

- 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 41117-18/19 was approved by the Civil Service Commission on August 5, 2019 for the scope of work in this request. PSC 41117-18/19 expired on August 5, 2020, before execution of SFPUC Contract PRO-0140. This request will allow the SFPUC to complete the execution of Contract PRO.0140. Similar construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

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

No.

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

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2021 through 2027. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2027. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

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:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler, and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

- A. Explain why civil service classes are not applicable.
The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

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. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.
- 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 02/04/2021, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49806 - 20/21

DHR Analysis/Recommendation:

action date: 03/15/2021

Commission Approval Required

Approved by Civil Service Commission

03/15/2021 DHR Approved for 03/15/2021

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: Construction Management Services (PRO.0140)

Funding Source: 10-year Regional Water CIP and WSIP

PSC Duration: 6 years 51 weeks

PSC Amount: \$16,000,000

1. Description of Work

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

Provide specialized and short-term augmentation to existing SFPUC staff for the construction management of the projects to be constructed for the 10-year Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program (WSIP) in the East Bay. Services will include project construction management, field contract administration, construction inspection, project controls, materials testing, Supplier Quality Surveillance (SQS), project administration and document control, start-up and testing coordination, office engineering, and maintaining a regional field office for consultant and City staff.

The 10-year Regional Water System Capital Improvement Program includes a series of projects that are planned to be constructed during the next 7 years, culminating in the Sunol Valley Water Treatment Plant (SVWTP) Ozone and Calaveras Substation project, which is estimated to be over \$100M in construction cost, which would require an extensive and specialized construction management team to be situated in a remote location.

This PSC is to provide specialized construction management staffing and also to provide augmentation to existing SFPUC staffing to cover the temporary peak work load anticipated during the PSC duration.

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

This service is necessary for two reasons: to provide specialized construction management services that require specific experience that are not typical for the civil service classifications used by the City to perform this work, and to provide temporary staff augmentation to cover peak work loads caused by multiple overlapping construction projects that are scheduled to occur over the PSC duration. Denial of this Personal Services Contract would prevent the SFPUC from effectively managing the construction of the numerous projects planned under the Regional Water CIP and the remainder of the WSIP, resulting in the potential delay or cancellation of projects, increased construction costs, or reduced construction quality of completed projects.

- 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 construction management services have been provided in the past under previous PSCs. This PSC is similar to the CS-915R contract, which provided construction management services for the Water System Improvement Program in the Sunol Valley Region. This contract has expired and can no longer be utilized. PRO.0149 and PRO.0097 are additional contracts that are providing as-needed construction management services for the SFPUC in the San Francisco Bay Area and Hetch Hetchy, respectively. This PSC is unique from the as-needed PSCs listed above because it is region-specific to cover the remote Sunol Valley and surrounding areas, and is also project-specific. The staffing needs for the larger projects exceed the task order limits of the as-needed contracts, which preclude the use of PRO.0149 to cover all of the staffing needs under this PSC.

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

No.

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

This PSC request is to provide construction management for several projects over a duration of seven (7) years. The projects span from 2020 through 2026. The reason for requesting a duration of 7 years is due to the planned construction schedule of the Sunol Valley Water Treatment Plant Ozone and Calaveras Substation project. This project will begin construction in 2022 and construction and closeout is anticipated to extend through 2026. This will be a critical, specialized construction project valued at over \$100M that will require a large and highly specialized construction management team. It is essential for the success of the project to maintain a consistent staff throughout the duration of the project. The projects that will be staffed by this PSC will have distinct work scopes and distinct specialized experience requirements. The projects will also overlap in schedule, which will require multiple and staggered construction management teams. To the extent possible, City staff will serve in the lead Project Construction Manager roles and manage and supervise the consultant staff.

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:

The Regional Water System Capital Improvement Program and the remainder of the Water System Improvement Program will require short-term, temporary staffing of experienced and highly specialized construction management staff to successfully complete the multitude of projects that are planned over the next 7 years. The scope of this contract will also include the rental and maintenance of the existing Sunol Regional Office, which provides a regional headquarters for City Infrastructure staff managing projects in the East Bay Region. Additionally, the scope of work will include highly specialized materials testing services such as concrete sampling and testing, soil compaction testing, welding inspection, and other materials testing, which require specialized equipment and expertise that the City does not have. It is not feasible to establish new civil service positions to cover this work due to the short-term, peak workloads for projects that will have overlapping construction schedules.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The scope of work for this contract requires a minimum of 5 years of experience in construction management, working on large or complex projects for all positions including project construction manager, construction inspector, field contract administrator, scheduler,

and office engineer. Additionally, specialty expertise will be required for some of the positions in the fields of scheduling, cost estimating, certified reinforced concrete inspection, certified welding inspection, soils testing, and concrete sampling and testing.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will rent and maintain the existing East Bay Regional Field Office for use by City and consultant staff as the East Bay headquarters for Infrastructure to manage the construction of Regional projects.

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

The department has performed outreach to San Francisco Public Works, which declined due to workload and the remote location of the project.

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

- A. Explain why civil service classes are not applicable.
The management of the construction projects in the scope of work cannot be fully performed by civil service staff due to the scheduling of the projects, as well as the highly specialized nature of some of the work. The project schedules will result in peak, short-term workloads that will be staggered and intermittent in nature. It should be noted that the total construction management cost for all of the projects to be supported by this PSC is approximately \$26M, of which only \$16M is covered by this PSC. Much of the work is planned to be performed by City staff.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Performing this work would not require adopting a new civil service class. The PSC is required mostly due to the short-term duration of the peak and staggered, overlapping periods of project activity.

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. City and County employees will gain construction management knowledge and skills by interacting and working side-by-side with the experienced contractors. The contractor will also be tasked with providing training sessions in specific construction management fields of expertise through brown bag presentations. Approximately 50 training hours will be provided in topics such as construction management principles, scheduling, claims analysis, and quality control/quality assurance. The occupational type of City and County employees to receive the training will be engineers and construction inspectors. Approximately 10-15 employees are expected to be trained.
- 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 06/07/2019, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41117 - 18/19

DHR Analysis/Recommendation:

action date: 08/05/2019

Commission Approval Required

Approved by Civil Service Commission

08/05/2019 DHR Approved for 08/05/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41604 - 18/19)

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Original Approved Amount: \$1,100,000 PSC Original Approved Duration: 04/01/19 - 01/31/24 (4 years 43 weeks)

PSC Mod#1 Amount: \$545,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$315,000 PSC Mod#2 Duration: 12/07/23-07/31/27 (3 years 25 weeks)

PSC Cumulative Amount Proposed: \$1,960,000 PSC Cumulative Duration Proposed: 8 years 17 weeks

1. Description of Work

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

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 41604 - 18/19

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

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term, one time project for remediation design services for this project prior to actual development.

B. Reason for the request for modification:

Project has taken longer than expected with more effort needed for continued monitoring, assessment and reporting required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

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

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

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 Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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 has been the policy of the City that it is best to contract out these services.

6. Additional Information

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

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

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.
Additional effort on the 900 Innes Remediation project.

7. **Union Notification:** On 12/07/23, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Thursday, December 7, 2023 10:14 AM
To: McFadden, Sean (REC); kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@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; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 41604 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The RECREATION AND PARK COMMISSION -- REC has submitted a modification request for a Personal Services Contract (PSC) for \$315,000 for services for the period December 7, 2023 – July 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:

<http://apps.sfgov.org/dhrdrupal/node/18591>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION

Dept. Code: REC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41604 - 18/19)

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Original Approved Amount: \$1,100,000 PSC Original Approved Duration: 04/01/19 - 01/31/24 (4 years 43 weeks)

PSC Mod#1 Amount: \$545,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$1,645,000 PSC Cumulative Duration Proposed: 4 years 43 weeks

1. Description of Work

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

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 41604 - 18/19

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

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This is a short-term, one time project for remediation design services for this project prior to actual development.

B. Reason for the request for modification:

Additional level of effort required to remediation project including additional design, remediation oversight and additional sampling required by oversight agencies.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

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

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

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 Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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 has been the policy of the City that it is best to contract out these services.

6. Additional Information

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

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

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.
Additional effort on the 900 Innes Remediation project.

7. **Union Notification:** On 06/29/22, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/11/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: 900 Innes - Hazardous Materials Remediation Design Services

Funding Source: Capital Funds / SF Bay Restoration Grant

PSC Amount: \$1,100,000

PSC Est. Start Date: 04/01/2019

PSC Est. End Date 01/31/2024

1. Description of Work

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

Overall remedial engineering and dredge design services for the 900 Innes Park Project in San Francisco's Bay View Hunters Point Neighborhood. The work to be performed includes in-water sediment and hazardous building materials testing, treatment and stabilization analyses, hydrodynamic modeling, chemical partitioning and breakthrough analysis, preparation of cap design criteria to ensure cap performance, preparation of construction documentation for public bidding and construction administration. Sub-consultant services include surveying and regulatory permitting support to complete the regulatory permit approval process. Work to be performed by sub-consultants include bathymetric, topographic, boundary and utilities location/surveying.

Other work required includes responding to queries from the various agencies arising from the permitting process, preparation of additional exhibits and figures, and compensatory mitigation analysis and planning for addressing potential loss/impacts to aquatic habitat.

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

Before the park development can begin, the site (900 Innes) must undergo an environmental cleanup. Soil and sediment characterization reports for the site reveal environmental impacts and degraded habitat as a result of the historical, industrial boat-building and repair activities performed at the site. Contaminants include metals, polychlorinated biphenyls (PCBs), polyaromatic hydrocarbons (PAHs), and petroleum hydrocarbons at varying levels. Groundwater at this property also contains levels of various metals, PAHs, and petroleum hydrocarbons. The remediation of the soil and sediment at 900 Innes will include the (1) dredging, excavation, and offsite disposal of soil and sediment from three- to five-feet below ground surface, (2) the covering of soil and sediment in place, (3) the import and backfilling of soil and sediment excavation areas, and (4) the grading and re-contouring of the site to create elevations for the park and to support future vegetated intertidal areas. Marine debris including creosote-treated piles, abandoned marine infrastructure (i.e. docks and launch ramps) and buildings and piers that have crumbled into the intertidal and subtidal areas of the site will also be removed. In addition to cleaning and preparing the site for park development, the elimination of blighted structures will reduce the existing issues of trespassing, vandalism, and homeless encampments and will also discourage the littering and illegal disposal at the site, which leads to unwanted pollutants in the Bay. The remediation of sediments will allow and facilitate the development a more connected mudflat, tidal marsh and wetlands, and upland buffer and transition zone to support the variety of flora and fauna, including migratory birds, that would benefit from this habitat. As importantly, the proposed marsh and wetland edge and upland buffer habitat will provide a resilient shoreline that can adapt with rising sea levels, improve water quality through filtration of nutrients and sediments in groundwater runoff, and help stabilize soils and minimize erosion in these areas. And lastly, the cleanup of this contaminated site will help to alleviate negative health consequences to the Bayview Hunters Point community.

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 general, remedial design services or provided through as-needed contracts or one-time contracts due to the specialized nature of the work.

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term, one time project for remediation design services for this project prior to actual development.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The site conditions do not comply with the Federal Clean Water Act and the State Porter-Cologne Act. The work requires hiring an engineering firm with experience and expertise to develop a remediation program to comply with State and Federal resource requirements to remove contaminated material impairing biological and aquatic habitat. Expertise includes coastal engineering and environmental engineering, dredge and remediation construction documentation, treatment and stabilization analysis, hydrodynamic and coastal modeling, back-fill cap design, and compensatory mitigation development, regulatory permitting, and federal consultations. Other skills include developing Sampling and Analysis Plans (SAP), Quality Assurance Project Plans (QAPP), characterization reports.

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

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

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

Generally, environmental and remediation design and oversight services are contracted out by the City and County of San Francisco. Public Works does not have staff who are experienced in remediation engineering.

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

A. Explain why civil service classes are not applicable.

The Department of Public Works does not provide remediation engineering design for contaminated in-water sediments, or soil backfill and sediment cap modeling.

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 has been the policy of the City that it is best to contract out these services.

6. Additional Information

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

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

- 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 02/15/2019, 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: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street San Francisco, CA 94117

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41604 - 18/19

DHR Analysis/Recommendation:

action date: 04/15/2019

Commission Approval Required

Approved by Civil Service Commission

04/15/2019 DHR Approved for 04/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46699 - 23/24)

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

Type of Service: Professional Technical and Training Services + Enterprise Licensing Agreement

Funding Source: General Funds

PSC Original Approved Amount: \$4,000,000 PSC Original Approved Duration: 07/01/24 - 06/30/27 (2 years 52 weeks)

PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 07/01/24-06/30/29 (2 years 1 day)

PSC Cumulative Amount Proposed: \$7,000,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to \$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.

Scope Change

No changes from the original request, just extending 2 years to the agreement

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

This service is necessary to provide training and project consulting for Citywide use of Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

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, previous PCS 37663 -17/18

D. Will the contract(s) be renewed?

yes City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

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:

No the new Enterprise agreement that was originally approved was for 3 years, this modification is to extend to 5 years for the full length of the new proposal.

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 required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.

B. Reason for the request for modification:

The Department of Technology was able to successfully negotiate from a 3 year Enterprise Agreement to a 5 year Enterprise Agreement to allow for better year-over-year savings for departments. This is for Software as a Service (SaaS) and Professional & Technical training for span of the agreement. The original request included the SaaS component which is no longer required under the new Civil Service Commission rules and only the training and technical services require an approved Professional Services component. The SaaS Enterprise component is: \$4.3M The estimated training programs and training/technical passes is: \$2.7M. This amount is an estimate as it is up to the discretion of the requesting department to purchase these training credits as needed for additional training on the suite of products for their business needs. This training is proprietary in nature as it comes directly from the manufacturer to train requesting departments on an as-needed basis on how to best utilize the suite of offered products under the Enterprise Agreement for their specific use cases.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes. Current PCS employees utilize the software for their day to day roles.

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.
There are two types of training passes offered. One is a 50 day credit of hours to be used on an as-need basis to schedule trainings with the manufacturer. The other is a one day pass for a specific use case training on a 1 on 1 basis with 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 12/13/23, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

Address: 1 South Van Ness Ave, 2nd Floor

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46699 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Wednesday, December 13, 2023 8:40 AM
To: Gines, Jolie (TIS); Laxamana, Junko (DBI); sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Edhammer, Ken (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46699 - 23/24 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period July 1, 2024 – June 30, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21784>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ewallace@ifpte21.org agarza@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org sportillo@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

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: Professional Technical and Training Services + Enterprise Licensing Agreement

Funding Source: General Funds

PSC Amount: \$4,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2027

1. Description of Work

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

Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to \$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.

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

This service is necessary to provide training and project consulting for Citywide use of Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

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.

Most recent PCS#37663-17/18 - Mod was approved by the commission on April 5, 2021. This new request is to stand up a new Enterprise Level Agreement for the next 3 yrs.

D. Will the contract(s) be renewed?

yes City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

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 required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes. Current PCS employees utilize the software for their day to day roles.

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 will be for City Departments utilizing Environmental Systems Research Institute Geographic Information System Software on an as-needed basis. The approximate number of hours and the scope of any training will be determined when a Department identifies a Geographic Information System project they need assistance with. At the time of this new Enterprise Agreement, no training activities have been identified.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes. Yes, Environmental Systems Research Institute which will expire on 6/30/2024

7. **Union Notification:** On 09/26/2023, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave 2nd Floor

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46699 - 23/24

DHR Analysis/Recommendation:

action date: 12/04/2023

Commission Approval Required

Approved by Civil Service Commission

12/04/2023 DHR Approved for 12/04/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY

Dept. Code: TIS

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 37663 - 17/18)

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

Type of Service: Professional Technical and Training Services

Funding Source: General Funds and Enterprise Funds

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/18 - 06/30/21 (3 years)

PSC Mod#1 Amount: \$650,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$250,000 PSC Mod#2 Duration: 07/01/21-06/30/27 (6 years 1 day)

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 9 years 1 day

1. Description of Work

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

Training users on the citywide Enterprise Licensed Environmental Systems Research Institute Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis.

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

This service is necessary to provide training and project consulting for Citywide use of Environmental Systems Research Institute's Geographic Information System Software products on an as-needed basis. These services require special technical knowledge of Environmental Systems Research Institute products. These products are critical to the functions of twenty-eight City Departments and if denied will adversely affect their operations.

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 PSC# 43213-14/15, which terminated when the prior Enterprise Agreement expired.

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:

City departments continue to need the Environmental Systems Research Institute Enterprise Advantage Program's technical advisory hours and also to leverage the supplier's learning and services credits.

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 required on an intermittent basis and require proprietary technical knowledge of Environmental Systems Research Institute Geographic Information System Products that are not available to City staff and cannot access due to the proprietary nature of the Geographic Information System Software.

B. Reason for the request for modification:

This 2nd modification request is to increase the original approved PSC amount from \$750,000 to \$1,000,000. Following submission of the initial PSC request, the Department of Technology completed its negotiations with Environmental Systems Research Institute for a new three-year Enterprise Agreement. Part of the negotiations included the option for City departments to purchase the Environmental Systems Research Institute Enterprise Advantage Program which consists of 100 technical advisory hours and up to 100 learning and services credits. This option is available to departments at a set cost per year. Based on Department of Technology projections, if 10% of the City departments currently using Environmental Systems Research Institute Geographic Information System Software were to exercise said option, then the cumulative amount would exceed the original PSC amount of \$100,000. Thus, this modification request is being submitted to increase the PSC amount that would provide for such services on an as-needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specify required skills and/or expertise: Specialized proprietary technical knowledge of Environmental Systems Research Institute Desktop and Server-side Geographic Information System Software products, Geographic Information System Technical Requirement and Solution Development, Geographic Information System Project Management and Implementation, Geographic Information System Software Training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- 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.
Training and Project Consulting Services require extensive technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software. Additionally, Project Consulting Services may require access to Environmental Systems Research Institute source codes that are proprietary to Environmental Systems Research Institute and not available to City employees.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the services require technical knowledge and expertise with proprietary Environmental Systems Research Institute Geographic Information System Software, and access to Environmental Systems Research Institute source codes.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The training will be for City Departments utilizing Environmental Systems Research Institute Geographic Information System Software on an as-needed basis. The approximate number of hours and the scope of any training will be determined when a Department identifies a Geographic Information System project they need assistance with. At the time of this new Enterprise Agreement, no training activities have been identified.
- 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, Environmental Systems Research Institute

7. Union Notification: On 03/04/21, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness, 2nd Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 37663 - 17/18

DHR Analysis/Recommendation:

04/05/2021

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000 PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000 PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Mod#3 Amount: \$31,748,074 PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)

PSC Mod#4 Amount: \$50,000,000 PSC Mod#4 Duration: 08/01/21-07/30/25 (1 year 4 weeks)

PSC Mod#5 Amount: \$100,000,000 PSC Mod#5 Duration: 12/01/23-10/31/27 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$269,748,074 PSC Cumulative Duration Proposed: 12 years 17 weeks

1. Description of Work

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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?

If needed.

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

The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

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:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

The modification is to increase the amount of the PSC request and to extend the term in order to respond to ongoing needs for nursing support due to ongoing operations, responding to surges as a result of emergent needs such as COVID-19 outbreaks, or other communicable diseases, and to ensure coverage when existing staff are unable to fill scheduled or unscheduled shifts. Covered locations include Jail Health Services and Primary Care.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.
- 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 the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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.
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

7. **Union Notification:** On 10/10/23, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 01/30/2024

Receipt of Union Notification(s)

Receipt of Modification Request to PSC # 49137 - 14/15 - MODIFICATIONS

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

on behalf of

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

Tue 10/10/2023 12:31 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ablood@cirseiu.org <ablood@cirseiu.org>; oumar.fall@seiu1021.org <oumar.fall@seiu1021.org>; cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>; max.porter@seiu1021.org <max.porter@seiu1021.org>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <julie.meyers@sfgov.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconcillo@sfgwater.org <Kbasconcillo@sfgwater.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; kschumacher@ifpte21.org <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; eerbach@ifpte21.org <eerbach@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$100,000,000 for services for the period December 1,

2023 – October 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:

<http://apps.sfgov.org/dhrdrupal/node/8552>

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

ecassidy@ifpte21.com ewallace@ifpte21.org dho@ifpte21.org
mweirick@ifpte21.org
jharding@ifpte21.org kdavis@ifpte21.org amakayan@ifpte21.org
agarza@ifpte21.org
sportillo@ifpte21.org junko.laxamana@sfgov.org jtanner940@aol.com
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org
davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org
Wendy.Frigillana@seiu1021.org pcamarillo_seiu@sbcglobal.net
Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org
Julie.Meyers@sfgov.org noah.frigault@sfgov.org jason.klumb@seiu1021.org
najuawanda.daniels@seiu1021.org SF-DHR-Info@seiu1021.org
matthew.torres@seiu1021.org leah.berlanga@seiu1021.org
Sandeep.lal@seiu1021.me
sarah.wilson@seiu1021.org max.porter@seiu1021.org cade.crowell@seiu1021.org
oumar.fall@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org
abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org
snaranjo@cirseiu.org

Additional Attachment(s)

DATE: January 8, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Request for PSC 49137-14/15 Mod 5 Intermittent, Supplemental Temporary Nursing Personnel for San Francisco Health Network, Calendaring for January 30, 2024 Civil Service Commission Special Meeting

This is to respectfully request PSC 49137-14/15 Mod 5 Intermittent, Supplemental Temporary Nursing Personnel for San Francisco Health Network to be heard at the January 30, 2024, Civil Service Commission Special Meeting.

The 60-day notice period for SEIU Local 1021 Miscellaneous and SEIU 1021 (Staff Nurse & Per Diem Nurse) ended on December 10, 2023. The Department has responded to the union's concerns through meetings and made attempts to establish a shared understanding. We have also provided the union with the requested documentation for their review.

Below is a timeline of communications with the union:

12/6/23 – We met with union (Thomas Vitale and Joseph Duncan) and discussed the PSC, union requested data on nurse registry (Claude Joseph indicated Thomas Vitale was point person on this PSC).

12/19/23 and 12/20/23 – Ramon Williams provided union the data on nurse registry.

12/26/23 – Ramon Williams asked union if they had any follow up questions.

12/26- Union responded that they wanted monthly data.

1/3/24 - Ramon Williams provided monthly data and received out of office message for month of January for Thomas Vitale.

1/3/24 – Union requested additional information on all contracts and Joseph Duncan indicated he needed time to analyze data.

The contractors under this PSC will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Access to supplemental, temporary nursing personnel is crucial for SFGH and LHH to effectively respond to crises, reduce ambulance diversions, maintain inpatient revenue-generating capacity, comply with mandated nurse-to-patient ratios, and address ongoing shortages in nursing staff.

We appreciate your time and consideration. Please let us know if you need further information.

I can be reached at reanna.albert@sfdph.org.

cc: Ramon Williams, Director of Labor Relations, SFDPH
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH
Jonathan Lyens, Director of Contract Strategy, Policy, Planning and Development, SFDPH

Attachments:

- Emails from SEIU Local 1021 Miscellaneous and SEIU 1021 (Staff Nurse & Per Diem Nurse)
- PSC request
- Union notification

From: [Thomas Vitale](#)
To: [Williams, Ramon \(DPH\)](#)
Cc: [Duncan, Joseph \(DPH\)](#); [Kristin Hardy](#); [Claude Joseph](#); [Oumar Fall](#)
Subject: Re: Nursing Registry Contract - 49137-14/15
Date: Tuesday, December 26, 2023 11:14:39 AM

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

Hi Ramon, Please provide the actual number of registry used per month that would be represented by the numbers in the grid.

Thomas Vitale
SEIU 1021 Representative
510-703-4081

On Dec 26, 2023, at 10:13 AM, Williams, Ramon (DPH)
<ramon.williams@sfdph.org> wrote:

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

Good morning
Hope everyone had a nice holiday weekend.
Please let me know if you have any questions.

Sincerely,
Ramon

From: Williams, Ramon (DPH)
Sent: Wednesday, December 20, 2023 3:19 PM
To: thomas.vitale@seiu1021.org; [Duncan, Joseph \(DPH\) <Joseph.Duncan@sfdph.org>](mailto:Duncan, Joseph (DPH) <Joseph.Duncan@sfdph.org>)
Cc: [Kristin Hardy <Kristin.Hardy@seiu1021.org>](mailto:Kristin.Hardy@seiu1021.org); [Claude Joseph <Claude.Joseph@seiu1021.org>](mailto:Claude.Joseph@seiu1021.org); [Oumar Fall <oumar.fall@seiu1021.org>](mailto:Oumar.Fall@seiu1021.org)
Subject: Nursing Registry Contract - 49137-14/15

Good afternoon,
During the conversation on the PSC , I think you also asked about the attachments to the PSC.
Here they are.

Best Wishes,

Ramon Williams
Director of Labor Relations
San Francisco Department of Public Health

Teams number: 1 628 271 6997

Best way to reach me is email

For more information on SFDPH Human Resources, please check out our Resource Center:

[DPH HR Resource Center](#)

From: [Williams, Ramon \(DPH\)](#)
To: [Duncan, Joseph \(DPH\)](#); [Thomas Vitale](#)
Cc: [Claude Joseph](#); [Kristin Hardy](#); [Oumar Fall](#)
Subject: Re: FY23 Registry Usage for Central
Date: Wednesday, January 3, 2024 5:56:42 PM

Good evening
Thank you
Please let me know
Best
Ramon

Get [Outlook for iOS](#)

From: Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>
Sent: Wednesday, January 3, 2024 5:52:14 PM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>; Thomas Vitale <thomas.vitale@seiu1021.org>
Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: Re: FY23 Registry Usage for Central

Ramon,
Thank you for the additional information. Since I just received this information, I don't think it would be fair to give an answer before being able to properly process the information we requested first. I may need some additional explanation based on the material provided.
Thank you,
Joe

From: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Sent: Wednesday, January 3, 2024 12:41 PM
To: Thomas Vitale <thomas.vitale@seiu1021.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>
Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: RE: FY23 Registry Usage for Central

Good afternoon,
Contracts advised that if we don't get a waiver today, the next deadline is by 1/10, to be heard at 2/5 CSC.
Please let me know if we feel close.

Thank you
Ramon

From: Williams, Ramon (DPH)

Sent: Wednesday, January 3, 2024 10:53 AM

To: thomas.vitale@seiu1021.org; Duncan, Joseph (DPH) <Joseph.Duncan@sfdph.org>

Cc: Claude Joseph <Claude.Joseph@seiu1021.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>

Subject: FW: FY23 Registry Usage for Central

Good morning again,

Here's the registry usage for Central, apologies for separate emails,

I see Thomas is out to the end of the month.

Please let me know if anyone else can decide about the waiver.

Thanks

Ramon

From: [Kristin Hardy](#)
To: [Williams, Ramon \(DPH\)](#)
Cc: [Duncan, Joseph \(DPH\)](#); [Thomas Vitale](#); [Claude Joseph](#); [Oumar Fall](#)
Subject: Re: ZSFG: FY23 Registry Usage
Date: Wednesday, January 3, 2024 3:54:05 PM

Sent from my iPhone

On Jan 3, 2024, at 2:52 PM, Williams, Ramon (DPH)
<ramon.williams@sfdph.org> wrote:

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

Hi

Just saw Claude's response

Resending my message to Kristin in case Claude didn't see it, (sorry for multiple emails today)

I've requested info on all contracts to provide to the union, there's an outstanding information request

But today I was responding to Thomas' specific request for clarification on nurse registry,

can you please let me know if this is a separate new request from the bargaining RFI?

Best

Ramon

From: Williams, Ramon (DPH)
Sent: Wednesday, January 3, 2024 2:25 PM
To: Kristin Hardy <Kristin.Hardy@seiu1021.org>
Cc: Duncan, Joseph (DPH) <Joseph.Duncan@sfdph.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: RE: ZSFG: FY23 Registry Usage

Hi Kristin,

Thanks for responding

Will do, for clarification, the request from Thomas at the nurse registry psc meeting was related to nursing registry only so today I provided the follow up information to his request for specifics for nurse registry usage at lhh, central and zsfg

We're looking for an answer on the waiver

I'm happy to request information on all dph contracts, which is part of the general RFI (and I have requested that already) but, if possible, please keep this separate so we can get a response as to whether the union will respond on the waiver for the nurse registry psc

Best,
Ramon

From: Kristin Hardy <Kristin.Hardy@seiu1021.org>
Sent: Wednesday, January 3, 2024 2:20 PM
To: Williams, Ramon (DPH) <ramon.williams@sfdph.org>
Cc: Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Claude Joseph <Claude.Joseph@seiu1021.org>; Oumar Fall <oumar.fall@seiu1021.org>
Subject: Re: ZSFG: FY23 Registry Usage

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

Ramon are these the only contracts at ZSFG, cause I know we have the radiology department that contracts out, security service contract at ZSFG, the medical coders in HIM department at ZSFG. Please include all contracts for ALL SEIU 1021 represented departments and classifications, not just nursing.
Sent from my iPhone

On Jan 3, 2024, at 2:12 PM, Williams, Ramon (DPH) <ramon.williams@sfdph.org> wrote:

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

Good afternoon,
Here's the final piece for ZSFG registry usage
Again, apologies for the separate emails.

Please let me know about the waiver

Thanks
Ramon

<DPH Registry Usage FY23_ZSFG_NEW.xlsx>

Continuation of responses to questions

1. DESCRIPTION OF WORK

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

...Transitioning to the new facility, all staff will be necessary to meet the hospital and regulatory requirements to ensure that patients are safely cared for in the new facility. The hospital will be surveyed by both Centers for Medicare and Medicaid Services, Occupational Health and Safety, California Department of Public Health and The Joint Commission on Accreditation of Healthcare Organizations to ensure that the staff are familiar and competent with the facility's policies and procedures, equipment and emergency procedures.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

...In addition, Registered Nurses working in the Emergency Department will need to be Advanced Cardiovascular Life Support (ACLS) certified and Registered Nurses working in the Neonatal Intensive Care Unit (NICU) will need Neonatal Resuscitation Program (NRP) certification.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

...due to unanticipated staff shortages. The supplemental contract services are for temporary surge capacity during the transition into the new hospital in order to provide necessary trainings for civil service employees.

5B. Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.:

no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

This contract will not provide direct training, but will allow civil service staff to receive extensive treatment in procedures, operations and equipment at the new SFGH building.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 49137 - 14/15)

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

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

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PSC Mod#1 Amount: \$40,000,000 PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000 PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Mod#3 Amount: \$31,748,074 PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)

PSC Mod#4 Amount: \$50,000,000 PSC Mod#4 Duration: 08/01/21-07/30/25 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$169,748,074 PSC Cumulative Duration Proposed: 10 years 4 weeks

1. Description of Work

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

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

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

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

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?
If needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

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:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected

staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

This modification is to account for the increase need in nurse staffing which was required to response to the COVID-19 emergency response, in addition, the request covers additional operational staffing needs that are currently ongoing, and also accounts for ongoing and future surge needs to allow for a quick response to additional COVID-19 needs. Further, the nationwide response to COVID-19 the market has experience extraordinary demand and competition for limited resources so additional sources of personnel are needed to ensure robust response.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.
- 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 the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Please see attachment.
- 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.
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

7. Union Notification: On 07/23/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

10/18/2021

Commission Approval Required

Approved by Civil Service Commission

10/18/2021 DHR Approved for 10/18/2021