



London Breed
Mayor

Carol Isen
Human Resources Director

Date: April 14, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Edward de Asis, BOS
Amy Nuque, MTA
Vincent Lee, POL
Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Jolie Gines, TIS
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains thirteen (13) 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 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$112,850,000	\$248,717,951	\$3,245,679,619

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POSTING FOR

May 01, 2023

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43590 - 22/23	BOARD OF SUPERVISORS	\$540,000.00	The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.	September 1, 2023	August 31, 2028	REGULAR
42173 - 22/23	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	San Francisco Chained Activity Modeling Process (SF-CHAMP) is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission (MTC). San Francisco	April 1, 2023	March 31, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Municipal Transportation Agency (SFMTA) seeks the services of a consultant for the care, maintenance, and updates of SF-CHAMP, the San Francisco travel forecasting software program, in order to implement new relevant features, reporting tools, and up-to-date assumptions about travel behavior.</p> <p>Consultant will analyze the SFMTA transportation impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes and provide as-needed travel demand monitoring.</p>			
42708 - 22/23	POLICE	\$360,000.00	The contractor will provide factory certified technicians to manage print services for 632 Hewlett Packard (HP) and Canon printers and 4 plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.	April 1, 2023	March 30, 2026	REGULAR
49799 - 22/23	PUBLIC HEALTH	\$1,000,000.00	Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.	July 1, 2023	June 30, 2027	REGULAR
41953 - 22/23	PUBLIC UTILITIES COMMISSION	\$300,000.00	The San Francisco Public Utilities Commission (SFUC) is seeking an auditor to provide post-enrollment verification (PEV) program design,	July 1, 2023	June 30, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.</p> <p>The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.</p> <p>The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.</p>			
43889 - 22/23	PUBLIC UTILITIES COMMISSION	\$1,000,000.00	<p>Wastewater Enterprise will be purchasing two trailers for an approximate cost of \$1,000,000. The service amount from the total purchase amount is estimated at \$150,000, which is attributed to the installation of these trailers by the trailer manufacturer. The work includes delivery of the trailer; block and leveling; install foundation tiedowns, custom ramp and wood skirting.</p>	June 15, 2023	December 15, 2024	REGULAR
45463 - 22/23	PUBLIC UTILITIES COMMISSION	\$300,000.00	<p>The purpose of this contract is to provide technical support and data analysis for system performance evaluation, operational protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, instrumentation calibration and maintenance services and operator training of the Biwater Reverse Osmosis equipment at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the City and County of San Francisco Public Utilities Commission (SFPUC).</p>	September 4, 2023	September 1, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43603 - 22/23	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$150,000.00	Support the Operations division of SF Public Works in implementing the action items from the SF Public Works Racial Equity Action Plan, Phase One (2021) by 1) developing and supporting a racial equity working group of about 15 frontline staff from Operations; 2) supporting the Operations Racial Equity Working Group in developing policy, procedures and communications recommendations to further racial equity in Operations' workplaces; leading racial equity trainings at Operations for the Working Group and other key staff.	April 1, 2023	April 1, 2026	REGULAR
49077 - 22/23	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,500,000.00	Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide design and engineering services in assisting the City with the San Francisco Homelessness and Supportive Housing (HSH) Shelter project located at 1001 Polk Street, San Francisco, CA. This project will seismically retrofit an existing congregate shelter and convert it into a renovated family shelter with 40 family rooms, and a congregate space for an additional 40 individuals. The Consultant Team is to be integrated with the City Team to deliver specialty design and engineering consultant services for the project.	May 29, 2023	May 26, 2032	REGULAR
45005 - 22/23	GENERAL SERVICES AGENCY - TECHNOLOGY	\$55,000,000.00	The current Citywide Microsoft ELA will expire on August 31, 2023. The Department of Technology intends to conduct a new solicitation to procure licenses for the continued use of Microsoft products. The Microsoft products consist of software, software maintenance, hardware and software-as-a-service	September 1, 2023	August 31, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>(SaaS). There will be no professional services or labor of any kind in the solicitation or final contract.</p> <p>This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.</p>			
			TOTAL AMOUNT \$62,650,000			

POSTING FOR

May 01, 2023

PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43103 - 18/19 - MODIFICATIONS	May 1, 2023	AIRPORT COMMISSION -- AIR	\$200,000	\$700,000	The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the	07/01/2023	06/30/2028	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.			
47501 - 16/17 - MODIFICATIONS	May 1, 2023	AIRPORT COMMISSION -- AIR	\$50,000,000	\$400,000,000	Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency	01/25/2025	01/31/2027	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste. The PMSS portion will be approximately \$20,000,000. The DB portion will be approximately</p>			

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					\$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.			
48369 - 17/18 - MODIFICATIONS	May 1, 2023	AIRPORT COMMISSION -- AIR	\$0	\$2,000,000	The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.	07/01/2023	06/30/2028	REGULAR

TOTAL AMOUNT \$50,200,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: BOARD OF SUPERVISORS -- BOS

Dept. Code: BOS

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

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

Type of Service: New Legislative Management System

Funding Source: General Fund

PSC Amount: \$540,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 08/31/2028

1. Description of Work

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

The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

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

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the COB processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The current contract for the existing LMS expires on 8/31/2023. Denial of this request will leave the city without an LMS for passing legislation and running Board and Committee Meetings.

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.

In consultation with DT, the city considered bringing this service in-house. The functionality and scope of the LMS are complex making development and implementation of the LMS beyond the capabilities and job descriptions of existing city staff. This service has been provided in the past through a contractor. The second to the last LMS contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The last LMS contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The last LMS contract was approved in 2018 by Civil Service Commission (PSC No. 47220-16/17 , and extended in February 6, 2023.

D. Will the contract(s) be renewed?

Yes, the contract will include options to renew.

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

B. Explain the qualifying circumstances:

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the Office of the Clerk of the Board's (COB) processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The LMS is a mission-critical tool necessary to support the core business of the Board of Supervisors. Training by the selected Contractor is necessary due to the proprietary nature of LMS software, and will be required during the implementation stages. Contractor will also be providing a customized software solution, infrastructure, and support to ensure accountability and mitigate risk - resources that the City cannot provide.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience and knowledge of proprietary LMS software and infrastructure. The Contractor will develop, customize, install, and provide user training for Legislative Management software to assist in meeting mandated requirements and unique business processes of the Board of Supervisors.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide a customized software solution, infrastructure, and support overhead.

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

This work requires proprietary knowledge of legislative software for proper development, implementation, and training. The department has scoped business requirements and determined that there will be significant liability and overhead by bringing services in-house.

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

- A. Explain why civil service classes are not applicable.
The City does not have the proprietary resources and expertise required to provide a customized solution and training program on the LMS.
- 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 adopt a new civil service class to perform this work. Training will be specialized and required during the implementation stages only. The as-needed software support is also specialized and does not warrant the overhead of creating a new classification. Day-to-day maintenance can be provided by existing staff once they are trained.

6. Additional Information

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Contractor will provide required training to ensure successful implementation and operation of the new LMS system. See attached for training requirements.
- 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 02/24/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

Name: Edward de Asis Phone: 415-356-2850 Email: edward.deasis@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43590 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

De Asis, Edward (BOS)

From: dhr-psccordinator@sfgov.org on behalf of edward.deasis@sfgov.org
Sent: Friday, February 24, 2023 3:22 PM
To: De Asis, Edward (BOS); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; De Asis, Edward (BOS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43590 - 22/23

RECEIPT for Union Notification for PSC 43590 - 22/23 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 43590 - 22/23 for \$540,000 for Initial Request services for the period 09/01/2023 – 08/31/2028. 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/19949> 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: BOARD OF SUPERVISORSDept. Code: BOSType of Request: Initial Modification of an existing PSC (PSC # 47220 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Legislative Management SystemFunding Source: General FundPSC Original Approved Amount: \$390,000PSC Original Approved Duration: 01/01/18 - 12/31/23
(6 years)PSC Mod#1 Amount: \$150,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 12/23/22-12/31/25 (2 years 1 day)PSC Cumulative Amount Proposed: \$540,000PSC Cumulative Duration Proposed: 8 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of the Clerk of the Board's (COB) seeks a vendor to enhance or replace an aging and costly LMS with a solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agenda, and 3) ensuring the integrity and retention of legislative records. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

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

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the COB processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. Denial of this request will not allow a support agreement to be made with the LMS Contractor for this project, which would not hold the vendor accountable for oversight.

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

Yes

D. Will the contract(s) be renewed?

Yes, there will be the possibility of modification for extension up to an additional five years.

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

The current Legislative Management System (LMS) contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The Office of the Clerk of the Board (COB) requires a Contractor to provide a mission-critical legislative system and support for the next 5 years to ensure the ongoing management, integrity, and retention of legislative actions and records.

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

Explain the qualifying circumstances:

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the Office of the Clerk of the Board's (COB) processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The LMS is a mission-critical tool necessary to support the core business of the Board of Supervisors. Training by the selected Contractor is necessary due to the proprietary nature of LMS software, and will be required during the implementation stages. Contractor will also be providing a customized software solution, infrastructure, and support to ensure accountability and mitigate risk - resources that the City cannot provide.

- B. Reason for the request for modification:

The modification is for a no-cost extension to the existing contract with Granicus, Inc. The term of the existing contract ends August 31, 2023. The Board of Supervisors will amend the existing contract to extend the contract by two years and four months so that the term of the agreement ends on December 31, 2025.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires experience and knowledge of proprietary LMS software and infrastructure. The Contractor will develop, customize, install, and provide user training for Legislative Management software to assist in meeting mandated requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide a customized software solution, infrastructure, and support overhead.

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 City does not have the proprietary resources and expertise required to provide a customized solution and training program on the LMS.

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 adopt a new civil service class to perform this work. Training will be specialized and required during the implementation stages only. The as-needed software support is also specialized and does not warrant the overhead of creating a new classification. Day-to-day maintenance can be provided by existing staff once they are trained.

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 required training to ensure successful implementation and operation of the new LMS system. See attached for training requirements.

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 12/23/22, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

Name: Wilson Ng Phone: 4155547725 Email: wilson.l.ng@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47220 - 16/17

DHR Analysis/Recommendation:

02/06/2023

Commission Approval Required

Approved by Civil Service Commission

02/06/2023 DHR Approved for 02/06/2023

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/06

DEPARTMENT NAME Board of Supervisors DEPARTMENT NUMBER 01

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

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Software Acquisition, customization, installation, and user training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$325,000

PSC DURATION: October 2006 - October 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative tracking software will be acquired, customized by vendor to meet some SF requirements not already met by off-the-shelf system, installed on the Board of Supervisors' server. Users will be trained by vendor, including 'Train the Trainer' sessions.

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

The Board of Supervisors must replace its obsolete legislative tracking system. Denial places the department at risk by continuing use of a system that may not be repairable should a system crash occur.

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):

This is a one-time service.

D. Will the contract(s) be renewed: **The contract will not be renewed.**

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

Local 21 [Signature] 8/22/06
Union Name Signature of person mailing / faxing form Date

RFP sent to Local 21, on 8/9/06 [Signature]
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

approved
[Signature]

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
8/22 AM 7:43

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3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The contractor will install a proprietary legislative tracking software system, as customized/modified for the San Francisco legislative environment, and will provide training to department staff, including Train the Trainer sessions for department civil service staff.**

B. Which, if any, civil service class normally performs this work? **1053, 1054, 1063, 1064**

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: **The off-the-shelf system already meets 90% of the Board of Supervisors' requirements. Customization of the existing system should be performed by the vendor's programmer staff.**

B. Would it be practical to adopt a new civil service class to perform this work? **No** Explain. **The work to be performed is proprietary, and is being done on a one-time basis.**

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. **System user and Administrator training. Approximately 100 hours.**

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. **Legislative data entry clerks, legislative aides, BOS IT staff.**

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

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

Madeleine Licavoli

Signature of Departmental Personal Services Contract Coordinator

Madeleine Licavoli
Print or Type Name

(415) 554-7722
Telephone Number

1 Carlton B. Goodlett Place

Room 244

Address

21

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: As-Needed Travel Demand Modeling and Maintenance

Funding Source: Local and Operating Funds

PSC Duration: 5 years 1 day

PSC Amount: \$500,000

1. Description of Work

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

San Francisco Chained Activity Modeling Process (SF-CHAMP) is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission (MTC). San Francisco Municipal Transportation Agency (SFMTA) seeks the services of a consultant for the care, maintenance, and updates of SF-CHAMP, the San Francisco travel forecasting software program, in order to implement new relevant features, reporting tools, and up-to-date assumptions about travel behavior.

Consultant will analyze the SFMTA transportation impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes and provide as-needed travel demand monitoring.

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

Service is necessary to determine the number of buses and trains to meet customer demand. Additional modes of transportation are also included. The need for this service is driven by project demand. An as-need MOU agreement maximizes efficiency. Without this service, SFMTA would not be able to strategize and target transit needs within a project, which could result in shortage or overage (waste) of funding. SF-CHAMP is a robust travel forecasting tool that benefits City planning projects, grants and policy development. Tailored to the unique conditions of San Francisco, the CHAMP model generates unique and valuable quantitative data regarding future trips and travel patterns that staff rely on across SFMTA divisions. CHAMP is a cost-effective tool to generate important quantitative data about multimodal transportation projects that impact local communities. The CHAMP model has also helped to secure over \$50,000,000 in funds by supporting grants such as the FY 2019 TIRCP grant proposal. Our agency is increasingly reliant on accurate and quantitative data to support investments, and if not provided by CHAMP we would likely need to pay for similar data from another source.

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

Similar services have been provided by San Francisco County Transportation Authority (SFCTA) as recently as 2021 under PSC #2021-52. And prior to that, under PSC #2017-51; and in October 2012 as part of the Transit Fleet Management Plan update under PSC #3036-12/13; and also, PSC #4069-12/13.

D. Will the contract(s) be renewed?

The new contract under this PSC is intended to be a long-term solution for the as-needed travel demand modeling needs of the division, and thus the intent is to renew for additional years.

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

Consistent and ongoing need for this service. SFMTA is increasingly reliant on accurate and quantitative data to support investments, and if not provided by CHAMP we would likely need to pay for similar data from another source.

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).

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

B. Explain the qualifying circumstances:

The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). This work is as needed and requires very specific knowledge. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: At least five years of continuous transit modeling experience using SF-CHAMP model. Requires expertise in calibrating the regional model, computer programming, database management, analytics, and urban planning with a focus on transportation. Specific to the SF-CHAMP travel forecasting model, SFCTA is the sole administrator and only qualified agency to modify and operate the proprietary model.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1044, IS Engineer-Principal; 5289, Transportation Planner III; 5290, Transportation Planner IV;

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?

Existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. Consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

A. Explain why civil service classes are not applicable.

Existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. Consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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. This work is as needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). Therefore, it is not practical to adopt a new civil class.

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. SFCTA is the sole administrator and only qualified agency to modify and operate the model. This work is as needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice per year). Therefore, it is not practical to have City and County employees undergo such trainings.

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 03/06/2023, 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42173 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Monday, March 6, 2023 4:36 PM
To: Nuque, Amy; junko.laxamana@sfgov.org; amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; Nuque, Amy; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42173 - 22/23

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

RECEIPT for Union Notification for PSC 42173 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42173 - 22/23 for \$500,000 for Initial Request services for the period 04/01/2023 – 03/31/2028. 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/19991> 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: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4069 - 12/13)

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

Type of Service: As-Needed Travel Demand Modeling

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 03/04/13 - 03/03/18 (5 years)
PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 05/17/16-06/30/21 (3 years 17 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$3,000,000 PSC Cumulative Duration Proposed: 8 years 17 weeks

1. Description of Work

A. Scope of Work:

The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional Travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.

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

This service is necessary to determine the number of buses and trains to meet customer demand. Additional modes of transportation are also included in this model. The need for this service is driven by project demand. Rather than request an expedited approval process and develop a new contract each time the need occurs, SFMTA is requesting a long-term, as-needed contract for efficiency purposes. Without this service SFMTA would not be able to strategize and target transit needs within a project that could also result in a shortage or overage (waste) of funding.

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.

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

2. Union Notification: On 04/12/16, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4069 - 12/13

DHR Analysis/Recommendation:

05/16/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/16/2016

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

At least five years of continuous transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, computer programming, database management, analytics, and urban planning with a focus on transportation. Specific to the SF-CHAMP travel forecasting model, San Francisco County Transportation Authority (SFCTA) is the sole administrator and only qualified agency to modify and operate the proprietary model.

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

5289,5290,1823,1023,1024,1044,

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:

The existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

No. This service is as-needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice a year). Therefore, it is not practical to adopt a new civil service class.

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?
Training is not included in this contract as SFCTA is the sole administrator | <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? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/12/16 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 22, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER 68

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

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#)

TYPE OF SERVICE: Travel Demand Forecasting for Fleet (Vehicle) Management Plan Update

FUNDING SOURCE: Federal Transit Administration Grant

PSC AMOUNT: \$ 44,000.00

PSC DURATION: November 1, 2012 to May 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will analyze the cumulative ridership and transportation impacts of potential transit service changes as part of the Fleet (Vehicle) Management Plan Update. The SF-CHAMP San Francisco Travel Demand Forecasting Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The SF-CHAMP model is used for the San Francisco Municipal Transportation Agency (SFMTA) travel demand forecasts and was developed by the San Francisco County Transportation Authority (SFCTA). The consultant is an expert working with this unique proprietary software product and will use the model to forecast transit ridership (and associated traffic congestion effects) under six scenarios.

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

System-wide, corridor, and route-specific ridership estimates are needed to assess both the near- and long-term fleet management needs of the SFMTA. These services are also necessary to provide Federal Transit Administration a fleet and operating plan for the Central Subway project by January 2013. Failure to meet this commitment would jeopardize federal funding for procurement of Light Rail Vehicles necessary for the Central Subway operations.

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):

Similar services were provided as recently as June 2012 as part of the Transit Effectiveness Project (TEP) for environmental clearance process under PSC 3105-11/12.

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

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

IFPTE Local 21 [Signature] 10/22/12
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3036-12/13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved W 10/29/12 SFMTA approved
10-22-12

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

A. **Specify required skills and/or expertise:**

At least five years of transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, developing and coding model inputs, analyzing results for accuracy and adjusting inputs based on trade knowledge. Specific to the SF-CHAMP travel forecasting model, SFCTA is the sole administrator and only qualified agency to modify and operate the proprietary model.

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

Transit Planner III (#5289) and Transit Planner IV (#5290)

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:**

The existing staff do not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build a custom travel demand model specific to the Fleet Management Plan that hasn't been done before. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

No. This service is short-term, part-time and requires very specific knowledge. Therefore, it is not practical to adopt a new civil service class.

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

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | () | (X) |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | () | (X) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
<i>San Francisco County Transportation Authority</i> | (X) | () |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator	
Parveen Boparai	415-701-5377
Print or Type Name	Telephone Number
San Francisco Municipal Transportation Agency	

1 South Van Ness Ave., 6th Floor, San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Managed Print Services and Scanning Needs for SFPD

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$360,000

1. Description of Work

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

The contractor will provide factory certified technicians to manage print services for 632 Hewlett Packard (HP) and Canon printers and 4 plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard and Canon printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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.

PSC# 47662 - 19/20

D. Will the contract(s) be renewed?

Unknown 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):

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

B. Explain the qualifying circumstances:

The requested services from certified technicians are on an as-needed basis

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor staff will be HP and Canon Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1092, IT Operations Support Administrator II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The City does not employ HP or Canon factory certified technicians to service printers and plotters

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

- A. Explain why civil service classes are not applicable.
The City does not employ HP or Canon factory certified technicians to service printers and plotters
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as-needed and will be reduced 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. No training required. Contractor will provide factory-certified technicians
- 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 02/07/2023, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21**

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

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St, 6th Fl San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42708 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of vincent.lee@sfgov.org
Sent: Tuesday, February 07, 2023 12:35 PM
To: Lee, Vincent (POL); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lee, Vincent (POL); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42708 - 22/23

RECEIPT for Union Notification for PSC 42708 - 22/23 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 42708 - 22/23 for \$360,000 for Initial Request services for the period 04/01/2023 – 03/30/2026. 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/19863> 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)

Appendix A: Statement of Work (SOW)

Sourcing Event #0000007907

Summary

SFPD is looking to establish a ‘Managed Services Contract’ with a vendor to fulfill the Management of Print Services and Scanning needs within SFPD. We are requesting vendors to submit their proposals to manage the scope of services defined within this SOW.

SFPD would like to partner with vendor who will staff member (Managed Services Coordinator) from their team physically located at SFPD Police Headquarter [1245 Third Street, San Francisco, CA-94512]. The expected support window for onsite member is Monday through Friday from 8am to 5pm. The Managed Services Coordinator position shall be staffed on all working days, there should be back-up to cover for any planned or unplanned absences.

SFPD will provide Managed Service Coordinator a cubicle space, desk phone & computer with access to ServiceNow (CRM Tracking Tool). All service tickets will initiate within SFPD ServiceNow System and will be assigned to the coordinator. It is expected that members supporting the effort will follow SFPD Support policies and procedures, attend to service tickets timely & resolve them to satisfaction.

As needed Managed Services Coordinator will work with other vendors CRM tracking systems to schedule for service, parts replacement, toner management & field support engineer scheduling. It is expected that Managed Service Coordinator will have CA driving license and be mobile to support SFPD printer fleet in 32 difference locations within the City and County of San Francisco. Vendor proposal should include vehicle provisioning, fuel, parking, cellular phone with services at vendor’s cost.

Table: Current SFPD Print Fleet

Contracted Equipment/Software	Number of Units
All HP Desktop Printer models used by SFPD	81
Canon Wide Format (Plotters) (Model TX-4100)	4
Zebra Printers (520, 521 and other models)	300
Canon (Model # C5850) Multi-function Printer/ Copier	115
Canon (Model # C5850) Multi-function Printer/ Copier with Finisher	10
Canon Scanners DR-G2110	1
uniFLOW Secure Print & Secure Scan Enterprise Management	125

HP Printers are owned by SFPD, this contract will bind vendors to provide service, toners, parts replacements and provide break-fix support. If the cost of break-fix is higher than the cost of the printer itself, vendor should bring this to SFPD’s attention for replacement. SFPD will then replace the printers.

Appendix A: Statement of Work (SOW) Sourcing Event #0000007907

Cannon Wide Format (Plotters) – It is expected that proposals include support & services relationship with Cannon to streamline support when needed through this managed services contract. Current agreement with Cannon includes toner, ink cartridge replenishments and break fix support.

Cannon Multi-Function Copiers/Printers – It is expected that proposals include support & services relationship with Cannon to streamline support through Onsite Managed Services Coordinator who will manage the support needs. Cannon currently provides support according to the Copy Smart Agreement with City and County of San Francisco.

Zebra Printers – Currently SFPD owns these printers this contract will bind vendors to provide service, toners, parts replacements and provide break-fix support. If the cost of break-fix is higher than the cost of the printer itself, vendor should bring this to SFPD’s attention for replacement. SFPD will then replace the printers.

Scope of Services

The table below references the type of service expected in proposals. High level details of expected service in each of the categories of SFPD print fleet is listed below.

uniFLOW Secure Print & Secure Scan Enterprise Management	Cannon MFP	Cannon Scanners & Plotters	Desktop Printers (HP)	Zebra Printers
Level 1	Level 1			
Level 2	Level 2	Level 2	Level 2	Level 2
Level 3	Level 3	Level 3	Level 3	Level 3
Level 4	Level 4	Level 4	Level 4	Level 4

Level 1 - Remote

- Managed Services Vendor should provide 24/7/365 live phone escalation support for any service-related to contracted products.
- It is expected that Vendor work with Partner (Cannon) to establish support procedure for ‘Managed Services Coordinator’ or SFPD management or on-call staff to:
 - Have remote support procedure for any Production System Down issues with Secure Print & Scan Feature of Uniflow with Cannon MFP devices.
 - Stand-By Support and Escalation should be provided by a single point of contact by Vendor who can either be ‘Managed Services Coordinator’ or someone else who will work with Cannon team(s) to resolve the issue.
 - Expected Service Level for Production System Down Issue: Initial value add Response Goal within 15 minutes of call received. Resolution of the issue within 1 hour.

- All reported incidents and service requests should be recorded and managed in SFPD

Appendix A: Statement of Work (SOW)

Sourcing Event #0000007907

ticketing system.

Level 2 – Field Support

- Managed Services Coordinator shall engage Cannon Field Support teams as necessary to service Cannon Fleet of Products at various locations within city and county of San Francisco.
- Managed Services Coordinator shall engage with vendor HP Field Support teams as needed to service HP Printers at various locations within City and County of San Francisco.
- Managed Services Coordinator shall engage with vendor Zebra Field Support teams as needed to service Zebra Printers at various locations within City and County of San Francisco.
- Managed Services Coordinator can also provide field support by visiting all locations where the print fleet is installed.
- All service-related calls shall be responded to with a courtesy call within the first 60 minutes.
- Average resolution time of service tickets will be within 4 business hours. To be calculated as the average of all service calls within the reporting timeframe.
- All reported incidents and service requests will be recorded and managed in SFPD ticketing system.
- All Service Technicians shall carry a reasonable stock of parts, toner, and supplies in their vehicle to service reported issues.

Level 3 – Onsite Support

- Vendor will provide dedicated onsite staff referred to as Managed Services Coordinator, Monday through Friday from 8:00 a.m. to 5:00 p.m. with a 1-hour lunch and two 15-minute breaks (am/pm).
- Vendor will provide backup staffing with a trained Field Support Representative when our primary staff calls in sick or is on vacation. SFPD management shall be notified in advance in the event of vacation and on the day of in the event of any other change in staffing.
- All service-related calls will be responded to with a courtesy call within the first 60 minutes.
- Average resolution time of service ticket will be within 4 business hours. To be calculated as the average of all service calls within the reporting timeframe.
- Managed Services Coordinator will provide pro-active monitoring and replacement of toner using remote network management tools.
- Managed Services Coordinator shall manage toner recycling for each location.
- Managed Services Coordinator will deliver and install toner into contracted devices.
- Managed Services Coordinator will store service parts and supplies to provide immediate service repair on 98% of service calls.
- MSP Vendor will manage all changes (moves, adds, removals) to the extent that MSP Vendor is made aware of those needs by customer. All changes will be tracked and communicated back

Appendix A: Statement of Work (SOW) Sourcing Event #0000007907

to the customer in the monthly report. MSP Vendor will coordinate the removal of old equipment at no charge to customer.

- Provide basic proactive key-op duties to all contracted printer devices per the following schedule:
- Provide the following duties for proactive key-op:
 - Clean printer surface area of paper clips, sticky notes, paper, etc.
 - Check printer toner levels (Replenish if necessary)
 - Add printer paper if necessary – check paper levels during each visit and replenish if necessary
 - Clean/organize common convenience areas of the printers (as needed)
 - Periodically check quality output by printing configuration sheets or examining left over output located near the printer.
 - MSP Vendor will maintain toner inventory and set PAR levels to ensure toner availability is at optimum levels. All printer toners will be ordered through the MSP Vendor onsite center and stored in a central location. Provide toner usage reports by location and by model segment.

Level 4- Management Reports

- Account Management – Quarterly Reporting shall be provided and reviewed with CCSF designated contact to review health of fleet and to ensure that Managed Services Coordinator is continuously aligned with the Business needs and goals of CCSF.
- Ensure SLAs are met and to regularly assess additional savings and operating opportunities
- Managed Services Coordinator will provide the following reports to CCSF on a quarterly basis:
 - Removal Report
 - Monthly Volume Report
 - Install Report
 - Service Level Report
 - Other (as requested)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 47662 - 19/20)

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

Type of Service: Managed Services for Hewlett Packard Printers and Plotter FleetFunding Source: General Fund

PSC Original Approved Amount: \$420,000 PSC Original Approved Duration: 04/01/20 - 03/31/23 (2 years 52 weeks)

PSC Mod#1 Amount: \$180,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$600,000 PSC Cumulative Duration Proposed: 2 years 52 weeks

1. Description of Work

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

The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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 47662 - 19/20

D. Will the contract(s) be renewed?

Unknown 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:

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:

Most work for this contract is as-needed.

B. Reason for the request for modification:

Increase PSC amount due to higher than anticipated pricing proposals

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractor staff will be HP Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
The City does not employ HP factory trained technicians to service printers and plotters.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Work is as-needed and will be reduced 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.
Training is not needed.
- 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 01/24/20, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong, 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47662 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/10/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Managed Services for Hewlett Packard Printers and Plotter Fleet

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$420,000

1. Description of Work

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

The contractor will provide factory trained technicians to manage print services for 175 Hewlett Packard (HP) printers and 4 HP plotters for the San Francisco Police Department (SFPD) at 32 City locations. The contractor will provide timely service, parts, toner, toner cartridge recycling and printer utilization reports for 65 different HP models.

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

This service requires specialized Hewlett Packard printer and peripheral expertise to respond to service calls generated by the SFPD. The City does not have a citywide contract with Hewlett Packard for service and parts. If denied, the Department will not be able to maintain the equipment effectively and efficiently, which can impact critical law enforcement printing functions for some SFPD divisions.

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.

PSC 4032-13/14

D. Will the contract(s) be renewed?

Unknown 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):

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

B. Explain the qualifying circumstances:

Most work for this contract is as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor staff will be HP Printer Certified Technicians with expertise to resolve error codes, provide appropriate replacement parts, replace toner cartridge, improve print quality, network printers, monitor toner usage remotely, and manage tools and services remotely.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1092, IT Operations Support Admin II; 1092, IT Operations Support Administrator II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

None.

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

- A. Explain why civil service classes are not applicable.
The City does not employ HP factory trained technicians to service printers and plotters.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Work is as-needed and will be reduced 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 is not needed.
- 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 08/05/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21**

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

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: Genie Wong 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47662 - 19/20

DHR Analysis/Recommendation:

action date: 10/07/2019

Commission Approval Required

Approved by Civil Service Commission

10/07/2019 DHR Approved for 10/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Health Insurance Portability and Accountability Act Electronic Data Interchange Transactions

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

1. Description of Work

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

Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.

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

This service is necessary for the San Francisco Department of Public Health Behavioral Health Services (BHS) to reconcile mental health and substance use disorder treatment services, claims, remittance advices to electronic fund transfers, Explanation of Benefit payments and denials information by Payor Source. These reports will allow BHS Billing to submit timely claim adjustments and corrections, as required by the Short-Doyle Medi-Cal program. They will provide information that is needed by San Francisco Department of Public Health (SFDPH) Fiscal to process Invoices, prepare Fiscal Year cost reports and, to accurately process cost settlements with BHS Contract Providers. The consequences of denial include non-compliance with Federal Medicare and Medicaid laws, failure to meet State Medi-Cal billing and timely reporting requirements, and lost revenues.

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.

Dimension Reports provided this service in the past thru a subscription service that was paid annually using direct purchase orders thru the IT Computer Store.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and funding 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.

Contractor will compile and generate reports that meet Provider and County reporting and reconciliation requirements to manage capitated and fee-for-service managed care plans for Inpatient and Outpatient specialty mental health and substance use disorder Programs' service claims, adjustments, and corrections; and, for data needed to prepare Fiscal Year Cost Reports, to benchmark performance, monitor budgets, and for other, various, reporting purposes.

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

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload): CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Services that require resources that the City lacks (e.g., office space, facilities, or equipment with an operator): The Contractor must have a strong computing environment and data analytical skills; and thorough understanding of SDMC transactional relationships between the State, County behavioral healthcare systems, Providers, and Medi-Cal Beneficiaries served. They must have the ability to manage large amounts of data, be able to quickly adapt to mandated changes from the State, to meet SFDPH and our Behavioral Health System's management information needs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge and expertise in the various types of Health Insurance Portability and Accountability Act (HIPAA) electronic transactions, its complex file formats, and the different code sets that are used specifically by the State's Short-Doyle Medi-Cal program (SDMC), and by Medicare for Specialty Mental Health (MH) and ODS Substance Use Disorder (SUD) services are required. SDMC program requirements are administered by the California Department of Health Care Services (DHCS) under Center for Medicare and Medicaid Services (CMS) approved 1915(b) and 1115 Waivers. SDMC is California's Medicaid demonstration project for behavioral health service systems that aim to test improvements in coverage, access, and quality using innovative approaches for the provision of healthcare services. As such, there are different sets of rules and reporting requirements for our Health Insurance Portability and Accountability Act Electronic Data Interchange (HIPAA EDI) transactions. The Contractor must have a strong computing environment and data analytical skills; and thorough understanding of SDMC transactional relationships between the State, County behavioral healthcare systems, Providers, and Medi-Cal Beneficiaries served. They must have the ability to manage large amounts of data, be able to quickly adapt to mandated changes from the State, to meet SFDPH and our Behavioral Health System's management information needs.
- 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; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1070, IS Project Director; 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The Contractor will not provide any facilities or equipment.

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

There are no available resources that can provide these services within the City based on research and surveys conducted due to the level of required knowledge and expertise in the various types of HIPAA electronic transactions, its complex file formats, and the different code sets that are used specifically by the State's Short-Doyle Medi-Cal program (SDMC), and by Medicare for Specialty Mental Health (MH) and ODS Substance Use Disorder (SUD) services.

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

A. Explain why civil service classes are not applicable.

It would not be timely nor cost effective to have civil service staff perform this work. CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Ensuring enough staff maintain current knowledge, skills and abilities to support the data analytics in this rapidly changing environment would not be practical or feasible.

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. There are existing civil service classes that could perform this work but it would not be timely nor cost effective to create or adopt a new civil service class to perform this work. CMS Waivers are time limited and subject to change. The DHCS rules and requirements have or are changing; for example, new procedure code sets will be required beginning July 1, 2023. Ensuring enough staff maintain current knowledge, skills and abilities to support the data analytics in this rapidly changing environment would not be practical or feasible.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Training on how to use the HIPAA EDI dashboard and electronic files within the application that are or can be created by the user will be provided to various BHS Staff, including Fiscal Cost Reports and other Accounting staff, Healthcare Analysts, San Francisco Mental Health Plan and Organized Delivery System Substance Use Disorder Services Program management and claim processing Staff as needed.

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 02/24/2023, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; 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: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49799 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/01/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 49799 - 22/23

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

on behalf of

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

Fri 2/24/2023 10:26 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;ewallace@ifpte21.org <ewallace@ifpte21.org>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;WendyWong26@yahoo.com <WendyWong26@yahoo.com>;tmathews@ifpte21.org <tmathews@ifpte21.org>;kschumacher@ifpte21.org <kschumacher@ifpte21.org>;amakayan@ifpte21.org <amakayan@ifpte21.org>;l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>;Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>;Criss@sfmea.com <Criss@sfmea.com>;camaguey@sfmea.com (contact) <camaguey@sfmea.com>;christina@sfmea.com <christina@sfmea.com>;staff@sfmea.com <staff@sfmea.com>;Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49799 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49799 - 22/23 for \$1,000,000 for Initial Request services for the period 07/01/2023 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19948> 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: Audit and outreach

Funding Source: Audit Bureau

PSC Duration: 3 years

PSC Amount: \$300,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design, auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.

The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.

The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.

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

In order to ensure that limited public funds are being delivered to those customers who are eligible for and in need of assistance, it is imperative that we are able to verify their eligibility. At the same time, it is important to avoid overly burdening eligible enrollees and creating unnecessary roadblocks to their enrollment. An external auditor is needed with the capacity to analyze enrollee data to identify customer characteristics that are associated with increased risk of ineligibility while avoiding any racial, socioeconomic, or other bias in selecting customers for review. Failure to achieve these objectives will result in assistance not being granted to those customers that need it, but instead to those that are ineligible, and may result in the termination of the assistance programs.

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.

N/A

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.

N/A

2. Reason(s) for the Request

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

We need independent services to assess the program and assist with program design, after which we should be able to conduct the verifications in-house.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A minimum of ten (10) years of cumulative experience and skills within the last fifteen (15) years in statistical analysis and financial and performance auditing using accepted standards such as GAGAS or AICPA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III;

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?

Audit Bureau was contacted but does not have sufficient staffing.

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

A. Explain why civil service classes are not applicable.
Independent review of the program is needed.

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. Independent review of the program is needed.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The intent is for SFPUC employees to be trained to conduct the post-enrollment verification after the program is established. I very roughly estimate 40 hours of training. The work of performing PEV going forward will likely be conducted by one or two 1304 or 1324 employees.

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

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

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

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

7. Union Notification: On 03/08/2023, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41953 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 41953 - 22/23
Date: Wednesday, March 8, 2023 4:23:49 PM

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RECEIPT for Union Notification for PSC 41953 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41953 - 22/23 for \$300,000 for Initial Request services for the period 07/01/2023 – 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:

<http://apps.sfgov.org/dhrdrupal/node/20020> 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: Trailer Installation Services for Southeast Wastewater Treatment Plant

Funding Source: Wastewater Maintenance Operating Fund PSC Duration: 1 year 26 weeks

PSC Amount: \$1,000,000

1. Description of Work

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

Wastewater Enterprise will be purchasing two trailers for an approximate cost of \$1,000,000. The service amount from the total purchase amount is estimated at \$150,000, which is attributed to the installation of these trailers by the trailer manufacturer. The work includes delivery of the trailer; block and leveling; install foundation tiedowns, custom ramp and wood skirting.

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

This service is required to achieve proper installation of the trailers since the trailer manufacturer will certify the installation and provide a warranty. Consequences of denial may result in voiding the warranty and associated problems with the trailers in the future.

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, this service was provided in the past but the acquisition and installation of the trailers went through a construction contract. The purchase of these trailers is required to replace some existing trailers that are failing (i.e. experiencing wood rot) and beyond its useful life. This purchase is anticipated to be one-time request.

D. Will the contract(s) be renewed?

No

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

N/A

2. Reason(s) for the Request

A. 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:

These services are a one-time need for the Wastewater Enterprise and staff does not have the required skills or knowledge to install these trailers. The trailer manufacturer's installer will certify the installation and maintain the manufacturer's warranty.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The installers will be from the trailer manufacturer or manufacturer's certified installers that has the required expertise and skills, and perform this type of work on a regular basis that can maintain the warranty of the trailer. The installers shall be knowledgeable in the product provided by the trailer manufacturer so that they can certify the installation for warranty.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

None. The purchase of trailers and installation of these trailers is not a routine activity for the City so obtaining these services is not justified.

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

- A. Explain why civil service classes are not applicable.
The installation of trailers requires specialized knowledge that is provided only by the specific trailer manufacturer to maintain the warranty. All wiring for electrical, phones, network, etc. are being provided by the trailer manufacturer to one central panel. City staff will provide the connections to power up the trailer, provide network connections for phones and computers, etc.
- 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 obtain a civil service classification to perform this work since the work is so infrequent. Different knowledge and skills are required depending on the trailer manufacturer.

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. It would not be practical to provide training. Different knowledge and skills are required depending on the trailer manufacturer.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 03/21/2023, 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43889 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@swater.org
To: Hale, Shawndrea M.; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max_porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.eesteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.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; Basconillo, 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@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 43889 - 22/23
Date: Tuesday, March 21, 2023 3:39:49 PM

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RECEIPT for Union Notification for PSC 43889 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43889 - 22/23 for \$1,000,000 for Initial Request services for the period 06/15/2023 – 12/15/2024. 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/20071> 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: TECHNICAL AND PROCESS SUPPORT SERVICES, INSTRUMENTATION CALIBRATION AND MAINTENANCE (MEMBRANE

Funding Source: Wastewater Enterprise Operating Budget PSC Duration: 2 years 51 weeks

PSC Amount: \$300,000

1. Description of Work

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

The purpose of this contract is to provide technical support and data analysis for system performance evaluation, operational protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, instrumentation calibration and maintenance services and operator training of the Biwater Reverse Osmosis equipment at the Wastewater Enterprise (WWE) Oceanside Water Pollution Control Plant (OSP) Recycled Water Treatment Facility for the City and County of San Francisco Public Utilities Commission (SFPUC).

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

This service will ensure the performance and reliable operation of the new Reverse Osmosis equipment which is an essential water purification process to treat wastewater effluent and provide sustainable recycled water for irrigation water to Golden Gate Park. Consequences of denial will impact the performance of the system resulting in the quality of the recycled water to be non-compliant. This will interrupt the delivery of recycled water to Golden Gate Park resulting in the City needing to switch to potable water for irrigation, wasting a natural resource particularly when California is overcoming drought conditions.

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.

No

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

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

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:

Technical support and data analysis for system performance evaluation, operation protocol recommendations, equipment performance review and assessment, membrane cleaning training and assistance, maintenance assistance services, equipment calibration, operation, testing, troubleshooting and repair services will be performed quarterly on-site and monthly off-site for a duration of one (1) year on the new Biwater Reverse Osmosis equipment at the new WWE OSP Recycled Water Treatment Facility. Repair services will be required on an as-needed basis. The operation, maintenance, calibration and as-needed repair services require a requisite amount of expertise and knowledge to maintain and operate the new Biwater Reverse Osmosis equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Service technicians are required to be certified OEM (original equipment manufacturer) technicians that have the skills, knowledge and experience to perform technical support and data analysis service for system performance evaluation, operation protocol recommendations, equipment performance assessment, membrane cleaning training and assistance, maintenance assistance services, equipment calibration, operation, testing, troubleshooting and repair of the Reverse Osmosis equipment. This is highly specialized work requiring the service technician to have extensive knowledge, experience, skills and training with this specific Reverse Osmosis equipment at the new WWE OSP Recycled Water Treatment Facility.
- 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; 5212, Engineer/Architect Principal; 5241, Engineer; 7252, Chf Stationary Eng, Sew Plant; 7336, Electr Instrmntn Tech Wtr Poll; 7372, Stationary Eng, Sewage Plant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The Biwater Reverse Osmosis is a new process and equipment package for wastewater treatment so existing staff is not familiar with this equipment and does not have the expertise and knowledge to perform this work. We discussed this contract with internal City Staff, and they were supportive of this contract, indicating that they do not have the capacity and expertise to perform this work. They indicated that they would shadow the Contractor when they perform on site services to obtain the necessary knowledge and experience.

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

- A. Explain why civil service classes are not applicable.
Biwater Reverse Osmosis equipment because it is a new process and equipment in the wastewater treatment process. This PSC is to provide monthly system performance analysis, membrane cleaning analysis, equipment maintenance and operation service requirements, equipment calibration, field support, as-needed repair services and operation training and guidance to transition and get civil service staff more knowledgeable and experienced to operate, maintain and service the new Biwater Reverse Osmosis equipment. In addition, our civil service staff does not also have the expertise and required knowledge to perform the maintenance, testing, troubleshooting and chemical dosing of the new Biwater Reverse Osmosis equipment.
- 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 City has civil service classifications that can perform this work, but staff will need to be properly trained.

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. Contractor will be performing on-site (5) technical support service visits for a duration of one (1) year. Each site visit will be two (2) days and each day will be eight (8) hour days. Contractor will provide equipment operation review and operations oversight, membrane cleaning training and assistance, equipment calibration and maintenance assistance and civil service employees will shadow the Contractor when Contractor performs any equipment calibration, troubleshooting or as-needed repair services. Contractor will provide on-site operator field training and answer any questions that the civil service employees may have to help them learn and gain the knowledge to service the new Biwater Reverse Osmosis equipment. Contractor will also provide eight (8) hours a month of off-site technical support services (data analysis, summary reports, phone and email communications) for system performance evaluation, operation protocol guidance and recommendations, equipment performance assessment, calibration and maintenance recommendations and answer any operator or maintenance questions for a duration of one (1) year.
- 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 03/03/2023, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45463 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@swater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; ewallace@ifpte21.org; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 45463 - 22/23
Date: Friday, March 3, 2023 3:18:51 PM

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RECEIPT for Union Notification for PSC 45463 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45463 - 22/23 for \$300,000 for Initial Request services for the period 09/04/2023 – 09/01/2026. 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/19986> 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: 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: Racial Equity Consulting Services

Funding Source: DPW Director Overhead Fund

PSC Amount: \$150,000

PSC Est. Start Date: 04/01/2023

PSC Est. End Date 04/01/2026

1. Description of Work

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

Support the Operations division of SF Public Works in implementing the action items from the SF Public Works Racial Equity Action Plan, Phase One (2021) by 1) developing and supporting a racial equity working group of about 15 frontline staff from Operations; 2) supporting the Operations Racial Equity Working Group in developing policy, procedures and communications recommendations to further racial equity in Operations' workplaces; leading racial equity trainings at Operations for the Working Group and other key staff.

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

Without a racial equity consultant, we would be unable to meet the deadline for implementation of our Racial Equity Action Plan, nor offer our staff the essential training, deep analysis and fact-finding necessary. The role of the racial equity consultant is to build capacity about racial equity issues and tools within our department. The consultant will train, mentor and generally assist teams of Public Works staff, who are part of our Operations division, so that as we develop the racial equity plan; and build skills, knowledge and leadership in our department.

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.

As this legislation is fairly new, we have not done this work before, and we don't have the internal expertise to accomplish the development of a racial equity action plan.

D. Will the contract(s) be renewed?

We do not know at this time. After a two-year contract, we do not intend to renew, but it is contingent on the hiring process and the time it to hire a racial equity manager.

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 will be for only three years.

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:

SF Public Works does not have the internal expertise to develop and train the Operations Division racial equity leadership cohort.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Qualifying consultants will have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, and research and evaluation services, as well as specific experience working with municipal governments. Program design will have an emphasis on staff development, with particular attention to staff who are desk-less. Familiarity with the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities is a plus.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I; 0931, Manager III;
- 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?

We have relied on City resources as much as possible. The Office of Racial Equity is still getting staffed up itself they don't have the capacity to lead trainings. We do rely on them for advice. The executive team at Public Works has taken racial equity trainings with DHR in December 2019 and April 2022. Neither departments (Office of Racial Equity/Human Rights Commission and DHR) have the capacity to work closely with us to develop our department-specific racial equity action plan. The University of Public Works doesn't offer racial equity trainings.

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

- A. Explain why civil service classes are not applicable.
A racial equity consultant has specific knowledge and tools around race, racism, racial equity, implicit bias and structural racism. In addition, they know how to connect being an anti-racist department with organizational change management. We do not have a current staff member with those skills and knowledge, nor is there a civil service class that has that knowledge base as a minimum qualification.
- 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 goal of hiring a specialized racial equity consultant is to train staff to be racial equity trainers themselves. In this way we will be building capacity and knowledge within our department.

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 training to be offered will be in two parts: 1. Specific training for the Operations Division racial equity leadership cohort so that after the contract is complete, the work can continue with in-house leadership. During the contract, the leadership cohort, including line staff, Supervisor I, Administrative analyst, Bureau Managers, etc. will facilitate multiple brown bags and informal conversations. 2. Implicit bias and anti-racism training for a broader group of staff led by the racial equity consultant. Our goal is to have positive impact on the Operations division with leadership building around racial equity, trainings, brown bags and other forums for learning and conversation. Trainings will be from one to six hours long.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 03/01/2023, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43603 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); [Laxamana, Junko \(DBI\)](#); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; [Takayama, Robynn \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43603 - 22/23
Date: Wednesday, March 1, 2023 11:14:13 AM

RECEIPT for Union Notification for PSC 43603 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43603 - 22/23 for \$150,000 for Initial Request services for the period 04/01/2023 – 04/01/2026. 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/19977> 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: 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: Specialized Architectural and Engineering Services

Funding Source: Public Health Safety Bond 2024

PSC Amount: \$3,500,000

PSC Est. Start Date: 05/29/2023

PSC Est. End Date 05/26/2032

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide design and engineering services in assisting the City with the San Francisco Homelessness and Supportive Housing (HSH) Shelter project located at 1001 Polk Street, San Francisco, CA. This project will seismically retrofit an existing congregate shelter and convert it into a renovated family shelter with 40 family rooms, and a congregate space for an additional 40 individuals. The Consultant Team is to be integrated with the City Team to deliver specialty design and engineering consultant services for the project.

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

The specialized design and engineering expertise needed for this project is not available within the Public Works Bureaus, Infrastructure Design & Construction (IDC) and/ or Building Design & Construction (BDC). These services are necessary to augment design services by Public Works Bureau of Architecture and IDC Mechanical, Electrical, Plumbing (MEP) engineering disciplines to ensure effective program delivery, organizational efficiency, and to identify cost saving methodologies and technologies to support current and future programs and operations. Denial of this PSC would mean that essential aspects of the project such as fire alarm design, elevator design and kitchen design could not be completed for this family homeless shelter.

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

Similar services were approved by the Civil Service Commission under 41365-2021 approved on September 20,2021; and 43808-1415 approved on June 9, 2015.

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 contract for 1001 Polk Street Seismic Renovation project is expected to last six years, from Design through Final Completion and Closeout, with an anticipated completion date in mid to late 2029. The project is currently in the pre-bond program and concept planning phase, and its schedule milestones are expected to follow: The Public Health and Safety Bond 2024 is the funding source for this project, and is anticipated to pass in March 2024 with funding procured in mid-2024 (1) Design and Permit Phase is expected to complete Q1 2026; (2) Advertisement, Bid and Award Phase is expected to complete in Q3 2026; (3) NTP is expected in Q4 2026; (4) Construction and Closeout Phase is expected to complete Q4 2029. The additional time in the PSC duration is to allow for any delays in the program, solicitation and processing contract award and potential contract modifications.

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:

For a major capital project with a rough order magnitude estimate of \$75-90M, the duration of a single project could reach 6-8 years from planning through construction closeout, exceeding the typical as-needed contract of 5 years. These engineering services will be needed to start before the bond passes, as early as August of 2023.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant disciplines required for this RFQ may include, but not be limited to: historic preservation, green building/ LEED/ Commissioning, kitchen design, lighting design, waterproofing, conveyance, specifications, acoustics, low voltage (security access and security cameras, IT audio visual, fire alarm) photo voltaic panels (pv)s and batteries, Title 24, move management, furniture, fixtures & equipment , signage, facilities management database. These are specialty disciplines which BDC and IDC do not have the in-house expertise to provide.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5268, Architect;

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

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

Public Works Bureau of Project Management has confirmed with architectural and engineering disciplines that they do not have the available expertise or resources to provide the services required to deliver this project to the client.

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

A. Explain why civil service classes are not applicable.

Permanent civil service employees do not possess the expertise in design, engineering and construction administration for delivery of 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. This project requires specialized expertise that is required specifically for this project.

6. Additional Information

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

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

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 02/27/2023, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49077 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49077 - 22/23
Date: Monday, February 27, 2023 10:00:49 AM

RECEIPT for Union Notification for PSC 49077 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49077 - 22/23 for \$3,500,000 for Initial Request services for the period 05/29/2023 – 05/26/2032. 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/19826> 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

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 43808 - 14/15)

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

Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond

PSC Original Approved Amount: \$7,500,000 PSC Original Approved Duration: 05/11/15 - 12/31/20 (5 years 33 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/21-12/31/21 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/01/22-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 7 years 33 weeks

1. Description of Work

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

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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, through this current PSC 43808-14/15

D. Will the contract(s) be renewed?

No, not 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

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:

There is one boat house Station 35 project in the portfolio of fire stations in the City. This facility, once complete, is expected to be operational for 50 to 75 years; it is funded by the Earthquake Safety and Emergency Response (ESER) Bond Program. The construction of a maritime fire station is specialized and unique.

B. Reason for the request for modification:

Project's completion is anticipated in March 2022. Additional cost estimating and scheduling services will be needed from consultant (GHD) after December 31, 2021 for the following activities: • rejected Change Order Requests (COR) that DBE has challenged and that were escalated via partnering ladder to upper management • review of CORs that are to be submitted by DBE • anticipated submission of a COR for a compensable schedule extension

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, facilities and equipment will not be provided.

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.
Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.
- 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. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

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

7. Union Notification: On 11/09/21, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 11/23/2021

Civil Service Commission Action:

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: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond

PSC Amount: \$7,500,000

PSC Est. Start Date: 05/11/2015

PSC Est. End Date 12/31/2020

1. Description of Work

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

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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.

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

D. Will the contract(s) be renewed?

No, not 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.

The specialized engineering consultation will be needed in the early planning phase to assist the City on navigating multiple regulations and project requirements for this essential maritime service building project. The engineering services will be required through the warranty period, which is anticipated at 24 months from substantial completion.

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:

There is one boat house Station 35 project in the portfolio of fire stations in the City. This facility, once complete, is expected to be operational for 50 to 75 years; it is funded by the Earthquake Safety and Emergency Response (ESER) Bond Program. The construction of a maritime fire station is specialized and unique.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, facilities and equipment will not be provided.

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

Project Management has reviewed the scopes of work with Public Works Bureau Managers for architect and engineering and to review the capability, capacity, and potential project risks. City staff will provide architectural services, structural engineering services, peer review of mechanical, plumbing, electrical engineering, and project management of the project (above pier). This consultant team will collaborate with City A/E staff.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.
- 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. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

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. (please see attached)
- 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 05/08/2015, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21**

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

Name: Sung Kim Phone: 650-821-2026 Email: sung.kim@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:

action date: 07/06/2015

Commission Approval Required

Approved by Civil Service Commission

07/06/2015 DHR Approved for 07/06/2015

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: Architectural, Engineering, and Related Design Services for a new Fire Training Facility

Funding Source: General Obligation Bond – ESER

PSC Amount: \$17,000,000

PSC Est. Start Date: 12/01/2021

PSC Est. End Date 12/01/2028

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.

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

This project requires special expertise in firefighting training facilities programming and design. Public Works does not have the design experience in the subject matter. The Fire Department currently conducts trainings for recruits and existing personnel at two facilities: one on Treasure Island and a smaller venue in the Mission District. Treasure Island Development Authority plans require the Fire Department to relocate from their current facility by December 2026. The City is in the process of purchasing a 6.6 acre site at 1236 Carroll Avenue in San Francisco's Bayview/Hunter's District for a new Fire Training Facility. Denial of this PSC would mean the design of this new essential facility cannot be completed; thus, the City will not have a facility for training their firefighters and future recruits. This will jeopardize the City's response to calls for service.

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

Similar services were approved by the Civil Service Commission under PSC #43808-14/15 on 7/6/2015 for Fire Station 35 and PSC #42622-16/17 on 9/19/2016 for the Emergency Medical Services Facility.

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.

PSC term exceeds 5 years to account for actual contract duration. The additional time in the PSC Duration is also to allow processing time for advertising, negotiating, Board of Supervisor approval process, and 2-year warranty period in addition to design, bidding, and construction phases and awarding the contracts.

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:

This unique capital project requires special expertise in firefighting training facilities programming and design. The project is funded by the Earthquake Safety and Emergency Response Bond which was approved by 79 percent of the voters in March 2020. The City must complete this project prior to December 2026, which is when the Treasure Island Development Authority requires the Fire Department to vacate their existing training facility on Treasure Island.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural, engineering, and related expertise in the design of fire training facilities. Expertise in leading an architectural and engineering team in the design of new facilities with an estimated construction cost of \$142M.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Therefore, we need to supplement our City staff with consultants who can provide staff with the required experience and expertise for a successful project delivery.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in design and construction administration services for delivering a new fire training facility with an estimated construction cost of \$141M.
- 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 new facility will be the City's sole fire training facility. This PSC requires specialized expertise that will not be required on an ongoing basis.

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. There is no training plan or courses, specifically. However, through collaboration on providing design services, the City's architecture staff will enhance its knowledge and understanding of the risks and challenges that occur with this type of facility.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 06/25/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41365 - 20/21

DHR Analysis/Recommendation:

action date: 09/20/2021

Commission Approval Required

Approved by Civil Service Commission

09/20/2021 DHR Approved for 09/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Microsoft Enterprise Licenses (Software, Maintenance & SaaS)

Funding Source: Miscellaneous Department Funds

PSC Amount: \$55,000,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 08/31/2026

1. Description of Work

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

The current Citywide Microsoft ELA will expire on August 31, 2023. The Department of Technology intends to conduct a new solicitation to procure licenses for the continued use of Microsoft products. The Microsoft products consist of software, software maintenance, hardware and software-as-a-service (SaaS). There will be no professional services or labor of any kind in the solicitation or final contract.

This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

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

This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service. There will be no professional services or labor of any kind in the solicitation or final contract.

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.

DT has not submitted this type of request in the past, as the procurement is for software licenses and maintenance, hardware licenses and maintenance, and SaaS. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service. There will be no professional services or labor of any kind in the solicitation or final contract.

D. Will the contract(s) be renewed?

Yes, the City will continue to use Microsoft Products.

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):

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

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

- A. Explain why civil service classes are not applicable.
There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- 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 will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-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 contract? If so, please explain what that will entail; if not, explain why not.
No. There will be no training, since no professional services or labor of any kind will be included in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/01/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave, Second Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45005 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Wednesday, March 01, 2023 9:33 AM
To: Gines, Jolie (TIS); khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45005 - 22/23

RECEIPT for Union Notification for PSC 45005 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 45005 - 22/23 for \$55,000,000 for Initial Request services for the period 09/01/2023 – 08/31/2026. 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/19979> 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

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 # 43103 - 18/19)

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

Type of Service: Aviation Safety and Security Computer Based Training (CBT) Development

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 09/01/18 - 06/30/23 (4 years 43 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$700,000 PSC Cumulative Duration Proposed: 9 years 43 weeks

1. Description of Work

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

The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.

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

This service is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the TSA and FAA Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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.
through PSC No. 4012-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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 modification increases the duration to align with the new contract duration.

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:

Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

B. Reason for the request for modification:

This modification increases the duration and amount to continue maintenance and support of the proprietary interactive Learning System Software and align with the contract duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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.
Security regulations change frequently, and the Airport requires people with expertise in the dynamic programmatic elements to maintain up-to-date training materials to remain in compliance. Existing classifications do not have the required subject matter expertise & specialized skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because of the intermittent nature of the work.

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

7. Union Notification: On 03/30/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43103 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/01/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Thursday, March 30, 2023 3:10 PM
To: Cynthia Avakian (AIR); ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43103 - 18/19 - MODIFICATIONS

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 \$200,000 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F20121&d ata=05%7C01%7Cricardo.e.valle%40flysfso.com%7C7e3e1cb527ae40bbcfac08db316d5c02%7C22d5c2cfce3e443d9a7fdfc0231f73f%7C0%7C0%7C638158117989733877%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=t1Ab1GTxRjsDwGCnQM9OvrK6NXwsGiRs9NyTDFC%2BV3U%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org

Additional Attachment(s)

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: Aviation Safety and Security Computer Based Training (CBT) Development

Funding Source: Airport Operating Funds

PSC Amount: \$500,000

PSC Est. Start Date: 09/01/2018

PSC Est. End Date: 06/30/2023

1. Description of Work

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

The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.

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

This service is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the TSA and FAA Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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

These services have been provided in the past through PSC No. 4012-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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 performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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?

Services are not available through City resources.

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

- A. Explain why civil service classes are not applicable.
Security regulations change frequently, and the Airport requires people with expertise in the dynamic programmatic elements to maintain up-to-date training materials to remain in compliance. Existing classifications do not have the required subject matter expertise & specialized skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of the work.

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 is not included in this scope of work due to the intermittent nature of the work, and that it will not be transitioned to the City.
- 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 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21**

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

Name: 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# 43103 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2013

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: Aviation Safety and Security Computer Based Training (CBT) Development

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000 PSC DURATION: 8/20/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment.

B. Explain why this service is necessary and the consequences of denial: This training is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the Transportation Security and Federal Aviation Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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): The work was completed through a Memorandum of Understanding (MOU) with the City College of San Francisco.

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
Cynthia Avakian Jul 24 2013 2:18 PM Signature of person mailing/faxing form
6/24/2013 Date

RFP sent to: N/A Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4012-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 8/19/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.

B. Which, if any, civil service class normally performs this work? IS Trainer (1032), IS Programmer Analyst (1062), Senior IS Programmer Analyst (1063) and Training Officer (1232) could perform some of the work.

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: Security regulations change frequently, and we need people with expertise in the dynamic programmatic elements to help us maintain up-to-date training materials to remain in compliance.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of work.

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

Yes No

A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees? Yes No

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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

Cynthia P. Avakian Cynthia Avakian
Jul 24 2013 2:18 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 47501 - 16/17)

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Original Approved Amount: \$280,000,000 PSC Original Approved Duration: 08/01/17 - 08/01/22 (5 years 1 day)

PSC Mod#1 Amount: \$70,000,000 PSC Mod#1 Duration: 08/01/22-01/25/25 (2 years 25 weeks)

PSC Mod#2 Amount: \$50,000,000 PSC Mod#2 Duration: 01/25/25-01/31/27 (2 years 6 days)

PSC Cumulative Amount Proposed: \$400,000,000 PSC Cumulative Duration Proposed: 9 years 26 weeks

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services 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:

We need to add time because the projects were suspended during the pandemic.

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:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

B. Reason for the request for modification:

Need to add money and time because the projects were suspended during the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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 existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction

management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

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 adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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, PGH Wong & Partners JV and Hensel Phelps

7. Union Notification: On 03/24/23, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: 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# 47501 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, March 24, 2023 11:59 AM
To: Cynthia Avakian (AIR); ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 47501 - 16/17 - MODIFICATIONS

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 \$50,000,000 for services for the period January 25, 2025 – January 31, 2027. 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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17553&data=05%7C01%7C%7Ccynthia.avakian%40flysfo.com%7Ced03137e8a2e4f1e02ae08db2c9bf72c%7C22d5c2cfce3e443d9a7fdcc0231f73f%7C0%7C0%7C638152820599569324%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=xvpiNn7Y%2BIlPElOxkmBR0uhgFqCYBD7WqF%2BYFml%2F8HY%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 47501 - 16/17)

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Original Approved Amount: \$280,000,000 PSC Original Approved Duration: 08/01/17 - 08/01/22 (5 years 1 day)

PSC Mod#1 Amount: \$70,000,000 PSC Mod#1 Duration: 08/01/22-01/25/25 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$350,000,000 PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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 47501-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services 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 extend for time since there have been delays because of the pandemic.

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:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

B. Reason for the request for modification:

Need to extend for time and add authority since there have been delays because of the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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 existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

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 adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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, PGH Wong & Partners JV and Hensel Phelps

7. Union Notification: On 11/18/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: 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# 47501 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/29/2021

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: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Amount: \$280,000,000

PSC Est. Start Date: 08/01/2017

PSC Est. End Date 08/01/2022

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Terminal 2 (T2) to Terminal 3 (T3) Secure Connector Project (Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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 is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services 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.

Current contract duration is planned through 2022.

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:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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

A Notice of Intent for PMSS was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017. A Notice of Intent for DB services was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017.

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

A. Explain why civil service classes are not applicable.

The existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

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 adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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

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

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

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

7. Union Notification: On 06/09/2017, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21

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

Name: 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# 47501 - 16/17

DHR Analysis/Recommendation:

action date: 08/07/2017

Commission Approval Required

Approved by Civil Service Commission

08/07/2017 DHR Approved for 08/07/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 48369 - 17/18)

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

Type of Service: San Mateo County Transit District (SamTrans) Owl Bus Service & Airtrain Replacement Service

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$2,000,000 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: \$2,000,000 PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.

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

SFO has over 40,000 employees with varying work schedules, as well as air passengers that travel at all hours. A public bus service option needs to be available for these employees and travelers to get to and from the Airport, in particular during the overnight hours. Without this service, employees and passengers would have limited options for an overnight bus service.

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.
PSC 48369-17/18

D. Will the contract(s) be renewed?

Yes if these services are needed at SFO.

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 modification will extend for time to align with the contract term.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not operate bussing service as far south as Palo Alto in Santa Clara County.

B. Reason for the request for modification:

Modification to increase duration to align with the contract term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include the ability to provide public transportation utilizing a fleet of buses with contractor's own facilities, equipment, operating personnel, insurance, permits, and licenses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor is required to provide facilities, buses, and maintenance equipment that is owned by the contractor and not the City.

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.
Class 9163 Transit Operator is the civil service class that would normally perform this work. It is not applicable because the City does not operate buses as far south as Palo Alto in Santa Clara County.
- 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 adopt a new civic service class to perform this work. The City does not operate bussing service as far south as Palo Alto in Santa Clara County, nor does the City have the ability to provide backup bussing services in San Mateo County.

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 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.
SAMTRANS contract is currently under this PSC

7. Union Notification: On 03/17/23, the Department notified the following employee organizations of this PSC/RFP request:

TWU - Automotive Service Worker;

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# 48369 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, March 17, 2023 12:21 PM
To: Cynthia Avakian (AIR); mdennis@twusf.org; roger marenco; pwilson@twusf.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 48369 - 17/18 - MODIFICATIONS

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 \$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:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F20049&d ata=05%7C01%7Cricardo.e.valle%40flysfso.com%7Cb3e0b96ac8db4364b15708db271e5a10%7C22d5c2cfce3e443d9a7df cc0231f73f%7C0%7C0%7C638146783538238181%7CUnknown%7CTWFpbGZsb3d8eyJWljo iMC4wLjAwMDAiLCJQIjoiV2lu MzliLCJBTiI6I k1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g6MAJ0ktGqbiM4dyokdRkQB5Fem5hg%2B3ILLrQ 5M932c%3D&reserved=0>

Email sent to the following addresses: pwilson@twusf.org rmarenco@twusf.org mdennis@twusf.org

Additional Attachment(s)

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: San Mateo County Transit District (SamTrans) Owl Bus Service & Airtrain Replacement Service

Funding Source: Airport Operating Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date: 06/30/2023

1. **Description of Work**

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

The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.

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

SFO has over 40,000 employees with varying work schedules, as well as air passengers that travel at all hours. A public bus service option needs to be available for these employees and travelers to get to and from the Airport, in particular during the overnight hours. Without this service, employees and passengers would have limited options for an overnight bus service.

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.

In the past, this service has continually been provided by this contractor. The service was previously approved under PSC #4017-11/12.

D. Will the contract(s) be renewed?

Yes if these services are needed at SFO.

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.

Term of five years is to align with the contract term.

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

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

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

B. Explain the qualifying circumstances:

The City does not operate bussing service as far south as Palo Alto in Santa Clara County.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include the ability to provide public transportation utilizing a fleet of buses with contractor's own facilities, equipment, operating personnel, insurance, permits, and licenses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor is required to provide facilities, buses, and maintenance equipment that is owned by the contractor and not the City.

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

The City does not operate bussing service as far south as Palo Alto in Santa Clara County.

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

- A. Explain why civil service classes are not applicable.
Class 9163 Transit Operator is the civil service class that would normally perform this work. It is not applicable because the City does not operate buses as far south as Palo Alto in Santa Clara County.
- 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 adopt a new civic service class to perform this work. The City does not operate bussing service as far south as Palo Alto in Santa Clara County, nor does the City have the ability to provide backup bussing services in San Mateo County.

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 to City and County employees because the contractor has their own fully-trained employees for both bussing and maintenance 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.

Yes. San Mateo County Transit District (SamTrans)

7. Union Notification: On 04/24/2018, the Department notified the following employee organizations of this PSC/RFP request:
TWU - Automotive Service Worker

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# 48369 - 17/18

DHR Analysis/Recommendation:

action date: 06/18/2018

Commission Approval Required

Approved by Civil Service Commission

06/18/2018 DHR Approved for 06/18/2018