



London Breed
Mayor

Micki Callahan
Human Resources Director

Date: May 29, 2020

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Joan Lubamersky, ADM
Cynthia Avakian, AIR
Alexander Burns, DPW
Jacquie Hale, DPH
Bill Irwin / 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 19/20 to date:

Total of this Report	YTD Expedited Approvals FY2019-2020	Total for FY2019-2020
\$119,791,800	\$309,159,887	\$3,099,828,394

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Table of Contents
PSC Submissions

Regular PSCs	Department	Page
45530-19/20	Administration	9
42402-19/20	Airport Commission	13
43911-19/20	Public Utilities Commission	17
45315-19/20	Public Utilities Commission	21
48107-19/20	Public Utilities Commission	35
49783-19/20	Public Utilities Commission	39
45983-19/20	Public Works	48
 Modification PSCs		
4011-11/12	Airport Commission	57
4133-08/09	Public Health	69
45859-17/18	Public Health	78

[Home >](#)**POSTING FOR****June 15, 2020****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2020-06-15

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45530 - 19/20	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	Scope of work includes a technician troubleshoot/evaluate if a Variable Frequency Drive (VFD or Motor Control) can be repaired and will be fixed onsite for air handling equipment at San Francisco International Airport (SFO). If a new VFD is installed, the service is to start-up and commission to ensure the parameters of the VFD is set up correctly and that the unit is wired correctly. A VFD is used on an electro-mechanical drive system to control motor speeds and torque. It is also used on air handling units which regulates and circulates air as part of a ventilating, and air-conditioning system and provides air in the terminals, jet bridges, and cooling towers. Work is done on an as-needed basis.	June 1, 2020	May 31, 2025	REGULAR
42402 - 19/20	AIRPORT COMMISSION	\$300,000.00	The San Francisco International Airport ("Airport") requires specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS), which is operated and maintained by the Airport. The contractor intermittently provides software updates, and scheduled maintenance and calibration of the hardware.	July 1, 2020	June 30, 2026	REGULAR
43911 - 19/20	PUBLIC UTILITIES COMMISSION	\$191,800.00	The federal Endangered Species Act regulations require compensation for impacts to federally listed endangered and threatened species and their habitat, either by the creation or enhancement of habitat, or the use of mitigation banking. A mitigation or conservation bank permanently protects privately or publicly owned lands that are managed in perpetuity for endangered, threatened, and other at-risk species. Conservation banks are owned and managed by third parties who sell conservation credits to entities that must mitigate impacts as a condition of permits to construct projects. The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (City), seeks to purchase vernal pool brachiopod and California tiger salamander conservation credits from the Great Valley Conservation Bank via California Conservation Holdings, LLC to satisfy mitigation requirements outlined in the Biological Opinion (permit) issued by the U.S. Fish and Wildlife Service for the San Joaquin Pipeline East Project. The Conservation Bank is approved by the U.S. Fish and Wildlife Service to satisfy mitigation requirements of the San Joaquin Pipeline East Project and is the only bank with available credits to satisfy the mitigation requirement.	June 1, 2020	June 1, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45315 - 19/20	PUBLIC UTILITIES COMMISSION	\$7,500,000.00	<p>The SFPUC's Wastewater Enterprise Capital Improvement Program (CIP) includes nine Green Infrastructure projects. The Green Infrastructure Projects will require short-term and intermittent engineering effort. All projects will require project engineering design and construction services, including civil, geotechnical, structural, hydrologic/hydraulic modeling, engineering analysis, and landscape architectural design. One of the projects, the Yosemite Creek Daylighting Project, consists of daylighting approximately 1,700 feet of Yosemite Creek through McLaren Park. The creek channel design requires geomorphology expertise. In addition, the engineering expertise in the design and construction of specialized green infrastructure technologies such as sub-surface capillary rise irrigation systems and alternative storage system is required.</p> <p>For the San Francisco Unified School District (SFUSD) Green Infrastructure Projects, the consultant team will provide professional engineering design services for SFPUC Green Infrastructure Projects on SFUSD properties. Projects include Balboa High School Regional Run-off Reduction Project, A.P Giannini Middle School Green Infrastructure, and others to be identified. The scope of work will include professional engineering services to support project design and construction, including civil, geotechnical, structural, hydrologic/hydraulic modeling, engineering analysis, and landscape architectural services. These engineering services will require expertise on the design and construction of specialized green infrastructure technologies such as sub-surface capillary rise irrigation systems and alternative storage system, as well as experience securing regulatory approvals for California public schools.</p>	December 1, 2020	June 30, 2028	REGULAR
48107 - 19/20	PUBLIC UTILITIES COMMISSION	\$900,000.00	Debris dumpsters, metal scrap bins, green waste bins and recycling bins for our Sunol Valley Water Treatment Facilities, San Antonio Pump Station and Sunol Yard. These dumpsters and bins will capture any debris and recycling from our facilities, cottages, right of ways and watershed.	May 1, 2020	June 30, 2029	REGULAR
49783 - 19/20	PUBLIC UTILITIES COMMISSION	\$105,000,000.00	<p>The San Francisco Public Utilities Commission (SFPUC) intends to award a \$105 million (\$5 million design and \$100 million construction) Design Build (DB) agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services, such as grit removal, membrane bioreactor (MBR), wetland, solids handling, disinfection, and odor control, needed to assist in the execution and delivery of SFPUC's new Treasure Island (TI) Wastewater Treatment Plant (WWTP) and Recycled Water Facility (RWF).</p> <p>The \$5,000,000 design portion of the DB procurement will complete the detailed design utilizing the bridging documents (~15 to 35% level) provided in the RFP. The duration of the design portion is approximately 6 to 12 months.</p>	July 31, 2021	July 30, 2026	REGULAR
45983 - 19/20	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$400,000.00	Consultants will perform highly specialized Architectural Photography Services, such as staging, lighting, photographing, post processing, and presenting buildings and architectural elements using specialized cameras, equipment, and techniques to support Public Works design staff on an as-needed basis.	May 18, 2020	December 31, 2026	REGULAR

TOTAL AMOUNT \$114,791,800

CSV

[Home >](#)

Posting For June 15, 2020

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4011-11/12 - MODIFICATIONS	June 15, 2020	AIRPORT COMMISSION -- AIR	\$2,000,000	\$8,300,000	Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (at http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.	11/15/2021	12/31/2022	REGULAR
4133 08/09 - MODIFICATIONS	June 15, 2020	PUBLIC HEALTH -- DPH	\$3,000,000	\$5,300,000	Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.	05/01/2020	06/30/2024	REGULAR
45859 - 17/18 - MODIFICATIONS	June 15, 2020	PUBLIC HEALTH -- DPH	\$0	\$28,000,000	Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.	07/01/2023	06/30/2028	REGULAR

TOTAL AMOUNT \$5,000,000

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: Service for Variable Frequency Drives (VFD)

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$500,000

1. Description of Work

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

Scope of work includes a technician troubleshoot/evaluate if a Variable Frequency Drive (VFD or Motor Control) can

be repaired and will be fixed onsite for air handling equipment at San Francisco International Airport (SFO). If a new VFD is installed, the service is to start-up and commission to ensure the parameters of the VFD is set up correctly and that the unit is wired correctly. A VFD is used on an electro-mechanical drive system to control motor speeds and torque. It is also used on air handling units which regulates and circulates air as part of a ventilating, and air-conditioning system and provides air in the terminals, jet bridges, and cooling towers. Work is done on an as-needed basis.

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

This service is necessary to ensure that the various air handling/pump units throughout SFO are working properly. The consequence of denial is not providing indoor air quality (stale stagnant air and allergens). The VFDs help the units' UV technology function properly by eliminating odors and organic gasses/toxins that are given off from mold and fungi when the filters trap dirt and dust. The VFD's also help the pump units move fluid, chilled/hot water, wastewater, chemicals

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.

Theses services have been provided by Purchase Order.

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.
not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Services will be required on an as-needed basis (for example when the VFD needs repair or start-up/commissioning/programming is needed for new VFDs). The VFDs were in installed in 2000 and are in its 20-year cycle and are experiencing more failures.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to test and repair VFDs. Repair must be performed by a factory- trained technician possessing a Certificate of Inspection that is issued by the equipment manufacturer.

B. Which, if any, civil service class(es) normally perform(s) this work? 7126, Mech Shop & Equip Supt; 9232, Airport Mechanical Maint Sprv; 9240, Airport Electrician;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide their own tooling to evaluate and repair the variable frequency drives.

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

Services are not available through resources 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.
Work must be performed by an individual with appropriate inspection certificates and work done by any other entity will void the warranty.
- 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 City employees would not have the required certificate to perform the service.

6. Additional Information

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

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45530 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: [Lubamersky, Joan \(ADM\)](#)
To: speedy4864@aol.com; agonzalez@iam1414.org; khughes@ibew6.org; oashworth@ibew6.org; grojo@local39.org; MRainsford@local39.org; seichenberger@local39.org
Cc: ["DHR-PSCCoordinator, DHR \(dhr-psccordinator@sfgov.org\)"](mailto:DHR-PSCCoordinator_DHR(dhr-psccordinator@sfgov.org))
Subject: Notice to employee organizations Personal Services Contract posting PSC 45530 19.20
Date: Monday, April 6, 2020 4:30:00 PM
Attachments: [PSC 45530 19.20 Form 1 to employee organizations As Needed Airport Variable Frequency Drives.pdf](#)

Good afternoon.

The Personal Services Contract (PSC) online notification system appears to not be working correctly.

This email will serve as notification of the PSC to your employee organizations. 30 day notice to employee organizations is required.

The services are described on attachment. It is for as-needed testing and repair of variable frequency drives at SFO.

On Section 3B, classifications 9232, 7126 and 9240 are listed.

Please let me know if you have any questions.

Thank you.

Best regards,

Joan

Joan Lubamersky
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One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Advanced Visual Guidance Docking System (A-VGDS)

Funding Source: Operating Funds

PSC Amount: \$300,000

PSC Est. Start Date: 07/01/2020

PSC Est. End Date 06/30/2026

1. Description of Work

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

The San Francisco International Airport ("Airport") requires specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS), which is operated and maintained by the Airport. The contractor intermittently provides software updates, and scheduled maintenance and calibration of the hardware.

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

Specialized expertise are needed to support and maintain the proprietary A-VDGS infrastructure which is comprised of hardware and software components. The A-VDGS is essential for increased efficiency and safety in the aircraft gate docking process. It is essential that the Terminal Systems services be operational 24/7/365. Any interruption in service would cause flight delays, decrease in safety and possibly cause financial exposure to the Airport.

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

This service is new. The A-VDGS was installed as part of the construction related to Terminal 1 Boarding Area B and International Terminal Building enhancement.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need.

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

This PSC is for 5 years to provide continuous long term service and maintenance of the existing software/equipment related to the Advanced Visual Guidance Docking System (A-VGDS) and to allow a buffer in case of delays.

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 Level 2 maintenance of the A-VDGS is intermittent. The software updates and equipment maintenance is on a scheduled and as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor is required to provide specialized expertise of the proprietary hardware and software. This includes updates of the software, and calibration and maintenance of the hardware.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7430, Asst Electronic Main Tech; 0922, Manager I; 0923, Manager II; 9240, Airport Electrician; 9241, Airport Electrician Supervisor; 9242, Head Airport Electrician; 0933, Manager V;

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

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

Airport electricians will provide Level 1 maintenance to the A-VDGS, Level 2 and above is proprietary technology and must be performed by the contractor's technicians.

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

- A. Explain why civil service classes are not applicable.
The A-VDGS is a proprietary system. Level 2 maintenance support and higher involves proprietary technology. Only the contractor's technicians can provide this.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as the level 2 maintenance work is intermittent in nature and the A-VDGS system is proprietary.

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 four civil service classes will receive training to respond to level 1 support and maintenance issues for the A-VDGS: 0922 - 4 hours, 9241 - 4 hours and 2 x 9240 - 4 hours. The training will be 1 class for a duration of 4 hours.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 04/20/2020, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Municipal Executive Association; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42402 - 19/20

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/15/2020

Civil Service Commission Action:

Receipt of Union Notification

Yen Pang (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, April 20, 2020 4:53 PM
To: Cynthia Avakian (AIR); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; Yen Pang (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42402 - 19/20

RECEIPT for Union Notification for PSC 42402 - 19/20 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42402 - 19/20 for \$300,000 for Initial Request services for the period 07/01/2020 – 06/30/2026. 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:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F14738&data=02%7C01%7Cyen.pang%40flysfo.com%7C572b4211348742083fca08d7e586b9ac%7C22d5c2fce3e443d9a7fdcc0231f73f%7C0%7C0%7C637230239120008317&data=wL86zPXH49QZ1x7osh6n6V5so8y1%2BqalXVAUhipvbAA%3D&reserved=0> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Conservation Bank Credits for Species Impacts from San Joaquin Pipeline East Project (CS-1212)

Funding Source: Water Enterprise Capital Budget

PSC Duration: 1 year

PSC Amount: \$191,800

1. Description of Work

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

The federal Endangered Species Act regulations require compensation for impacts to federally listed endangered and threatened species and their habitat, either by the creation or enhancement of habitat, or the use of mitigation banking. A mitigation or conservation bank permanently protects privately or publicly owned lands that are managed in perpetuity for endangered, threatened, and other at-risk species. Conservation banks are owned and managed by third parties who sell conservation credits to entities that must mitigate impacts as a condition of permits to construct projects.

The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco (City), seeks to purchase vernal pool brachiopod and California tiger salamander conservation credits from the Great Valley Conservation Bank via California Conservation Holdings, LLC to satisfy mitigation requirements outlined in the Biological Opinion (permit) issued by the U.S. Fish and Wildlife Service for the San Joaquin Pipeline East Project. The Conservation Bank is approved by the U.S. Fish and Wildlife Service to satisfy mitigation requirements of the San Joaquin Pipeline East Project and is the only bank with available credits to satisfy the mitigation requirement.

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

The SFPUC is required to fulfill mitigation requirements outlined in the U.S. Fish and Wildlife Service Biological Opinion (permit) issued to the SFPUC to implement the San Joaquin Pipeline East infrastructure project. Failure to fulfill mitigation requirements could result in fine and/or additional mitigation 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.

The SFPUC has purchased conservation credits in the past. This is the first time the SFPUC has requested a PSC for a purchase of conservation credits.

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):

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

B. Explain the qualifying circumstances:

The U.S. Fish and Wildlife Service Biological Opinion issued for the San Joaquin Pipeline East Project (Permit 814210-201 0-F-0880-1) in 2011 requires the purchase of credits from a conservation bank to satisfy impacts to federally listed species and their habitat.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A conservation bank must have credits available with a service area that overlaps the impact area (i.e. where impacts to federally listed species occurs due to infrastructure project) and must be approved by the U.S. Fish and Wildlife Service. The Great Valley Conservation Bank, managed by California Conservation Holdings, LLC, is currently the only USFWS approved conservation bank with a service area which overlaps the project impact area.

- 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 the in-perpetuity maintenance of the mitigation bank credits purchased by the SFPUC. No facilities and/or equipment will be provided to the City.

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

There are no departments within the City that provide conservation bank credits to satisfy impacts to federally listed species.

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

- A. Explain why civil service classes are not applicable.
Civil service staff do not develop, manage or maintain conservation banks.
- 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 to adopt a new civil service class to perform this work. Establishing a conservation bank is specialized and requires the purchase and development of large areas of land. It is more cost effective for the SFPUC to purchase credits from a conservation bank, as needed, rather than establish a conservation bank on their own.

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 is needed for the service, as the SFPUC is only purchasing compensation credits to satisfy required mitigation outlined in regulatory permits. There is no task that SFPUC staff will participate in beyond the purchase of the credits. The Bank Owner addresses all maintenance of the mitigation bank acreage themselves.
- C. Are there legal mandates requiring the use of contractual services?
Yes. The U.S. Fish and Wildlife Service Biological Opinion issued for the San Joaquin Pipeline East Project (Permit 814210-201 0-F-0880-1) in 2011 requires the purchase of credits from a conservation bank to satisfy impacts to federally listed species and their habitat.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 04/30/2020, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43911 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
To: [Irwin, William](mailto:Irwin.William); [Meyers, Julie](mailto:Meyers.Julie) (HSA); seichenberger@local39.org; Camaguey@sfmea.com; 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, Kathy](mailto:Basconcillo.Kathy); 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; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; [Poon, Sin Yee](mailto: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; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; [Irwin, William](mailto:Irwin.William); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43911 - 19/20
Date: Thursday, April 30, 2020 3:58:39 PM

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

RECEIPT for Union Notification for PSC 43911 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43911 - 19/20 for \$191,800 for Initial Request services for the period 06/01/2020 – 05/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/14901> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Services for Green Infrastructure Projects (PRO.0123)

Funding Source: SFPUC Wastewater Enterprise Capital Budget

PSC Amount: \$7,500,000

PSC Est. Start Date: 12/01/2020

PSC Est. End Date: 06/30/2028

1. Description of Work

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

The SFPUC's Wastewater Enterprise Capital Improvement Program (CIP) includes nine Green Infrastructure projects. The Green Infrastructure Projects will require short-term and intermittent engineering effort. All projects will require project engineering design and construction services, including civil, geotechnical, structural, hydrologic/hydraulic modeling, engineering analysis, and landscape architectural design. One of the projects, the Yosemite Creek Daylighting Project, consists of daylighting approximately 1,700 feet of Yosemite Creek through McLaren Park. The creek channel design requires geomorphology expertise. In addition, the engineering expertise in the design and construction of specialized green infrastructure technologies such as sub-surface capillary rise irrigation systems and alternative storage system is required.

For the San Francisco Unified School District (SFUSD) Green Infrastructure Projects, the consultant team will provide professional engineering design services for SFPUC Green Infrastructure Projects on SFUSD properties. Projects include Balboa High School Regional Run-off Reduction Project, A.P Giannini Middle School Green Infrastructure, and others to be identified. The scope of work will include professional engineering services to support project design and construction, including civil, geotechnical, structural, hydrologic/hydraulic modeling, engineering analysis, and landscape architectural services. These engineering services will require expertise on the design and construction of specialized green infrastructure technologies such as sub-surface capillary rise irrigation systems and alternative storage system, as well as experience securing regulatory approvals for California public schools.

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

These services are necessary to successfully deliver San Francisco's first creek daylighting project, and meet the budget and schedule outlined in the CIP. Creek channel design is a unique endeavor that requires an integrated team of engineers with extensive professional experience in creek channel design. The project cannot be delivered without the consultant expertise. In addition, projects constructed on SFUSD properties require California Division of the State Architect (DSA) experience to obtain project approval from the State of California. The DSA oversees design and construction for K-12 public schools and community colleges in California. The SFPUC's project partner SFUSD requires their consulting engineers to have demonstrated experience obtaining DSA design and construction approvals in order to meet the project schedules and deliverables. The consequence of denial will impact the project being constructed on a slower schedule and the delivery of the Green Infrastructure projects as proposed in the SFPUC's Wastewater Enterprise Capital Improvement Program (CIP) will be delayed.

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.

Green infrastructure design for projects in the public right of way have been performed by using Public Works, PUC and consultant engineers. PSC 44148 - 18/19 Yosemite Creek Daylighting Project (PRO.0123) expired on November 20, 2018 and is being renewed with this PSC, with the addition of Green Infrastructure Projects to be performed for the SFUSD. The SFPUC has an existing as-needed consultant contract for green infrastructure engineering PSC No. CS-1000, which has a maximum task order value of \$400,000, and was approved with PSC 47931 - 14/15. This contract will expire in July 2020, and cannot be extended. The Upper Yosemite Creek Daylighting Project, Balboa High school Runoff Reduction Project and AP Giannini MS Green Infrastructure are large projects that will require consultant engineering services in excess of the maximum task order allowed by an as-needed contract, which is why a project specific RFP is required. The scope of services for these projects require consultant services with expertise in green infrastructure projects and experience working with DSA.

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.

Nine Green Infrastructure projects will be designed and constructed. Seven and a half years of intermittent and short term consultant services will be needed to complete the green infrastructure projects identified in the Wastewater Enterprise CIP.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

As stated in Section 1B, this project requires special expertise in Green Infrastructure engineering design, SFUSD/DSA coordination and approval. City resources will lead the project, including project management, project engineering, technical design oversight, and construction management. City staff will and oversee the consultant design team to ensure compliance with SFPUC-Infrastructure standards and procedures.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant will need to have engineering expertise including civil, geomorphology, hydraulics, geotechnical, slope stabilization and structural engineering for the design and construction of the creek channel and auxiliary facilities. In addition, the consultant will need to have expertise in the design of innovative passive high-efficiency irrigation systems and stormwater storage systems. The consultant will provide an integrated team for all engineering and landscape design of the stream bed and channel. Work outside the stream bed and channel will be performed by City engineering resources. The consultant will need knowledge of DSA-specific design standards and proven success expeditiously securing DSA approvals. Prior experience in the design of green infrastructure within public school yards is required by SFUSD.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5274, Landscape 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?

PUC approached both PUC Engineering Management Bureau (EMB) and Public Works Infrastructure Design and Construction regarding providing these specialized design services for the project. PUC does not have the specialized engineering resources for the project but will provide Project Engineering and ancillary design services. For the Yosemite Creek Daylighting Project, Public Works agreed to provide engineering services for the elements within the existing roadway, including hydraulics and connections back to the Combined Sewer System (CSS), street and curb ramp design, and environmental specifications. Public Works (PW) will also provide landscape architectural services for the areas outside the creek channel. PW also declined to provide the specialized creek channel design and does not have the expertise to design the passive high-efficiency irrigation and alternative storage system. For the other Green Infrastructure projects, the project manager and project engineer will be PUC employees. Work will be included for the PUC/PW where applicable but the specialized services is needed through out the contract. The need for this support will be a short duration and short term hiring of individuals for these specialized areas is not feasible.

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

- A. Explain why civil service classes are not applicable.
Yosemite Creek Daylighting Project is the first creek daylighting project in San Francisco. Creek channel design requires expertise from an interdisciplinary team of civil, environmental, geotechnical, geomorphological, and hydraulic engineers with 10-years of professional experience in urban creek daylighting. There are no passive high-efficiency irrigation systems in San Francisco. As the PUC introduces a new irrigation technology that re-uses stormwater, prior experience in the design and operation of passive high efficiency irrigation systems is required. SFUSD requires a design consultant with 10-years of experience designing projects to meet DSA standards and securing DSA approvals. Civil service staff in San Francisco are not engaged in the design of SFUSD schools, and therefore do not have DSA experience. PUC civil service project manager and project engineer will collaborate to manage consultants and integrate civil service staff where applicable.
- 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. Engineers are needed to perform Green Infrastructure engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas 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.
Yes. Training will include training for our engineering staff. Training may include workshops on new irrigation technology, creek design, and asset management.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 04/13/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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@sflower.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45315 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin.William; amakayan@ifpte21.org; 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; Irwin.William; [DHR-PSCCoordinator_DHR\(HRD\)](mailto:DHR-PSCCoordinator_DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 45315 - 19/20
Date: Monday, April 13, 2020 2:46:16 PM

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RECEIPT for Union Notification for PSC 45315 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45315 - 19/20 for \$7,500,000 for Initial Request services for the period 12/01/2020 – 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/14802> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Yosemite Creek Daylighting Project (PRO.0123)

Funding Source: Sewer System Improvement Program

PSC Duration: 5 years

PSC Amount: \$2,000,000

1. Description of Work

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

The consulting team will provide the professional engineering services for the Yosemite Creek Daylighting Project, a Phase 1 Sewer System Improvement Program (SSIP) Green Infrastructure Early Implementation Project. The Yosemite Creek Daylighting Project consists of daylighting approximately 1,700 feet of Yosemite Creek between Bacon/Oxford streets and Wayland/University Streets to convey stormwater adjacent to, or within, the right of way and through McLaren Park. The scope of work will include professional engineering services to support project design and construction, including civil, geotechnical, structural, hydrologic,/hydraulic modeling, engineering analysis, and landscape architectural services. The consultant will also provide geomorphology services related to creek channel design. In addition, the consultant will provide expertise on the design and construction of specialized green infrastructure technologies such as sub-surface capillary rise irrigation systems and alternative storage system.

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

These services are necessary in order to successfully deliver San Francisco's first creek daylighting project, and meet the accepted budget and schedule associated with the re-baselining of SSIP. Creek channel design is a highly specialized endeavor that requires the expertise of engineers with extensive professional experience performing similar projects. In addition, the project includes a subsurface stormwater holding reservoir and associated subsurface capillary rise irrigation system for the Louis Sutter Soccer Field in McLaren Park. Both of these innovative green infrastructure technologies are essential to reaching the project's stormwater management performance metrics. The project cannot be delivered without the consultant expertise.

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 PUC has an existing consultant contract for as-needed green infrastructure engineering PSC No. 47931-14/15(CS-1000). The scope of work for the Upper Yosemite Creek Daylighting Project will exceed the maximum threshold amount per task order of \$400K, which is why we are issuing a project specific RFP.

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 proposed contract duration is 5-years. The project schedule from design, bid and award, and construction is at minimum 3.5 years. A five year contract allows for unforeseen schedule delays, and allows the consultant to perform required post-construction stormwater monitoring.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Yosemite Creek Daylighting Project is a unique capital project. At the current time, it is the only creek daylighting project planned as part of SSIP Phase 2. Specific, one time expertise is necessary to deliver the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant will provide engineering services including civil, geomorphology, hydraulics, geotechnical, slope stabilization and structural engineering for the design and construction of the creek channel auxiliary facilities. In addition the consultant will need to have expertise in the design of passive high-efficiency irrigation and alternative storage systems. The consultant will provide an integrated team for all engineering and landscape design of the stream bed and channel. Work outside the stream bed and channel will be performed by City engineering resources.

B. Which, if any, civil service class(es) normally perform(s) this work? 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5272, Landscape Architect Assoc 2; 5274, Landscape 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?

PUC approached both PUC Engineering Management Bureau (EMB) and Public Works Infrastructure Design and Construction regarding providing these specialized design services for the project. PUC does not have the specialized engineering resources for the project though EMB will provide a project engineer to oversee and coordinate city staff engineers and consulting engineers. Public Works agreed to provide engineering services for project elements within the existing roadway, including hydraulics and connections back to the Combined Sewer System (CSS), street and curb ramp design, and environmental specifications. Public Works will also provide landscape architectural services for the areas outside the creek channel. PW also declined to provide the specialized creek channel design and does not have the expertise to design the passive high-efficiency irrigation and alternative storage system.

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

A. Explain why civil service classes are not applicable.

Creek channel, passive high-efficiency irrigation and alternative storage system design requires specialized services from an interdisciplinary team of civil, environmental, geotechnical, geomorphological, and hydraulic engineers. Civil service staff do not have this expertise as it relates to the design.

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 services are not likely to be used 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.
No. Training will not be provided. The skills necessary are very specialized and require knowledge in urban creek daylighting.

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 09/14/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44148 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

11/19/2018 DHR Approved for 11/19/2018

action date: 11/19/2018

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 47931 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Planning and Design Services for Green Infrastructure (CS-1000)Funding Source: Sewer System Improv Prog FundsPSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 12/01/14 - 12/31/18 (4 years 4 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/19-07/12/20 (1 year 27 weeks)PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 5 years 32 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide for green infrastructure projects: civil engineering, landscape architecture, urban design, survey, and geotechnical services specific to green infrastructure project design and delivery; Planning, research, preliminary engineering, project management, engineering design and support for capital and programmatic green infrastructure projects; Green infrastructure construction management, inspection and maintenance planning and implementation; QA/QC services; Research problems, develop studies, provide technical data analysis, identify conceptual design solutions, execute master plans; Habitat assessment for project placement and plant selection; Cost-benefit analyses to inform capital project selection; Creek daylighting expertise including planning and design services (master planning, urban design, safety and accessibility planning and guidance), technical services (engineering, landscape architecture, geomorphology, modeling, and erosion analysis; Regulatory compliance with and enforcement of the San Francisco Stormwater Management Ordinance, including project processing, design review, research of emerging policy and regulatory issues associated with the National Pollutant Discharge Elimination System Permit, inspection, and enforcement of Maintenance Agreements; Decentralized wastewater treatment analysis and design; Wastewater/stormwater/ energy nexus analysis for capital project optimization; and project planning and design with a focus on water conservation, drought planning, and groundwater recharge planning.

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

If this contract is denied, the schedule of urgent projects within Sewer System Improvement Program (SSIP) will be impacted and will delay crucial planning work performed by the Wastewater Enterprise. The San Francisco Public Utilities Commission (SFPUC) will not be able to meet our goals to successfully deliver the projects and undertake specified planning tasks for SSIP.

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

This service is currently being provided via PSC No. 47931-14/15.

D. Will the contract(s) be renewed?

The contract may be renewed depending on future planning needs.

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 total contract duration of five years is necessary to continue providing as-needed green infrastructure engineering services while a new Request for Proposal (RFP) is being issued so there is no gap in services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Specialized expertise includes integrated watershed planning, civil engineering, and landscape design services; planning, designing, and delivering cutting-edge green infrastructure projects at the national level; experience participating on national green infrastructure policy or technical committees; and experience with built green infrastructure projects in dense urban environments. These services will only be needed for a short duration.

B. Reason for the request for modification:

To align the PSC duration with the contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized expertise includes integrated watershed planning, civil engineering, and landscape design services; planning, designing, and delivering cutting-edge green infrastructure projects at the national level; experience participating on national green infrastructure policy or technical committees; and experience with built green infrastructure projects in dense urban environments. For design services, expertise includes urban creek daylighting with built projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5602, Utility Specialist; 5620, Regulatory Specialist; 6317, Assistant Const Inspector;

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 civil service classes specified above are applicable and will participate in the upcoming design service contracts. However, the consultants will provide specialized green infrastructure design and engineering expertise and experience to City Staff.

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: Due to the specific nature of these green infrastructure projects, it would not be practical because only short-term support is required at this time.

6. Additional Information

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

No.

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

There will be ongoing training for 12 City engineers.

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.

MWH-AGS INC JV

7. Union Notification: On 09/18/18, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47931 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required
Approved by DHR on 09/26/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Garbage and Recycle Services for Sunol Offices (17544)

Funding Source: Water Enterprise Operating Budget

PSC Duration: 9 years 8 weeks

PSC Amount: \$900,000

1. Description of Work

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

Debris dumpsters, metal scrap bins, green waste bins and recycling bins for our Sunol Valley Water Treatment Facilities, San Antonio Pump Station and Sunol Yard. These dumpsters and bins will capture any debris and recycling from our facilities, cottages, right of ways and watershed.

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

This service will capture and dispose of or recycle any waste or debris from our facilities, cottages, right of ways and watershed.

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. It has been provided continuously in the past, but a PSC was never required for these types of essential, sole source, municipal services in the past. The PSC is a new requirement.

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.

Pleasanton Garbage Service has its own contract with the City of Pleasanton that expires in June 2029.

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:

SFPUC requires the use of Pleasanton Garbage Service in order to dispose of its waste on a continual, regular, and as-needed basis. The proper disposal of waste is a safety and health requirement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills include the ability and equipment in order to meet the service needs at SFPUC, knowledge in proper handling and disposal of trash, and possessing the required environmental permits. The work also requires truck drivers with a license to operate garbage collection trucks and staff to operate solid waste sorting facilities.

B. Which, if any, civil service class(es) normally perform(s) this work? 7355, Truck Driver; 7514, General Laborer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. It must provide its own disposal vehicles and related equipment. The City cannot provide these vehicles for them.

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

N/A

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

- A. Explain why civil service classes are not applicable.
Garbage and recycling service may only be performed by the City of Pleasanton. The City and County of San Francisco has no other option to dispose of its waste in this region. According to the Alameda County Integrated Waste Management Plan, amended March 22, 2017, "Private firms have traditionally performed the bulk of solid waste activities in Alameda County, including waste diversion programs and waste collection and disposal. This is expected to continue... Pleasanton Garbage Service owns and operates the Pleasanton Transfer Station. The company provides waste collection service to the City of Pleasanton and to individuals in the unincorporated Sunol area." (pp.II-11 - II-12)
- 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 insufficient work for a new classification.

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 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.
Yes. Pleasanton Garbage Service currently provides this service.

7. Union Notification: On 03/30/2020, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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@sfwater.org

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48107 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: [Irwin, William](mailto:Irwin.William@teamsters853.org)
To: connections@teamsters853.org
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 48107 - 19/20
Date: Monday, March 30, 2020 2:46:00 PM

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of wirwin@sfgwater.org
Sent: Monday, March 30, 2020 2:17 PM
To: Irwin, William <WIrwin@sfgwater.org>; LiUNA.local261@gmail.com; Irwin, William <WIrwin@sfgwater.org>;
DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 48107 - 19/20

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RECEIPT for Union Notification for PSC 48107 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48107 - 19/20 for \$900,000 for Initial Request services for the period 05/01/2020 – 06/30/2029. 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/14597> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Wastewater Treatment Plant Design Build Project Delivery (DB-132)

Funding Source: Wastewater Enterprise Capital Budget

PSC Duration: 5 years

PSC Amount: \$105,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$105 million (\$5 million design and \$100 million construction) Design Build (DB) agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services, such as grit removal, membrane bioreactor (MBR), wetland, solids handling, disinfection, and odor control, needed to assist in the execution and delivery of SFPUC's new Treasure Island (TI) Wastewater Treatment Plant (WWTP) and Recycled Water Facility (RWF).

The \$5,000,000 design portion of the DB procurement will complete the detailed design utilizing the bridging documents (~15 to 35% level) provided in the RFP. The duration of the design portion is approximately 6 to 12 months.

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

The existing Treasure Island Wastewater Treatment Plant is well past its useful life. Due to the redevelopment of Treasure Island, a new wastewater treatment plant is needed as soon as possible to provide reliable wastewater services for the island and provide for the growing population. The urgent schedule presents a huge challenge for SFPUC. The DB procurement method will deliver a facility faster than the traditional design-bid-build method and provide the necessary services for the island. The consequence of denial is that the project will be constructed on a slower schedule and force the existing wastewater treatment plant, which is well past its' useful life, to remain in operation longer than necessary. In addition, a slower schedule slows down the delivery of the new wastewater treatment plant, which will also produce recycled water for the new development. The SFPUC will advertise the RFQ and RFP for this project in 2020.

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 design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services, including the Bay Corridor Transmission and Distribution Phase 1 Design-Build Services PSC No.43386-15/16 (DB 128 approved on August 1, 2016. The scope of services for that project was different, however it was also complex and utilized the same project delivery method. Under Agreement No. PUC.PRO.0073, Carollo Engineers is currently assisting SFPUC with the project's planning phase development (CER). A PSC was completed for Agreement No. PUC.PRO.0073. With the DB procurement, instead of finishing the detailed design, Carollo Engineers will assist with DB bridging documents.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

As stated in Section 1B, this project requires special expertise in wastewater treatment engineering design for the DB, which is not available from City employees. The project is also on a tight schedule for completion due to the redevelopment of Treasure Island, the aging and failing existing wastewater treatment plant, and requirement to produce recycled water for use within the new development. City resources will lead the project, including project management, technical design oversight, and construction management. City staff will and oversee the DB design team to ensure compliance with SFPUC-Infrastructure standards and procedures.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Support with structural, electrical, instrumentation and control, process, mechanical and civil engineering, during the detailed design and construction phases of the new wastewater treatment plant and recycled water facility are needed. The need for this support will be a short duration and short term hiring of individuals for these specialized areas is not feasible. Areas of specialized engineering expertise, such as grit removal, MBR, wetland, solids handling, disinfection, odor control are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer;
- 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?

Engineers are needed to perform engineering design for this project; however, this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized wastewater engineering expertise, such as grit removal, MBR, wetland, solids handling, disinfection, and odor control, is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

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

- A. Explain why civil service classes are not applicable.
City resources will lead the project, including project management, technical design oversight, and construction management. This project requires specialized engineering expertise, such as grit removal, MBR, wetland, solids handling, disinfection, and odor control, which is not available from City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it's not practical. Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas 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.
Yes. The project will include training for our engineering staff. Training may include workshops on new technology, BIM, and asset management.
- 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. SFPUC approved 4-24-19, Res 19-0082.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 04/06/2020, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49783 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin.William; amakayan@ifpte21.org; 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; Irwin.William; [DHR-PSCCoordinator.DHR\(HRD\)](mailto:DHR-PSCCoordinator.DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 49783 - 19/20
Date: Monday, April 6, 2020 4:16:51 PM

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RECEIPT for Union Notification for PSC 49783 - 19/20 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49783 - 19/20 for \$105,000,000 for Initial Request services for the period 07/31/2021 – 07/30/2026. 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/14741> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Bay Corridor Transmission & Distribution Phase I Progressive Design-Build (DB-128)Funding Source: SFPUC Power Operating BudgetPSC Duration: 1 year 34 weeksPSC Amount: \$16,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The scope of this progressive design-build is to bring in a qualified design-build team that includes designer and contractor to complete detailed design and construction for Phase 1 of the Bay Corridor Transmission and Distribution (BCTD) Project. The BCTD allows San Francisco Public Utilities Commission (SFPUC) to deliver electrical power to identified future customers along the southeast San Francisco waterfront including Candlestick Park development, new Warriors Arena and Southeast wastewater treatment plant. The BCTD project elements include high voltage electrical transformer stations, underground electrical duct banks and cables. The cost breakdown is \$3M for all professional services and \$13M is for construction.

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

Progressive design build service is critical to accelerate project delivery to meet customer power delivery schedule. BCTD Phase 1 customers require a large amount of power (40 megawatts) by December 2017. Denial of this Progressive design-build delivery method will risk a power service delay to customers.

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 design-build services have been provided in the past for projects that have an accelerated delivery schedule with specialized and complex engineering and construction services. The most recent project approved by the Civil Service Commission on January 4, 2016 is the Warnerville Substation Rehabilitation Design-Build Services PSC No. 42155-15/16 (DB- 127). The scope of services is different but the project delivery method is the same.

D. Will the contract(s) be renewed?

Assuming the project schedule and scope remains unchanged. there is no plan to renew Phase 1 contract at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

B. Explain the qualifying circumstances:

A design-build RFP requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Proven experiences and expertise are needed in the areas of: 1) electrical system design that includes substations and electrical conductor; 2) construction in electrical substation and conducts; 3) seismic, geotechnical and structural engineering; 4) cost estimating; 5) design-build/progressive design-build alternative delivery methods; 6) development of bid plans and specifications; 7) project and construction scheduling in San Francisco; 8) permitting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5408, Coord of Citizen Involvement;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: SFPUC will procure or place order(s) for transformer station equipment and instrumentation for Contractor to install and commission. Contractor will purchase all remaining transformer station appurtenances and materials for the project to complete installation.

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

The San Francisco Public Utilities Commission (SFPUC) staff can perform most of the Civil and Electrical engineering for this project except for some of the high voltage/transmission specialty electrical work. Because of staffing commitments to other projects and the restrictive timeline of this project, SFPUC staff are unable to commit resources to complete the design work in house. The SFPUC is committed to meeting and working with the Union on discussions regarding work load forecasting, staffing plans, staff development and hiring, and professional services contracting requests.

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

- A. Explain why civil service classes are not applicable.
A Design-build Request For Proposal (RFP) requires designer and contractor to have specific proven design and construction experiences in transmission and distribution. Furthermore, no civil service classes have the technical capability to perform this construction 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. The design and construction service for transmission and distribution is unique and seldom. Continuous need for this is not necessary.

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 is not apart of this PSC. The design and construction service for transmission and distribution is unique and seldom. Continuous need beyond this contract is not necessary.

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

7. Union Notification: On 05/13/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43386 - 15/16

DHR Analysis/Recommendation:

action date: 08/01/2016

Commission Approval Required

Approved by Civil Service Commission

08/01/2016 DHR Approved for 08/01/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Photography Services

Funding Source: Interdepartmental work orders

PSC Amount: \$400,000

PSC Est. Start Date: 05/18/2020

PSC Est. End Date 12/31/2026

1. Description of Work

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

Consultants will perform highly specialized Architectural Photography Services, such as staging, lighting, photographing, post processing, and presenting buildings and architectural elements using specialized cameras, equipment, and techniques to support Public Works design staff on an as-needed basis.

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

The as-needed specialized services contracts will only be utilized to provide support to our design team in areas of expertise that Public Works Building Design and Construction staff do not provide or staff are not available due to full capacity. Public Works will only use these highly specialized consultants to meet the needs of client departments and or to meet project schedules. Denial of this request will result in additional cost and time to client City Departments.

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

Previous As-Needed Architectural Photography Services for building projects have been provided through subconsultants under the as-needed Architectural contracts, and recently through contracts awarded to Velarde Photography LLC, and Cortez Media Group, Inc. under PSC#49167-14/15 approved on 2/13/2015.

D. Will the contract(s) be renewed?

No. New RFQ will be advertised.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. All contracts will have 5-year term.

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).

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:

This service will only be utilized on an as-needed basis.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive experience and expertise in staging, lighting, photographing, post-processing, and presenting buildings and architectural elements; knowledge and expertise in perspective, depth of field, focus, and lighting; extensive expertise in using digital cameras, manual cameras, and various lenses; knowledge and expertise in post-processing software.

B. Which, if any, civil service class(es) normally perform(s) this work? 1770, Photographer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. They will provide specialized equipment such as cameras, strobes, lights, reflectors, trained personnel, post-processing software, and special photo printers, which are not cost effective for the City to purchase, maintain, and keep up.

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

The City does not have resources for this type of specialized services.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized for projects requiring specialized architectural photographer services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It would not be practical to hire full time civil service employees when any work is on an as-needed basis and based on unknown future projects.

6. Additional Information

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

7. Union Notification: On 03/13/2020, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45983 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns.Alexander@DPW); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon.Sin.Yee@HSA); david.canham@seiu1021.org; jtanner940@aol.com; [Sy_Don \(DPW\)](mailto:Sy_Don@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45983 - 19/20
Date: Friday, March 13, 2020 3:09:19 PM

RECEIPT for Union Notification for PSC 45983 - 19/20 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45983 - 19/20 for \$400,000 for Initial Request services for the period 05/18/2020 – 12/31/2026. 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/14688> 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: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Photographer Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$400,000

PSC Est. Start Date: 12/05/2014

PSC Est. End Date: 06/30/2018

1. Description of Work

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

Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.

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

Architectural photography is a specialized professional service that is out of the Building, Design & Construction Division's (BDC) area of expertise. Architectural photography consultants are experienced in the presentation of the building product and are experts in the area of architectural photography. Our staff, clients and communications departments have requested that we have some as-needed Professional Photographers to be available to assist with presentations and marketing materials as required for our portfolio and awards submissions. This will also assist in our ability to "present" our work to Clients, Stakeholders and the Community. This is a specialty which cannot be done in-house and must be outsourced...(please see attachment for full response)

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.

Architectural photography services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide architectural photography services. The most recent approved PSC for an as-needed architectural contract is PSC No. 4095-09/10.

D. Will the contract(s) be renewed?

No, we don't have plans to renew the contract at this time.

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

N/A - PSC duration does not exceed 5 years.

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:

This service is only required when needed by the projects and when staff is not available due to high workload.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural Photographers are a specialized field who are experts in staging and setting up scenes of a completed building to present the finished project in the best possible light. They can be retained by an Architect or Interior Designer to take photographs for a Portfolio or Marketing purposes. These images emphasize the artistic nature of the project and they may be works of art on their own. The consultant must have been in business for a minimum of 5 years...(please see attachment for full response)

- B. Which, if any, civil service class(es) normally perform(s) this work? 1770, Photographer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, contractor will not be providing facilities and/or equipment.

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

We have been using existing staff in these fields, but we need consultants who are experts in these areas when needed for special projects, when a third party reviewer is needed, and/or during peak workload. We have not been getting professional grade photographs of our projects and need a specialized Architectural Photographer who can capture the architectural aspects to better market our project to various City Departments and obtain more work for our staff.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when the following conditions exist: • Project requires specialized architectural photographer services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
(please see attachment for full response)
- 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 12/05/2014, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49167 - 14/15

DHR Analysis/Recommendation:

action date: 03/02/2015

Commission Approval Required
03/02/2015 DHR Approved for 03/02/2015

Approved by Civil Service Commission

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4011-11/12)

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

Type of Service: Strategic Communications Plan

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$4,200,000

PSC Original Approved Duration: 09/01/11 - 06/30/18 (6 years 43 weeks)

PSC Mod#1 Amount: \$2,100,000

PSC Mod#1 Duration: 08/01/17-11/15/21 (3 years 19 weeks)

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

PSC Mod#2 Duration: 11/15/21-12/31/22 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$8,300,000

PSC Cumulative Duration Proposed: 11 years 17 weeks

1. Description of Work

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

Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. §

794 d) (at <http://www.section508.gov/>) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.

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

Technology and adoption continues to evolve at a rapid pace. This drives the way we communicate with our customers, our vendors, and our employees. It also drives the way news is disseminated, the way we research, compile, and share information. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective communication efforts and a loss competitive advantage to other airports.

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, PSC 4011-11/12

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

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:

Need to align with the contract term.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Specialized services are required on an as-needed and periodic, project-based basis.

B. Reason for the request for modification:

Need to increase the amount and extend the term of these contracts.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise and skills in developing and implementing strategic communications plans; producing and executing communications programs, social media campaigns, digital asset management including but not limited to section 805 of the Rehabilitation Act (<http://www.section508.gov/>), search engine optimization (SEO) strategies, and web based solutions for international gateway airports that address the internal communities, the external communities, and the functionality of social media in emergency communications.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not applicable as this work requires knowledge of strategic communications plans for international gateway airports on a project-specific basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as work is short-term and requires a wide range of project-based expertise in international gateway airports.

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.
Contractor will provide 40 hours of website training for Airport ITT Application Development team of approximately 5 staff members.
- 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, Davis & Associates, Hill & Knowlton

7. Union Notification: On 05/14/20, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4011-11/12

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 06/15/2020

Civil Service Commission Action:

Receipt of Union Notification

From: de_pascor@ibpa.org on behalf of cynthia.avian@nyiso.com
To: Cynthia.A.vian@nyiso.com; Wendy.Wong@nyiso.com; mthwest@ipce21.org; kschumacher@ipce21.org; pkim@ipce21.org; sakayam@ipce21.org; L2IPSCReview@ipce21.org; Christina.Chong@nyiso.com; IPSC.Coordinator@DHR.nyiso.com
Subject: Receipt of Modification Request to PSC # 4011-1112 - MODIFICATIONS
Date: Thursday, May 14, 2020 9:49:44 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION – AIR has submitted a modification request for a Personal Services Contract (PSC) for \$2,000,000 for services for the period November 15, 2021 – December 31, 2022. 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 SERU

After logging into the system please select link below:

<https://gc01.adlink.protection.outlook.com/?url=https://apps.dfw.gov/?p=2f&node=q29793&data=02%7C01%7C%7Ccynthia.avian%40nyiso.com%7C44de48484a10ced108d7826ec7e%7C22d5c2cfe3e44349d768ce0231f73f%7C0%7C07637250717830679072&data=gs5%2Fm-41Mif0gTMMt%2BTvrDAPKj3Kahu%2BRctgOgA4%3D&reserved=0>
Email sent to the following addresses: L2IPSCReview@ipce21.org
amakayam@ipce21.org pkim@ipce21.org kschumacher@ipce21.org
mthwest@ipce21.org wendy.wong26@yahoo.com Wendy.Wong26@yahoo.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 20, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Strategic Communications Plan

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$4,200,000 (or \$600,000/ year) PSC DURATION: 9/1/2011 - 6/30/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (at http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.

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

Technology and adoption continues to evolve at a rapid pace. This drives the way we communicate with our customers, our vendors, and our employees. It also drives the way news is disseminated, the way we research, compile, and share information. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective communication efforts and a loss competitive advantage to other airports.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been previously provided through a contract, most recently under PSC # 4154-06/07

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

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date May 20, 2011

RFP sent to: IFPTE Local 21 Union Name on May 20, 2011 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4011-11/12 STAFF ANALYSIS/RECOMMENDATION:

Approved 8/1/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and skills in developing and implementing strategic communications plans; producing and executing communications programs, social media campaigns, digital asset management including image production and workflow, governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (<http://www.section508.gov/>), search engine optimization (SEO) strategies, and web based solutions for international gateway airports that address the internal communities, the external communities, and the functionality of social media in emergency communications.

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

No combination of civil service classifications normally performs this work. The Airport's Application Development Team will be trained as part of this contract. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Associate Deputy Director of Communications & Marketing (0941, Associate Deputy Director, Manager VI) will oversee the efforts of the contractor.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as this work involves intermittent, short-term projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with developing communications strategies, including but not limited to website development and mobile device app development.

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

No, because Civil Service classes already exist and will be trained and involved with website development and maintenance.

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

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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- Website training, 40 hours.
- Airport ITT Application Development team, approximately 5 staff.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0100.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and it is unknown at this time the results of this process.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

August 3, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4009-11/12 THROUGH 4015-11/12; 3076-10/11; 4062-07/08; AND 4200-06/07.

MARY Y. JUNG
COMMISSIONER

At its meeting of August 1, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission.
- (2) Adopt the report; Approve request for of all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Diane Lim, Adult Probation Department
Ben Rosenfield, Controller
Maria Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR
8/1/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-11/12	27	Airport Commission	Regular	\$4,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.	8/1/2011 - 8/1/2016
4010-11/12	27	Airport Commission	Regular	\$7,000,000	Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.	9/1/2011 - 8/30/2018
4011-11/12	27	Airport Commission	Regular	\$4,200,000	Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.	9/1/2011 - 6/30/2018
4012-11/12	40	Public Utilities Commission	Regular	\$200,000	The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.	9/1/2011 - 9/1/2014
4013-11/12	40	Public Utilities Commission	Regular	\$670,000	The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LIDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.	11/1/2011 - 11/1/2016
4014-11/12	40	Public Utilities Commission	Regular	\$27,700,000	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.	11/1/2011 - 11/1/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 4011-11/12)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Strategic Communications PlanFunding Source: Airport Operating FundsPSC Original Approved Amount: \$4,200,000PSC Original Approved Duration: 09/01/11 - 06/30/18 (6 years 43 weeks)PSC Mod#1 Amount: \$2,100,000PSC Mod#1 Duration: 08/01/17-11/15/21 (3 years 19 weeks)PSC Cumulative Amount Proposed: \$6,300,000PSC Cumulative Duration Proposed: 10 years 11 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. §

794 d) (at <http://www.section508.gov/>) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.

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

Technology and adoption continues to evolve at a rapid pace. This drives the way we communicate with our customers, our vendors, and our employees. It also drives the way news is disseminated, the way we research, compile, and share information. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective communication efforts and a loss competitive advantage to other airports.

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, prior approval was granted through this PSC 4011-11/12, originally approved on 8/1/11.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

- 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 duration corresponds to the maximum term of contracts related to this service, with all options exercised.

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:

Specialized services are required on an as-needed and periodic, project-based basis.

- B. Reason for the request for modification:

This modification requests additional time and funds to correspond to the contracts, with all options exercised.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and skills in developing and implementing strategic communications plans; producing and executing communications programs, social media campaigns, digital asset management including but not limited to section 805 of the Rehabilitation Act (<http://www.section508.gov>), search engine optimization (SEO) strategies, and web based solutions for international gateway airports that address the internal communities, the external communities, and the functionality of social media in emergency communications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5330, Graphics Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not applicable as this work requires knowledge of strategic communications plans for international gateway airports on a project-specific basis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as work is short-term and requires a wide range of project-based expertise in international gateway airports.

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.
Contractor will provide 40 hours of website training for Airport ITT Application Development team of approximately 5 staff members.
- 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 07/06/17, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4011-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/19/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 4133 08/09)

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

Type of Service: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Funding Source: General Funds / State or Federal

PSC Original Approved Amount: \$600,000

PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$700,000

PSC Mod#1 Duration: 07/01/14-06/30/19 (5 years 1 day)

PSC Mod#2 Amount: \$1,000,000

PSC Mod#2 Duration: 05/01/18-06/30/20 (1 year 1 day)

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

PSC Mod#3 Duration: 05/01/20-06/30/24 (4 years 1 day)

PSC Cumulative Amount Proposed: \$5,300,000

PSC Cumulative Duration Proposed: 15 years 3 days

1. Description of Work

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

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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. Initial PSC 4133-08/09

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:

These core health care services are expected to be continuous and ongoing.

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:

These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH.

B. Reason for the request for modification:

We are requesting additional funds and an extended term in order to continue providing these core health services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have personnel who have valid, current California State Board of Dentistry licenses, permits, approvals and authorizations, as well as experience in providing dental services to a geriatric an HIV-infected client population in a long-term care setting including bedside dental care.

B. Which, if any, civil service class(es) normally perform(s) this work? 2202, Dental Aide; 2204, Dental Hygienist; 2210, Dentist;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will coordinate the delivery of dentures and other custom dental products required by clients served under this agreement. The contractor will also provide specialized dental equipment needed to provide services to a geriatric population.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
There are applicable current civil service classes; The Department of Public Health's Dental Services Unit was approached to consider participating in the delivery of dental services at Laguna Honda Hospital (LHH), but it is not feasible to take over these services. Therefore, the Medical Executive Committee at LHH determined that contracting was the most patient-safe, service-efficient and cost-efficient way to provide these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil Service classifications already exist. These services are for intermittent, on-call work to provide scheduled and unscheduled dental care for the patients of LHH. Due to the schedule of the work, a full time employee is not applicable.

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.
City employees will receive no training. These are specialized dental services that require formal training and outside instruction.
- 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. UCSF School of Dentistry.

7. Union Notification: On 03/20/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; Physicians and Dentists - 8CC;

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307, San Francisco, CA 94602

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, March 20, 2020 10:11 AM
To: Hale, Jacquie (DPH); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4133 08/09 - 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 \$3,000,000 for services for the period May 1, 2020

– June 30, 2024. 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/1541>

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

Additional Attachment(s)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

April 27, 2009

MORGAN R. GORRONO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-
08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.**

MARY Y. JUNG
COMMISSIONER

At its meeting of April 20, 2009 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY
COMMISSIONER

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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Kan Htun, Arts Commission
Jennifer Johnston, Department of Human Resources
Mary Ng, Department of Human Resources
Brigitte Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the san Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 56th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-19

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4133 08/09)

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

Type of Service: On-Site Comprehensive Dental Services for Residents of Laguna Honda Hospital

Funding Source: General Funds / State or Federal

PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)
PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: 07/01/14-06/30/19 (5 years 1 day)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 10 years 1 day

1. Description of Work

A. Scope of Work:

Provide an on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH). The dental services shall meet or exceed the standards of the State of California Medi-Cal Denti-Cal Program. The services will include, at a minimum: routine treatment and examinations, radiographs, cleanings and fillings, relinings and repairs of dentures, fabrication of new full and partial dentures, extractions and bedside care to patients unable to come to the LHH Dental Clinic.

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

The LHH Medical Executive Committee has determined that the availability and provision of on-site dental services are essential to the health of LHH's residents. Although some patients are referred outside the Community Health Network, most LHH residents are frail and a referral to an outside provider is not the best course of treatment. In addition, in order to minimize the risk of falls and other injuries most LHH patients are provided proximate (bedside) dental care.

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

Yes. Initial PSC 4133-08/09

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

2. Union Notification: On 03/10/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/16/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
See attached initial PSC 1

B. Which, if any, civil service class(es) normally perform(s) this work?
2202,2204,2210,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
See attached initial PSC1

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:
See attached initial PSC1

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
See attached initial PSC1

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

YES NO

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes. University of the Pacific School of Dentistry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/10/14 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 45859 - 17/18)

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

Type of Service: Community Based, Integrated Public Health Primary Care Services

Funding Source: General Fund and Grants

PSC Original Approved Amount: \$28,000,000

PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$28,000,000

PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

Public Health Primary Care connects with community based organizations and the University of California at San Francisco (UCSF) to better serve patients and clients who may not have access to Public Health Primary Care Clinic sites or who need additional care coordination or support services in order to connect them with primary care, and to implement short-term project-based work. Contractors will provide public health services integrated with primary care services, including: primary medical care, psychosocial support, peer navigation, care coordination, mental health counseling, dental care, medical case management, non-medical case management, home health care, medical nutrition therapy, health education, transitional services, outreach services, and referrals for health care and supportive services, as well as grant writing, quality improvement support, and technical consulting.

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

The expertise and cultural competence that community-based organizations and the University of California San Francisco provide will allow the Department's Primary Care Division the ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services that ultimately connect clients to preventative health care services, help them to maintain wellness, get vital treatment, and prevent adverse health impacts on individuals and their communities. Denial of this request would adversely affect the health of clients who otherwise would not receive the information, education, and facilitated access to primary care that they need.

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 45859 - 17/18

D. Will the contract(s) be renewed?

Yes, if the Department determines there is a need and funding is available.

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 the need for these services to continue.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services are short-term and/or intermittent/as-needed in nature, and may be funded by short-term Federal or State grants. Services are to be delivered on-site, in the communities and neighborhoods where clients live or frequent.

B. Reason for the request for modification:

To extend duration by 5 years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must possess sufficient expertise, experience, skills and licensures in order to provide professional services as needed to implement and/or support public health and primary care programs in the community, including medical services, social work, clinical psychology services, occupational therapy, community health outreach and education, program coordination, data analysis, and medical clerical services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 2110, Medical Records Clerk; 2114, Medical Records Tech Sprv; 2210, Dentist; 2218, Physician Assistant; 2230, Physician Specialist; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2328, Nurse Practitioner; 2430, Medical Evaluations Assistant; 2450, Pharmacist; 2548, Occupational Therapist; 2574, Clinical Psychologist; 2585, Health Worker 1; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2626, Chief Dietitian; 2819, Assistant Health Educator; 2822, Health Educator; 2825, Senior Health Educator; 2903, Eligibility Worker; 2905, Senior Eligibility Worker; 2907, Eligibility Worker Supervisor; 2910, Social Worker; 2912, Senior Social Worker; 2914, Social Work Supervisor; 2920, Medical Social Worker; 2922, Senior Medical Social Worker; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will provide all needed facilities, buildings, equipment and supplies necessary to provide the needed services. Services are delivered on-site, in the communities and neighborhoods where clients live or frequent.

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 community-based contractors under this PSC expand the Department’s ability to reach clients and patients who otherwise may not access primary care, dental care, or supportive services and ultimately connect clients to ongoing care provided by the Department, UCSF, or other sources by providing a range of contacts, credibility, and cultural competence difficult to achieve during the comparatively short duration of the funding available.
- 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: Because the services are short-term and/or intermittent in nature, it would not be practical to hire ongoing civil service staff. It is also important that services are delivered in locations where clients are comfortable and which are practically accessible to them, which initially may not be government-supported primary care clinics.

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.
While the purpose of the contracts under this PSC is not to train civil service staff, there may be some knowledge transfer, as contractor staff work closely with Department staff to provide integrated services.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Please see attached.

7. Union Notification: On 02/21/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC;

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: Jacquie Hale, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45859 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 06/15/2020

Receipt of Union Notification

Hale, Jacquie (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 21, 2020 5:01 PM
To: Hale, Jacquie (DPH); kcartermartinez@cirseiu.org; Sandeep.lal@seiu1021.me; Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45859 - 17/18 - 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 \$0 for services for the period July 1, 2023 – June 30, 2028. 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/14603>

Email sent to the following addresses: jduritz@uapd.com tjenkins@uapd.com L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org Sandeep.lal@seiu1021.me kcartermartinez@cirseiu.org