

**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:

no response from department

B. Reason for the request for modification:

This PSC is a request for the duration extension of PSC #4093-12/13, to allow for the delivery of Contract Deliverables affected by ongoing supply chain issues due to COVID.

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

A. Specify required skills and/or expertise: Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7346, Painter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will use their facility for all project work. They will also have all major system rehab work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.

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 classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

**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.

Training was originally planned to include 7371 and 7380s with the familiarization and update of maintenance practices the rehabilitated PCC streetcar. Training budget was moved in the Contract Modification due to the lack of necessary training for Rail Maintenance.

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.  
Yes, this contract was approved by the B
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Brookville Equipment Corp, 175 Evans Street, Brookville

**7. Union Notification:** On 03/31/22, the Department notified the following employee organizations of this PSC/RFP request:

Painters, Local 4; Electrical Workers, Local 6; Automotive Machinists, Local 1414; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4093-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

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

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Thursday, March 31, 2022 11:42 AM  
**To:** Nuque, Amy; cityworker@sfcwu.org; Osha Ashworth; khughes@ibew6.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.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; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Modification Request to PSC # 4093-12/13 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period May 28, 2022 – March 17, 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/15589>

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 speedy4864@aol.com agonzalez@iam1414.org Mjayne@iam1414.org khughes@ibew6.org oashworth@ibew6.org cityworker@sfcwu.org

# **Additional Attachment(s)**

MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-094

WHEREAS, The San Francisco Municipal Transportation Agency (SFMTA), which operates the Municipal Railway (Muni), has 24 historic streetcars in revenue service; and,

WHEREAS, The F-line ridership has grown from 10,000 to 20,000 per weekday from the year 2000 to the present day; and,

WHEREAS, This growth in ridership and planned future expansion service requires Muni to add vehicles to its historic streetcar fleet; and,

WHEREAS, There are several procurements and rehabilitation projects moving forward to expand the size of the fleet; and,

WHEREAS, SFMTA requires that 16 SFMTA Presidents Conference Committee historic streetcars be rehabilitated and returned to their original conditions so that they may be used to supplement and expand the existing historic streetcar fleet and extend their useful life for at least 20 years; and,

WHEREAS, When completed, these cars will be available to operate on the F-Line and future E-Line; and,

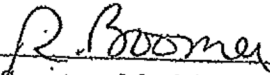
WHEREAS, MTA has capital funding for this project from federal and local sources; and,

WHEREAS, The Contract Compliance Office has established a five percent SBE participation goal for this contract; and,

WHEREAS, Municipal Transportation Agency staff will seek the approval of this Board prior to the award of the Contract; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Executive Director/CEO to issue a Request for Proposals for Contract No. 583-03, Complete Rehabilitation of 16 SFMTA Historic Streetcars, evaluate proposals, select the highest ranking proposer, and negotiate a contract with the most qualified proposer.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of JUN 17 2008

  
Secretary, Municipal Transportation Agency Board

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 Cumulative Amount Proposed: \$34,594,828 PSC Cumulative Duration Proposed: 8 years 51 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.

**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:  
no response from department

B. Reason for the request for modification:

This PSC is a request for the duration extension of PSC #4093-12/13, to allow for the delivery of Contract Deliverables affected by ongoing supply chain issues due to COVID.

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

- A. Specify required skills and/or expertise: Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7346, Painter;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will use their facility for all project work. They will also have all major system rehab work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.
- 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 classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

**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.  
Training was originally planned to include 7371 and 7380s with the familiarization and update of maintenance practices the rehabilitated PCC streetcar. Training budget was moved in the Contract Modification due to the lack of necessary training for Rail Maintenance.
- 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.  
Yes, app by the Board of Sup Rs 08-094



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

Yes, Brookville Equipment Corp, 175 Evans Street, Brookville

7. **Union Notification:** On 01/31/22, the Department notified the following employee organizations of this PSC/RFP request:

Painters, Local 4; Electrical Workers, Local 6; Automotive Machinists, Local 1414; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4093-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/14/2022

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

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType 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 StreetcarsFunding Source: Federal Formula Funds, RM@ FundsPSC Original Approved Amount: \$32,000,000PSC Original Approved Duration: 06/01/13 - 06/01/19 (6 years 1 day)PSC Mod#1 Amount: \$2,594,828PSC Mod#1 Duration: 06/01/19-03/17/22 (2 years 41 weeks)PSC Cumulative Amount Proposed: \$34,594,828PSC Cumulative Duration Proposed: 8 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, PCS 4011 08/09 approved 08/18/2008

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:

## 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:

no response from department

B. Reason for the request for modification:

Contract Term length is being extended via Contract Amendment to 3/17/2022

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 7306, Automotive Body & Fender Wrk; 7319, Electric Motor Repairer; 7332, Maintenance Machinist; 7346, Painter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will use their facility for all project work. They will also have all major system rehab work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.

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 classifications exist, but

SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

**6. Additional Information**

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

No.

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

Training was originally planned to include 7371 and 7380s with the familiarization and update of maintenance practices the rehabilitated PCC streetcar. Training budget will be moved in the Contract Modification due to the lack of necessary training for Rail Maintenance.

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.

Yes, SFMTA BR 08-094 approved 06/17/2008

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

Yes, Brookville Equipment Corp, 175 Evans Street, Brookville

**7. Union Notification:** On 09/30/20, the Department notified the following employee organizations of this PSC/RFP request:

Painters, Local 4; Electrical Workers, Local 6; Automotive Machinists, Local 1414; 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4093-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/13/2020



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

March 27, 2013

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-12/13 THROUGH 4096-12/13; 4034-11/12.**

At its meeting of March 18, 2013 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

1. Adopted the report, and approved the request for approval of PSC# 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report, and approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

### Attachment

- c:
- Cynthia Avakian, Airport
  - Parveen Boparai, Municipal Transportation Agency
  - Jeanne Buick, Department of Human Resources
  - Jesusa Bushong, Fire Department
  - Micki Callahan, Human Resources Director
  - Jaci Fong, Office of Contract Administrator
  - Kendall Gary, Department of Technology
  - Leorah Dang, Department of Human Resources
  - Karen Henderson, Mayor's Office
  - Greg Kato, Treasurer/Tax Collector
  - William Lee, Department of Emergency Management
  - Diane Lim, Adult Probation
  - Ben Rosenfield, Controller
  - Shawn Wallace, Police Department
  - Commission File
  - Commissioners' Binder
  - Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

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

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

Funding Source: Federal Formula Funds, RM@ Funds PSC Duration: 6 years 1 day
PSC Amount: \$32,000,000 PSC Est. Start Date: 06/01/2013 PSC Est. End Date: 06/01/2019

1. Description of Work

A. Scope of Work:

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 via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Similar services have been provided in the past through PSC #4011-08/09 for the rehabilitation of other vehicles in SFMTA's fleet of PCC cars.

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

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-12/13

DHR Analysis/Recommendation:

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

A. Specify required skills and/or expertise:

Knowledge and experience in designing, integrating, and installing propulsion and braking systems; rehabilitation of vehicle body; welding; painting; and installation of electrical systems.

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

7319,7332,,7306,7346,

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

Yes. The contractor will use their facility for all project work. They will also have all major system rehab work done by certified OEM repair shops with OEM parts, tools and certified mechanics that enable the contractor to support the warranty requirements of the SFMTA contract.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

This is a design, furnish, install contract implemented on a one-time basis only and requires the contractor to provide a 2-year warranty on the equipment and installation.

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

No. The classifications exist, but SFMTA does not have the facilities or system processes in-house to implement the work in the grand scale demand that is required by the project.

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

**YES NO**

- A. Will the contractor directly supervise City and County employee?  YES  NO
- B. Will the contractor train City and County employee?  YES  NO  
20-7371 & 3-7380 will receive 80 hrs. classroom & on-hands training.
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  YES  NO

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

Name: Parveen Boparai Phone: 415-701-5377 Email: parveen.boparai@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 45047 - 16/17)

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

Type of Service: Video streaming

Funding Source: Departmental budget

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 12/15/16 - 12/14/21 (5 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 07/01/21-06/30/22 (28 weeks 1 day)

PSC Mod#2 Amount: \$100,000

PSC Mod#2 Duration: 07/01/22-06/30/23 (1 year)

PSC Cumulative Amount Proposed: \$450,000

PSC Cumulative Duration Proposed: 6 years 28 weeks

**1. Description of Work**

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

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.

**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.

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

SFGovTV requires video streaming to provide general and Americans with Disabilities Act (ADA) -related access to official City business as well as City and County of San Francisco feature programming.

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 Dec 5 2016

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:

This 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.

**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:

The City and County of San Francisco does not possess or intend to acquire specialized equipment to perform video streaming and storage.

B. Reason for the request for modification:

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.

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

- A. Specify required skills and/or expertise: Expert knowledge of video streaming equipment and multi-platform software technologies.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes: mobile encoding, indexing, storage, and high-definition audio and video equipment. Closed captioning equipment may also be offered by vendors.

**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.  
Real-time events may require off-site or extended programming hours that would be difficult to plan and schedule for regular civil service classes.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No.

**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 due to the limited overlap between SFGovTV production performed in-house, and the post-production services required.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, the City is exercising its option to extend the agreement

7. **Union Notification:** On 03/31/22, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2d floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45047 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2022

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org  
**Sent:** Thursday, March 31, 2022 5:43 PM  
**To:** Gines, Jolie (TIS); 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@sfflocal798.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; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 45047 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period July 1, 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/14581>

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 - TECHNOLOGY

Dept. Code: TIS

Type of Request:  Initial  Modification of an existing PSC (PSC # 45047 - 16/17)

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

Type of Service: Video streaming

Funding Source: Departmental budget

PSC Original Approved Amount: \$250,000

PSC Original Approved Duration: 12/15/16 - 12/14/21  
(5 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 04/01/20-03/31/21 (0 sec)

PSC Cumulative Amount Proposed: \$350,000

PSC Cumulative Duration Proposed: 4 years 15 weeks

**1. Description of Work**

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

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.

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

SFGovTV requires video streaming to provide general and Americans with Disabilities Act (ADA)-related access to official City business as well as City and County of San Francisco feature programming.

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 45047 - 16/17

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:

This 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.

## 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:

The City and County of San Francisco does not possess or intend to acquire specialized equipment to perform video streaming and storage.

B. Reason for the request for modification:

The department is exercising its option to renew for an additional year and to increase the value of the agreement.

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

A. Specify required skills and/or expertise: Expert knowledge of video streaming equipment and multi-platform software technologies.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes: mobile encoding, indexing, storage, and high-definition audio and video equipment. Closed captioning equipment may also be offered by vendors.

## 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.

Real-time events may require off-site or extended programming hours that would be difficult to plan and schedule for regular civil service classes.

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

## 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.  
None
- 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, the City is exercising its option to extend the agreement

**7. Union Notification:** On 02/13/20, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2d floor, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45047 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 03/12/2020

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

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TISDept. Code: TISType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Video streamingFunding Source: Departmental budgetPSC Duration: 5 yearsPSC Amount: \$250,000**1. Description of Work**

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

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.

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

SFGovTV requires video streaming to provide general and Americans with Disabilities Act (ADA)-related access to official City business as well as City and County of San Francisco feature programming.

## 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.

Service was previous approved under PSC 4163-06/07 on 19 July 2010.

## 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.

Third party vendors are in the best position to invest in, maintain, and operate multi-platform compatible hardware to provide video streaming on demand.

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

The City and County of San Francisco does not possess or intend to acquire specialized equipment to perform video streaming and storage.

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

A. Specify required skills and/or expertise: Expert knowledge of video streaming equipment and multi-platform software technologies.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes: mobile encoding, indexing, storage, and high-definition audio and video equipment. Closed captioning equipment may also be offered by vendors.

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

The City and County of San Francisco has outsourced these required services since 2007. Hardware and software advancements over time make this specialized work difficult to justify bringing in-house to the Department of Technology.

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

A. Explain why civil service classes are not applicable.

Real-time events may require off-site or extended programming hours that would be difficult to plan and schedule for regular civil service classes.

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

**6. Additional Information**

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

No.

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

No. No training due to the limited overlap between SFGovTV production performed in-house, and the post-production services required.

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

No.

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

No.

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

No.

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

No.

**7. Union Notification:** On 09/08/2016, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2d floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45047 - 16/17

DHR Analysis/Recommendation:

action date: 12/05/2016

Commission Approval Required

Approved by Civil Service Commission

11/21/2016 DHR Approved for 11/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 38633 - 20/21)

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

Type of Service: Emergency Construction Management Services for the SCU Complex Fire Fence (PRO.0201(E))

Funding Source: Federal Emergency Management Agency (FEMA)

PSC Original Approved Amount: \$1,000,000 PSC Original Approved Duration: 04/01/21 - 09/30/22 (1 year 26 weeks)

PSC Mod#1 Amount: \$953,000 PSC Mod#1 Duration: 09/30/22-02/08/25 (2 years 18 weeks)

PSC Cumulative Amount Proposed: \$1,953,000 PSC Cumulative Duration Proposed: 3 years 44 weeks

**1. Description of Work**

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

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 miles of security and cattle fencing in the SFPUC'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.

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

This PSC is necessary to allow for the completion of the emergency fencing project. Denial will result in delay of the project, which would result in compromised security of the Alameda Watershed, and compromised cattle grazing operations in the watershed, which would increase the risk of wildfire.

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 38633 - 20/21

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:

**2. Reason(s) for the Request**

A. Display all that apply

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

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

Explain the qualifying circumstances:

This PSC is needed to staff an emergency, unplanned project that resulted from the SCU Lightning Complex Fire. Due to the unplanned and emergency nature of this project, the SFPUC could not plan to staff this project internally, particularly with staff that are certified in ATV operation. In addition, this project requires rental of a temporary construction trailer, off-road vehicles, and satellite phones, which the City cannot procure quickly without the services of a consultant.

B. Reason for the request for modification:

This contract amendment is necessary because the original Emergency Declaration did not have sufficient funding to complete both the construction contract costs as well as the construction management contract costs. The initial construction management contract was executed with the funding that was available at that time. The additional time and funding are required based on updated estimates of how long the project will take to complete due to the challenging topography and based on the time it is taking for actual sections to be built, as compared to original estimates.

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

A. Specify required skills and/or expertise: The scope of work requires experience in construction management and construction inspection. In addition, the staff is required to have ATV Safety Certification to operate ATVs, as much of the project is located in difficult terrain accessible only by ATV.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a temporary field office, and will provide equipment needed such as four-wheel drive pickup trucks, ATVs, and satellite phones.

**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 SFPUC does not have staff available to perform these services, as they are committed to other projects. Due to the immediate and temporary nature of this work, the SFPUC cannot hire staff for this work. In addition, the SFPUC is not able to rent a temporary construction trailer and the necessary equipment to perform the work such as off-road vehicles and satellite phones without the services of a consultant.

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: Existing civil service classifications could perform this work with additional training to obtain ATV certification. However, due to the immediate and temporary nature of this work, hiring civil service positions to perform this work is not feasible.

**6. Additional Information**

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

No.

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

Training will not 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 03/22/22, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38633 - 20/21

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](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [Laxamana, Junko \(BOS\)](mailto:Laxamana,Junko); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 38633 - 20/21 - MODIFICATIONS  
**Date:** Tuesday, March 22, 2022 12:33:06 PM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$953,000 for services for the period September 30, 2022 – February 8, 2025. For all Modification requests, there is a 7-Day notice 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/18156>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[pkim@ifpte21.org](mailto:pkim@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

# **Additional Attachment(s)**

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

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Emergency Construction Management Services for the SCU Complex Fire Fence (PRO.0201(E))Funding Source: Federal Emergency Management Agency (FEMA)PSC Duration: 1 year 26 weeksPSC Amount: \$1,000,000**1. Description of Work**

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

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 miles of security and cattle fencing in the SFPUC'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.

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

This PSC is necessary to allow for the completion of the emergency fencing project. Denial will result in delay of the project, which would result in compromised security of the Alameda Watershed, and compromised cattle grazing operations in the watershed, which would increase the risk of wildfire.

## 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.

Construction management services have been provided in the past to augment City staff to handle peak, temporary workloads. PRO.0160 is an example of a PSC that is providing construction management services with PSC 49210 - 19/20.

## D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable**2. Reason(s) for the Request**

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

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

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

## B. Explain the qualifying circumstances:

This PSC is needed to staff an emergency, unplanned project that resulted from the SCU Lightning Complex Fire. Due to the unplanned and emergency nature of this project, the SFPUC could not plan to staff this project internally, particularly with staff that are certified in ATV operation. In addition, this project requires rental of a temporary construction trailer, off-road vehicles, and satellite phones, which the City cannot procure quickly without the services of a consultant.

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

- A. Specify required skills and/or expertise: The scope of work requires experience in construction management and construction inspection. In addition, the staff is required to have ATV Safety Certification to operate ATVs, as much of the project is located in difficult terrain accessible only by ATV.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a temporary field office, and will provide equipment needed such as four-wheel drive pickup trucks, ATVs, and satellite phones.

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

The City does not have staff available to perform these services due to the remote location, and the requirement for ATV certification.

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

- A. Explain why civil service classes are not applicable.  
The SFPUC does not have staff available to perform these services, as they are committed to other projects. Due to the immediate and temporary nature of this work, the SFPUC cannot hire staff for this work. In addition, the SFPUC is not able to rent a temporary construction trailer and the necessary equipment to perform the work such as off-road vehicles and satellite phones without the services of a consultant.
- 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. Existing civil service classifications could perform this work with additional training to obtain ATV certification. However, due to the immediate and temporary nature of this work, hiring civil service positions to perform this work is not feasible.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training will not 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 03/08/2021, the Department notified the following employee organizations of this PSC/RFP request:**

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

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 38633 - 20/21

DHR Analysis/Recommendation:

action date: 04/05/2021

Commission Approval Required

Approved by Civil Service Commission

04/05/2021 DHR Approved for 04/05/2021