



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

July 3, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: CONTINUED REPORT ON PERSONAL SERVICES CONTRACT NUMBER 47099-20/21 FROM THE MUNICIPAL TRANSPORTATION AGENCY.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **July 15, 2024, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

SANDRA ENG
Executive Officer

Attachments

Cc: Simon Abulencia, Municipal Transportation Agency
Amy Nuque, Municipal Transportation Agency
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47099 - 20/21)

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

Type of Service: As-Needed Public Outreach and Engagement Services

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$4,900,000 PSC Original Approved Duration: 05/15/21 - 05/15/26 (5 years 1 day)

PSC Mod#1 Amount: \$4,875,000 PSC Mod#1 Duration: 08/01/21-06/30/27 (1 year 6 weeks)

PSC Mod#2 Amount: \$2,268,750 PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$2,268,750 PSC Mod#3 Duration: no duration added

PSC Cumulative Amount Proposed: \$14,312,500 PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

Yes 10/19/2020

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:

Five years provides stability for the services and lessens potential for delays across the life of the contract. Five years takes into account likely slow economic recovery related to Covid-19 mitigation and safety efforts. Previous division as-needed PSCs also used a 5-year span.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

B. Reason for the request for modification:

Amount is requested to be modified to address demand and extend life of the related contracts. Modification to increase amount will allow as-needed task order projects to continue while a replacement set of contracts for these services is being developed. The process for creating new contracts is lengthy and the increase will allow for more time to develop and finalize the replacement set. Previous PSC amount was based on conservative projections coming out of the pandemic and the associated economic uncertainty.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner I; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets

required for this work and the sporadic nature of this work. Occupational type is typically transportation planner work and communications work. The number of employees involved depends on the specifics of the project.

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, MTA Board approved contracts before

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

Contractors involved will be the ones currently on the contracts

7. Union Notification: On 04/30/24, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21;

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

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

Address: 1 S Van Ness Ave, HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47099 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/01/2024

Receipt of Union Notification(s)

Nuque, Amy

From: dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com
Sent: Tuesday, April 30, 2024 3:10 PM
To: Nuque, Amy; jnuti@ifpte21.org; 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; dhr-psccordinator@sfgov.org
Subject: Receipt of Modification Request to PSC # 47099 - 20/21 - MODIFICATIONS

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

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$2,268,750 for services for the period June 1, 2024 – June 30, 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/17151>

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 jnuti@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47099 - 20/21)

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

Type of Service: As-Needed Public Outreach and Engagement Services

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$4,900,000 PSC Original Approved Duration: 05/15/21 - 05/15/26 (5 years 1 day)

PSC Mod#1 Amount: \$4,875,000 PSC Mod#1 Duration: 08/01/21-06/30/27 (1 year 6 weeks)

PSC Mod#2 Amount: \$2,268,750 PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$12,043,750 PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

Services have been provided in the past through earlier PSC request. See 47099 - 20/21

D. Will the contract(s) be renewed?

No

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

Original duration was set at five years to maximize flexibility. Duration here is not being modified.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is

best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

B. Reason for the request for modification:

Amount is requested to be modified to address demand and extend life of the related contracts. Modification to increase amount will allow as-needed task order projects to continue while a replacement set of contracts for these services is being developed. The process for creating new contracts is lengthy and the increase will allow for more time to develop and finalize the replacement set. Previous PSC amount was based on conservative projections coming out of the pandemic and the associated economic uncertainty.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner I; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work. Occupational type is typically transportation planner work and communications work. The number of employees involved depends on the specifics of the project.
- 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, but MTA Board has previously approve
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Contractors involved will be the ones currently on the contracts

7. Union Notification: On 03/15/24, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

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

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

Address: 1 S Van Ness Ave, HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47099 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/29/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47099 - 20/21)

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

Type of Service: As-Needed Public Outreach and Engagement Services

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$4,900,000 PSC Original Approved Duration: 05/15/21 - 05/15/26 (5 years 1 day)

PSC Mod#1 Amount: \$4,875,000 PSC Mod#1 Duration: 08/01/21-06/30/27 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$9,775,000 PSC Cumulative Duration Proposed: 6 years 6 weeks

1. Description of Work

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

Selected contractors will provide specialized, as-needed services to engage the public on transportation projects. This will include services such as, designing strategies and approaches that enable diverse, culturally competent public participation, arranging public events and meetings, facilitating focus groups, and compiling notes and records for follow-up and documentation; while conforming to The San Francisco Municipal Transportation Agency's (SFMTA) established standards for conducting public outreach and engagement on its capital projects and programs.

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

The as-needed, specialized public participation services from this contract will support existing SFMTA staff to involve, engage and inform the public on important projects and programs. Denial of this service will not allow the SFMTA to provide the extensive public participation and information necessary for a number of projects that would improve the City's transportation systems and, therefore, cause them to be delayed.

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

Yes : PSC 47099 20/21

D. Will the contract(s) be renewed?

No

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

This PSC was created to set up a new set of on-call contracts to replace the set expiring in 2021. Due to uncertainty and other effects related to the Covid-19 pandemic, the expiring set was extended an additional year. The term is extended an additional year to make up for the year PSC was not used due to the extension and give the division 5 years of use, as originally intended.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an

as-needed basis to lend specialized expertise during the planning process for the most challenging projects. The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. The services require resources including on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes.

B. Reason for the request for modification:

Term and amount are being modified. PSC was created to set up a new set of on-call contracts to replace the set expiring in 2021. Due to uncertainty and other effects related to the Covid-19 pandemic, the expiring set was extended an additional year. The term is extended an additional year to make up for the year PSC was not used due to the extension. The amount is increased from \$6.9m to \$7.9M due to updated economic projections and increased use of the on-calls as economic conditions improved.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess demonstrated expertise in developing and implementing plans and strategies that result in a greater level of general public participation and information dissemination in a similar metropolitan area. Must possess specialized expertise in meeting facilitation, public participation planning, collateral development, digital media, public outreach and communications related to transportation projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5277, Planner 1; 5288, Transportation Planner II; 5289, Transportation Planner III; 5290, Transportation Planner IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
This work is highly specialized and relies on expert teams in both transportation planning and public participation. This particular degree and field of public participation is an important niche outside of typical civil service classes. This higher standard set forth by the SFMTA needs industry experts and leaders to engage on an as-needed basis to lend specialized expertise during the planning process for the most challenging projects.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.
- C. Are there legal mandates requiring the use of contractual services?
No.

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

7. Union Notification: On 08/02/21, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

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

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

Address: 1 S Van Ness Ave, HR ELR, 6th Fl, 6029

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47099 - 20/21

DHR Analysis/Recommendation:

09/20/2021

Commission Approval Required

Approved by Civil Service Commission

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