the Request

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

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

Vendors will have expertise and knowledge in the services required. Work will be as-needed, when there are LBEs identified that would best benefit from these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge of San Francisco's LBE program, expertise in business development, marketing, proposal writing, cash flow projections, funds administration, organizational development and budgeting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 0922, Manager I;

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

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

These resources are not available within the City.

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

A. Explain why civil service classes are not applicable.

This work is as-needed and intermittent. While some City employees such as 0922 Manager and 1823 Senior Administrative Analyst might have limited understanding of business development/technical assistance, City employees do not have direct entrepreneurial experience needed to perform this work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is intermittent and as-needed.

6. Additional Information

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

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

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

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

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

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

7. Union Notification: On 03/01/2022, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Municipal Executive Association

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41375 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\); Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)
Subject: Receipt of Notice for new PCS over \\$100K PSC # 41375 - 21/22
Date: Tuesday, March 1, 2022 3:12:34 PM](mailto:Lubamersky, Joan (ADM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)

RECEIPT for Union Notification for PSC 41375 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 41375 - 21/22 for \$350,000 for Initial Request services for the period 05/01/2022 – 04/30/2025. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18056> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Zero Waste Technical Consulting

Funding Source: Solid Waste impound Account

PSC Duration: 6 years 1 day

PSC Amount: \$3,000,000

1. Description of Work

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

Consultant will prepare and conduct periodic as-needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs to protect the health and safety of City residents, visitors, City workers, and the environment, including the City's pledge to reduce municipal solid waste generation by 15% by 2030 and reduce disposal to landfill and incineration by 50% by 2030. The requested as-needed professional services are critical in assisting the City in implementing and evaluating zero waste policies and programs. It is critical that these programs be based on the most up-to-date science and other information in order to ensure credibility with target audiences. These services are also necessary to document achievement of the State's 50% landfill diversion mandate, the City's goals of zero waste and other goals, and to plan programs to reach these goals. Not meeting the State mandate carries fines of \$10,000 per day. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective assistance for the City. Due to the multi-disciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multi-disciplinary team of experts to provide the necessary technical assistance. Denying this contract would leave the City exposed to accusations of uninformed or ill-advised decision making and to potentially ineffective methodologies for reducing risk to human health and the environment and meeting state mandates and inability to achieve the city's zero waste goal.

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

These services are provided currently under 43243 - 15/16 (expiring in June) and historically under PSC 4015-10/11 & 4001- 078/08.

D. Will the contract(s) be renewed?
Yes, up to a total of 9 years.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The Department expects that the need for as-needed consulting in waste disposal analysis and characterization; for assistance to SF businesses in waste reduction programs; and the production of reports and documentation on San Francisco waste programs will continue into the foreseeable future. It is critical that the Department have current, up-to-date technical assistance available to ensure the use of effective methodologies and informed decision making in operating the programs that allow San Francisco to attain and maintain the goal of zero waste.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The requested as-needed professional services will assist the City in implementing and evaluating zero waste policies and programs. SF Environment will contract with a multifaceted team that may consist of multiple firms including subcontractors to provide as-needed research, technical and policy analysis, program design, and implementation assistance. Work performed is project based in diverse, but highly specialized, areas of Zero Waste.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have experience in waste auditing and sampling, statistical, disposal and litter characterization, diversion quantification, analytical, AB 939 reporting and related solid waste skills/expertise. Must also have experience in analyzing demographic and marketing data in order to improve performance of specific program offerings. Must have experience in the municipal, residential, and commercial sectors and have expertise and experience in stakeholder involvement and training for the staff/tenant/janitorial staff of private sector businesses. Experience and expertise in providing customized technical assistance of on-site waste audits and assessment, hands-on multi-lingual training, logistics set-up and implementation assistance, monitoring, trouble-shooting, data collection and analysis for implementing waste reduction, reuse, recycling and composting programs in targeted generator sectors on a team provider basis. Must have experience in providing assistance and training in multiple languages, at multiple locations, at all hours simultaneously as periodically needed requiring a team on call.

B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;

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?

Staff in the Environmental Specialist class in the Recycling specialty area may have the knowledge or expertise to perform some of the aspects of this work. The Department seeks to utilize existing staff in the above classes to their fullest ability to perform waste diversion assistance, but it is impractical to hire and train enough staff to meet all the expertise demands presented by multiple generator sectors and specialties on a periodic basis and of the specialized periodic studies required on an as-needed basis.

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

A. Explain why civil service classes are not applicable.

No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. The contractor must provide a unique combination of experience, skills and expertise with specific San Francisco business types, to work at numerous locations simultaneously at all hours to meet the demands of program implementation. This work is very technical, short term, conducted at odd hours with specialized expertise, and skills that civil service classes lacks. Contractors are also able to collect necessary sensitive data from the private sector (that the latter consider confidential and will not give directly to City employees) and provide it to the City in a usable form while maintaining confidentiality. As the needs of programs change so too will the expertise needed during the contract team.

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, due to the broad nature of the skills needed to perform this work as well as the continued emergence of new products and procedures of concern to the environment, a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

6. Additional Information

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

No.

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

No. Training of City Staff is not a component of the services. The services provided are used intermittently and are highly specialized. It would not be productive for City employees to develop and maintain the degree of expertise required for only occasional use.

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

No.

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

No.

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

No.

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

7. **Union Notification:** On 03/07/2022, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1155 Market Street, 3rd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47328 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of david.kashani@sfgov.org
To: [Kashani, David \(ENV\); Laxamana, Junko \(BOS\); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kashani, David \(ENV\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Kashani, David (ENV); Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Kashani, David (ENV); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47328 - 21/22
Date: Monday, March 7, 2022 1:38:48 PM

RECEIPT for Union Notification for PSC 47328 - 21/22 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 47328 - 21/22 for \$3,000,000 for Initial Request services for the period 07/01/2022 – 06/30/2028. 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/18052> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Zero Waste Technical Consulting

Funding Source: Solid Waste impound Account

PSC Duration: 6 years 17 weeks

PSC Amount: \$3,000,000

1. Description of Work

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

Contractor will prepare and conduct periodic as needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs to protect the health and safety of City residents, visitors, City workers, and the environment, including meeting a Board of Supervisor and Mayor adopted goal of zero waste by 2020. It is critical that these programs be based on the most up-to-date science and other information in order to ensure credibility with target audiences. See Addendum No. 1.

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

These services were provided under PSC 4015-10/11, approved 7/19/10 and 2/20/14.

D. Will the contract(s) be renewed?

Possibly, if the program still needs the service.

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

The Department expects that the need for waste disposal analysis and characterization; for assistance to SF businesses in waste reduction programs; and the production of reports and documentation on San Francisco waste programs will continue into the foreseeable future. It is critical that the Department have current, up-to-date technical assistance available to ensure the use of effective methodologies and informed decision making in operating the programs that allow San Francisco to attain and maintain the goal of zero waste.

2. Reason(s) for the Request

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Requires broad technical expertise for periodic, intermittent reporting and analysis; requires a multi-disciplinary, multi-lingual team for short term program implementation; requires database and disposal characterization equipment; and will collect private sector data and report to the Department while maintaining confidentiality for the businesses involved.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor must have experience in waste auditing and sampling, statistical, disposal and litter characterization, diversion quantification, analytical, AB 939 reporting and related solid waste skills/expertise. Must also have experience in analyzing demographic and marketing data in order to improve performance of specific program offerings. See Addendum No. 1.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. They will provide some equipment and databases needed for characterization of disposal and litter, See Addendum No. 1.

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

Staff in the Environmental Specialist class in the Recycling specialty area may have the knowledge or expertise to perform some of the aspects of this work. The Department seeks to utilize existing staff in the above classes to their fullest ability to perform waste diversion assistance, but it is impractical to hire and train enough staff to meet all the expertise demands presented by multiple generator sectors and specialties on a periodic basis and of the specialized periodic studies required.

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

- A. Explain why civil service classes are not applicable.
No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. See Addendum No. 1.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the broad nature of the skills needed to perform this work. In addition, new products, and procedures of concern to the environment are continually being discovered, so a flexible team of consultants is imperative to supply the City with the latest information in each new subject area. See Addendum No. 1.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. The services provided are used intermittently See Addendum No. 1.
- 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 12/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21

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

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

Address: Dept. of the Environment, 1455 Market St, #1200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43243 - 15/16

DHR Analysis/Recommendation:

action date: 02/01/2016

Commission Approval Required

Approved by Civil Service Commission

02/01/2016 DHR Approved for 02/01/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Video Computer Analytics for Rail Passenger Vehicles

Funding Source: Operating Funds

PSC Duration: 5 years

PSC Amount: \$500,000

1. Description of Work

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

The San Francisco Municipal Transportation Agency (SFMTA) wishes to solicit formal proposals from interested and qualified proposers for a fixed-price contract for a Video Computer Analytics for Rail Passenger Vehicles that will enhance overall safety on the LRV system. SFMTA is open to either a Software-as-a-Service (SaaS) or On-Premise solution. The SFMTA requests a proposal from qualified proposers for the implementation of video technology on SFMTA's Light Rail Vehicles (LRV) to stream audio and video in order to allow SFMTA to respond to an immediate unsafe situation in the operation of the vehicle. The Contractor shall provide software licenses, on-going implementation, support, and maintenance for their software application and shall also provide daily reporting for events.

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

The SFMTA is constantly reviewing its systems to ensure the safety of both its passengers and staff and has identified the need for the ability to mitigate and respond to safety enhancements on its Light Rail Vehicle (LRV) system. Denial of this product and provided services could detrimentally impact the liability of the SFMTA and the CCSF in that the underlying technology makes available a management tool that readily identifies and assesses driver behaviors, both adverse and complimentary. The product also readily identifies other safety issues related to driver and public behaviors, roadway design and signage, passenger boarding issues, and personal security of drivers and the riding public. It could be construed by persons or entities that the SFMTA knows of the availability of such an analytical tool but chooses to not use same to enhance public transportation safety and security. This would be especially true when considered with the knowledge that the SFMTA has been using this sort of technology for more than a decade on its entire fleet of rubber-tired revenue vehicles. The SFMTA would also use this technology to disprove or refute false or unsubstantiated injury and/or loss claims filed against the agency, as it does with similar technology on the bus fleet. SFMTA Training Division would use the videos for remedial training, update training, and for developing training protocols. From a fiscal/economic viewpoint, it would cost millions of dollars and thousands of man-hours to achieve the same benefits if using only the on-board surveillance camera system. To monitor operator behaviors, safety issues, and security concerns at the same level as does this proposed system, hundreds of additional full-time employees would need to be hired and trained. This would be not only exceptionally expensive, but also impractical if not impossible in these economic, pandemic-driven times.

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 technology has been in use by the SFMTA for more than a decade on its entire fleet of rubber-tired revenue vehicles.

D. Will the contract(s) be renewed?

Yes, the contract awarded to the selected vendor shall have an initial term of 5 years, which the SFMTA may extend at its sole discretion for 3 additional terms of 5 years each.

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

The selected vendor for this contract is expected to provide the technology for Video Computer Analytics for Rail Passenger Vehicles as a Software as a Service (SaaS) that is expected to have a useful life of at least 5 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The California Public Utilities Commission (CPUC) requires rail agencies to randomly monitor videos looking for illegal use by operators and other designated employees of Personal Electronic Devices (PEDs) under CPUC GO (General Order) 172.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proposer has at least three years' experience developing and implementing Rail Video Analytics Systems. Proposer must have experience implementing similar system for a Municipal Transportation Agency, similar in size and operational scope as SFMTA.

B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator; 9172, Manager II, MTA; 9174, Manager IV, MTA;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide G-Force-initiated event recorders (digital video and audio recorders) and necessary peripheral hardware – plus installation for each LRV.

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

A search of web sites was made seeking companies or vendors who can meet the specified requirements. None were found within the City and County.

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

A. Explain why civil service classes are not applicable.

The technology and necessary hardware are proprietary to the vendor. Once each LRV has had the vendor's product installed and calibrated for daily operation, the SFMTA civil service classifications numbers 9139 (Transit Inspectors), 9136 (Training Specialists), 9520 (Transportation Safety Specialists), 9172 (Manager II), 9183 (Deputy Director), 9174 (Manager V) will assume the regular and daily maintenance, operation, and monitoring of the vendor's product for the duration of the contract.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The SFMTA civil service classifications numbers 9139 (Transit Inspectors), 9136 (Training Specialists), 9520 (Transportation Safety Specialists), 9172 (Manager II), 9183 (Deputy Director), 9174 (Manager V) are more than qualified and capable of performing the necessary work, and to do so as a function of his or her normal and regular tasks and responsibilities.

6. Additional Information

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

No.

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

Yes. The contractor will train specified and designated SFMTA employees in the navigation and analytical uses of the vendor web site and its downloaded videos. Such training is commonly referred to as "Train the Trainer" instruction. The vendor will instruct SFMTA maintenance staff in the proper mounting, dismounting, maintenance and care of the hardware and devices installed on each LRV.

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

No.

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

No.

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

No.

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

Yes. Yes. The California Public Utilities Commission (CPUC) requires rail agencies to randomly monitor videos looking for illegal use by operators and other designated employees of Personal Electronic Devices (PEDs) under CPUC GO (General Order) 172.

7. Union Notification: On 02/27/2022, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; TWU Local 250A; Transport Workers Union, L 200

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44537 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Sunday, February 27, 2022 1:35 PM
To: Nuque, Amy; mdennis@twusf.org; roger marengo; local200twu; Laxamana, Junko (BOS); Criss@sfmea.com; Camaguey@sfmea.com; Christina@sfmea.com; staff@sfmea.com; Nuque, Amy; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 44537 - 21/22

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

RECEIPT for Union Notification for PSC 44537 - 21/22 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44537 - 21/22 for \$500,000 for Initial Request services for the period 11/01/2022 – 10/31/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/18045> 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)

**PUBLIC UTILITIES COMMISSION
OF THE
STATE OF CALIFORNIA**

General Order 172

**RULES AND REGULATIONS GOVERNING THE USE OF PERSONAL
ELECTRONIC DEVICES BY EMPLOYEES OF RAIL TRANSIT
AGENCIES AND RAIL FIXED GUIDEWAY SYSTEMS**

**Adopted October 6, 2011
Decision 11-10-018
Rulemaking 08-10-007**

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GENERAL ORDER NO. 172

Rail Transit Agencies (RTA) and Rail Fixed Guideway Systems (RFGS) operating in California must comply with the following rules governing the use of personal electronic devices by employees.

1 GENERAL PROVISIONS

- 1.1** *Authority.* These rules and regulations are authorized by and implement the provisions of 49 U.S.C. § 5330; 49 C.F.R. § 659; and the California Public Utilities Code, including Sections 778, 29047, 30646, 100168, and 99152.
- 1.2** *Purpose.* The purpose of these rules and regulations is to eliminate distractions from the use of personal electronic devices by certain RTA employees operating, controlling, or working around rail transit vehicles or tracks, as defined herein. The safety of patrons, employees, and the public is of primary importance in the application of these regulations.
- 1.3** *Applicability.* These rules and regulations are applicable to all RTAs in California. This rule does not prohibit RTAs from implementing more stringent rules.
- 1.4** *Additional Rules.* The Commission may make such additional rules and regulations or changes to these rules and regulations as necessary for the purpose of safety.
- 1.5** *Exemptions or Modifications.* Requests for exemptions or modifications from these rules and regulations shall contain a full statement of the reasons justifying the request. A request must demonstrate that safety would not be reduced by the proposed exemption or modification. Any exemption or modification so granted shall be limited to the particular case covered by the request. All exemptions and modifications shall require Commission approval.

GENERAL ORDER NO. 172

2 DEFINITIONS

- 2.1** *Employee* means a person employed by an RTA in California, or a contractor working on behalf of such RTA.
- 2.2** *Fouling a track* means placing oneself, or any equipment or appurtenance in an area where it could be struck by the widest equipment that could occupy the track.
- 2.3** *In-Cab Camera* means a closed-circuit audio and video recording device that is mounted in the cab of a rail transit vehicle and continuously records activities of the operator.
- 2.4** *Personal Electronic Device or PED* means any wireless or portable electronic device. This includes, but is not limited to, wireless phones, personal digital assistants, smart phones, two way pagers, portable internet devices, laptop computers, DVD players, audio players, iPods, MP3 players, games, Bluetooth devices, or any headphones or earbuds. The following devices are excluded from this definition:
- a.** RTA-owned licensed radio communications equipment such as cab-mounted or portable two-way radios with channels dedicated solely for RTA operations.
 - b.** Electronic or electrical devices prescribed by a licensed medical practitioner to permit an employee to meet minimum levels of hearing ability as required by the RTA or contractor.
 - c.** Roadway worker protection devices.
- 2.5** *On Their Person* means being located on the person or attached to the person. For instance, if the personal electronic device is attached to the belt in a case, or kept in a pocket, or placed on a strap attached to the person, it is on their person.
- 2.6** *Rail Fixed Guideway System (RFGS)* means any light, heavy, or rapid rail system, monorail, inclined plane, funicular, trolley, cable car, automatic people mover, or automated guideway transit system used for public

GENERAL ORDER NO. 172

transit and not regulated by the Federal Railroad Administration or not specifically exempted by statute from Commission oversight.

- 2.7** *Rail Transit Agency (RTA)* means the entity that plans, designs, constructs, and/or operates an RFGS.
- 2.8** *Rail Transit Vehicle* means an RTA's rolling stock, including but not limited to passenger and maintenance vehicles.
- 2.9** *Stowed* means put away, out of sight, off the person, not attached to the person, and not in anything on the person. For example, the personal electronic device may be placed in a duffle bag, cabinet, compartment, or locker, in a manner that does not interfere with the safe operation of the rail transit vehicle. All earpieces shall be removed from the ear, stowed, and turned off, except those hearing aid devices described in section 2.5 herein.
- 2.10** *System Safety Program Plan (SSPP)* shall be as defined in the General Order 164 series.
- 2.11** *Zero-Tolerance Policy* means a policy where the consequences to a person who does not comply with the PED use prohibitions of this General Order are written, automatic, specific, and non-discretionary. The policy may provide different consequences for different levels of risk that a particular non-compliant act could pose, as long as these levels and consequences are explicitly described in the policy.

3 PROHIBITED USE OF A PERSONAL ELECTRONIC DEVICE

- 3.1** Persons shall be strictly prohibited from using electronic devices, while:
- a.** Operating rail transit and other on-track vehicles. Devices must be turned off and stowed.
 - b.** Dispatching, flagging, or otherwise controlling the movement of rail transit vehicles.
 - c.** Performing any task while fouling the tracks.

GENERAL ORDER NO. 172

3.2 Any person may use a cell phone to report a fire or other life-threatening emergency when the RTA-issued communication equipment is not functioning, provided the rail transit or on-track vehicle is stopped and the person is not in the controlling compartment of the rail transit vehicle. Emergency use to push a powerless unoccupied train where cell phone communication is necessary to safely direct the move and no other communication means are available is also allowed if performed with supervisory approval.

4 IN-CAB CAMERAS AND OTHER TECHNOLOGY.

4.1 RTAs shall install inward-facing in-cab cameras in the controlling compartment of rail transit vehicles. Cameras shall be focused on the rail transit vehicle operator during rail transit vehicle operations and shall have a continuous recording loop covering at least eight (8) days of operations. Exclusions include:

- a.** On-track maintenance vehicles.
- b.** Vehicles without on-board operators.
- c.** Historic street cars upon an exemption request by an RTA, and with approval from the Consumer Protection and Safety Division Director or Deputy Director. Requests shall be by type and model of vehicle, and shall include the justification for not installing cameras and the mitigation measures taken in lieu of cameras to ensure compliance with the use prohibitions in Section 3.

4.2 Inward-facing in-cab cameras must be installed and in service no later than 36 months after the effective date of this order.

4.3 Recording review. At a minimum, video loop recordings shall be reviewed for violations of this General Order under the following conditions:

- a.** After any derailment.
- b.** After any impact between a rail transit vehicle and any other vehicle, object, or person.

GENERAL ORDER NO. 172

- c.** After any activity or event on the right-of-way that results in death to any person, injury to any person that requires medical treatment, or injury to any RTA employee.
 - d.** After any reported complaint or observation of 1) an alleged violation of this General Order, or 2) a rules violation that may suggest distraction due to PED use as a possible cause.
 - e.** For the purposes of conducting a video-based rules-compliance testing program to ensure compliance with the provisions of this General Order.
 - f.** Nothing in this General Order shall preclude any RTA from using the video equipment as a tool in reviewing operator performance and ensuring compliance with any operating rule.
- 4.4** Recording retention – Video recordings shall be saved and retained on separate storage media if a rail transit vehicle operator is observed violating this General Order. Recordings shall be retained at least until the last appeal of any litigation or disciplinary action is complete.
- 4.5** An RTA may submit for Commission approval a plan to use a new and/or different technology that provides at least as effective means to ensure compliance with this General Order. If approved by the Commission, the technology may be used in lieu of the inward-facing in-cab camera and/or its recording device, and/or certain other provisions of this General Order.
- 4.6** In the interim period before inward-facing cameras are installed and in-use, RTAs shall conduct random evaluations regarding PED use at a minimum of ten (10) percent of the rail transit vehicle operator population per quarter.

5 REQUIREMENTS TO IMPLEMENT A ZERO-TOLERANCE POLICY AND PROGRAM

- 5.1** Each RTA shall develop, implement, and comply with a zero tolerance policy and program regarding prohibited PED usage. The policy shall include discipline up to and including discharge.
- 5.2** RTAs shall include or reference their zero-tolerance policy and program in their SSPP and rail operations rules.
- a.** The RTA's zero-tolerance policy and program shall include actions sufficiently serious to be reasonably expected to prevent violations of this General Order.
 - b.** Within 90 days of the effective date of this General Order, each RTA must file its zero-tolerance policy and program with the Commission.
 - c.** The policies must describe the actions the RTA will take to address violations, as well as the process afforded the employee to appeal the violation and discipline.
 - d.** RTAs shall keep records of violations of PED use prohibitions and make them available to Commission staff upon request.
- 5.3** RTAs shall notify and instruct their employees on the provisions of the RTA's PED zero-tolerance policy and program regarding electronic device use. Each RTA shall provide a refresher course on its zero-tolerance policy and program at least every two (2) years. Records showing compliance with this requirement shall be maintained for a minimum of three (3) years.
- 5.4** Each RTA shall post a PED use prohibition reminder decal inside each rail transit vehicle cab and on the passenger-facing side of the cab door on rail transit passenger vehicles. This notice shall also be placed at all locations where RTA employees report for duty.

6 REQUIREMENTS FOR MONITORING AND ENFORCEMENT

- 6.1** Prior to video camera installation and operation, RTAs shall develop, and include or reference in their SSPP, a video-based enforcement and random monitoring program designed to ensure compliance with this General Order, as part of their existing program of operational evaluations.
- a.** Each RTA, as a part of their SSPP, shall submit their program to the Consumer Protection and Safety Division (CPSD) Director or Deputy Director for review and approval at least 90 days prior to video camera operation.
 - b.** Program revisions must be submitted to the CPSD Director or Deputy Director for approval, and will be included in the annual revision of the SSPP.
- 6.2** RTAs shall periodically conduct operational evaluations and inspections to determine the extent of compliance with this General Order.
- 6.3** Records of operational evaluations and/or inspections shall be maintained for a minimum of three (3) years.

7 REQUIREMENTS FOR EMERGENCY CONTACT PROCEDURES

RTAs shall implement procedures by which employees addressed in this General Order can be contacted in the event of a personal or family emergency. These procedures shall include, at minimum, the routing of that contact through a designated person or division within the RTA. These procedures shall be communicated to all affected employees in writing, and copies shall be available to Commission staff and be included or referenced in an RTA's SSPP when it is revised.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Wound Vacuums

Funding Source: General Funds/Hospital Funds

PSC Duration: 5 years

PSC Amount: \$2,200,000

1. Description of Work

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

Contractors will provide wound vacuum equipment and as-needed maintenance and support services for leased wound vacuums. A wound vacuum (wound VAC) provides a type of therapy to help wounds heal by securing a device over the wound to decrease air pressure on the wound. This can help wounds heal more quickly.

3M, the wound vacuum manufacturer, does a 25+ point inspection to ensure each product meets engineering specifications & therapy requirements. 3M does not provide customers with the option to maintain equipment which 3M owns.

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

This service is necessary to ensure optimal patient care by providing access to best practices equipment and to prolong the life of the equipment and keep it functioning properly. Denial will result in sub-optimal care or equipment that does not work. This would put patients at risk of more acute infections and possibly death.

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

The services have been provided under standard maintenance Vizient contracts, and through the GPO purchase order process. In addition, historically, the standard City maintenance contract did not require Commission approval for such services.

D. Will the contract(s) be renewed?

Yes

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

The PSC will need to be five years because there will be an ongoing need to lease and maintain wound vacuum equipment in use at the Department of Public Health. The items are generally leased for periods of at least five years, or have useful productive lives, when properly maintained, beyond five years. The equipment is needed to effectively provide best practices wound care at a Level 1 trauma hospital.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis (e.g., for severe wound care): The repair and support services are for work as scheduled when City resources are not able to perform the services. Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator): The services may require specialized tools to perform the maintenance or repairs to ensure safe function.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The vendor is responsible for the preventative maintenance of their equipment, to ensure operational reliability. 3M, the wound vacuum manufacturer, does a 25+ point inspection to ensure each product meets engineering specifications & therapy requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide its own equipment to perform the needed services.

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

The wound VAC is proprietary equipment. Any maintenance work must be performed by manufacturer personnel to ensure operational reliability.

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

- A. Explain why civil service classes are not applicable.
The wound VAC is proprietary equipment. Any maintenance work must be performed by manufacturer personnel to ensure operational reliability.
- 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. Due to the as-needed and nature of the work and the specialized nature of the equipment in use by the Department, it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer. Many of these services are highly specialized and require an expertise on specific equipment.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The company that provides the wound VAC equipment requires Original Equipment Manufacturer to service their products.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Current procurement processed under Group Purchasing Organization (GPO) purchase authority. The proposed term contract will be executed and administered by the Office of Contract Administration.

**7. Union Notification: On 03/07/2022, 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St, Room 419B San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47508 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 47508 - 21/22

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>
on behalf of
kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Mon 3/7/2022 1:52 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org <mdennis@twusf.org>; roger marenco <rmarenco@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org <cmoyer@nccrc.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; Mjayne@iam1414.org <Mjayne@iam1414.org>; Emanuel, Rachel (DEM) <rachel.emmanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us <anthony@dc16.us>; mlobre@sfpoa.org <mlobre@sfpoa.org>; @sfpoa.org <@sfpoa.org>; tracym@sfpoa.org <tracym@sfpoa.org>; mleach@ibt856.org <mleach@ibt856.org>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; sal@local16.org <sal@local16.org>; Criss@sfmea.com <Criss@sfmea.com>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; seichenberger@local39.org <seichenberger@local39.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Basconillo, Katherine (PUC) <kbasconillo@sfwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; MRainsford@local39.org <MRainsford@local39.org>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; pkim@ifpte21.org <pkim@ifpte21.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sfflocal798.org <gail@sfflocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; bart@dc16.us <bart@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; oashworth@ibew6.org <oashworth@ibew6.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; laborers261@gmail.com <laborers261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; Christina@sfmea.com <Christina@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; thomas.vitale@seiu1021.org <thomas.vitale@seiu1021.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 47508 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47508 - 21/22 for \$2,200,000 for Initial Request services for the period 07/01/2022 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18072> 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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Program Administration in Support of Health Equity Programs

Funding Source: General Fund and State Grants

PSC Amount: \$3,000,000

PSC Est. Start Date: 06/01/2022

PSC Est. End Date
06/30/2027

1. Description of Work

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

Contractor(s) will support As Needed Program Administration of Health Equity Based Professional Training, Consultation and Technical Assistance department wide. The Training, Consultation and Technical Assistance services require professionals who are experts in the deliver and knowledge of Health Equity services. Professional services include a broad spectrum of Health Equity topics that may include and not limited to: training seminars, health education, curriculum development, technical assistance, implicit bias meetings and facilitation, cultural humility, health disparities, other Department defined health equity competencies, evaluation, program assessments, grant writing, program planning, health promotion, media development, and further grant development to support the Departments health equity programs, including assistance in maintaining compliance with the Federal, State, and local policies.

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

The Department of Public Health Office of Health Equity was established in 2019 to address health disparities and workforce inequities, create a culture of equity and inclusion, and allow all San Franciscans to enjoy health and prosperity. When the Department is audited by local, State and federal agencies, the use of an independent contractor, subject matter expert and/or professional consultation firm to provide program development and evaluation services are beneficial and, in some cases, may be a requirement. Denial may result in failure to provide optimum client care, staff support and guidance and failure to meet funding and regulatory requirements.

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

These services have been solicited under RFQ 3-2020 Mini RFP. This is a comprehensive solicitation to capture the support of the Departments mission to address the health disparities and workforce inequities, create a culture of equity inclusion, and allow all San Franciscans to enjoy health and prosperity.

D. Will the contract(s) be renewed?

All contracts are dependent on the availability of funds. This contract will be supported by various fund sources that include and not limited to: General Fund, State, Federal and Local Grants.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
The PSC is for five years and 31 days to align with the duration of the Request for Proposals solicitation and the fiscal year.

2. Reason(s) for the Request

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

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

- B. Explain the qualifying circumstances:

Projects utilizing professional trainers/consultants, or consulting firms under this PSC will be short-term and as-needed. Some professional trainers/consultants may be hired to help the Department meet regulatory requirements, such as independent review of records or program evaluation. Some services may require independence in order to support Department compliance with audit or funding requirements, or when there is a potential conflict of interest, for example, internal staff reviewing impact of health equity workforce development culture change.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor(s) must support professional individuals, consultants and training firms who have an expertise in the delivery of service topics related to Health Equity, disparities, workforce inequities as outlined in the Description of work.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not applicable

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

- A. Explain why civil service classes are not applicable.
The services of program administrators and consultants contracted under this PSC will assist civil service staff in executing their duties and objectively help the Department to ensure maximum levels of inclusive service delivery with equity, cultural humility, and accountability for change. Training, Technical Assistance, and consultation services are as needed and intermittent.

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. Consultant(s) and program administrator(s) retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and objective, the Department is seeking to complement rather than replace existing staff. Staff trainings will require connections with a diverse group of experts to match the broad range of services provided by DPH.

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. Contractor(s) will provide subject matter expertise on recognizing implicit bias, culture humility, health disparities and other topics relevant to DPH-defined health equity competencies. This can include meeting facilitation between DPH staff or between staff and key stakeholders that support equity programs. It may include speaking engagements by experts on health equity, practices that support health equity or best practices for working with communities of concern, or other relevant areas. Equity trainings will be conducted on an as-needed basis for all the Department staff. Contractor(s) will provide subject matter expertise on recognizing implicit bias, culture humility, health disparities and other topics relevant to DPH-defined health equity competencies.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 03/10/2022, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St, Room 219B San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40937 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 40937 - 21/22

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Thu 3/10/2022 7:49 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com <Criss@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com <Christina@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 40937 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40937 - 21/22 for \$3,000,000 for Initial Request services for the period 06/01/2022 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/18094> 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)

RFQ 3-2020

Mini RFP Selection Process

January 25, 2022

**Program Administration Service in Support of
Health Equity Programs**

Your agency is receiving this announcement because it has been identified as a “Pre-Qualified Vendor” for RFQ 3-2020 Department of Public Health As Needed Project Based Program Administration & Support Services.

The Department is requesting proposals through this “Mini RFP” process to determine selection from the RFQ 3-2020 Pre-Qualified Vendor list.

A. Mini RFP Overview:

The San Francisco Department of Public Health (SFDPH), Health Equity Programs Division is requesting proposals from your agency to provide As Needed Program Administration in support of the SFDPH Health Equity Programs Division.

I. Funding and Term of Funds:

Funding is **estimated** from \$100,000 to \$650,000 annually.

- The services may be funded through a mix of General Fund and Grant Funding.
- Funding to support Health Equity Workforce Development. Estimated \$125,000 to \$175,000.
- Funding from the Dream Keepers Initiative (DKI) to support the Transitional Age Youth (TAY) program in Health Care careers. Estimated at \$100,000 to \$300,000.
- State Grant Funding: Perinatal Equity Initiative (PEI) to support Implicit Bias Training for Staff and Healthcare Professionals. Estimated: from \$80,000 to \$100,000
- Funding for services is based on the availability of funds and the approval of the Departments Annual budget and Grantor approval.
- Fund amounts may increase or decrease depending on the availability of funds.
- The Department is actively requesting grant funds to support our Health equity education programs for DPH staff and trainees. If the Department is successful, additional grant funds may be added to this contract.
- Term of services:
 - Services are estimated to begin April 1, 2022.
 - Services are based on an annual Fiscal Year term.
 - Initial term may be from one to five years, with options to extend.
 - Full term of an agreement selected through this RFQ may not exceed a total of eight years.

II. Introduction SFDPH – Health Equity Programs:

The Department of Public Health Office of Health Equity was established in 2019 to address health disparities and workforce inequities, create a culture of equity and inclusion, and allow all San Franciscans to enjoy health and prosperity. The Office of Health Equity works to advance equity in 5 focus areas: capacity building (primarily staff training and resource development), supporting an equity culture, service quality improvements to reduce disparities and deepen community engagement, and to establish accountability for achieving change. Equity activity and staffing are present across all 9 DPH major areas. These areas include Behavioral Health Services; Central Administration; Jail Health Services; Laguna Honda Hospital; Maternal, Child, and Adolescent Health; Population Health; Primary Care; Whole Person Integrated Care; and Zuckerberg SF General. The Office of Health Equity supports resources that will be used by staff in all areas of the department.

This RFP seeks to secure training and competency building resources for SFDPH staff, affiliated contractors and trainees. This includes didactic training, Cultural Humility trainings, experiential or practical training specific to a scope of work, as well as feedback and other input from community members and organizations. Staff training will require connections with a diverse group of experts to match the broad range of services provided by SFDPH which include environmental oversight, clinical care, health education, substance abuse counseling, and many others. Similarly, community input may range from soliciting input from individual patients to community focus groups to ongoing priority-setting processes. Communicating these findings to staff and key stakeholders may require formal reports, meetings, materials, or other modalities. These products would also be supported through this RFP.

III. Solicited Service Goals and Specifications:

The selected vendor will collaborate with the SFDPH Office of Health Equity as a Program Administrator providing “As Needed Program Administration to Support SFDPH Community Health Equity Programs”.

All subcontractors must have a focused expertise in the delivery of health equity training service, or an area of practice or knowledge that supports health equity (e.g. a service delivery practice that a service provider would share with SFDPH staff or a community member who might share relevant neighborhood historical information). Obtaining these services will require the recruitment and solicitation of Professional Consultants, Community Based Organizations, or other entities for the following disciplines:

- Equity trainings including implicit bias, cultural humility, health disparities and other topics relevant to SFDPH-defined health equity competencies
- Health equity related curriculum development
- Meeting facilitation between DPH staff or between staff and key stakeholders that support equity programs (e.g. a staff equity council retreat or a community meeting supporting health equity efforts).
- Speaking engagements by experts on health equity, practices that support health equity or best practices for working with communities of concern, or other relevant areas.
- Outreach to stakeholders to elicit feedback on the equity impact of DPH staff and programs
- Recruitment of key stakeholders to serve as members of advisory groups
- Recruitment and support of community residents as advisors or advisory group members

- Recruitment and support of community experts to conduct tours or other orientations of DPH staff, consultants or trainees to service area locations, history, and needs
- Other services that support equity competency development for DPH staff, consultants or trainees or recommendations for improvement to equity impact of DPH programs.

Program Administration Support efforts may include the following:

- Issue Grant Applications and/or other solicitation opportunities in partnership with SFDPH Office of Health Equity; manage selection, award, and compliance process as related to Health Equity Programs.
- Grant/Solicitation process must be in compliance with standard City and County processes.
- Develop and Secure Subcontracts in writing for consultation or training services from community agencies and other qualified contractors that directly work with the identified priority populations: public, nonprofit, and community-based groups.
- Develop and Secure Subcontracts in writing with trainers, interns, speakers, and consultants that support the Health Equity Programs.
- Managing/monitoring performance and accountability of subcontractors, consultants, and project funds.
- Verifying subcontractor professional liability insurance, general liability, workers compensation, endorsements and licenses as applicable,
- Developing a standard reimbursement process and issuing payments on a cost reimbursement basis.
- Monitoring budgets, maintaining records, producing financial reports as requested, and undergoing an annual audit.
- Manage funds as directed by the Department as it applies to the specific project.
- Demonstrate fiscal responsibility and have “Generally Accepted Accounting Principles (GAAP)” in place.
- Manage Professional Consultants and the subcontract agreements monitoring and reporting on work of subcontractors while adhering to applicable and related City and County policy and procedures including maintaining on file current professional liability coverage and professional licenses as applicable.
- Manage intern agreements, including payment to interns or their home agencies.
- Subcontract services will include, but are not limited to:
 - manage consultants to provide training to SFDPH staff, consultants or trainees related to health equity.
 - manage consultant(s) to implement research, evaluation, planning, communication, and other short-term initiatives to support the health equity programs. Consultants may be community agencies and other qualified contractors that directly work with the identified priority populations and have expertise in the population’s needs or history,
 - subcontract with key service providers and community agencies may recruit community members as consultants or trainers,
 - internships with SFDPH Office of Health Equity.

- Ensure that agencies, consultants, and subcontractors are in full compliance and:
 - carry cyber security insurance as required by the City and County,
 - comply with HIPAA privacy and confidentiality procedures, including any applicable trainings,
 - comply with all requirements Incorporated of the City and County of San Francisco.
- Have policies and practices in place to adhere to all City and County policies and requirements including but not limited to privacy, cyber security, and others.
- Ensure quality of services provided by the agency, consultants, and subcontractors.
- Ensure all timelines are met, including but not limited to prompt and adequate reporting and invoicing with the Department or other agencies.
- Conduct other Program Administrative and Support Services.

The selected vendor will not provide direct client services or human resource services as part of the Program administration; however, the selected subcontractors may be providers of direct client services.

The successful bidder will be solely responsible for managing its subcontractors. To the extent that the SFDPH provides objectives, direction, and input regarding the work to be provided, the selected vendor shall determine how such objectives, direction, and input are addressed and will be solely responsible for the means by which such a result is obtained. The selected vendor will retain all authority over the conduct of its subcontractors.

The selected vendor and their subcontractors assume all liability for any and all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases. The successful bidder must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and ensuring the provision of appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.

IV. Application Process/ Submitting a Proposal

If your agency is interested in these specific services, please complete the following steps:

- 1. REQUIRED: Letter of Intent (LOI) are DUE: February 1, 2022 by 5PM**
 - a. Complete LOI form attached to this outreach email by the due date.
 - b. Email your LOI to: Cindy.Rivas@sfdph.org
 - c. Email Subject line must state: **RFQ 3-2020 – Mini RFP Health Equity Programs – LOI**
- 2. Required Proposal**
 - a. E-Questions: January 31, 2022 – February 2, 2022.
 - b. Provide a comprehensive response to the questions outlined in **Section V Proposal Guideline**
- 3. REQUIRED: Proposals are DUE: February 15, 2022 by 5PM**
 - a. Email your proposal to: Cindy.Rivas@sfdph.org

- b. Email Subject line must state: **RFQ 3-2020 – Mini RFP Health Equity Programs - Proposal**
- c. Attach your proposal as a PDF document.
- d. Maximum page limit is six (any pages beyond six will be discarded without review)
- e. Times New Roman font, 11-point font, 1-inch margins, and 1.5 spacing between lines

V. Proposal Guideline:

Please answer the following questions in numerical order.

In your proposal, please describe how your agency will implement the following:

1. Describe the systems your agency will use for development, implementation, and selection of vendors from comprehensive grant application and/or solicitation processes that comply with City and County requirements and reporting to Department of Public Health.
2. Describe systems your agency will use for subcontract management services outlined above for SFDPH Contract as well as for subcontractors:
 - a. Mechanisms your agency has in place to ensure timely reimbursements for consultant and subcontract payments, and systems your agency uses to ensure timely payments;
 - b. Track expenditures, including those of all subcontractors;
 - c. Track and monitor rates of program and contract expenditure to allow for timely budget revision requests (when needed);
 - d. Allocate funds and document allocation method in accordance with Office of Management and Budget (OMB) requirements;
 - e. Track and report on Contract units of services performance objectives;
 - f. Monitor, track and report on subcontractor performance;
 - g. Implement and report on quality assurance/improvement and evaluation processes
3. Describe systems your agency uses to ensure Contractor and subcontractor compliance with all services and requirements noted above in 'specific services and category' listing, such as:
 - a. Carry cyber security insurance as required by the City and County,
 - b. Comply with HIPPA privacy and confidentiality procedures, including any applicable trainings.
 - c. Describe your agency policy and procedures in the event an independent contractor sustained a work-related injury/illness.
 - d. Have policies and practices to adhere to all City and County policies and requirements including but not limited to privacy, cyber security, and others.
4. **Summary statement** of agency ability and any unique qualities to successfully implement outlined services related to Health Equity Programs.

Proposed Indirect Rate and description of primary agency contacts/roles who will work with the Department of Public Health and selected subcontractors including preferred contact methods (e.g. individual email contacts, shared email inbox, phone calls, or other).

VI: Scoring Criteria:

Responses from agencies that meet guidelines for submission and deadline will be scored as follows:

1. Organization's systems for experience working with community-based organizations **(20 points)**
2. Organization's systems for subcontract management services **(30 points)**
3. Organization's systems for contract compliance **(30 points)**
4. Summary of agency abilities and unique qualities **(10 points)**
5. Organization's indirect rate and proposed program administration and subcontractor management structure. **(10 points)**

Total points available **100**

VII. Technical Review Process:

Technical Review and Scoring Proposals:

1. The proposal will be reviewed and rated by (a) Technical Review Panel(s) with expertise in the services required.
2. The Technical Review Panel(s) will be recruited with strict attention to ensuring that no conflict of interest exists related to any member of the panel and the proposals anticipated according to required Letters of Intent received.
3. The Technical Review Panel(s) will review and score each proposal according to the criteria outlined in Section VI Scoring Criteria" of this solicitation.
4. Proposals must have a total score of 75 or higher in order to be eligible to list as a "Qualified Vendor" candidate.

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 42622 - 16/17)

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

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility

Funding Source: Capital Planning Fund & GO Bond

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 01/01/17 - 07/01/20 (3 years 25 weeks)

PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 07/02/20-12/02/21 (1 year 22 weeks)

PSC Mod#2 Amount: \$500,000 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 12/03/21-03/29/22 (16 weeks 4 days)

PSC Mod#4 Amount: no amount added PSC Mod#4 Duration: 03/30/22-06/30/23 (1 year 13 weeks)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 6 years 25 weeks

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The base bid construction duration was extended due to need for corrective work (punch list items) and due to delays in material deliveries and shortages in labor for both base contract work and change order work.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

B. Reason for the request for modification:

We are requesting a to extend the duration of the expired PSC because we did not expect the construction duration of the current contract authorized under this PSC to still be delayed. The construction is 99.9% complete, yet ongoing to complete punch list items, change orders and warranty items. We continue to require services by the lead architectural design team who are responsible for the design of this project. It is critical to the success of the project that we maintain continuity with work performed by the design team and contractor on this project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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.

One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.

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.

Services will be provided by MEI YAMAMAR ADF Facility, JV

7. Union Notification: On 03/22/22, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

From: Burns, Alexander (DPW)
To: Macaranas, Belle (DPW)
Subject: Fwd: Receipt of Modification Request to PSC # 42622 - 16/17 - MODIFICATIONS
Date: Tuesday, March 22, 2022 1:42:37 PM

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of alexander.burns@sfdpw.org <alexander.burns@sfdpw.org>

Sent: Tuesday, March 22, 2022 1:08:36 PM

To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; pkim@ifpte21.org <pkim@ifpte21.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Modification Request to PSC # 42622 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification

request for a Personal Services Contract (PSC) for \$0 for services for the period March 30, 2022 – June 30, 2023. For all Modification requests, there

is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8667>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 42622 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering and Architectural Services for a new Emergency Medical Services FacilityFunding Source: Capital Planning Fund & GO BondPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 01/01/17 - 07/01/20 (3 years 25 weeks)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 07/02/20-12/02/21 (1 year 22 weeks)PSC Mod#2 Amount: \$500,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 12/03/21-03/29/22 (16 weeks 4 days)PSC Cumulative Amount Proposed: \$4,000,000PSC Cumulative Duration Proposed: 5 years 12 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Yes, pursuant to this PSC

D. Will the contract(s) be renewed?

No

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

The base bid construction duration was extended due to need for corrective work (punch list items) and due to delays in material deliveries and shortages in labor for both base contract work and change order work.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

B. Reason for the request for modification:

We are requesting a retroactive request to extend the duration of the expired PSC because we did not expect the construction duration of the current contract authorized under this PSC to still be delayed. The construction is 99% complete, yet ongoing to complete punch list items, change orders and warranty items. We continue to require services by the lead architectural design team who are responsible for the design of this project. It is critical to the success of the project that we maintain continuity with work performed by the design team and contractor on this project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the

current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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.
One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.
- 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.
Services will be provided by MEI YAMAMAR ADF Facility, JV

7. Union Notification: On 02/17/22, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/25/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 42622 - 16/17)

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

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility

Funding Source: Capital Planning Fund & GO Bond

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

PSC Original Approved Duration: 01/01/17 - 07/01/20 (3 years 25 weeks)

PSC Mod#1 Amount: \$500,000

PSC Mod#1 Duration: 07/02/20-12/02/21 (1 year 22 weeks)

PSC Mod#2 Amount: \$500,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,000,000

PSC Cumulative Duration Proposed: 4 years 48 weeks

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

Scope Change

Additional rooms: Added lactation room and storage room. Multiple site changes to the site to improve operations.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Services have been provided in the past through earlier PSC request. See 42622 - 16/17

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

B. Reason for the request for modification:

Client Requests change orders and Added design fees.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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.

One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.

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.

Services will be provided by MEI YAMAMAR ADF Facility, JV

7. Union Notification: On 03/06/20, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/13/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 42622 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering and Architectural Services for a new Emergency Medical Services FacilityFunding Source: Capital Planning Fund & GO BondPSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 01/01/17 - 07/01/20 (3 years 25 weeks)PSC Mod#1 Amount: \$500,000 PSC Mod#1 Duration: 07/02/20-12/02/21 (1 year 22 weeks)PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 4 years 48 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Services have been provided in the past through earlier PSC request. See 42622 - 16/17

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

- A. Display all that apply

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

Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

- B. Reason for the request for modification:

The original PSC amount is not sufficient to cover this total cost of the contract.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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.

One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 03/21/17, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: David Bui Phone: 415-554-4886 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/04/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Engineering and Architectural Services for a new Emergency Medical Services Facility

Funding Source: Capital Planning Fund & GO Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 01/01/2017

PSC Est. End Date
07/01/2020

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Similar services were approved by the Civil Service Commission on July 6, 2015 for Fire Station 35 under PSC# 43808-14/15.

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

City staff will provide architectural and engineering design services for Schematic Design. City staff will also deliver Project Management of the project. The proposed consultant team will collaborate with City's A/E staff for peer reviews, while services are provided.

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

- A. Explain why civil service classes are not applicable.
City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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. One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

action date: 09/19/2016

Commission Approval Required

Approved by Civil Service Commission

09/19/2016 DHR Approved for 09/19/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 33985 - 15/16)

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

Type of Service: Choral program for the residents of Laguna Honda Hospital

Funding Source: General Funds

PSC Original Approved Amount: \$10,800

PSC Original Approved Duration: 11/01/15 - 10/30/16 (52 weeks)

PSC Mod#1 Amount: \$84,200

PSC Mod#1 Duration: 11/01/16-10/31/23 (7 years 2 days)

PSC Mod#2 Amount: \$80,000

PSC Mod#2 Duration: 07/01/22-06/30/25 (1 year 34 weeks)

PSC Cumulative Amount Proposed: \$175,000

PSC Cumulative Duration Proposed: 9 years 34 weeks

1. Description of Work

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

The Contractor will provide services for the Laguna Honda Hospital (LHH) residents' choral program on a weekly basis on site. Services will include practice and performance sessions. The contractor will also provide an evaluation instrument to measure the impact and success of this project.

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

Denial of this request will result in the patients and residents of Laguna Honda Hospital being unable to enjoy the beneficial and therapeutic effects in the experience of singing and performing together in a choir as provided by these musical services.

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

yes

D. Will the contract(s) be renewed?

As needed.

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:

These services to benefit the health and well-being of the residents of Laguna Honda Hospital are expected to be ongoing in order to meet a recurring and continued need.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services required are implementation of a choral group program.

B. Reason for the request for modification:

Modification is to extend the term and correspondingly increase total amount to cover continued delivery of these services to benefit the health and well-being of the residents of Laguna Honda Hospital.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must be able to provide facilitation of a choral group within a hospital residential population, including appropriate group direction, singing instruction, and musical accompaniment. The contractor must also be able to provide evaluation services, and the ability to work collaboratively with hospital civil service staff.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

No civil service classifications include these skills.

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

6. Additional Information

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

No.

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

The nature of the program is to provide training as appropriate to the choral program to LHH residents, however, no direct training will be provided to civil service employees.

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

7. Union Notification: On 03/22/22, 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33985 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 33985 - 15/16 - MODIFICATIONS

dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org>

on behalf of

kelly.hiramoto@SFDPH.org <kelly.hiramoto@sfdph.org>

Tue 3/22/2022 1:00 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org <mdennis@twusf.org>; roger marengo <rmarengo@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org <cmoyer@nccrc.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; Mjayne@iam1414.org <Mjayne@iam1414.org>; Emanuel, Rachel (DEM) <rachel.emmanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us <anthony@dc16.us>; mlobre@sfpoa.org <mlobre@sfpoa.org>; @sfpoa.org <@sfpoa.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$80,000 for services for the period July 1, 2022

–

June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8229>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kelly.hiramoto@SFDPH.org
Sent: Tuesday, March 22, 2022 1:11 PM
To: Hiramoto, Kelly (DPH); kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Meyers, Julie (HSA); seichenberger@local39.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Rossi, Ron (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 33985 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$80,000 for services for the period July 1, 2022 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8229>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

Attachment to 33985-15/16

Explanation of 5 plus years

These services to benefit the health and well-being of the residents of Laguna Honda Hospital are expected to be ongoing in order to meet a recurring and continued need.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 33985 - 15/16)

Type of Approval:

Expedited Regular Annual Continuing (Omit Posting)

Type of Service:

Choral program for the residents of Laguna Honda Hospital

Funding Source: General Funds

PSC Original Approved Amount: \$10,800 PSC Original Approved Duration: 11/01/15 - 10/30/16 (52 weeks)

PSC Mod#1 Amount: \$84,200 PSC Mod#1 Duration: 11/01/16-10/31/23 (7 years 2 days)

PSC Cumulative Amount Proposed: \$95,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

The Contractor will provide services for the Laguna Honda Hospital (LHH) residents' choral program on a weekly basis on site. Services will include practice and performance sessions. The contractor will also provide an evaluation instrument to measure the impact and success of this project.

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

Denial of this request will result in the patients and residents of Laguna Honda Hospital being unable to enjoy the beneficial and therapeutic effects in the experience of singing and performing together in a choir as provided by these musical services.

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

Services have been provided in the past through earlier PSC request. See 33985 - 15/16

D. Will the contract(s) be renewed?

As needed.

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:

These services to benefit the health and well-being of the residents of Laguna Honda Hospital are expected to be ongoing in order to meet a recurring and continued need.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services required are implementation of a choral group program.

B. Reason for the request for modification:

Modification is to extend the term and correspondingly increase total amount to cover continued delivery of these services to benefit the health and well-being of the residents of Laguna Honda Hospital.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must be able to provide facilitation of a choral group within a hospital residential population, including appropriate group direction, singing instruction, and musical accompaniment. The contractor must also be able to provide evaluation services, and the ability to work collaboratively with hospital civil service staff.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
No civil service classifications include these skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, there is not work to justify a full time civil service employee.

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. The nature of the program is to provide training as appropriate to the choral program to LHH residents, however, no direct training will be provided to civil service employees.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Community Music Center will continue to provide the proposed work

**7. Union Notification: On 10/31/16, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33985 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 04/24/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4093-12/13)

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

Type of Service: Complete Rehabilitation of (16) Historic Streetcars

Funding Source: Federal Formula Funds, RM@ Funds

PSC Original Approved Amount: \$32,000,000 PSC Original Approved Duration: 06/01/13 - 06/01/19 (6 years 1 day)

PSC Mod#1 Amount: \$2,594,828 PSC Mod#1 Duration: 06/01/19-03/17/22 (2 years 41 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 03/17/22-05/28/22 (10 weeks 2 days)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 05/28/22-03/17/23 (41 weeks 6 days)

PSC Cumulative Amount Proposed: \$34,594,828 PSC Cumulative Duration Proposed: 9 years 41 weeks

1. Description of Work

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

The contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and apparatus required to rehabilitate sixteen (16) Ex-SEPTA PCC historic streetcars. To provide a level of performance, safety, quality of materials, workmanship, and reliability sufficient to provide a 20-year minimum car service. Shall prepare all acquired detailed drawings, design calculations, stress analysis, and other technical documentation.

The work shall be performed at the contractor's facility, except for the running acceptance testing. Subcontractors may perform specialty work, i.e., motor building, seats, etcetera, at their facilities and contractor will strictly monitor the quality of work.

The contractor shall transport streetcars from the San Francisco Municipal Transportation Agency (SFMTA) to the site of the rehabilitation work, including any transportation to subcontractors, as well as transporting the completed streetcars to SFMTA's facility at 601 25th Street.

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

These vehicles have reached the end of their service life and require rehabilitation to maintain a high level of performance, reliability, and safe operation. Rehabilitation of these vehicles increases vehicle reliability and improves service levels. Furthermore, it will reduce unscheduled maintenance and greater repair costs to maintain these vehicles. Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchases.

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

Yes

D. Will the contract(s) be renewed?

No.

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

The reason for this change is to allow for delivery of Contract Deliverables by Vendor, including but not limited to: spare parts, component drawings, and manuals. Delivery of these items has been affected by COVID. Majority of rehabilitation work has been completed.