



**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: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT  
44999-23/24; 41477-23/24; 43877-23/24; 45475-23/24; 48145-23/24; 45106-23/24;  
47885-23/24; 49509-23/24; 49838-23/24; 44370-23/24; 47881-18/19; 45745-23/24;  
41452-21/22; 46341-22/23; 44782-20/21 AND 48427-17/18.**

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 Ratification 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  
Reanna Albert, Department of Public Health  
Cynthia Avakian, Airport Commission  
Alexander Burns, Department of Public Works  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Elissa Koestenbaum, Fire Department  
Daniel Kwon, Public Utilities Commission  
Joan Lubamersky, Office of the City Administrator  
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](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://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 (4<sup>th</sup>) 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/](http://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](mailto: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: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://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/>.



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: June 28, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Joan Lubamersky / Lynn Khaw, GSA  
Elissa Koestenbaum, FIR  
Shawndrea Hale / Daniel Kwon, PUC  
Alexander Burns, DPW  
Reanna Albert / Kelly Hiramoto, DPH  
Amy Nuque/Simon Abulencia, MTA  
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

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This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 24/25 to date:

Total of this Report	YTD Expedited Approvals FY2024-2025	Total for FY2024-2025
\$430,144,326	\$15,059,000	\$508,589,086



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# POSTING FOR

July 15, 2024

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">44999 - 23/24</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,300,000.00	Contractor will sell City-owned surplus assets such as fleet vehicles, buses, rail vehicles, heavy equipment, forklifts, excavators, compressors, and other light to heavy equipment. Public auctions will be conducted onsite at a contractor-owned facility.	October 1, 2024	September 30, 2029	REGULAR
<a href="#">41477 - 23/24</a>	FIRE DEPARTMENT	\$3,000,000.00	Contractor provides clinical quality assurance services for Fire Department's Emergency Medical Services (EMS) Division and the Department of Emergency Management's (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2024.	January 1, 2025	December 31, 2029	REGULAR
<a href="#">43877 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award an approximately \$40 million (\$5 million design and \$35 million construction) Progressive Design Build (PDB) agreement to support SFPUC civil and electrical engineering staff with specialized security design services to upgrade physical security across SFPUC's wastewater facilities. Locations include Southeast and Oceanside wastewater treatment plants, Northpoint wet-weather facility, and other facilities adjacent to these three major facilities.	August 1, 2024	May 31, 2029	REGULAR

<a href="#">PSC No</a>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>The \$5,000,000 design portion of the D-B procurement will complete the detailed design utilizing the planning documents (~10% design level) to be provided in the Request for Proposal. The duration of the design portion is approximately 1.5 years, and the duration of engineering supporting during construction is approximately 2 years.</p>			
<a href="#">45475 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	<p>The work is for the planning, designing, and implementation of complex relocations of San Francisco Public Utilities Commission (SFPUC) staff, equipment, inventory, fleet vehicles, and archival materials from outdated corporation yards, comprised of administration facilities, industrial shops, warehouse, life sciences laboratories, libraries, to newly constructed corporation yards in San Francisco and San Mateo Counties. The complex relocations shall be executed without disruption to the agency's 24/7 water supply and delivery operations and emergency response responsibilities.</p> <p>The planning, design, and execution of the work shall include development of relocation strategies and plans; communication materials for managers and staff; inventory and condition assessments of existing furniture, fixtures, and equipment; assistance with development of requests for proposals for specialty vendors (e.g. move companies, IT disconnect/connect, Records Management vendor, decommissioning of vacated facilities); developing Move-Day schedules; managing and supervising all Move-Day activities; on-site supervision of all vendors performing specialty services; and set-up and management of Post-Move Day support services (e.g Welcome Center, Move-In Support). For each relocation, the planning and design work is estimated to require 18 to 24 months, and the execution of the relocation work on Move-Day is estimated to require 72 to 48 hours.</p>	January 6, 2025	January 5, 2030	REGULAR

<a href="#">PSC No</a>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">48145 - 23/24</a>	PUBLIC UTILITIES COMMISSION	\$1,600,000.00	Maintenance and testing of existing switchgear and switchboard assemblies, including disconnect switches within the assemblies, at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of sixteen (16) switchgear, twenty-two (22) switchboards, seventeen (17) transformers, and the maintenance, inspection. In addition, testing of the two transformers, circuit switchers, protective relays, neutral grounding resistors, and battery system at the 60kV Crystal Springs Substation.	October 1, 2024	May 31, 2029	REGULAR
<a href="#">45106 - 23/24</a>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$719,325.55	A portion of the kitchen flooring needs to be replaced while relocating kitchen production to other areas of the kitchen, tray assembly to the cafeteria below and staff food service to the Simon Theater. This proposal is for full design services, including Schematic Design, Design Development, Construction Documents, Entitlement and Construction phases, to replace a designated area of flooring in the kitchen. Consultants engaged to support the scope of work include: Structural; Electrical; Mechanical, Plumbing, and Fire Protection; Waterproofing; Food Service; Cost Estimating; & Specifications.	January 2, 2024	February 22, 2026	REGULAR
<a href="#">47885 - 23/24</a>	PUBLIC HEALTH	\$4,200,000.00	Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.	July 1, 2024	June 30, 2026	REGULAR

<a href="#">PSC No</a>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">49509 - 23/24</a>	PUBLIC HEALTH	\$3,000,000.00	<p>Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:</p> <ol style="list-style-type: none"> <li>1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.</li> <li>2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.</li> <li>3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and</li> </ol>	July 1, 2024	June 30, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.			
<a href="#">49838 - 23/24</a>	PUBLIC HEALTH	\$20,000,000.00	Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.	July 1, 2024	June 30, 2029	REGULAR
<a href="#">44370 - 23/24</a>	MUNICIPAL TRANSPORTATION AGENCY	\$351,000,000.00	<p>The Train Control Upgrade Project (TCUP) is a capital project that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway. This system will also require long-term support from the supplier in order to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability at all times.</p> <p>The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY35.</p>	January 16, 2025	January 16, 2053	REGULAR



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>This contract includes design and engineering services necessary to develop a CBTC system, new and refurbished parts, and support for the new CBTC system following its final acceptance. The services must be provided by a CBTC system supplier, as a supplier understands the design of their own proprietary system, including access to proprietary design documents and software code. The scope of the proposed personnel services contract includes this design and engineering, refurbishment of defective/worn/damaged parts, software updates, obsolescence management, and spare part management.</p> <p>City employees currently maintain the existing train control system. The SFMTA has a support agreement with our current supplier which covers roughly the same scope of work as will be in the new contract. This contract will continue the status quo where city employees maintain the train control system but are able to use the provisions of this contract to obtain parts and technical support they need from the manufacturer.</p>			

**TOTAL AMOUNT \$394,819,326**

# Posting For July 15, 2024

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
47881 - 18/19 - MODIFICATIONS	AIRPORT COMMISSION -- AIR	\$1,000,000	\$5,500,000	Provide maintenance, support, and upgrades to the San Francisco International Airport (Airport) Ground Transportation Management System (GTMS). This includes hardware repair and replacement for GTMS subsystem components, such as Automated Vehicle Identification (AVI) readers, license plate recognition (LPR) cameras, and taxi Card Interface Devices (CIDs) for access control. This also includes software support and enhancements for the GTMS operator database, financial management system, vehicle tracking system and system interfaces.	12/31/2026	06/30/2028	REGULAR
45745 - 23/24 - MODIFICATIONS	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$2,250,000	\$4,000,000	Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.	09/01/2024	08/31/2029	REGULAR
41452 - 21/22 - MODIFICATIONS	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$75,000	\$965,000	This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration	11/01/2021	10/11/2026	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations. The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including: - Existing Conditions documentation - Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey - Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials - Development of the draft bike plan recommendations and Draft Plan document - Development of the Final Plan document The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work. The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.			
46341 - 22/23 - MODIFICATIONS	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$700,000	\$1,000,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, and reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors. Also, to provide a mobile on-site facility to	09/01/2024	08/31/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				collect random, follow-up, reasonable suspicion, and post-accident breath and urine samples in compliance with DOT/FTA Drug and Alcohol Testing Regulations.			
44782 - 20/21 - MODIFICATIONS	PUBLIC UTILITIES COMMISSION -- PUC	\$8,300,000	\$17,800,000	PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164. The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)	06/06/2024	11/19/2030	REGULAR
48427 - 17/18 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$23,000,000	\$65,800,000	Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities;	07/01/2024	06/30/2029	REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
				early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for “peers,” behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients/consumers of the behavioral health system.			

**TOTAL AMOUNT \$35,325,000**

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: As-Needed Citywide Auction Services for Disposal of City-Owned Vehicles and Heavy Equipment

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,300,000

**1. Description of Work**

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

Contractor will sell City-owned surplus assets such as fleet vehicles, buses, rail vehicles, heavy equipment, forklifts, excavators, compressors, and other light to heavy equipment. Public auctions will be conducted onsite at a contractor-owned facility.

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

The purpose of this contract is to dispose of City assets in accordance with Section 21.03(i)(1) of the San Francisco Administrative Code which requires, in pertinent part, that "Commodities which have been determined to be surplus to City ... be disposed of in a manner which will best serve the interests of the City. For the purposes of this section, the interests of the City shall include the City's ability to maximize the City's economic return on surplus Commodities, the City's interest in maximizing the reuse of surplus Commodities by public entities, non-profit organizations and schools, and the City's interest in avoiding any unnecessary additions to the waste stream ..." Section 21.03(i)(1) further requires that the Office of Contract Administration (OCA) "shall have the authority to ... advertise for Bids, and to sell Commodities belonging to the City on the recommendation of a department head that such Commodities are surplus to the needs of the department."

The purpose of entering into auction contracts, therefore, is to meet the requirements of Section 21.03(i) of the San Francisco Administrative Code to "maximize the City's economic return on surplus Commodities." Specifically, public auctions through a reputable auction house ensure that the City is receiving a fair market value for its assets through a competitive bidding process. In addition to meeting the requirements of Section 21.03(i), the ability to dispose of surplus or seized assets provides City departments with a revenue stream that would not otherwise be available to them. Lastly, the use of auctions ensures that the City is able to manage its inventory and minimize its storage and warehousing needs.

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

These services have been provided under Citywide contracts for many years. Because the contracts from which auction services are secured are deemed revenue contracts requiring Accept and Expend Resolutions from the Board of Supervisors, they have not historically been presented to the Civil Service Commission for approval. However, the Office of Contract Administration (OCA) has determined that because there is a service component to such agreements, they should also be presented to the Civil Service Commission for approval.

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

No. However, upon contract termination, the City will solicit one or more new contracts for auction services in future years.



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

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

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

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

Services are required on an as-needed basis as City Departments identify surplus items within their inventory that are ready to be auctioned and removed from City inventory to make space for new incoming items. The City lacks the resources and expertise to perform auction services.

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

- A. Specify required skills and/or expertise: Contractor must be a full-service auction service provider with the ability to sell, ship, pack, transport, and provide payment for surplus items. Contractor must also have expertise in determining marketability and provide haul-away services that may require specialized towing equipment on an as-needed basis.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes, the contractor will provide facilities to accommodate storage, towing and hauling of equipment. The trucks and trailers are often specialized to haul-away busses, rail vehicles, cars, trucks, heavy equipment, and similar items. Additionally, once an asset is retired, it needs to be moved off City property to make room for the replacement assets. The City does not have space to store retired assets until they are sold at auction.

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

No classifications perform live or online auction services. Additionally, the City does not have the infrastructure to conduct live or online auction services such as an auction platform, storage areas to house the assets, and access for the public to view, pack, ship, or pick up the assets. Certain City-owned vehicles and heavy equipment including, but not limited to, light and heavy-duty automobiles, busses, trucks, trailers, airplanes, motorcycles, boats and other assets sold to the general public often require verification of authorization to bid/purchase specified items where the costs to continuously train staff on current requirements and/or certifications would be cost prohibitive.

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

- A. Explain why civil service classes are not applicable.

No classifications perform live or online auction services. Additionally, the City does not have the infrastructure to conduct live or online auction services such as an auction platform, storage areas to house the assets, and access for the public to view, pack, ship, or pick up the assets. Certain City-owned vehicles and heavy equipment including, but not limited to, light and heavy-duty automobiles, busses, trucks, trailers, airplanes, motorcycles, boats and other assets sold to the general public often require verification of authorization to bid/purchase specified items where the costs to continuously train staff on current requirements and/or certifications would be cost prohibitive.

- 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 classifications perform live or online auction services. Additionally, the City does not have the infrastructure to conduct live or online auction services such as an auction platform, storage areas to house the assets, and access for the public to view, pack, ship, or pick up the assets. Certain City-owned vehicles and heavy equipment including, but not limited to, light and heavy-duty automobiles, busses, trucks, trailers, airplanes, motorcycles, boats and other assets sold to the general public often require verification of authorization to bid/purchase specified items where the costs to continuously train staff on current requirements and/or certifications would be cost prohibitive.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No classifications perform live or online auction services. Additionally, the City does not have the infrastructure to conduct live or online auction services such as an auction platform, storage areas to house the assets, and access for the public to view, pack, ship, or pick up the assets. Certain City-owned vehicles and heavy equipment including, but not limited to, light and heavy-duty automobiles, busses, trucks, trailers, airplanes, motorcycles, boats and other assets sold to the general public often require verification of authorization to bid/purchase specified items where the costs to continuously train staff on current requirements and/or certifications would be cost prohibitive.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. Revenue contract requires Board approval
- 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 06/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44999 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 07/15/2024

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

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 44999 - 23/24 more than \\$100k](mailto:Khaw, Lynn (ADM); carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@seiu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegv.sering@seiu1021.org; joshv@smw104.org; oumar.fall@seiu1021.org; oumar.fall@seiu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtuttle@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; President; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Wendy.Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha.Ashworth; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Khaw, Lynn (ADM); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 44999 - 23/24<br/><b>Date:</b> Wednesday, June 5, 2024 2:48:13 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 44999 - 23/24 for \$1,300,000 for Initial Request services for the period 10/01/2024 – 09/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/22446> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Clinical and Teaching - Quality Assurance for the FD EMS and DEM MDS

Funding Source: Annual Budget

PSC Duration: 5 years

PSC Amount: \$3,000,000

**1. Description of Work**

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

Contractor provides clinical quality assurance services for Fire Department's Emergency Medical Services (EMS) Division and the Department of Emergency Management's (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2024.

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

Mandated by County protocol, the Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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

This professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meetings of November 6, 2006 (PSC# 4061-06/07), December 15, 2008 (PSC# 4062-08/09), January 6, 2014 (PSC# 42240-13/14), June 17, 2019 (PSC #42383-18/19), and December 5, 2022 (PSC #42383-18/19-Modification).

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

This request will represent a new, multi-year contract that will continue service currently provided under a contract that expires in December 2024. The term of the contract is five years.

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

Previous PSC # 42383 - 18/19 was approved for this service. Existing Contract has expired and new contract / new PSC will be required.

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

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

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

B. Explain the qualifying circumstances:

The City currently does not provide academic teaching or quality assurance activities, or qualified academic oversight to teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

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

A. Specify required skills and/or expertise: A physician with an emergency medicine license and experience in administration, research, and teaching; Clinical and academic quality assurance for emergency medical services. Current County protocols require base hospital accreditation.

B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;

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?**

Potential classifications are: 2237 Medical Director, DPH (abolished classification) and 2233 Supervising Physician Specialist perform some of the duties required. There is not a civil service classification that can perform all aspects of the work requested.

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

A. Explain why civil service classes are not applicable.

However, The current civil service classifications do not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM. In addition, there are County EMS requirements that no civil service classification can meet.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical 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. Yes. The contractor will be responsible for oversight of Fire Department training instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification – 24 hours of education over two years, 8 hours CPR training. Paramedic recertification – 48 hours of State-mandated and 24 hours of County-mandated training annually). SFFD has approximately 1,141 EMTs and 353 Paramedics.

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

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



- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/15/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 11AA; Physicians and Dentists - 8CC

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

Name: Elissa Koestenbaum Phone: 415-734-2124 Email: elissa.koestenbaum@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41477 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Koestenbaum, Elissa (FIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of elissa.koestenbaum@sfgov.org  
**Sent:** Monday, April 15, 2024 9:51 AM  
**To:** Koestenbaum, Elissa (FIR); Pierre King - UAPD; tjenkins@uapd.com; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41477 - 23/24

RECEIPT for Union Notification for PSC 41477 - 23/24 more than \$100k

The FIRE DEPARTMENT -- FIR has submitted a request for a Personal Services Contract (PSC) 41477 - 23/24 for \$3,000,000 for Initial Request services for the period 01/01/2025 – 12/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22256> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT

Dept. Code: FIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42383 - 18/19)

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

Type of Service: Clinical and Teaching - Quality Assurance for the FD EMS and DEM MDS

Funding Source: Annual Budget

PSC Original Approved Amount: \$1,750,000 PSC Original Approved Duration: 01/01/20 - 12/31/22 (3 years)

PSC Mod#1 Amount: \$750,000 PSC Mod#1 Duration: 01/01/20-12/31/24 (2 years 1 day)

PSC Cumulative Amount Proposed: \$2,500,000 PSC Cumulative Duration Proposed: 5 years 1 day

**1. Description of Work**

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

Contractor provides clinical quality assurance services for Fire Department's Emergency Medical Services (EMS) Division and the Department of Emergency Management's (DEM) Dispatch Division. The Department currently has a contract with The Regents of the University of California, on behalf of the San Francisco General Hospital Clinical Practice Group for Emergency Medicine Services, to provide these services. This contract expires in December 2019.

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

Mandated by County protocol, the Fire Department and DEM need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

**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 42383 - 18/19

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

This request will represent a new, multi-year contract that will continue service currently provided under a contract that expires in December 2019. The term of the contract is three years, with two one-year extensions.

**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:**

To match the contract duration.

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

**A. Display all that apply**

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

**Explain the qualifying circumstances:**

The City currently does not provide academic teaching or quality assurance activities, or qualified academic oversight to teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM.

**B. Reason for the request for modification:**

Extension of end date to 12/31/24 and increase NTE by \$750,000.

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

- A. Specify required skills and/or expertise: A physician with an emergency medicine license and experience in administration, research, and teaching; Clinical and academic quality assurance for emergency medical services. Current County protocols require base hospital accreditation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;
- 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.  
However, The current civil service classifications do not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are needed by the Fire Department and DEM. In addition, there are County EMS requirements that no civil service classification can meet.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The service requires the use of an academic institution in the practice of Medicine to provide the appropriate oversight for these specialized medical 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.  
The contractor will be responsible for oversight of Fire Department training instructors (H20, H28, H33, H43) who currently are required by law to provide initial certification and continuing education training for EMTs and Paramedics. (EMT recertification – 24 hours of education over two years, 8 hours CPR training. Paramedic recertification – 48 hours of State-mandated and 24 hours of County-mandated training annually). SFFD has approximately 1,141 EMTs and 353 Paramedics.
- 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 10/24/22, the Department notified the following employee organizations of this  
PSC/RFP request:  
Physicians and Dentists - 11AA;

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street, San Francisco, CA 94107

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42383 - 18/19

DHR Analysis/Recommendation:

12/05/2022

Commission Approval Required

Approved by Civil Service Commission with conditions

12/05/2022 DHR Approved for 12/05/2022



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT

Dept. Code: FIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42240 - 13/14)

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

Type of Service: Clinical and Teaching-Quality Assurance

Funding Source: Annual Budget

PSC Original Approved Amount: \$1,750,000 PSC Original Approved Duration: 01/01/14 - 12/31/17 (4 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/18-12/31/19 (2 years)

PSC Cumulative Amount Proposed: \$1,750,000 PSC Cumulative Duration Proposed: 6 years

**1. Description of Work**

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

Contractor will provide clinical quality assurance services for the Fire Department's Emergency Medical Services (EMS) Division and DEM Dispatch Division.

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

Mandated by San Francisco County Emergency Medical Services Agency protocol, the Fire Department and Dept. of Emergency Management (DEM) need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and to oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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

Yes. This would extend current contract (attached).

D. Will the contract(s) be renewed?

Yes, two 1-year renewals after the 4-year initial duration

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

The Department's current contract is for four years with two one-year extension options. The Department is looking to exercise those options, which would result in a six-year total contract term. This is a sole source contract.

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

A. Display all that apply

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

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

This modification is for a time extension to exercise the remaining option on the original contract for these services

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

- A. Specify required skills and/or expertise: A licensed physician who is board certified in Emergency Medicine with experience in administration, research and teaching; clinical and academic quality assurance for emergency medical services; current county protocols require base hospital accreditation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;
- 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.  
Class 2237-Medical Director was recently abolished. Thus, the remaining applicable class is 2233. This classification does not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are required by the Fire Department and DEM. Additionally, there are County EMS requirements and protocols that no existing Civil Service classification could meet.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The service requires the use of a medical academic institution in the practice of medicine to provide the appropriate oversight for these specialized medical 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.  
See document upload for a detailed description
- 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.  
This will allow the Department to exercise the option on contract

**7. Union Notification: On 12/11/18, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 11AA;**

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 2nd Street, Room 209, San Francisco, CA 94107

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42240 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/04/2019

Department: FIRE DEPARTMENT -- FIRDept. Code: FIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Clinical and Teaching-Quality AssuranceFunding Source: Annual BudgetPSC Amount: \$1,750,000PSC Est. Start Date: 01/01/2014PSC Est. End Date 12/31/2017**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide clinical quality assurance services for the Fire Department's Emergency Medical Services (EMS) Division and DEM Dispatch Division.

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

Mandated by San Francisco County Emergency Medical Services Agency protocol, the Fire Department and Dept. of Emergency Management (DEM) need clinical quality assurance services to ensure that quality medical services are being provided by the Emergency Medical Technicians and Paramedics that work on Fire Department apparatus and to oversee the EMS training program. DEM needs to ensure that medical dispatch protocols are properly used and evaluated. Denial of this agreement would leave both Departments without clinical quality assurance of EMS activities from a licensed medical specialist in emergency medicine.

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

The Civil Service Commission has approved this service in November 2006 (PSC 4061-06/07), in December 2008 (PSC 4062-08/09) and most recently in July 2013 (PSC 4004-13/14), the summary and approval notification for which are attached. The Department is required to undergo a new request for proposal process because the full and total term of the contract expires on December 31, 2013.

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

Yes, two 1-year renewals after the 4-year initial duration

**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.**

Due to the critical and mandated services of clinical quality assurance for both the Fire Department and the Department of Emergency Management (DEM), the four-year duration and renewals are crucial to the continuous and consistent delivery of these services.

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

Not Applicable

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

A. Specify required skills and/or expertise: A licensed physician who is board certified in Emergency Medicine with experience in administration, research and teaching; clinical and academic quality assurance for

emergency medical services; current county protocols require base hospital accreditation.

B. Which, if any, civil service class(es) normally perform(s) this work? 2233, Supervising Physician Spec;

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?**

There are no resources available within the City to perform the full range of functions described.

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

A. Explain why civil service classes are not applicable.

Class 2237-Medical Director was recently abolished. Thus, the remaining applicable class is 2233. This classification does not provide academic teaching or quality assurance activities, or teach EMS classes to practitioners. These skills are required by the Fire Department and DEM. Additionally, there are County EMS requirements and protocols that no existing Civil Service classification could meet.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The service requires the use of a medical academic institution in the practice of medicine to provide the appropriate oversight for these specialized medical 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.  
Yes. See document upload for a detailed description

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 11/19/2013, the Department notified the following employee organizations of this PSC/RFP request:  
Physicians and Dentists - 11AA

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

Name: Jesusa Bushong Phone: 4155583615 Email: jesusa.bushong@sfgov.org

Address: 698 2nd Street, Room 209 San Francisco, CA 94107

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42240 - 13/14

DHR Analysis/Recommendation:

action date: 01/06/2014

Commission Approval Required

Approved by Civil Service Commission

01/06/2014 DHR Approved for 01/06/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Wastewater Facilities Security Enhancements

Funding Source: Wastewater Capital Funding

PSC Duration: 4 years 43 weeks

PSC Amount: \$5,000,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) intends to award an approximately \$40 million (\$5 million design and \$35 million construction) Progressive Design Build (PDB) agreement to support SFPUC civil and electrical engineering staff with specialized security design services to upgrade physical security across SFPUC's wastewater facilities. Locations include Southeast and Oceanside wastewater treatment plants, Northpoint wet-weather facility, and other facilities adjacent to these three major facilities.

The \$5,000,000 design portion of the D-B procurement will complete the detailed design utilizing the planning documents (~10% design level) to be provided in the Request for Proposal. The duration of the design portion is approximately 1.5 years, and the duration of engineering supporting during construction is approximately 2 years.

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

Security System design is a very specialized work, with specialty knowledge of the security system devices and industry standards in the application and facility installation. These services are short-term and specifically associated with identified wastewater capital improvement program security upgrade projects. Timely design and implementation of security components along with other planned upgrades at various operating facilities provide proper integration, compliance with Homeland Security to respond effectively to security threats and breaches in order to limit the interruption to providing critical services to rate payers. Timely implementation of security program will result in reduced risk of non-compliance with numerous regulatory agencies. Failure to procure specialty design-build services may result in very significant delays and may jeopardize our efforts to implement security at SFPUC's critical/vulnerable facilities-sites.

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

Similar design-build services have been provided in the past for projects that have accelerated delivery schedule with specialized and complex engineering and construction services, including the O'Shaughnessy Dam New Bulkhead System DB-135 PSC No. 44009-22/23 and Treasure Island Water Resource Recovery Facility Design-Build Service DB-132 PSC No. 49847-21/22.

**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:

Specialty security system professional engineering services is very specialized work. These services are short-term and specifically associated with SFPUC Enterprise capital improvement programs. Timely design and implementation of security components along with other planned capital improvement project upgrades at various operating facilities allows project delivery efficiencies to limit facility disruptions.

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

A. Specify required skills and/or expertise: Experience in implementing an SFPUC Enterprise-wide security program and integrating numerous security systems and security software applications, Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of start-up commissioning and testing procedures.

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

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

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

There are no known Civil Service Classifications which normally / routinely perform this specialty work. Electrical Engineers have not designed programmatic SFPUC Enterprise-wide security program, network backbone infrastructure, with up-to-date knowledge of security software/hardware architecture available on the market, and do not possess the specialty expertise needed for these services.

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

A. Explain why civil service classes are not applicable.

City resources will lead the project, including project management, technical design oversight, and construction management. Security design and SFPUC Enterprise-wide implementation is a specialty professional engineering service requiring many years of practical implementation experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have CPP certification nor the expertise to evaluate facilities for security deficiencies, compliance requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an SFPUC Enterprise-wide security program. No civil service classifications normally perform this specific work. However, this work will be performed in collaboration with SFPUC staff, such as Civil/Electrical Engineers (e.g., 5207 Associate Engineer & 5211 Senior Engineering classifications) and Information Systems (IS) Engineers (e.g., 1043 Senior IS Engineer & 1044 Principal IS Engineer classifications).

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new Civil Service Class. This is a specialty work with short-term services, and the knowledge and technology for this specialty work advances at a rapid pace. Note that the consultants under this contract will be reporting to an SFPUC Project Manager and Engineer.



**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. Yes. Training in the form of webinar/workshop presentations in the area of emerging market trends in security arena of Public Utilities Sector. Total of forty (40) – hours will be dedicated and tracked for the workshop presentations. Occupational types to receive the training will be Enterprise Facility Managers, Enterprise Operations and Maintenance Managers, Project Managers, and Engineers.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 06/04/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43877 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org  
**Sent:** Tuesday, June 4, 2024 11:28 AM  
**To:** Hale, Shawndrea (PUC); carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuwanda Daniels; Pierre King - UAPD; President; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmiallocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmtchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Hale, Shawndrea (PUC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43877 - 23/24

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

RECEIPT for Union Notification for PSC 43877 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43877 - 23/24 for \$5,000,000 for Initial Request services for the period 08/01/2024 – 05/31/2029. Notification of 30 days  
(60

days for SEIU) is required.

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

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/22485\\_\\_\\_YXAzOnNmZHQyOmE6bzoZDYzZDIyZmQyM2RjNTdhMDIxZDRiNmQyMDM2ZmM5Zjo2OjRkNWQ6M2Y3YmZlYmZINGVhZDBkZTVlYjE1MWIyOTIyOGIxNTNjZTg2ZDdjMjcZWRhM2ZmNTQ2NjJkNjg0ZDkxM2ExNTpwOIQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/22485___YXAzOnNmZHQyOmE6bzoZDYzZDIyZmQyM2RjNTdhMDIxZDRiNmQyMDM2ZmM5Zjo2OjRkNWQ6M2Y3YmZlYmZINGVhZDBkZTVlYjE1MWIyOTIyOGIxNTNjZTg2ZDdjMjcZWRhM2ZmNTQ2NjJkNjg0ZDkxM2ExNTpwOIQ) For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Progressive Design-Build

Funding Source: Hetchy Capital Improvement

PSC Duration: 4 years

PSC Amount: \$10,000,000

**1. Description of Work**

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

O'Shaughnessy Dam is a 344 feet high concrete dam, located 140 miles east of San Francisco and 60 miles east of Sonora in Yosemite National Park, Tuolumne County. The purpose of this project is to provide a bulkhead system to be installed in the upstream inlets to twelve existing gate and valve outlets. The proposed bulkheads will be located in Hetch Hetchy Reservoir between 160 feet and 300 feet deep. The contract work will be performed using the Progressive-Design-Build (PDB) method. The scope of work includes design of bulkheads for each of the twelve outlets; development and preparation of the installation procedure; pre-construction planning; preparation of project cost; fabrication and delivery of the bulkhead; and installation of the bulkheads. Installation of the bulkhead will include underwater construction by divers to remove and clean rust and tubercles, and repair of upstream sealing surface at each inlet and initial test installation and removal of the bulkhead systems.

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

O'Shaughnessy Dam and its outlet system are almost 100-year-old. The outlet system controls water release from the reservoir. The bulkhead system is required to provide isolation between the reservoir water and the outlet system to achieve a safe, dewatered conditions for performance of inspection, repair, and planned construction of rehabilitation work of the outlet system. Currently, there is no operable bulkhead and the old bulkhead design does not meet current safety requirements. Therefore, a new bulkhead system is required. The consequences of denial will result in no safe isolation which makes it impossible to maintain the outlet system. Without proper upkeep, the outlet system will fail. The failure of the outlet system will jeopardize water supply, dam operations, and personnel safety.

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

N/A

D. Will the contract(s) be renewed?

No

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

O'Shaughnessy Dam Bulkhead System is unique. It is part of a capital improvement project. The proposed work requires specialized skills, expertise, and knowledge. The contract duration is approximately 2-3 years, which is short term. Currently, the City does not have in-house expertise, facilities and equipment to design, fabricate, and install the new bulkhead system.

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

- A. Specify required skills and/or expertise: The bulkhead system is integral to personnel and dam safety during maintenance of the outlet system. Failure of the bulkhead system presents imminent danger to the people performing maintenance activities and jeopardizes water delivery to the City and the Bay Area. To ensure that the potential risk of failure is minimized to the fullest extent possible, the design, fabrication, and installation of the new bulkhead system is best performed by specialty contractors/engineers that have extensive experience in similar hydraulic structures and underwater operations. This contract calls for specialty in bulkhead design and underwater operations. The design manager/lead designer is required to have a minimum 15 years of experience as designer or Engineer- of-Record for projects on dams, gates, hydraulic structures, and underwater construction; and with a minimum of two projects as the Lead Designer for the design of bulkheads, gates, and hydraulic structures for dams or water resource projects. The required experience, skills, expertise or knowledge in bulkhead design and underwater operations are beyond that the civil service classifications normally have.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A contractor will need to provide special underwater equipment to inspect, clean, and seal the bulkhead slots and contact surfaces. Depending on the design, the contractor may also need to provide specialized lifting mechanism to assist installation and removal of the new bulkheads.

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

SFPUC reviewed available resources. There are no available resources who are specialized in bulkhead design and underwater operations. As the solution is being developed under this contract DB-135, City staff will gain greater understanding of the design, costs, and risks in a progressive manner and make informed decision to achieve high quality outcomes including a highly functional and reliable bulkhead system that fits the needs.

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

- A. Explain why civil service classes are not applicable.  
It is because proposed service and work will require specialized skills, expertise and knowledge. The civil service classes are for general engineering, not specialized in bulkhead design and underwater operations. This is a progressive design-build contract. It is set up to foster a high level of collaboration and teamwork among the City staff, designer, and the construction contractor. Even though City staff do not possess the skills, expertise, and knowledge to design the bulkhead system, City staff will gain greater understanding of the design, costs, and risks in a progressive manner and make informed decision to achieve high quality outcomes including a highly functional and reliable bulkhead system that fits the needs.
- 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 is because this is a short term capital project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. o The contractor will train HHWP staff how to install, operate, and remove the new bulkheads. o  
Estimated training hours – a full day or 8 hours
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

- 7. Union Notification:** On 01/09/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44009 - 22/23

DHR Analysis/Recommendation:

action date: 03/06/2023

Commission Approval Required

Approved by Civil Service Commission

03/06/2023 DHR Approved for 03/06/2023



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Wastewater Treatment Plant Design Build Project Delivery

Funding Source: Capital Funding

PSC Duration: 4 years 19 weeks

PSC Amount: \$160,000,000

**1. Description of Work**

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

PSC 49783-19/20 was approved by the Civil Service Commission on June 15, 2020 for the scope of work in this request. PSC 49783-19/20 expired on June 15, 2021 for the scope of work in this request and was subsequently renewed with PSC 45071-21/22 which expires on July 19, 2022, before execution of the SFPUC Contract DB-132. This new request will allow the SFPUC to complete execution of Contract DB-132.

The San Francisco Public Utilities Commission (SFPUC) intends to award a \$160 million (\$7 million design and \$153 million construction) Design Build (DB) agreement to support SFPUC civil, structural, electrical, process, mechanical engineering staff, and for other specialized engineering services, such as grit removal, membrane bioreactor (MBR), wetland, solids handling, disinfection, and odor control, needed to assist in the execution and delivery of SFPUC's new Treasure Island (TI) Wastewater Treatment Plant (WWTP) and Recycled Water Facility (RWF).

The \$7,000,000 design portion of the DB procurement will complete the detailed design utilizing the bridging documents (~10 to 15% level) provided in the RFP. The duration of the design portion is approximately 12 months. The duration of the engineering support during construction is approximately 2.5 to 3 years.

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

The existing Treasure Island Wastewater Treatment Plant is well past its useful life. Due to the redevelopment of Treasure Island, a new wastewater treatment plant is needed as soon as possible to provide reliable wastewater services for the island and provide for the growing population. The urgent schedule presents a huge challenge for SFPUC. The DB procurement method will deliver a facility faster than the traditional design-bid-build method and provide the necessary services for the island. The consequence of denial is that the project will be constructed on a slower schedule and force the existing wastewater treatment plant, which is well past its' useful life, to remain in operation longer than necessary. In addition, a slower schedule slows down the delivery of the new wastewater treatment plant, which will also produce recycled water for the new development. The SFPUC advertised the RFQ in 2020 and advertised the RFP for this project in Dec 2021.

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

N/A

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

No

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

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

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

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

- B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Support with structural, electrical, instrumentation and control, process, mechanical and civil engineering, during the detailed design and construction phases of the new wastewater treatment plant and recycled water facility are needed. The need for this support will be a short duration and short term hiring of individuals for these specialized areas is not feasible. Areas of specialized engineering expertise, such as grit removal, MBR, wetland, solids handling, disinfection, odor control are required.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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

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

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

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

- A. Explain why civil service classes are not applicable.

City resources will lead the project, including project management, technical design oversight, and construction management. This project requires specialized engineering expertise, such as grit removal, MBR, wetland, solids handling, disinfection, and odor control, which is not available from City employees.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it's not practical. Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need that warrants hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. The project will include training for our engineering staff. Trainings may include workshops on new technology, BIM, and asset management
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. The SFPUC Commission
- 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 06/17/2022, 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:

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49847 - 21/22

DHR Analysis/Recommendation:

action date: 08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/15/2022 DHR Approved for 08/15/2022

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: Relocation coordination services

Funding Source: Capital

PSC Duration: 5 years

PSC Amount: \$5,000,000

**1. Description of Work**

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

The work is for the planning, designing, and implementation of complex relocations of San Francisco Public Utilities Commission (SFPUC) staff, equipment, inventory, fleet vehicles, and archival materials from outdated corporation yards, comprised of administration facilities, industrial shops, warehouse, life sciences laboratories, libraries, to newly constructed corporation yards in San Francisco and San Mateo Counties. The complex relocations shall be executed without disruption to the agency's 24/7 water supply and delivery operations and emergency response responsibilities.

The planning, design, and execution of the work shall include development of relocation strategies and plans; communication materials for managers and staff; inventory and condition assessments of existing furniture, fixtures, and equipment; assistance with development of requests for proposals for specialty vendors (e.g. move companies, IT disconnect/connect, Records Management vendor, decommissioning of vacated facilities); developing Move-Day schedules; managing and supervising all Move-Day activities; on-site supervision of all vendors performing specialty services; and set-up and management of Post-Move Day support services (e.g. Welcome Center, Move-In Support).

For each relocation, the planning and design work is estimated to require 18 to 24 months, and the execution of the relocation work on Move-Day is estimated to require 72 to 48 hours.

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

The extraordinary level of planning, design and coordination required to successfully execute complex relocations of public water utility staff, equipment, warehouse inventory, fleet vehicles and archival materials requires a multidisciplinary team with experience and knowledge of relocating large public and private organizations. The required relocations will impact over 500 administrative and professional trade staff relocating into new administration offices, eight industrial shops, warehouse, parking garage, life-science laboratories, and climate-controlled libraries. These relocations shall be executed without disruption to the agency's 24/7 water supply & delivery operations and emergency response responsibilities. Consequences of denial would result in protracted relocation schedules with significant disruption to the agency's water supply and delivery 24/7 operations; in addition, there is a high likelihood the agency may have a delayed response to a water quality or delivery emergency which could affect the health and safety of the public.

**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, PeopleSoft Event No. 0000000311 (RFQ 70610 Relocation Coordination Services), term of February 23, 2018 – February 22, 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.

The scope of these as needed services will occur under a one-time large relocation project occurring from January 2025 through January 2030.

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

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

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

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

B. Explain the qualifying circumstances:

These are a once-in-a-generation projects capital projects that require short-term (24 to 30 months), intensive support from an experienced multi-disciplined team to plan and execute the relocation of operating divisions to new facilities.

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

A. Specify required skills and/or expertise: The multi-discipline team will require the following skills: ability to develop and implement strategic and change management planning; ability to direct or manage the development of technical and functional requirements; ability to select specialties vendors with knowledge of IT systems disconnect/reconnection, industrial shops demobilization and remobilization, relocation of archival materials to climate-controlled work spaces; development of communication strategies and materials; development of choreographed sequence of events for Move Day operations; ability to coordinate the work of a multi-disciplinary staff which may cross more than one technical and functional areas.

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

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

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

The SFPUC has assigned a 5211 Senior Mechanical Engineer and 5241 Mechanical Engineer to develop the information and data to be used by the Relocation Coordinator (inventory of existing shop equipment to be relocated, database of fleet vehicles, development of a Records Management strategy to digitize existing important records and destroy outdated records) to develop Relocation Strategies and Schedules, Communications Plans, and other documents and materials needed to support and facilitate the relocations. The department has confirmed with San Francisco Office of Contract Administration that there is no existing contract available, and no-city wide contract is being developed for Relocation Coordination Services.

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

A. Explain why civil service classes are not applicable.

While existing engineering classifications have been and will continue to support the project as evidence above, the scale and complexity of the project and the expertise required to execute the relocations without disruption to the agency's 24/7 operation and emergency response responsibilities necessitates an experienced multidiscipline team with expertise in relocation of industrial trade shops, administration facilities, laboratories, warehouses, libraries. In addition as these are once-in-a-generation projects with similar schedules, it not likely that the agency will have a need for these skills and abilities for the next 30 to 40 years.

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, these are once-in-a-generation project that does not require a new civil service classification.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Given the scale and scope of the facilities that need to be relocated without interruption to the agency's ability to provide emergency response and the fact that these are once-in-a-generation projects requiring specialized skills and expertise for a short, finite period, the City and County will not train staff to perform work because any staff trained during the term of the contract will be retired if these skills and expertise are required in 2074 or beyond.

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 06/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45475 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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



**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [\*\*This Message Is From an External Sender\*\*](mailto:Hale, Shawndrea M.; carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegv.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhrr-psccordinator@sfgov.org</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 45475 - 23/24<br/><b>Date:</b> Wednesday, June 5, 2024 3:00:15 PM</p><hr/></div><div data-bbox=)

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RECEIPT for Union Notification for PSC 45475 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45475 - 23/24 for \$5,000,000 for Initial Request services for the period 01/06/2025 – 01/05/2030. Notification of 30 days (60 days for SEIU) is required.

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

verify receipt:

[https://urldefense.com/v3/\\_\\_http://apps.sfgov.org/dhrdrupal/node/22430\\_\\_!!NCYPjq8!7U6ivnJwFOEXdoftraj2ii7sy16-GbzxafsDd0mTEtq7nhe\\_yVmyYVZ6jlf1NE0achrKuUrMgZR\\$](https://urldefense.com/v3/__http://apps.sfgov.org/dhrdrupal/node/22430__!!NCYPjq8!7U6ivnJwFOEXdoftraj2ii7sy16-GbzxafsDd0mTEtq7nhe_yVmyYVZ6jlf1NE0achrKuUrMgZR$) For union notification,

please see

the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You

should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Inspection, testing, and maintenance of switchgears and switchboards

Funding Source: Water Supply and Treatment Operating  
Budget

PSC Duration: 4 years 34 weeks

PSC Amount: \$1,600,000

**1. Description of Work**

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

Maintenance and testing of existing switchgear and switchboard assemblies, including disconnect switches within the assemblies, at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of sixteen (16) switchgear, twenty-two (22) switchboards, seventeen (17) transformers, and the maintenance, inspection. In addition, testing of the two transformers, circuit switchers, protective relays, neutral grounding resistors, and battery system at the 60kV Crystal Springs Substation.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail sooner and purchase replacement equipment earlier than what the electrical equipment was designed for.

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 43867.

D. Will the contract(s) be renewed?

NO

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

not applicable

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

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

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

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

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

B. Explain the qualifying circumstances:

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. The work is highly specialized based on the maintenance testing requirements of the electrical switchgear and switchboard assemblies.

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

- A. Specify required skills and/or expertise: Bidder shall be an International Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor is expected to provide the necessary electrical testing equipment to complete their work scope. Also, when City owned generators are not available or feasible, the Contractor will provide portable standby generators to provide backup power during expected utility outages needed to perform the inspection, testing, and maintenance work.

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

N/A

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

- A. Explain why civil service classes are not applicable.  
Switchgear and switchboard testing is highly specialized and requires either an International Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for City employees to perform this specific service.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Switchgear and switchboard testing is highly specialized and requires either an International Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.
- 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 06/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48145 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [\*\*This Message Is From an External Sender\*\*](mailto:Hale, Shawndrea M.; carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegv.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhrr-psccordinator@sfgov.org</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 48145 - 23/24<br/><b>Date:</b> Thursday, June 6, 2024 9:30:28 AM</p><hr/></div><div data-bbox=)

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RECEIPT for Union Notification for PSC 48145 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48145 - 23/24 for \$1,600,000 for Initial Request services for the period 10/01/2024 – 05/31/2029. Notification of 30 days (60 days for SEIU) is required.

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

verify receipt:

[https://urldefense.com/v3/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/22508\\_\\_\\_:!!NCYPjq8!-FiNrnFUgcWgAVBhxkygLLLmlx7YgfuAwvA72F6bChHNtdlKEefPN8L2WPFR7R2wclVHu3f53gtB\\$](https://urldefense.com/v3/___http://apps.sfgov.org/dhrdrupal/node/22508___:!!NCYPjq8!-FiNrnFUgcWgAVBhxkygLLLmlx7YgfuAwvA72F6bChHNtdlKEefPN8L2WPFR7R2wclVHu3f53gtB$) For union notification, please see

the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You

should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 43867 - 19/20)

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

Type of Service: Switchgear and Switchboard Maintenance and Testing(10027759).

Funding Source: Water Supply and Treatment Operating Budget

PSC Original Approved Amount: \$1,170,000 PSC Original Approved Duration: 03/02/20 - 03/02/22 (2 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 03/02/20-03/02/23 (1 year)

PSC Mod#2 Amount: \$130,000 PSC Mod#2 Duration: 01/26/23-09/14/24 (1 year 28 weeks)

PSC Cumulative Amount Proposed: \$1,300,000 PSC Cumulative Duration Proposed: 4 years 28 weeks

**1. Description of Work**

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

Maintenance and testing of existing switchgear and switchboard at various East Bay and West Bay Water Supply and Treatment Facilities. This contract is for maintenance and testing of seventeen (17) switchgear and twenty-two (22) switchboards with estimated cost of \$30,000 per switchgear / switchboard or \$1,170,000 for the entire contract.

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

This service is necessary to ensure the existing switchgear and switchboard are properly maintained and operational through the equipment's life cycle. Denial of this service will cause the existing switchgear and switchboard to fail faster and purchase replacement equipment earlier than what the electrical equipment was designed for.

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 43867 - 19/20

D. Will the contract(s) be renewed?

No.

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

**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:

The need for this work is sporadic and can occur years apart. Most of the time, there would be no work to do for this specific service. This work is highly specialized based on maintenance testing requirements of

switchgear and switchboard.

B. Reason for the request for modification:

WST would like to add \$130,000 (change order to provide maintenance and testing for the Crystal Springs Substation) and extension for 6 months. The modification to add maintenance and testing for the Crystal Springs Substation – one additional site - is the same work as other East Bay and West Bay Water Supply and Treatment (WST) Facilities.

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

A. Specify required skills and/or expertise: Bidder shall be an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards and have sufficient technical knowledge and a minimum of five (5) years of experience performing maintenance, inspection, service, troubleshooting, cleaning, and testing of switchgears / switchboards.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Switchgear testing equipment is highly specialized. The rarity of need for such testing makes owning the equipment by the City to be uneconomic.

**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.

Switchgear and switchboard maintenance and testing typically requires expertise from an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET), accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which civil service staff cannot provide.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The need for this work is sporadic and can occur years apart. Most of the time, on average 99 percent or greater, there would be no work to do for City employees to perform this specific service.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Switchgear and switchboard testing is highly specialized, and requires either an InterNational Electrical Testing Association (NETA) or National Institute for Certification in Engineering Technologies (NICET) accredited electrical maintenance company following Maintenance Testing Specifications (MTS) standards, which the City does not have.

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

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

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

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

7. **Union Notification:** On 01/26/23, the Department notified the following employee organizations of this  
PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43867 - 19/20

DHR Analysis/Recommendation:

03/06/2023

Commission Approval Required

Approved by Civil Service Commission

03/06/2023 DHR Approved for 03/06/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Laguna Honda Hospital Kitchen Floor Replacement Project

Funding Source: 21510 LHH-Continuing Authority Control

PSC Amount: \$719,326

PSC Est. Start Date: 01/02/2024

PSC Est. End Date 02/22/2026

**1. Description of Work**

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

A portion of the kitchen flooring needs to be replaced while relocating kitchen production to other areas of the kitchen, tray assembly to the cafeteria below and staff food service to the Simon Theater. This proposal is for full design services, including Schematic Design, Design Development, Construction Documents, Entitlement and Construction phases, to replace a designated area of flooring in the kitchen. Consultants engaged to support the scope of work include: Structural; Electrical; Mechanical, Plumbing, and Fire Protection; Waterproofing; Food Service; Cost Estimating; & Specifications.

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

Laguna Honda is a skilled nursing and rehabilitation center owned and operated by the San Francisco Department of Public Health. The campus cares for about 780 residents. The Kitchen which was completed in 2000 as part of the hospital's replacement project currently serves approximately 3000 meals per day for residents and staff 7 days a week. It currently has waterproofing issues and has water leaking through the floor to the Cafeteria on the first level below, leading to costly maintenance, code, and certification issues.

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

Previous service was provided by PCS 43997-20/21.

**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.**  
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 service will only be utilized for the Laguna Honda Hospital Kitchen Replacement project.

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

**A. Specify required skills and/or expertise:** The types of skill required are architectural design and engineering services in the architectural, mechanical, electrical, plumbing, civil, and structural engineering disciplines. Professional experiences in the following expertise are also necessary: security, technology, sustainability,

cost estimating, acoustic design, fire protection, food service, building management systems, signage, graphic design, and waterproofing.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5266, Architectural Associate 2; 5268, Architect;

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

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

Public Works in-house mechanical, electrical, plumbing, civil, and structural engineers have worked on initial phases of the project where their capacity had allowed, however they are not able to provide service for the full scope and advised the project team to procure services via outside consultants. Additionally, Public Works do not currently possess in-house expertise for the other areas of work outside of mechanical, electrical, plumbing, civil, and Structural engineering as listed in the Concise Description of Proposed Work. Throughout the Bureau of Architecture, and within its two healthcare Sections, there are no available resources that have been available to support this project.

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

A. Explain why civil service classes are not applicable.

Due to the timing of the Request for Proposal (RFP) schedule, service classes to perform the services listed in description of proposed work are not available from existing pool of civil services classes. Additionally, many of the services listed in description of proposed work are unique and are not regularly needed in other projects, thus, creating new civil service classes in those areas would not be practical.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Due to the timing of the Request for Proposal (RFP) schedule, establishing new civil service classes to perform the services listed in description of proposed work would be infeasible. Additionally, many of the services listed in description of proposed work are unique and are not regularly needed in other projects, thus, creating new civil service classes in those areas would not be practical.

**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. Due to the timing of the RFP schedule, existing City and County employees will not be performing the services listed in description of proposed work, the contractor train City and County employees.

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

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

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

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

7. **Union Notification:** On 05/09/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45106 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [alexander.burns@sfdpw.org](mailto:alexander.burns@sfdpw.org)  
**To:** [Burns, Alexander \(DPW\)](#); [Laxamana, Junko \(DBI\)](#); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [Kristen Schumacher](#); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Sy, Don \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45106 - 23/24  
**Date:** Thursday, May 9, 2024 1:29:16 PM

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RECEIPT for Union Notification for PSC 45106 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45106 - 23/24 for \$719,326 for Initial Request services for the period 01/02/2024 – 02/22/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22378> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Architectural Services for Health Facilities No.3

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$9,000,000

PSC Est. Start Date: 03/01/2021

PSC Est. End Date 02/28/2027

**1. Description of Work**

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

Consultants to be selected in the pre-qualified pool will provide architectural and multi-discipline design services involving renovation, relocation, adaptive re-use of existing health facilities, installation of specialized medical equipment, modifications to life safety systems and other infrastructure, and new health facilities. Selected firms shall have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHDP).

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required. If services cannot be provided in a timely fashion, it will significantly impact the Department of Public Health's ongoing operations and jeopardize the expenditure of annual and/or grant funding.

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

Yes, this service has been provided in the past. Most recent personal services contract approval number is PSC 49614-16/17.

D. Will the contract(s) be renewed?

No.

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

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

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

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

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

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

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

A. Specify required skills and/or expertise: Experience in acute care facilities under the jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services, specialty inpatient occupancies and support operations. Specific specialty expertise such as isolation wards/infectious disease, trauma/intensive care, radiology equipment/imaging suites, psychiatric care, fire/life safety code compliance for acute care (code certification) and emergency medical care.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

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

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

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. Consultants will be utilized when: 1. The Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or 2. Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis.

**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. Since consultant services would only be utilized on as-needed basis, and there is no ongoing demand for this type of services, there is no need for city staff to receive training.

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

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

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

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

**7. Union Notification: On 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43997 - 20/21

DHR Analysis/Recommendation:

action date: 04/19/2021

Commission Approval Required

Approved by Civil Service Commission

04/19/2021 DHR Approved for 04/19/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Safe Sleeping Drop-In Site

Funding Source: State Opioid Settlement Dollars

PSC Amount: \$4,200,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2026

**1. Description of Work**

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

Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.

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

These services are necessary because they provide safety, resources, and support for individuals experiencing homelessness and substance use disorders. Denial of services may cause these individuals to be forced to remain on the street, further increasing their risk of harm, including potential overdoses and the risk of death.

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

This is a new service and has not been provided in the past.

D. Will the contract(s) be renewed?

If there is a continued need and as funding is available.

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

not applicable

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

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

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

B. Explain the qualifying circumstances:

The City lacks a facility to operate a safe sleeping site.

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

- A. Specify required skills and/or expertise: Required skills and expertise include hospitality services, naloxone distribution and training, linkage to care, data collection, and reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 2119, Health Care Analyst; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a facility for safe sleeping within the Mission district in a location that has been historically trusted by the community and the population experiencing homelessness and substance use disorders.

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

Due to the urgency of the overdose and homeless crisis, there is a need for services to begin as quickly as possible. The city lacks an adequate site.

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

- A. Explain why civil service classes are not applicable.  
While civil service positions exist that can meet this scope of work, the City lacks a sufficient facility to operate these services. Due to the urgency of the overdose and homeless crisis, waiting for the City to secure a facility is infeasible.
- 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. N/A

**6. Additional Information**

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

**7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47885 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024



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

## Receipt of Notice for new PCS over \$100K PSC # 47885 - 23/24

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

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Fri 3/22/2024 7:50 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; kristin.hardy@seiu1021.org <kristin.hardy@seiu1021.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>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie.Meyers@sfgov.org <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>; jnuti@ifpte21.org <jnuti@ifpte21.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 47885 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 47885 - 23/24 for \$4,200,000 for Initial Request services for the period 07/01/2024 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22197> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

## **Additional Attachment(s)**



City and County of San Francisco  
London N. Breed, Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

DATE: June 20, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: Request for Calendaring for July 15, 2024 Civil Service Commission Meeting:

1. PSC 49838-23/24 Hazardous Waste Management
2. PSC 47885-23/24 Safe Sleeping Drop-in Site
3. PSC 49509-23/24 TAY System of Care Workforce Development and Capacity Building
4. PSC 48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth

This is to respectfully request the above PSCs be included for the July 15, 2024 Civil Service Commission meeting. Below is table summarizing the Department's ongoing communications with the union regarding each of the PSCs the union has objected to. The Department has responded to the union's concerns through meetings and is in process of scheduling further discussions. We would like the PSCs to be heard at the upcoming CSC meeting in order to align with targeted start dates for contracts.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary/Notes</u>
49838-23/24 Hazardous Waste Management	5/6/24	The union objected on 5/10/24. A meeting was scheduled 5/31/24 which was cancelled by the union. A second meeting was scheduled 6/10/24 which was cancelled by the union. A third meeting was scheduled 6/12/24. At that meeting, the union provided waiver of objection.
47885-23/24 Safe Sleeping Drop-in Site	5/22/24	The union objected on 3/27/24. Initially, DPH HR was coordinating the union meeting. A meeting was scheduled 4/26/24 but the union did not show up after accepting the invite. A second meeting was scheduled 5/9/24 and the union cancelled/no show the meeting. A third meeting was scheduled by the Pre-Award Unit on 6/12/24. At that meeting, SEIU could not agree to move forward. A follow up meeting is scheduled for 6/20/24.
49509-23/24 TAY System of Care Workforce Development and	6/5/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit,

Capacity Building		which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12/, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.
48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth	6/20/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit, which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.

We appreciate your time and consideration. Please let us know if you need further information.  
I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Kelly Hiramoto, Interim Pre-Award Unit Supervisor, SFDPH  
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 49838-23/24
- PSC 47885-23/24
- PSC 49509-23/24
- PSC 48427-17/18 Mod 2

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hazardous Waste Management Services

Funding Source: Work Order and General Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of services will have negative safety, environmental, and legal consequences.

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

The Department procured services via Request for Qualifications process resulting in award of three contractors. Approval for the previous PSC was acquired via PSC 4046-04/05.

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

No, the contract is expiring, and approaching the end of its advertised duration. The Office of Contract Administration is re-soliciting for these services.

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

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

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

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

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

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

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

B. Explain the qualifying circumstances:

The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Specify required skills and/or expertise: This work requires expertise in the management of hazardous waste, including chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractor will also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

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

Not applicable. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Explain why civil service classes are not applicable.

The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services do not include training of civil service staff.

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

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

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

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

7. **Union Notification:** On 05/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49838 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:



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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Safe Sleeping Drop-In SiteFunding Source: State Opioid Settlement DollarsPSC Amount: \$4,200,000PSC Est. Start Date: 07/01/2024PSC Est. End Date: 06/30/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.

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

These services are necessary because they provide safety, resources, and support for individuals experiencing homelessness and substance use disorders. Denial of services may cause these individuals to be forced to remain on the street, further increasing their risk of harm, including potential overdoses and the risk of death.

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

This is a new service and has not been provided in the past.

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

If there is a continued need and as funding is available.

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

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

The City lacks a facility to operate a safe sleeping site.

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

- A. Specify required skills and/or expertise: Required skills and expertise include hospitality services, naloxone distribution and training, linkage to care, data collection, and reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 2119, Health Care Analyst; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a facility for safe sleeping within the Mission district in a location that has been historically trusted by the community and the population experiencing homelessness and substance use disorders.

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

Due to the urgency of the overdose and homeless crisis, there is a need for services to begin as quickly as possible. The city lacks an adequate site.

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

- A. Explain why civil service classes are not applicable.  
While civil service positions exist that can meet this scope of work, the City lacks a sufficient facility to operate these services. Due to the urgency of the overdose and homeless crisis, waiting for the City to secure a facility is infeasible.
- 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. N/A

**6. Additional Information**

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

**7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47885 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transitional Age Youth (TAY) System of Care Workforce Development and Capacity BuildingFunding Source: MHSA and DCYFPSC Amount: \$3,000,000PSC Est. Start Date: 07/01/2024PSC Est. End Date 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:

1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.

2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.

3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.

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

These services are necessary to address the mental health challenges of TAY aged 16-24 in San Francisco. The provision of quality, responsive and informed behavioral health services, particularly by TAY peers with lived experience with the system and with the expertise and resources to serve priority populations, is essential to reduce TAY exposure to the harms associated with untreated mental illness and lack of access to TAY-specific and culturally competent mental health services—harms such as addiction, physical illness, psychological and physical trauma, post-trauma issues, anxiety, depression and/or other behavioral health issues. This could lead to increased vulnerability to mental health crises, a potential rise in preventable adverse outcomes and an

overall negative impact on the well-being of the TAY community with behavioral health needs. Consequences of denial may include reduced capacity of the Behavioral Health Services System Of Care (SOC) to provide services to TAY consumers and limit the capacity of the SOC to develop its workforce and to plan and develop services for TAY, as well as reduce the ability of TAY to contribute to the SOC's services to other TAY in San Francisco through service as TAY Peers and to access meaningful career opportunities through learning about providing behavioral health services.

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

These services were previously provided under PSC 48427-17/18, and with this request are being separated from that PSC, to better align services included in each PSC with related Requests For Proposals (RFPs) for these services.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and as funding is available.

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

## 2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Department continues to fill civil service positions that work in close partnership with community based organizations to provide the services that comprise the City's TAY SOC. The remainder of the TAY workforce development and capacity building services within the City's system of care must be based in and often are best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience, expertise and resources to provide the services needed for each program: experience, expertise and resources to provide training programs for peers, with trainers who have experience and expertise with the broad range of intersecting topics unique to the racial, cultural, neurological and developmental needs of TAY who need behavioral health services; experience, expertise and resources to provide culturally and developmentally responsive workforce capacity-building programming for the provision of behavioral health services to TAY; and/or experience, expertise and resources specific to TAY to provide quality assurance and quality improvement services and support, including program design, development and implementation, coordination, systems analytics, and communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2916, Social Work Specialist; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space not currently possessed by the City.

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

The Department continues to fill civil service positions that work in close partnership with community-based organizations to provide the services that comprise the City's TAY System of Care. Contracting for these services aims to expand services for TAY and includes funding CBOs who are also part of existing behavioral health resources available to TAY and are community-tailored and population-specific.

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

A. Explain why civil service classes are not applicable.

Community based TAY providers provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to the TAY population than it would be able to do alone.

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. Civil service classes exist and are used to provide some TAY workforce development and capacity building services. The services being requested are performed by community-based organizations that have established, trusting relationships with the priority populations being served and have specific skill sets to deliver culturally congruent and relevant services to the individuals. Additionally, community based partners are aware of resources in their community to most effectively ensure that client's needs are met.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component for civil service staff. The training to be provided under this PSC will be provided to TAY clients. However, City employees can work with the selected vendors and will participate in knowledge transfer.

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

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

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

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

**7. Union Notification:** On 04/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49509 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Mod#2 Amount: \$23,000,000 PSC Mod#2 Duration: 07/01/24-06/30/29 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$65,800,000 PSC Cumulative Duration Proposed: 11 years 26 weeks

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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 48427 - 17/18

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:



The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.
- 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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of civil service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 04/20/24, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Physicians and Dentists - 8CC; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

**From:** [Albert, Reanna \(DPH\)](#)  
**To:** [Williams, Ramon \(DPH\)](#); [Fisher, Denise \(DPH\)](#); [Corvinelli, Camaguey \(DPH\)](#); [Hiramoto, Kelly \(DPH\)](#)  
**Subject:** RE: Request to meet and confer - PSC # 49838 - 23/24  
**Date:** Monday, May 13, 2024 10:01:00 AM  
**Attachments:** [49838-2324 Submitted 5.6.24.pdf](#)  
[FW Request to Meet and Confer - PSC 47885.msg](#)

Hi Ramon,

Thanks for letting me know the union wants to meet. Please find attached PSC 49838.

I also want to follow up on an email I sent you and Denise last week (attached here). I put together the table below to summarize the status of all PSCs the union is objecting to. I added 49838 to the list. Can you please answer the questions in the Notes? And fill in any of the question marks below?

PSC	Date of Meeting with SEIU	SEIU Representative	Date of Civil Service Commission	Notes
47885-23/24 Safe Sleeping Drop-in Site	4/26/24	Daniel Becker	6/17/24	Was waiver received?
45109-23/24 Resident Laundry Services	4/26/24	Daniel Becker	6/17/24	Was waived received?
49509-23/24 Transitional Age Youth System of Care	?	?	7/1/24	Who is the SEIU Rep that reached out? Has HR already coordinated the meeting with SEIU?
48427-23/24 Mod 2 Mental Health Services Act Programs Including Transitional Age Youth	?	Carey Dall	7/15/24	Carey Dall, SEIU Rep, reached out to Contracts objecting to this PSC. How would HR like to proceed?  Note: PSCs 49509 and 48427 are similar in scope of work, and I am unsure if SEIU contacted HR for both.
49838-23/24 Hazardous Waste Management Services	?	Daniel Becker	6/17/24	

Right now it does seem like the union is objecting to about half of the PSCs. Are you asking if you can be added to the email distribution when a PSC gets submitted and the unions are notified?

Thanks,  
Reanna

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**From:** Williams, Ramon (DPH) <ramon.williams@sfdph.org>  
**Sent:** Friday, May 10, 2024 4:49 PM  
**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Fisher, Denise (DPH) <denise.fisher@sfdph.org>; Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>  
**Subject:** FW: Request to meet and confer - PSC # 49838 - 23/24

Hi Reanna,  
Hope all is well.  
The Union has asked to meet to discuss PSC 49838  
Can you please send a copy of PSC 49838?

Also, do we have a sense of whether they are asking to meet on ½ or more of the PSCs? I'm wondering if we should be added to the email distribution.

Thanks,  
Ramon

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**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Friday, May 10, 2024 3:20 PM  
**To:** Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)>; Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>; Khalil Kaid <[Khalil.Kaid@seiu1021.org](mailto:Khalil.Kaid@seiu1021.org)>  
**Subject:** Request to meet and confer - PSC # 49838 - 23/24

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

Hi Ramon,

I hope you're doing well. We're reaching out to let you know that we would like to meet and confer over PSC# 49838. Please let us know when

you would have time to meet with us.

Thanks,  
Daniel

# SEIU/ DPH Meeting

PSC 47885-23/24

Safe Sleeping Drop-In Site

June 12, 2024, 10:00am – 10:20am

NAME: Daniel Becker	
POSITION TITLE: SEIU 1021 Representative	
ORGANIZATION: SEIU 1021	PHONE NO.:
	EMAIL: daniel.becker@seiu1021.org
NAME: Claude Joseph	
POSITION TITLE: SEIU 1021 Representative	PHONE NO.:
ORGANIZATION: SEIU 1021	EMAIL: claud.joseph@seiu1021.org
NAME: Emily Raganold	
POSITION TITLE: Overdose Prevention Quality and Contracts Manager	PHONE NO.:
ORGANIZATION: DPH	EMAIL: emily.raganold@sfdph.org
NAME: Robertson Somuah	
POSITION TITLE: Overdose Prevention Contracts Manager	PHONE NO.:
ORGANIZATION: DPH	EMAIL: robertson.somuah@sfdph.org
NAME: Reanna Albert	
POSITION TITLE: PSC Coordinator	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: reanna.albert@sfdph.org
NAME: Kelly Hiramoto	
POSITION TITLE: Interim Pre-Award Unit Supervisor	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: kelly.hiramoto@sfdph.org
NAME:	
POSITION TITLE:	PHONE NO.:
ORGANIZATION:	EMAIL:

NOTES:

Q: Is this a new service?

A: The services have existed prior, but it's a new service for DPH.

Q: Who was running this before?

A: It was run through philanthropic funds.

Q: Why can't they continue running it?

A: Due to the size of the homeless population, they didn't secure extra funding to accommodate the services.

Q: Why can't the City provide the services?

A: The services already have a location, and it could take 18-24 months to secure real estate through the City. Due to the urgency of the overdose and homeless crisis, we want to rapidly expand the service.

Q: It's \$4.2 million for two years – how many employees do you intend to hire?

A: The services will have 16 people (FTE) in payroll for the next two years.

Q: We believe we represent several of the classifications, e.g. 1822. Will this organization have a similar skillset?

A: DPH could provide these services, but we don't have a location/facility to provide them. Additionally, there is mistrust of the City/government with this population. The population already has a trusting relationship with the organization and often fears they will be punished by the government for using drugs. The organization has a better relationship with the homeless population and people who use drugs. We want to ensure we reach this priority population.

Q: How is this mistrust determined? Was there a study?

A: There is anecdotal evidence and likely national data that could support this.

Q: There are plenty of community clinics where this could be provided. We can't agree to \$4.2 million or move forward today. SEIU can bring members together to create a program that could be launched soon. These services could be provided at half the cost. We would like to have a second meeting with our members and DPH.

A: There is space for 45-60 beds immediately with these services. We are curious to see what your members can produce.

As noted by:

*Reanna Albert*  
*PSC Coordinator*

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Transitional Age Youth (TAY) System of Care Workforce Development and Capacity Building

Funding Source: MHSA and DCYF

PSC Amount: \$3,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:

1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.

2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.

3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.

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

These services are necessary to address the mental health challenges of TAY aged 16-24 in San Francisco. The provision of quality, responsive and informed behavioral health services, particularly by TAY peers with lived experience with the system and with the expertise and resources to serve priority populations, is essential to reduce TAY exposure to the harms associated with untreated mental illness and lack of access to TAY-specific and culturally competent mental health services—harms such as addiction, physical illness, psychological and physical trauma, post-trauma issues, anxiety, depression and/or other behavioral health issues. This could lead to increased vulnerability to mental health crises, a potential rise in preventable adverse outcomes and an

overall negative impact on the well-being of the TAY community with behavioral health needs. Consequences of denial may include reduced capacity of the Behavioral Health Services System Of Care (SOC) to provide services to TAY consumers and limit the capacity of the SOC to develop its workforce and to plan and develop services for TAY, as well as reduce the ability of TAY to contribute to the SOC's services to other TAY in San Francisco through service as TAY Peers and to access meaningful career opportunities through learning about providing behavioral health services.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
These services were previously provided under PSC 48427-17/18, and with this request are being separated from that PSC, to better align services included in each PSC with related Requests For Proposals (RFPs) for these services.
- D. Will the contract(s) be renewed?  
Yes, if there is a continued need and as funding is available.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

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

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

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

- B. Explain the qualifying circumstances:

The Department continues to fill civil service positions that work in close partnership with community based organizations to provide the services that comprise the City's TAY SOC. The remainder of the TAY workforce development and capacity building services within the City's system of care must be based in and often are best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community.

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

- A. Specify required skills and/or expertise: Experience, expertise and resources to provide the services needed for each program: experience, expertise and resources to provide training programs for peers, with trainers who have experience and expertise with the broad range of intersecting topics unique to the racial, cultural, neurological and developmental needs of TAY who need behavioral health services; experience, expertise and resources to provide culturally and developmentally responsive workforce capacity-building programming for the provision of behavioral health services to TAY; and/or experience, expertise and resources specific to TAY to provide quality assurance and quality improvement services and support, including program design, development and implementation, coordination, systems analytics, and communications.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2916, Social Work Specialist; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space not currently possessed by the City.

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



The Department continues to fill civil service positions that work in close partnership with community-based organizations to provide the services that comprise the City's TAY System of Care. Contracting for these services aims to expand services for TAY and includes funding CBOs who are also part of existing behavioral health resources available to TAY and are community-tailored and population-specific.

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

A. Explain why civil service classes are not applicable.

Community based TAY providers provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to the TAY population than it would be able to do alone.

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. Civil service classes exist and are used to provide some TAY workforce development and capacity building services. The services being requested are performed by community-based organizations that have established, trusting relationships with the priority populations being served and have specific skill sets to deliver culturally congruent and relevant services to the individuals. Additionally, community based partners are aware of resources in their community to most effectively ensure that client's needs are met.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component for civil service staff. The training to be provided under this PSC will be provided to TAY clients. However, City employees can work with the selected vendors and will participate in knowledge transfer.

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

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

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

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

**7. Union Notification:** On 04/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49509 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Receipt of Notice for new PCS over \$100K PSC # 49509 - 23/24

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

on behalf of

reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Fri 4/5/2024 4:58 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; kristin.hardy@seiu1021.org <kristin.hardy@seiu1021.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>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; jegy.sering@seiu1021.org <jegy.sering@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>; Julie.Meyers@sfgov.org <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>; jnuti@ifpte21.org <jnuti@ifpte21.org>; sportillo@ifpte21.org <sportillo@ifpte21.org>; kdavis@ifpte21.org <kdavis@ifpte21.org>; jharding@ifpte21.org <jharding@ifpte21.org>; mweirick@ifpte21.org <mweirick@ifpte21.org>; agarza@ifpte21.org <agarza@ifpte21.org>; ewallace@ifpte21.org <ewallace@ifpte21.org>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; tmathews@ifpte21.org <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; l21pscreview@ifpte21.org <l21pscreview@ifpte21.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

RECEIPT for Union Notification for PSC 49509 - 23/24 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49509 - 23/24 for \$3,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22236> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

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

## **Additional Attachment(s)**



City and County of San Francisco  
London N. Breed, Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

DATE: June 20, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: Request for Calendaring for July 15, 2024 Civil Service Commission Meeting:

1. PSC 49838-23/24 Hazardous Waste Management
2. PSC 47885-23/24 Safe Sleeping Drop-in Site
3. PSC 49509-23/24 TAY System of Care Workforce Development and Capacity Building
4. PSC 48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth

This is to respectfully request the above PSCs be included for the July 15, 2024 Civil Service Commission meeting. Below is table summarizing the Department's ongoing communications with the union regarding each of the PSCs the union has objected to. The Department has responded to the union's concerns through meetings and is in process of scheduling further discussions. We would like the PSCs to be heard at the upcoming CSC meeting in order to align with targeted start dates for contracts.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary/Notes</u>
49838-23/24 Hazardous Waste Management	5/6/24	The union objected on 5/10/24. A meeting was scheduled 5/31/24 which was cancelled by the union. A second meeting was scheduled 6/10/24 which was cancelled by the union. A third meeting was scheduled 6/12/24. At that meeting, the union provided waiver of objection.
47885-23/24 Safe Sleeping Drop-in Site	5/22/24	The union objected on 3/27/24. Initially, DPH HR was coordinating the union meeting. A meeting was scheduled 4/26/24 but the union did not show up after accepting the invite. A second meeting was scheduled 5/9/24 and the union cancelled/no show the meeting. A third meeting was scheduled by the Pre-Award Unit on 6/12/24. At that meeting, SEIU could not agree to move forward. A follow up meeting is scheduled for 6/20/24.
49509-23/24 TAY System of Care Workforce Development and	6/5/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit,

Capacity Building		which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12/, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.
48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth	6/20/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit, which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.

We appreciate your time and consideration. Please let us know if you need further information.  
I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Kelly Hiramoto, Interim Pre-Award Unit Supervisor, SFDPH  
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 49838-23/24
- PSC 47885-23/24
- PSC 49509-23/24
- PSC 48427-17/18 Mod 2

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hazardous Waste Management Services

Funding Source: Work Order and General Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of services will have negative safety, environmental, and legal consequences.

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

The Department procured services via Request for Qualifications process resulting in award of three contractors. Approval for the previous PSC was acquired via PSC 4046-04/05.

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

No, the contract is expiring, and approaching the end of its advertised duration. The Office of Contract Administration is re-soliciting for these services.

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

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

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

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

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

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

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



B. Explain the qualifying circumstances:

The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Specify required skills and/or expertise: This work requires expertise in the management of hazardous waste, including chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractor will also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

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

Not applicable. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Explain why civil service classes are not applicable.

The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services do not include training of civil service staff.

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

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

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

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

7. **Union Notification:** On 05/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49838 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Safe Sleeping Drop-In SiteFunding Source: State Opioid Settlement DollarsPSC Amount: \$4,200,000PSC Est. Start Date: 07/01/2024PSC Est. End Date: 06/30/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.

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

These services are necessary because they provide safety, resources, and support for individuals experiencing homelessness and substance use disorders. Denial of services may cause these individuals to be forced to remain on the street, further increasing their risk of harm, including potential overdoses and the risk of death.

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

This is a new service and has not been provided in the past.

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

If there is a continued need and as funding is available.

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

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

The City lacks a facility to operate a safe sleeping site.

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

- A. Specify required skills and/or expertise: Required skills and expertise include hospitality services, naloxone distribution and training, linkage to care, data collection, and reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 2119, Health Care Analyst; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a facility for safe sleeping within the Mission district in a location that has been historically trusted by the community and the population experiencing homelessness and substance use disorders.

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

Due to the urgency of the overdose and homeless crisis, there is a need for services to begin as quickly as possible. The city lacks an adequate site.

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

- A. Explain why civil service classes are not applicable.  
While civil service positions exist that can meet this scope of work, the City lacks a sufficient facility to operate these services. Due to the urgency of the overdose and homeless crisis, waiting for the City to secure a facility is infeasible.
- 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. N/A

**6. Additional Information**

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

**7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47885 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transitional Age Youth (TAY) System of Care Workforce Development and Capacity BuildingFunding Source: MHSA and DCYFPSC Amount: \$3,000,000PSC Est. Start Date: 07/01/2024PSC Est. End Date 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:

1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.

2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.

3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.

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

These services are necessary to address the mental health challenges of TAY aged 16-24 in San Francisco. The provision of quality, responsive and informed behavioral health services, particularly by TAY peers with lived experience with the system and with the expertise and resources to serve priority populations, is essential to reduce TAY exposure to the harms associated with untreated mental illness and lack of access to TAY-specific and culturally competent mental health services—harms such as addiction, physical illness, psychological and physical trauma, post-trauma issues, anxiety, depression and/or other behavioral health issues. This could lead to increased vulnerability to mental health crises, a potential rise in preventable adverse outcomes and an

overall negative impact on the well-being of the TAY community with behavioral health needs. Consequences of denial may include reduced capacity of the Behavioral Health Services System Of Care (SOC) to provide services to TAY consumers and limit the capacity of the SOC to develop its workforce and to plan and develop services for TAY, as well as reduce the ability of TAY to contribute to the SOC's services to other TAY in San Francisco through service as TAY Peers and to access meaningful career opportunities through learning about providing behavioral health services.

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

These services were previously provided under PSC 48427-17/18, and with this request are being separated from that PSC, to better align services included in each PSC with related Requests For Proposals (RFPs) for these services.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and as funding is available.

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

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

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

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

B. Explain the qualifying circumstances:

The Department continues to fill civil service positions that work in close partnership with community based organizations to provide the services that comprise the City's TAY SOC. The remainder of the TAY workforce development and capacity building services within the City's system of care must be based in and often are best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community.

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

A. Specify required skills and/or expertise: Experience, expertise and resources to provide the services needed for each program: experience, expertise and resources to provide training programs for peers, with trainers who have experience and expertise with the broad range of intersecting topics unique to the racial, cultural, neurological and developmental needs of TAY who need behavioral health services; experience, expertise and resources to provide culturally and developmentally responsive workforce capacity-building programming for the provision of behavioral health services to TAY; and/or experience, expertise and resources specific to TAY to provide quality assurance and quality improvement services and support, including program design, development and implementation, coordination, systems analytics, and communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2916, Social Work Specialist; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space not currently possessed by the City.

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

The Department continues to fill civil service positions that work in close partnership with community-based organizations to provide the services that comprise the City's TAY System of Care. Contracting for these services aims to expand services for TAY and includes funding CBOs who are also part of existing behavioral health resources available to TAY and are community-tailored and population-specific.

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

A. Explain why civil service classes are not applicable.

Community based TAY providers provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to the TAY population than it would be able to do alone.

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. Civil service classes exist and are used to provide some TAY workforce development and capacity building services. The services being requested are performed by community-based organizations that have established, trusting relationships with the priority populations being served and have specific skill sets to deliver culturally congruent and relevant services to the individuals. Additionally, community based partners are aware of resources in their community to most effectively ensure that client's needs are met.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component for civil service staff. The training to be provided under this PSC will be provided to TAY clients. However, City employees can work with the selected vendors and will participate in knowledge transfer.

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

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

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

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

**7. Union Notification:** On 04/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103



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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49509 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Mod#2 Amount: \$23,000,000 PSC Mod#2 Duration: 07/01/24-06/30/29 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$65,800,000 PSC Cumulative Duration Proposed: 11 years 26 weeks

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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 48427 - 17/18

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.
- 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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of civil service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/20/24, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

**From:** [Albert, Reanna \(DPH\)](#)  
**To:** [Williams, Ramon \(DPH\)](#); [Fisher, Denise \(DPH\)](#); [Corvinelli, Camaguey \(DPH\)](#); [Hiramoto, Kelly \(DPH\)](#)  
**Subject:** RE: Request to meet and confer - PSC # 49838 - 23/24  
**Date:** Monday, May 13, 2024 10:01:00 AM  
**Attachments:** [49838-2324 Submitted 5.6.24.pdf](#)  
[FW Request to Meet and Confer - PSC 47885.msg](#)

Hi Ramon,

Thanks for letting me know the union wants to meet. Please find attached PSC 49838.

I also want to follow up on an email I sent you and Denise last week (attached here). I put together the table below to summarize the status of all PSCs the union is objecting to. I added 49838 to the list. Can you please answer the questions in the Notes? And fill in any of the question marks below?

PSC	Date of Meeting with SEIU	SEIU Representative	Date of Civil Service Commission	Notes
47885-23/24 Safe Sleeping Drop-in Site	4/26/24	Daniel Becker	6/17/24	Was waiver received?
45109-23/24 Resident Laundry Services	4/26/24	Daniel Becker	6/17/24	Was waived received?
49509-23/24 Transitional Age Youth System of Care	?	?	7/1/24	Who is the SEIU Rep that reached out? Has HR already coordinated the meeting with SEIU?
48427-23/24 Mod 2 Mental Health Services Act Programs Including Transitional Age Youth	?	Carey Dall	7/15/24	Carey Dall, SEIU Rep, reached out to Contracts objecting to this PSC. How would HR like to proceed?  Note: PSCs 49509 and 48427 are similar in scope of work, and I am unsure if SEIU contacted HR for both.
49838-23/24 Hazardous Waste Management Services	?	Daniel Becker	6/17/24	

Right now it does seem like the union is objecting to about half of the PSCs. Are you asking if you can be added to the email distribution when a PSC gets submitted and the unions are notified?

Thanks,  
Reanna

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**From:** Williams, Ramon (DPH) <ramon.williams@sfdph.org>  
**Sent:** Friday, May 10, 2024 4:49 PM  
**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Fisher, Denise (DPH) <denise.fisher@sfdph.org>; Corvinelli, Camaguey (DPH) <camaguey.corvinelli@sfdph.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>  
**Subject:** FW: Request to meet and confer - PSC # 49838 - 23/24

Hi Reanna,  
Hope all is well.  
The Union has asked to meet to discuss PSC 49838  
Can you please send a copy of PSC 49838?

Also, do we have a sense of whether they are asking to meet on ½ or more of the PSCs? I'm wondering if we should be added to the email distribution.

Thanks,  
Ramon

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**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>  
**Sent:** Friday, May 10, 2024 3:20 PM  
**To:** Williams, Ramon (DPH) <[ramon.williams@sfdph.org](mailto:ramon.williams@sfdph.org)>; Kim, Luenna (DPH) <[luenna.kim@sfdph.org](mailto:luenna.kim@sfdph.org)>; Claude Joseph <[Claude.Joseph@seiu1021.org](mailto:Claude.Joseph@seiu1021.org)>; Oumar Fall <[oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org)>; Khalil Kaid <[Khalil.Kaid@seiu1021.org](mailto:Khalil.Kaid@seiu1021.org)>  
**Subject:** Request to meet and confer - PSC # 49838 - 23/24

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

Hi Ramon,

I hope you're doing well. We're reaching out to let you know that we would like to meet and confer over PSC# 49838. Please let us know when

you would have time to meet with us.

Thanks,  
Daniel

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Mental Health Services Act Services Programs including Transition Age YouthFunding Source: Mental Health Services ActPSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)PSC Cumulative Amount Proposed: \$42,800,000 PSC Cumulative Duration Proposed: 10 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
Yes.**D. Will the contract(s) be renewed?**

Yes, if funding is available.

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

The Department expects the need for these services to continue.

**2. Reason(s) for the Request****A. Display all that apply**☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).**Explain the qualifying circumstances:**

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness

of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To extend term, with a corresponding increase in amount, to align with Request For Proposal duration and Board of Supervisors' approvals.

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

A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.

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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of Civil Service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- 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.  
Yes. These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and State regulations.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Please see attached list.

**7. Union Notification:** On 04/19/19, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

07/15/2019

Commission Approval Required

Approved by Civil Service Commission

07/15/2019 DHR Approved for 07/15/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hazardous Waste Management Services

Funding Source: Work Order and General Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of services will have negative safety, environmental, and legal consequences.

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

The Department procured services via Request for Qualifications process resulting in award of three contractors. Approval for the previous PSC was acquired via PSC 4046-04/05.

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

No, the contract is expiring, and approaching the end of its advertised duration. The Office of Contract Administration is re-soliciting for these services.

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

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

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

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

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

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

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

B. Explain the qualifying circumstances:

The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Specify required skills and/or expertise: This work requires expertise in the management of hazardous waste, including chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractor will also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

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

Not applicable. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Explain why civil service classes are not applicable.

The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services do not include training of civil service staff.

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

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

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

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

7. **Union Notification:** On 05/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49838 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)  
**To:** [Albert, Reanna \(DPH\);](mailto:Albert, Reanna (DPH);) [carey.dall@seiu1021.org;](mailto:carey.dall@seiu1021.org) [Yes@sfgov.org;](mailto:Yes@sfgov.org) [oumar.fall@seiu1021.org;](mailto:oumar.fall@seiu1021.org) [mhenneberry@teamsters853.org;](mailto:mhenneberry@teamsters853.org) [kristin.hardy@seiu1021.org;](mailto:kristin.hardy@seiu1021.org) [Chanel.Brown@seiu1021.org;](mailto:Chanel.Brown@seiu1021.org) [Chanel.Brown@seiu1021.org;](mailto:Chanel.Brown@seiu1021.org) [jnuti@ifpte21.org;](mailto:jnuti@ifpte21.org) [jnuti@ifpte21.org;](mailto:jnuti@ifpte21.org) [jegv.sering@seiu1021.org;](mailto:jegv.sering@seiu1021.org) [joshv@smw104.org;](mailto:joshv@smw104.org) [oumar.fall@seiu1021.org;](mailto:oumar.fall@seiu1021.org) [oumar.fall@seiu1021.org;](mailto:oumar.fall@seiu1021.org) [sportillo@ifpte21.org;](mailto:sportillo@ifpte21.org) [sportillo@ifpte21.org;](mailto:sportillo@ifpte21.org) [matthew.torres@seiu1021.org;](mailto:matthew.torres@seiu1021.org) [matthew.torres@seiu1021.org;](mailto:matthew.torres@seiu1021.org) [cade.crowell@seiu1021.org;](mailto:cade.crowell@seiu1021.org) [jduritz@uapd.com;](mailto:jduritz@uapd.com) [kdavis@ifpte21.org;](mailto:kdavis@ifpte21.org) [kdavis@ifpte21.org;](mailto:kdavis@ifpte21.org) [jharding@ifpte21.org;](mailto:jharding@ifpte21.org) [mweirick@ifpte21.org;](mailto:mweirick@ifpte21.org) [mweirick@ifpte21.org;](mailto:mweirick@ifpte21.org) [agarza@ifpte21.org;](mailto:agarza@ifpte21.org) [dho@ifpte21.org;](mailto:dho@ifpte21.org) [dho@ifpte21.org;](mailto:dho@ifpte21.org) [dckickers@iam1414.org;](mailto:dckickers@iam1414.org) [SF-DHR-Info@seiu1021.org;](mailto:SF-DHR-Info@seiu1021.org) [SF-DHR-Info@seiu1021.org;](mailto:SF-DHR-Info@seiu1021.org) [sbabaria@cirseiu.org;](mailto:sbabaria@cirseiu.org) [andrea@sfmea.com;](mailto:andrea@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [camaguey@sfmea.com](mailto:camaguey@sfmea.com) (contact); [cpark@local39.org;](mailto:cpark@local39.org) [cpark@local39.org;](mailto:cpark@local39.org) [khughes@ibew6.org;](mailto:khughes@ibew6.org) [ewallace@ifpte21.org;](mailto:ewallace@ifpte21.org) [ewallace@ifpte21.org;](mailto:ewallace@ifpte21.org) [plangrooferslocal40@gmail.com;](mailto:plangrooferslocal40@gmail.com) [rooferslocal40@gmail.com;](mailto:rooferslocal40@gmail.com) [Stan Eichenberger; dtuttle@oe3.org;](mailto:Stan Eichenberger; dtuttle@oe3.org) [dtuttle@oe3.org;](mailto:dtuttle@oe3.org) [pkim@ifpte21.org;](mailto:pkim@ifpte21.org) [ablood@cirseiu.org;](mailto:Najuawanda Daniels; Pierre King - UAPD; President; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marencio; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com</a> (contact); <a href=) [kcartermartinez@cirseiu.org;](mailto:kcartermartinez@cirseiu.org) [ecassidy@ifpte21.com;](mailto:ecassidy@ifpte21.com) [WendyWong26@yahoo.com;](mailto:WendyWong26@yahoo.com) [wendywong26@yahoo.com;](mailto:wendywong26@yahoo.com) [sarah.wilson@seiu1021.org;](mailto:sarah.wilson@seiu1021.org) [RECEIPT for Union Notification for PSC 49838 - 23/24 more than \\$100k](mailto:Kristen.Schumacher; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; Sean McGarry; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham; jtanner940@aol.com; Osha Ashworth; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; Albert, Reanna (DPH); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 49838 - 23/24<br/><b>Date:</b> Monday, May 6, 2024 9:21:53 AM</p><hr/></div><div data-bbox=)

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49838 - 23/24 for \$20,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22351> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



City and County of San Francisco  
London N. Breed, Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

DATE: June 20, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: Request for Calendaring for July 15, 2024 Civil Service Commission Meeting:

1. PSC 49838-23/24 Hazardous Waste Management
2. PSC 47885-23/24 Safe Sleeping Drop-in Site
3. PSC 49509-23/24 TAY System of Care Workforce Development and Capacity Building
4. PSC 48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth

This is to respectfully request the above PSCs be included for the July 15, 2024 Civil Service Commission meeting. Below is table summarizing the Department's ongoing communications with the union regarding each of the PSCs the union has objected to. The Department has responded to the union's concerns through meetings and is in process of scheduling further discussions. We would like the PSCs to be heard at the upcoming CSC meeting in order to align with targeted start dates for contracts.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary/Notes</u>
49838-23/24 Hazardous Waste Management	5/6/24	The union objected on 5/10/24. A meeting was scheduled 5/31/24 which was cancelled by the union. A second meeting was scheduled 6/10/24 which was cancelled by the union. A third meeting was scheduled 6/12/24. At that meeting, the union provided waiver of objection.
47885-23/24 Safe Sleeping Drop-in Site	5/22/24	The union objected on 3/27/24. Initially, DPH HR was coordinating the union meeting. A meeting was scheduled 4/26/24 but the union did not show up after accepting the invite. A second meeting was scheduled 5/9/24 and the union cancelled/no show the meeting. A third meeting was scheduled by the Pre-Award Unit on 6/12/24. At that meeting, SEIU could not agree to move forward. A follow up meeting is scheduled for 6/20/24.
49509-23/24 TAY System of Care Workforce Development and	6/5/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit,



Capacity Building		which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12/, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.
48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth	6/20/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit, which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.

We appreciate your time and consideration. Please let us know if you need further information.  
I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Kelly Hiramoto, Interim Pre-Award Unit Supervisor, SFDPH  
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 49838-23/24
- PSC 47885-23/24
- PSC 49509-23/24
- PSC 48427-17/18 Mod 2

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hazardous Waste Management Services

Funding Source: Work Order and General Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of services will have negative safety, environmental, and legal consequences.

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

The Department procured services via Request for Qualifications process resulting in award of three contractors. Approval for the previous PSC was acquired via PSC 4046-04/05.

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

No, the contract is expiring, and approaching the end of its advertised duration. The Office of Contract Administration is re-soliciting for these services.

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

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

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

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

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

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

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

B. Explain the qualifying circumstances:

The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Specify required skills and/or expertise: This work requires expertise in the management of hazardous waste, including chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractor will also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

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

Not applicable. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Explain why civil service classes are not applicable.

The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services do not include training of civil service staff.

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

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

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

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

7. **Union Notification:** On 05/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49838 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Safe Sleeping Drop-In SiteFunding Source: State Opioid Settlement DollarsPSC Amount: \$4,200,000PSC Est. Start Date: 07/01/2024PSC Est. End Date: 06/30/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.

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

These services are necessary because they provide safety, resources, and support for individuals experiencing homelessness and substance use disorders. Denial of services may cause these individuals to be forced to remain on the street, further increasing their risk of harm, including potential overdoses and the risk of death.

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

This is a new service and has not been provided in the past.

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

If there is a continued need and as funding is available.

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

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

The City lacks a facility to operate a safe sleeping site.

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

- A. Specify required skills and/or expertise: Required skills and expertise include hospitality services, naloxone distribution and training, linkage to care, data collection, and reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 2119, Health Care Analyst; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a facility for safe sleeping within the Mission district in a location that has been historically trusted by the community and the population experiencing homelessness and substance use disorders.

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

Due to the urgency of the overdose and homeless crisis, there is a need for services to begin as quickly as possible. The city lacks an adequate site.

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

- A. Explain why civil service classes are not applicable.  
While civil service positions exist that can meet this scope of work, the City lacks a sufficient facility to operate these services. Due to the urgency of the overdose and homeless crisis, waiting for the City to secure a facility is infeasible.
- 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. N/A

**6. Additional Information**

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

**7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47885 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transitional Age Youth (TAY) System of Care Workforce Development and Capacity BuildingFunding Source: MHSA and DCYFPSC Amount: \$3,000,000PSC Est. Start Date: 07/01/2024PSC Est. End Date 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:

1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.

2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.

3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.

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

These services are necessary to address the mental health challenges of TAY aged 16-24 in San Francisco. The provision of quality, responsive and informed behavioral health services, particularly by TAY peers with lived experience with the system and with the expertise and resources to serve priority populations, is essential to reduce TAY exposure to the harms associated with untreated mental illness and lack of access to TAY-specific and culturally competent mental health services—harms such as addiction, physical illness, psychological and physical trauma, post-trauma issues, anxiety, depression and/or other behavioral health issues. This could lead to increased vulnerability to mental health crises, a potential rise in preventable adverse outcomes and an



overall negative impact on the well-being of the TAY community with behavioral health needs. Consequences of denial may include reduced capacity of the Behavioral Health Services System Of Care (SOC) to provide services to TAY consumers and limit the capacity of the SOC to develop its workforce and to plan and develop services for TAY, as well as reduce the ability of TAY to contribute to the SOC's services to other TAY in San Francisco through service as TAY Peers and to access meaningful career opportunities through learning about providing behavioral health services.

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

These services were previously provided under PSC 48427-17/18, and with this request are being separated from that PSC, to better align services included in each PSC with related Requests For Proposals (RFPs) for these services.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and as funding is available.

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

## 2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The Department continues to fill civil service positions that work in close partnership with community based organizations to provide the services that comprise the City's TAY SOC. The remainder of the TAY workforce development and capacity building services within the City's system of care must be based in and often are best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience, expertise and resources to provide the services needed for each program: experience, expertise and resources to provide training programs for peers, with trainers who have experience and expertise with the broad range of intersecting topics unique to the racial, cultural, neurological and developmental needs of TAY who need behavioral health services; experience, expertise and resources to provide culturally and developmentally responsive workforce capacity-building programming for the provision of behavioral health services to TAY; and/or experience, expertise and resources specific to TAY to provide quality assurance and quality improvement services and support, including program design, development and implementation, coordination, systems analytics, and communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2916, Social Work Specialist; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space not currently possessed by the City.

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

The Department continues to fill civil service positions that work in close partnership with community-based organizations to provide the services that comprise the City's TAY System of Care. Contracting for these services aims to expand services for TAY and includes funding CBOs who are also part of existing behavioral health resources available to TAY and are community-tailored and population-specific.

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

A. Explain why civil service classes are not applicable.

Community based TAY providers provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to the TAY population than it would be able to do alone.

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. Civil service classes exist and are used to provide some TAY workforce development and capacity building services. The services being requested are performed by community-based organizations that have established, trusting relationships with the priority populations being served and have specific skill sets to deliver culturally congruent and relevant services to the individuals. Additionally, community based partners are aware of resources in their community to most effectively ensure that client's needs are met.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component for civil service staff. The training to be provided under this PSC will be provided to TAY clients. However, City employees can work with the selected vendors and will participate in knowledge transfer.

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

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

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

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

**7. Union Notification:** On 04/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49509 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Mod#2 Amount: \$23,000,000 PSC Mod#2 Duration: 07/01/24-06/30/29 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$65,800,000 PSC Cumulative Duration Proposed: 11 years 26 weeks

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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 48427 - 17/18

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.
- 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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of civil service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 04/20/24, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Physicians and Dentists - 8CC; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

**RE: PSC 49838-23/24 Hazardous Waste Management Services**

Daniel Becker &lt;Daniel.Becker@seiu1021.org&gt;

Tue 6/18/2024 3:20 PM

To: Albert, Reanna (DPH) &lt;reanna.albert@sfdph.org&gt;

Cc: Slattengren, Beronica (DPH) &lt;beronica.slattengren@sfdph.org&gt;; Hiramoto, Kelly (DPH) &lt;kelly.hiramoto@sfdph.org&gt;

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

Yes, that works for us.

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**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>**Sent:** Tuesday, June 18, 2024 8:47 AM**To:** Daniel Becker <Daniel.Becker@seiu1021.org>**Cc:** Slattengren, Beronica (DPH) <beronica.slattengren@sfdph.org>; Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>**Subject:** Re: PSC 49838-23/24 Hazardous Waste Management Services

**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 Daniel,

Following up to see if you can please send us waiver of objection for this PSC.

Let us know if you have additional questions.

Thanks,  
Reanna

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**From:** Albert, Reanna (DPH)**Sent:** Wednesday, June 12, 2024 2:01 PM**To:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>**Cc:** Slattengren, Beronica (DPH) <[beronica.slattengren@sfdph.org](mailto:beronica.slattengren@sfdph.org)>; Hiramoto, Kelly (DPH) <[kelly.hiramoto@sfdph.org](mailto:kelly.hiramoto@sfdph.org)>**Subject:** PSC 49838-23/24 Hazardous Waste Management Services

Hi Daniel,

Thank you for meeting with us today. Attached are the meeting notes.

If SEIU has no additional questions, could you kindly provide union waiver?

Thanks,  
Reanna

# SEIU/ DPH Meeting

**PSC 49838-23/24**

Hazardous Waste Management Services

June 12, 2024, 10:20am – 10:25am

<b>NAME: Daniel Becker</b>	
<b>POSITION TITLE: SEIU 1021 Representative</b>	
<b>ORGANIZATION: SEIU 1021</b>	<b>PHONE NO.:</b>
	<b>EMAIL: daniel.becker@seiu1021.org</b>
<b>NAME: Beronica Slattengren</b>	
<b>POSITION TITLE: Principal Environmental Health Inspector</b>	<b>PHONE NO:</b>
<b>ORGANIZATION: DPH Environmental Health Branch, Population Health Division</b>	<b>EMAIL: beronica.slattengren@sfdph.org</b>
<b>NAME: Reanna Albert</b>	
<b>POSITION TITLE: PSC Coordinator</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL: reanna.albert@sfdph.org</b>
<b>NAME: Kelly Hiramoto</b>	
<b>POSITION TITLE: Interim Pre-Award Unit Supervisor</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION: DPH Business Office</b>	<b>EMAIL: kelly.hiramoto@sfdph.org</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>
<b>NAME:</b>	
<b>POSITION TITLE:</b>	<b>PHONE NO.:</b>
<b>ORGANIZATION:</b>	<b>EMAIL.</b>



NOTES:

Q: Which sites are affected?

A: This is involving removal of waste. We have contractors that provide these services. We don't have the vehicles, personnel, or access to disposal sites. Currently we have contracts with three hazardous waste companies, the contracts are set to expire at the end of June. DPH is ensuring compliance with hazardous waste laws.

Q: Is this to renew the contract?

A: There is a solicitation underway to continue the services.

Q: We don't have City workers who can do this?

A: No, we have to have contracts with the disposal companies. In terms of removal and disposal of waste, we don't have that bandwidth.

As noted by:

*Reanna Albert*  
*PSC Coordinator*

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4046-04/05)

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

Type of Service: Hazardous Waste transportation and Mgmt Services

Funding Source: General Funds Work Orders

PSC Original Approved Amount: \$2,700,000 PSC Original Approved Duration: 01/01/05 - 12/31/10 (6 years)

PSC Mod#1 Amount: \$2,700,000 PSC Mod#1 Duration: 07/01/08-12/31/14 (4 years 1 day)

PSC Mod#2 Amount: \$3,000,000 PSC Mod#2 Duration: 07/01/09-12/31/18 (4 years 1 day)

PSC Mod#3 Amount: \$4,200,000 PSC Mod#3 Duration: 01/01/19-12/31/23 (5 years 1 day)

PSC Mod#4 Amount: \$2,000,000 PSC Mod#4 Duration: 01/01/24-12/31/26 (3 years 1 day)

PSC Cumulative Amount Proposed: \$14,600,000 PSC Cumulative Duration Proposed: 22 years 4 days

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous wastes (including medical waste) on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site and support the Departments efforts to ensure the residents of San Francisco.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of the contract services will have a negative safety, environmental, and legal consequences.

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

Yes

D. Will the contract(s) be renewed?

Yes

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 City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous wastes. Denial of the services will have negative safety, environmental, and legal consequences.

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

A. Display all that apply

☒ 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).

Explain the qualifying circumstances:

Hazardous waste services are provided on an intermittent and as-needed basis. The City does not have the facilities, vehicles or the required licences to perform the specialized services.

B. Reason for the request for modification:

To extend term and increase amount to support continuing services.

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

- A. Specify required skills and/or expertise: Requires expertise in the management of chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a licence with a hazardous materials certification.
- B. Which, if any, civil service class(es) normally perform(s) this work? 6122, Sr Environmental Hlth Insp;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractors also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

**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.  
Due to intermittent and as needed nature of the work, civil service classes are not applicable.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites.

**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 is no training in this contract service.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No grant requirements.

- 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.  
Continuing services.

**7. Union Notification:** On 01/09/18, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200; TWU - Miscellaneous; TWU - Automotive Service Worker;

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

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

Address: 101 Grove St. Rm. 307, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4046-04/05

DHR Analysis/Recommendation:

03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Train control system design and procurement

Funding Source: Federal/General/Sales Tax/Operating Funds

PSC Duration: 28 years 1 week

PSC Amount: \$351,000,000

**1. Description of Work**

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

The Train Control Upgrade Project (TCUP) is a capital project that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway. This system will also require long-term support from the supplier in order to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability at all times.

The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY35.

This contract includes design and engineering services necessary to develop a CBTC system, new and refurbished parts, and support for the new CBTC system following its final acceptance. The services must be provided by a CBTC system supplier, as a supplier understands the design of their own proprietary system, including access to proprietary design documents and software code. The scope of the proposed personnel services contract includes this design and engineering, refurbishment of defective/worn/damaged parts, software updates, obsolescence management, and spare part management.

City employees currently maintain the existing train control system. The SFMTA has a support agreement with our current supplier which covers roughly the same scope of work as will be in the new contract. This contract will continue the status quo where city employees maintain the train control system but are able to use the provisions of this contract to obtain parts and technical support they need from the manufacturer.

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

The current Automatic Train Control System (ATCS) in the Market Street Subway has exceeded its useful life and needs replacement. SFMTA spends \$2 million annually to maintain the existing system, and yet it remains unreliable. Component failures are persistent, and frequently lead to congestion in the subway and delays for Muni Metro service. Additionally, the system is becoming increasingly difficult to maintain due to

obsolescence. Certain components of the system were declared obsolete by the manufacturer in 2018 and spare components are increasingly unavailable or too costly to replace. Denying this service would result in SFMTA continuing to use the current train control system. SFMTA maintenance staff would allocate the minimum resources necessary to fix the system as components break. This approach does not improve reliability, and there is a very high chance that the system will continue to degrade further. Given that continued investment will not reverse the decline of the existing system, deferring replacement is fiscally unsustainable.

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

The existing train control system was originally procured from a third-party train control vendor, Thales, who provided design and engineering services for the system. They are also the sole source for spare equipment. Please see attached SFMTA Board Resolution No. 09-062 / SFMTA Contract No. 1226 and approved PSC # 46973-18/19. City employees maintain the train control system but have an ongoing need for software updates, technical support, and parts. Thales continues to provide support through as-needed contracts and are also the sole source for spare equipment. Currently, support, software updates, and parts are obtained on an “a la carte” basis, meaning they are ordered and priced when they are needed. This approach results in more service disruptions than are necessary because in part we wait until we experience system failures before obtaining support, and in part because the transactional friction of ordering parts and services through purchase orders delays when these parts and services can be brought to bear on the problem. As a result, train control-related delays are one of the top two causes of subway delays. Averaged out, SFMTA is currently spending up to \$5M annually on the signaling system to keep it operational and to implement changes and upgrades. These costs are likely to rise as hardware deteriorates further, requiring increasing amounts of money to maintain daily operations. This new performance-based approach will reduce delays by enabling proactive management of the system so that failures are less likely to occur, rather than waiting for them to happen, as well as reducing the difficulty in obtaining support and parts when they do happen.

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

No, The contract agreement will have a base term of 18 years, which may be extended up to 10 years at the SFMTA's option, for a total term of 28 years. Final acceptance of the Communication-Based Train Control System is anticipated to occur eight years after Notice to Proceed, and the support term of the agreement will continue for 10 years after final acceptance. The SFMTA will have two consecutive options to extend the support term for five years each, which it may exercise in its sole and absolute discretion, for a maximum anticipated contract term of twenty-eight years.

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

The project takes eight years to complete detailed design and construction at all phases for delivering the Communication-Based Train Control (CBTC) System (CBTC or System), then the support term will continue for ten years after final acceptance of the System. The SFMTA will have two consecutive options to extend the Support Term for five years each, which it may exercise in its sole and absolute discretion, for a maximum anticipated contract term of twenty-eight years.

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

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

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

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

B. Explain the qualifying circumstances:

A contract to design and deliver a train control system is a one-time capital need to replace the existing train control system and expand train control to the surface-running portion of the Muni Metro system. This technology cannot be designed or delivered through internal capacity and must be provided by a firm with expertise in the design of train control systems and their subsequent integration into active service railways. And as stated previously, the train control system supplier is best positioned to provide long-term technical support for the one-time CBTC system procurement. The supplier has extensive proprietary knowledge of their own system for technical support purposes and the manufacturing capability to refurbish failed components that cannot be repaired on-site by SFMTA staff.

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

A. Specify required skills and/or expertise: The SFMTA will require expertise in designing train control systems as well as experience integrating this technology into existing active service railways. The train control system designer will have successfully provided CBTC to agencies of similar size and complexity as SFMTA. Train control systems are proprietary technology, and their design requires special knowledge of the system which is generally only obtainable through train control suppliers.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide modern Communications Based Train Control (CBTC) equipment that the City does not currently possess. This equipment is specially manufactured and only available through third-party train control vendors.

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

The City does not have the capacity or an existing civil service classification for the design, engineering and long-term technical support of entire train control systems. The SFMTA does employ a small number of electrical engineers, who develop system requirements and scope for work conducted by its current train control supplier, but the City would not be able to design its own train control system on its own without design and engineering services from the train control system vendor. Several attempts have been made over the past three years to hire project staff who already possess train control experience, and in each recruitment there were no qualified applicants who indicated this experience on their resumes. The SFMTA will continue to try to hire staff with this experience; for example, in since FY22 we have been advertising multiple engineering positions which we hope will turn up candidates who have CBTC experience. There are currently 7 open engineering positions on the project that have not been filled.

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

A. Explain why civil service classes are not applicable.

Design, engineering, and long-term support for proprietary train control systems is a specialty service that the City does not have an applicable civil service class to provide. The system design and long-term technical support for the existing train control system has been provided by the original system supplier, so the City has not had a need to establish classifications to perform this work. Furthermore, designing and engineering a train control system is fulfilling a one-time capital program requirement, and is not an ongoing job duty that would require a permanent classification.

- 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. Even if a new civil service class were to be established, there will not be an ongoing need to design and deliver train control systems within SFMTA. In addition to the lack of ongoing need, there is simply a lack of train control expertise in the United States; transit agencies must rely on one of a few large multinational corporations to provide this technology. Many transit agencies contract out all maintenance tasks for train control systems to their train control supplier. In contrast, SFMTA staff will continue to self-perform maintenance work in support of daily operations. First- and second-level maintenance of the existing train control system is performed by SFMTA engineers and maintenance staff under existing civil service classifications with technical support from the existing supplier. These same classifications will perform similar work needed on a future system. First-level maintenance is the immediate repair and/or replacement of a failed component during revenue service and second-level maintenance is the repair of failed components that have been swapped out and removed from service. The long-term technical support contract is needed to support third-level maintenance (offsite refurbishment of damaged/defective/failed parts) and to ensure the supplier is available for technical system expertise when necessary. In addition, the long-term support contract provides for regular software updates to keep the system in a state of good repair, to correct for bugs, and to add new features and capabilities. The train control system supplier employs software developers to work with their proprietary code in order to provide SFMTA with those updates

**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 contractor will prepare SFMTA staff to use, configure, and maintain the new CBTC system. The contractor will deliver train controller training courses and documents to SFMTA training staff prior to the new train control system being placed into revenue service. This may include manuals explaining the principles of operation of the system, descriptions of simulation hardware/software, instructions for operating simulation hardware/software, explanations of errors and alarms, recommended training scenarios, and any other informational needs for training. While initial training from the contractor will be necessary, SFMTA instructors will ultimately be responsible for training City staff using the materials provided. This will include the instruction of train controllers, transit operators, and any staff that interacts with the CBTC system. In addition to operational training, the contracted supplier will provide instruction to SFMTA maintenance staff for wayside and vehicle system maintenance. This may include maintenance manuals, explanations of errors and alarms, instructions for performing on-site repairs, detailed schematics and diagrams of system hardware, and any information needed for system maintenance. The number of hours required for training SFMTA employees by the contractor has yet to be determined. Training details will be based on the specific design of the proprietary train control system, which has not yet occurred. However, the civil service classifications that typically perform this work and may need training are listed below: 9150 – Train Controller 9152 – Transportation Controller Trainee 9153 – Transportation Controller 9136 – Transit Training Specialist 9160 – Transit Operations Specialist 9163 – Transit Operator 7430 – Assistant Electronic Maintenance Technician 7318 – Electronic Maintenance Technician 7329 – Electronic Maintenance Technician Assistant Supervisor 7287 – Supervising Electronic Maintenance Technician 7262 – Maintenance Planner 5203 – Assistant Engineer 5207 – Associate Engineer 5241 – Engineer 7430 – Assistant Electronic Maintenance Technician 7318 – Electronic Maintenance Technician 7329 – Electronic Maintenance Technician Assistant Supervisor 7287 – Supervising Electronic Maintenance Technician 7262 – Maintenance Planner
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.



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

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

**7. Union Notification:** On 05/16/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Simon Abulencia Phone: 415-646-2366 Email: simon.abulencia@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44370 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Abulencia, Simon

---

**From:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Sent:** Thursday, May 16, 2024 4:27 PM  
**To:** Abulencia, Simon  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 44370 - 23/24

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

From: dhrr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of simon.abulencia@sfmta.com  
Sent: Thursday, May 16, 2024 4:12 PM  
To: Abulencia, Simon (MTA) <Simon.Abulencia@sfmta.com>; carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegy.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger <seichenberger@local39.org>; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pkim@UAPD.com>; President <president@sanfranciscodsa.com>; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco <rmarenco@twusf.org>; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>; laborers261@gmail.com; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray <tracym@sfpoa.org>; mleach <mleach@ibt856.org>; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlc1798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; Sean McGarry <smcgarry@nccrc.org>; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; Osha Ashworth <oashworth@ibew6.org>; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale <thomas.vitale@seiu1021.org>; Garcia, David (MTA) <David.Garcia@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 44370 - 23/24

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

RECEIPT for Union Notification for PSC 44370 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44370 - 23/24 for \$351,000,000 for Initial Request services for the period 01/16/2025 – 01/16/2053. Notification of 30 days (60 days for SEIU) is required.

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

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/22398\\_\\_\\_YXAzOnNmZHQyOmE6bzo1YmM2ODNiZDU1YzE2ZWY1NzBNDhiYWM2YzgwNWU1NT02OjA3Yjk6YmJlMWMxOTM2NDQ4MWZiODRjNDkyNjZmYzc5ZWZOTZlYWUyODk0Y2JjYmU2Y2ExYzNkYmE1ZTRlMjExYWE0NDpwOlQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/22398___YXAzOnNmZHQyOmE6bzo1YmM2ODNiZDU1YzE2ZWY1NzBNDhiYWM2YzgwNWU1NT02OjA3Yjk6YmJlMWMxOTM2NDQ4MWZiODRjNDkyNjZmYzc5ZWZOTZlYWUyODk0Y2JjYmU2Y2ExYzNkYmE1ZTRlMjExYWE0NDpwOlQ) For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**



## **PSC Request 44370 – 23/24**

### **PSC Request Information**

The Train Control Upgrade Project (TCUP) is a capital project that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway. The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY35.

SFMTA is orchestrating the efforts of multiple contractors in order to deliver this project, including the train control system supplier, the vehicle manufacturer, electrical contractors for installation, and other construction contracts. Each of these contractors will be individually contracted to SFMTA, so SFMTA holds much of the risk of coordination and resolution of disputes which may arise. SFMTA needs technical staff with extensive train control project experience to properly supervise this work and provide quality control oversight. Using an experienced consultant to augment agency staff is a recognized best practice for train control project success. BART is also undergoing a train control upgrade project and has employed a professional services consultant on that project with a similar scope of work.

Without this support, SFMTA will not be able to augment its staff with train control experts when procuring and transitioning to the new CBTC system. There will be a greater risk that design flaws and technical defects will not be found during design and delivery, and the quality of the installation will likely be reduced without experienced technical oversight. These quality issues may arise during revenue service and lead to major Muni rail service disruptions. SFMTA may have trouble measuring performance and enforcing the performance based elements of its contracts, potentially resulting in millions of dollars of additional costs to the City. The SFMTA may also encounter problems with FTA and CPUC oversight and certification, which will lead to delays in implementation. SFMTA has had difficulty hiring engineering staff with any train control experience to its project team. Without consultant augmentation of its staff, SFMTA will not be able to give junior engineers on the job training to grow the expertise of its workforce.

This project cannot be completed by current employees because the City does not have an existing civil service classification dedicated to supporting the procurement, delivery, and



integration of train control systems. Several attempts have been made over the past three years to hire project staff who already possess train control experience, and in each recruitment there were no qualified applicants who indicated this experience on their resumes. The division will continue to try to hire staff with this experience; for example, since FY22 we have been advertising multiple engineering positions which we hope will turn up candidates who have CBTC experience. There are currently 7 open engineering positions on the project that have not been filled.

The SFMTA is asking for this PSC to be heard on July 15<sup>th</sup> CSC meeting since the SFMTA would like to begin the project in January of 2025. This project was approved in two parts before by the CSC (PSC #s 44708 21/22 and 43060 23/24) but the MTA could not complete our contracting within 18 months of our last approval. PSC 44370 23/24 Is a combination of both of those old contracts built into one.

### **Union Notification Period**

- Union(s) were notified on 05/16/2024
  - o Local 21 objected to this PSC on 05/16/2024
- SFMTA ELR team and PSC 44370 Project team reached out several times to meet with L21 Union during Union notification period. L21 Union cancelled or failed to meet with SFMTA during Union notification period. (See pages 4-7 of this document)
- Union notification period ended 06/15/2024.
  - o SFMTA PSC department coordinator moved to DHR review on 06/18/2024 since the 30 day notification period had ended.

### **Timeline**

- SFMTA ELR team reached out several times to meet with L21 during Union notification period. Attached to Form 2 is a thread from David Garcia requesting to meet with L21.
  - o 05/16/2024 - Union notification triggered
  - o 05/16/2024 – Union L21 objects to PSC
  - o 05/22/2024 – MTA requested to meet with Union on May 29<sup>th</sup>. (1<sup>st</sup> request to meet)
  - o 05/23/2024 – Union L21 responded saying they would get back to MTA.
  - o 05/29/2024 – MTA sends reminder to Union L21 about meeting.
  - o 05/29/2024 – Union L21 replies that they are unable to meet on this day.
  - o 05/31/2024 – MTA requested to meet with Union on June 4<sup>th</sup>. (2<sup>nd</sup> request to meet) No response from union.



- 06/04/2024 - MTA moved the meeting date on outlook calendar to June 18<sup>th</sup> after finding out that Union L21 did not attend the June 4<sup>th</sup> meeting. (3<sup>rd</sup> request to meet)
- 06/17/2024 – MTA reached out to Union to confirm the tentative meeting on June 18<sup>th</sup>.
- 06/18/2024 – Union L21 does not attend the June 18<sup>th</sup> meeting. MTA send email to Union L21 letting them know MTA is moving the PSC to DHR review since the 30 day notification period has ended. MTA also requests to still meet with Union on June 24<sup>th</sup> to talk about the project. (4<sup>th</sup> request to meet)



## Abulencia, Simon

---

**Subject:** PSC No. 44370 - MTA Overview to L21  
**Location:** Microsoft Teams Meeting

**Start:** Mon 6/24/2024 11:00 AM  
**End:** Mon 6/24/2024 12:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Garcia, David  
**Required Attendees:** Jessica Nuti; Audrey Garza; Cai, Nelly Jingjing; Robles, Felipe; Howard, Dan; Abulencia, Simon; Maguire, Mariana

**Importance:** High

Hi Jessica and Audrey –

Labor Relations is getting ready to send our PSC to DHR for final review given that the Union review period closed on June 17, 2024. Nevertheless, we are interested in providing you an overview of the contract request and answering any questions you might have. I hope we can meet on Monday.

Thank you,

David

---

Hi Emily-

Just reaching out on SFMTA's Train Control Upgrade Project. MTA has been looking for opportunities to present an overview of the project to L21 given its pending PSC requests.

Jessica and Audrey have both been in touch with me and have let me know that L21 assigned this internally to a committee. It was great to hear about that update. Nevertheless, we would like the chance to provide an overview before June 30, 2024, due to ordinary timelines for the PSC process.

---

Can you help me to achieve a meeting with a few L21 representatives on this topic? This is a crucial objective for MTA, and we were hoping to answer questions concerning the scope of work and the opportunity L21 positions will have to support that work. Please let me know what meetings dates we can get in place.

Thank you,

David Garcia

**From:** Garcia, David

**Sent:** Monday, June 17, 2024 9:16 AM

**To:** 'Jessica Nuti' <jnuti@ifpte21.org>; agarza@ifpte21.org; Cai, Nelly Jingjing <Nelly.Cai@sfmta.com>; Robles, Felipe <Felipe.Robles@sfmta.com>; Howard, Dan <Dan.Howard@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>

**Subject:** PSC No. 44370 - Agency Overview Presentation  
**Importance:** High

Hi Jessica and Audrey –

Thanks for introducing me to your committee lead (Alicia) last week. We would like to ensure we have a chance to provide a project overview to L21 yet we don't have confirmation that you or committee members can attend tomorrow.

I understand your committee is still working through its member leaders to identify concerns, we believe our overview presentation is critical to their understanding. Can you please confirm attendance for tomorrow? After the overview, we would look forward to questions or concerns over the next couple weeks.

Would you please forward this invite to your committee?

Thank you,

David

David Garcia (He/Him/His)  
Employee & Labor Relations Manager



[David.Garcia@sfmta.com](mailto:David.Garcia@sfmta.com)

Office | 415-646-4841

1 South Van Ness Ave. 6<sup>th</sup> Floor #6133

San Francisco, CA 94103

SFMTA.com

---

Hello Audrey and Jessica –

---

On May 22, 2024, we requested to meet with you regarding PSC No. 44370 and you needed more time to meet with your membership before meeting.

We request to meet on June 4 and hope gain clarification about your objection and have chance to provide you and the members an overview of the PSC work that SFMTA is seeking to contract. Please let me know if can meet on this coming Tuesday, June 4, 2024.

Thank you,

David

---

**Microsoft Teams** [Need help?](#)

## Abulencia, Simon

---

**From:** Jessica Nuti <jnuti@ifpte21.org>  
**Sent:** Wednesday, May 29, 2024 12:45 PM  
**To:** Garcia, David; Howard, Dan; Robles, Felipe; Cai, Nelly Jingjing; Audrey Garza  
**Cc:** Abulencia, Simon; Alicia Flores; Emily Wallace  
**Subject:** Re: PSC No. 44370

EXT

Hi David,

We cannot meet today. As I mentioned last week, we are still gathering information and coordinating with our members. We will not be able to meet this week but will provide you with additional dates and times early next week. We will be in touch soon if we'll need additional information ahead of our meeting.

Thank you,



Jessica Nuti (she/her)

**Organizer, IFPTE Local 21**

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: [www.ifpte21.org/join/](http://www.ifpte21.org/join/)

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**From:** Garcia, David <David.Garcia@sfmta.com>  
**Sent:** Wednesday, May 29, 2024 12:41 PM  
**To:** Jessica Nuti <jnuti@ifpte21.org>; Howard, Dan <Dan.Howard@sfmta.com>; Robles, Felipe <Felipe.Robles@sfmta.com>; Cai, Nelly Jingjing <Nelly.Cai@sfmta.com>; Audrey Garza <agarza@ifpte21.org>  
**Cc:** Abulencia, Simon <Simon.Abulencia@sfmta.com>  
**Subject:** RE: PSC No. 44370

---

Hi Jessica and Audrey –

I know you needed time to be in touch with your member leaders, yet I hope we can still meet today as some form of kick off so SFMTA can start with an overview and discuss presenting to you and your member leaders.

Can you please confirm whether you can attend today, even if your members cannot? Then perhaps we can agree to a meeting date that will include your member leaders?

Thank you,

David

**From:** Jessica Nuti <jnuti@ifpte21.org>  
**Sent:** Thursday, May 23, 2024 9:36 AM  
**To:** Garcia, David <David.Garcia@sfmta.com>; Howard, Dan <Dan.Howard@sfmta.com>; Robles, Felipe <Felipe.Robles@sfmta.com>; Cai, Nelly Jingjing <Nelly.Cai@sfmta.com>; Audrey Garza <agarza@ifpte21.org>  
**Cc:** Abulencia, Simon <Simon.Abulencia@sfmta.com>  
**Subject:** Re: PSC No. 44370

EXT

Hi David,

I'll connect with our member leaders to see their scheduling availability and I'll get back to you. Thank you.

All the best,



Jessica Nuti (she/her)

**Organizer, IFPTE Local 21**

**Main:** (415) 864-2100

**Direct:** (415) 914-7367

**Join Us:** [www.ifpte21.org/join/](http://www.ifpte21.org/join/)

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**From:** Garcia, David <David.Garcia@sfmta.com>  
**Sent:** Wednesday, May 22, 2024 4:06 PM  
**To:** Howard, Dan <Dan.Howard@sfmta.com>; Robles, Felipe <Felipe.Robles@sfmta.com>; Cai, Nelly Jingjing <Nelly.Cai@sfmta.com>; Jessica Nuti <jnuti@ifpte21.org>; Audrey Garza <agarza@ifpte21.org>  
**Cc:** Abulencia, Simon <Simon.Abulencia@sfmta.com>  
**Subject:** PSC No. 44370  
**When:** Wednesday, May 29, 2024 2:00 PM-2:30 PM.  
**Where:** Microsoft Teams Meeting

---

Dear Jessica and Audrey –

We would like to meet with you regarding your concerns about this PSC.

We propose a meeting for Wednesday at 2pm. Alternatively, we can consider meeting, Thursday, May 30 at 1pm, or Tuesday June 4 at 2pm.

Please let us know if any of these dates work for you. As an aside, I want to let you know that Board of Supervisor No. 0252-22 states that the SFMTA may contract out the services requested for up to 28 years. The Ordinance was adopted on December 16, 2022.

You can see the ordinance here:  
<https://sfbos.org/ordinances-2022>

Thank you,

## Abulencia, Simon

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**From:** Jessica Nuti <jnuti@ifpte21.org>  
**Sent:** Thursday, May 16, 2024 5:14 PM  
**To:** Abulencia, Simon  
**Cc:** DHR; Audrey Garza  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 44370 - 23/24

EXT

Hi Simon,

IFPTE Local 21 objects to this proposed PCS.

Sincerely,



Jessica Nuti (she/her)

**Organizer, IFPTE Local 21**

**Main:** (415) 864-2100

**Direct:** (415) 914-7367

**Join Us:** [www.ifpte21.org/join/](http://www.ifpte21.org/join/)

---

**From:** dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of simon.abulencia@sfmta.com <simon.abulencia@sfmta.com>  
**Sent:** Thursday, May 16, 2024 4:11 PM  
**To:** simon.abulencia@sfmta.com <simon.abulencia@sfmta.com>; carey.dall@seiu1021.org <carey.dall@seiu1021.org>; Yes@sfgov.org <Yes@sfgov.org>; oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>; mhenneberry@teamsters853.org <mhenneberry@teamsters853.org>; kristin.hardy@seiu1021.org <kristin.hardy@seiu1021.org>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; Chanel.Brown@seiu1021.org <Chanel.Brown@seiu1021.org>; Jessica Nuti <jnuti@ifpte21.org>; Jessica Nuti <jnuti@ifpte21.org>; jegy.sering@seiu1021.org <jegy.sering@seiu1021.org>; joshv@smw104.org <joshv@smw104.org>; oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>; oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>; Stefanie Portillo <sportillo@ifpte21.org>; Stefanie Portillo <sportillo@ifpte21.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; matthew.torres@seiu1021.org <matthew.torres@seiu1021.org>; cade.crowell@seiu1021.org <cade.crowell@seiu1021.org>; jduritz@uapd.com <jduritz@uapd.com>; Kevin Davis <kdavis@ifpte21.org>; Kevin Davis <kdavis@ifpte21.org>; Julia Harding <jharding@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Audrey Garza <agarza@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; dho@ifpte21.org <dho@ifpte21.org>; dvickers@iam1414.org <dvickers@iam1414.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; SF-DHR-Info@seiu1021.org <SF-DHR-Info@seiu1021.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; andrea@sfmea.com <andrea@sfmea.com>; Camaguey@sfmea.com <Camaguey@sfmea.com>; Camaguey@sfmea.com <Camaguey@sfmea.com>; cpark@local39.org <cpark@local39.org>; cpark@local39.org <cpark@local39.org>; khughes@ibew6.org <khughes@ibew6.org>; Emily Wallace <ewallace@ifpte21.org>; Emily Wallace <ewallace@ifpte21.org>; plangrooferslocal40@gmail.com <plangrooferslocal40@gmail.com>;

rooferslocal40@gmail.com <rooferslocal40@gmail.com>; seichenberger@local39.org <seichenberger@local39.org>; dtuttle@oe3.org <dtuttle@oe3.org>; dtubble@oe3org <dtubble@oe3org>; pkim@ifpte21.org <pkim@ifpte21.org>; najuawanda.daniels@seiu1021.org <najuawanda.daniels@seiu1021.org>; pking@uapd.com <pking@uapd.com>; president@sanfranciscodsa.com <president@sanfranciscodsa.com>; max.porter@seiu1021.org <max.porter@seiu1021.org>; kennethlomba@gmail.com <kennethlomba@gmail.com>; snaranjo@cirseiu.org <snaranjo@cirseiu.org>; mdennis@twusf.org <mdennis@twusf.org>; rmarenco@twusf.org <rmarenco@twusf.org>; pwilson@twusf.org <pwilson@twusf.org>; cmoyer@nccrc.org <cmoyer@nccrc.org>; noah.frigault@sfgov.org <noah.frigault@sfgov.org>; sfdpoa@icloud.com <sfdpoa@icloud.com>; Mjayne@iam1414.org <Mjayne@iam1414.org>; rachel.emanuel@sfgov.org <rachel.emanuel@sfgov.org>; laborers261@gmail.com <laborers261@gmail.com>; junko.laxamana@sfgov.org <junko.laxamana@sfgov.org>; jennifer.esteen@seiu1021.org <jennifer.esteen@seiu1021.org>; emathurin@cirseiu.org <emathurin@cirseiu.org>; abush@cirseiu.org <abush@cirseiu.org>; sbabaria@cirseiu.org <sbabaria@cirseiu.org>; anthony@dc16.us <anthony@dc16.us>; mlobre@sfpoa.org <mlobre@sfpoa.org>; @sfpoa.org <@sfpoa.org>; tracym@sfpoa.org <tracym@sfpoa.org>; mleach@ibt856.org <mleach@ibt856.org>; rooferslocal40@gmail.com <rooferslocal40@gmail.com>; sal@local16.org <sal@local16.org>; Criss@sfmea.com <Criss@sfmea.com>; Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>; seichenberger@local39.org <seichenberger@local39.org>; jason.klumb@seiu1021.org <jason.klumb@seiu1021.org>; Camaguey@sfmea.com <Camaguey@sfmea.com>; ablood@cirseiu.org <ablood@cirseiu.org>; kcartermartinez@cirseiu.org <kcartermartinez@cirseiu.org>; ecassidy@ifpte21.com <ecassidy@ifpte21.com>; WendyWong26@yahoo.com <WendyWong26@yahoo.com>; wendywong26@yahoo.com <wendywong26@yahoo.com>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org <kpage@ifpte21.org>; tjenkins@uapd.com <tjenkins@uapd.com>; eerbach@ifpte21.org <eerbach@ifpte21.org>; tmathews@ifpte21.org <tmathews@ifpte21.org>; amakayan@ifpte21.org <amakayan@ifpte21.org>; jb@local16.org <jb@local16.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconcillo@sfgwater.org <Kbasconcillo@sfgwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; MRainsford@local39.org <MRainsford@local39.org>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; pkim@ifpte21.org <pkim@ifpte21.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sffdlocal798.org <gail@sffdlocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; ramonliuna261@gmail.com <ramonliuna261@gmail.com>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; L21PSC Review <L21PSCReview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; bart@dc16.us <bart@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; oashworth@ibew6.org <oashworth@ibew6.org>; L21PSC Review <L21PSCReview@ifpte21.org>; laborers261@gmail.com <laborers261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; Christina@sfmea.com <Christina@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; thomas.vitale@seiu1021.org <thomas.vitale@seiu1021.org>; david.garcia@sfmta.com <david.garcia@sfmta.com>; DHR <dhrr-psccordinator@sfgov.org>

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44370 - 23/24

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

RECEIPT for Union Notification for PSC 44370 - 23/24 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 44370 - 23/24 for \$351,000,000 for Initial Request services for the period 01/16/2025 – 01/16/2053. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/22398> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.



London Breed, Mayor

Amanda Eaken, Chair  
Stephanie Cajina, Vice Chair  
Steve Heminger, Director  
Dominica Henderson, Director

Fiona Hinze, Director  
Lydia So, Director  
Janet Tarlov, Director

Jeffrey Tumlin, Director of Transportation

Commissioners  
Civil Service Commission  
25 Van Ness Avenue, Suite 270  
San Francisco, CA 94102-6033

May 10, 2024

RE: PSC #42673 - 21/22, #41562 – 21/22, and #44708 – 21/22

Dear Commissioners:

The Civil Service Commission previously reviewed and approved the PSC # 42673 -21/22, #41562 – 21/22 on 2/7/2022, and #44708 – 21/22 on 4/18/2022. The SFMTA is writing to explain why the contracts SFMTA 2022-40-FTA (Design, Procurement, System Implementation, Support and Related Services for a Communications Based Train Control System, or referred as “the supplier contract” below) and SFMTA 2024-20-FTA (Consulting Services Supporting the Communications-Based Train Control Upgrade Project) were not executed within 18 months from the date the Civil Service Commission approved the PSC requests.

The SFMTA submitted the PSC requests for approval as soon as the need arose and prior to the award of any contract. The delay in awarding the contracts was due to four major factors including change in contract structure, use of negotiated procurement, allowing extra time for prospective suppliers to make their proposals, and additional time to facilitate a best and final offer process.

After receiving approval from the Civil Service Commission, the SFMTA consulted with the City Attorney’s Office, the Federal Transit Administration (FTA), and industry experts. The SFMTA determined based on this consultation that it would be the best value to the City if the SFMTA combined the design and procurement functions considered under approval #41562 – 21/22 with the support functions considered under approval #42673 – 21/22 into a single Design-Procurement-Support contract with the train control supplier. This required additional revisions to the contract and its structure to comply with applicable federal, state, and City regulations.

In addition, the SFMTA decided to use negotiated procurement procedures recommended by the FTA to allow for the SFMTA and prospective train control system suppliers to negotiate and discuss technical aspects of the proposals to ensure the systems and services procured best fit the City’s needs. Negotiated procurement procedures are not included in the SF Administrative Code, so their use required authorization from the Board of Supervisors. During the fall and winter of 2022, the SFMTA pursued an ordinance sponsored by the Mayor and several members of the Board of Supervisors to give special authorization to the SFMTA to proceed with





negotiated procurement for this contract. The ordinance was signed into law in December 2022, and the SFMTA Board of Directors voted to authorize the issuance of an RFP in January 2023.

The suppliers initially had a deadline of May 30, 2023 to submit their bids, however the prospective suppliers requested several extensions to facilitate the technical considerations of their proposals. The first round of proposals was received on October 10, 2023, and the SFMTA evaluated those proposals during the fall and winter of 2023. In keeping with the negotiated procurement procedures, SFMTA executive leadership directed staff to solicit Best and Final Offers from proposers in the competitive range of scores in December of 2023. Following a round of negotiations with all proposers in the competitive range, the SFMTA issued a Request for Best and Final Offers on March 13, 2024. Best and Final Offers for the supplier contract are due June 3, 2024, after which the SFMTA will negotiate with the highest ranked proposer and bring the resulting contract to the SFMTA Board of Directors and the San Francisco Board of Supervisors for approval. SFMTA expects to issue the supplier contract on January 15, 2025.

SFMTA previously postponed the issuance of the consultant services contract because of the additional time taken to issue and award the supplier contract, but currently the SFMTA intends to award the consultant service contract later this year, so that the consultant can provide technical assistance to the SFMTA as soon as possible.

Thank you for your review and please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Howard'.

Dan Howard  
Project Manager, Train Control Upgrade Project  
Municipal Transportation Agency

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION No. 230117-009

WHEREAS, The SFMTA operates the Muni Metro light rail system, which includes both shared surface right of way and dedicated subways controlled by an outdated analog loop cable-based Automatic Train Control System (ATCS), which first went into service in 1998, and has reached the end of its useful life; and,

WHEREAS, The SFMTA seeks to issue a Request for Proposals for a Communications-Based Train Control (CBTC) system to replace the ATCS, which will leverage significant technological advances in train control that will enable the SFMTA to operate its rail service with greater reliability, reduced delays, and increased passenger capacity; and,

WHEREAS, The geographic layout of the Muni Metro rail network requires sophisticated management of rail traffic, especially as it relates to junctions and the transition between the surface portions of the network and the subways; and,

WHEREAS, A modern Communications-Based Train Control system will improve reliability, reduce delays, and increase the capacity of the Muni Metro, and will enable the SFMTA to centrally manage both surface and subway rail operations; and,

WHEREAS, The SFMTA seeks to negotiate a single contract with a term greater than 10 years for CBTC procurement and ongoing technical and system support for the expected 20-year life of the CBTC, which will consider system reliability, availability and maintainability as factors determining vendor compensation; and,

WHEREAS, Ordinance #220947, approved on December 6, 2022, authorizes the SFMTA to solicit proposals and use negotiated procurement procedures to purchase a CBTC with a contract term longer than 10 years; and,

WHEREAS, the Civil Service Commission approved Personnel Services Contract (PSC) request No 41562 in connection with the support portion of this contract and Personnel Services Contract (PSC) request No 42673 in connection with the procurement portion of this contract; and,

WHEREAS, On September 20, 2022, the SFMTA, under authority delegated by the Planning Department, determined that the proposed RFP is not a “Project” under the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the Director of Transportation to issue a Request for Proposals for Contract No. SFMTA-2022-40 FTA for a Communications-Based Train Control System (CBTC) and Related Professional Services to solicit proposals from qualified CBTC vendors, and to implement a negotiated procurement process to evaluate proposals, select a vendor, and negotiate a contract to procure a CBTC system and related support services for a contract term of 18 years with two five-year extension options, for a total contract term not to exceed 28 years; and be it

FURTHER RESOLVED, That the SFMTA Board of Directors authorizes the Director of Transportation, in consultation with the City Attorney, to make nonmaterial corrections and changes to the RFP, sample contract, and appended documents, and to issue addenda to the RFP, as necessary to accomplish the purposes of this Resolution.

I certify that the foregoing resolutions were adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of January 17, 2023.

  
\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Train control system design and procurement

Funding Source: Federal/General/Local/Operating/Sales Tax

PSC Amount: \$216,140,000

PSC Est. Start Date: 02/01/2023

PSC Est. End Date 02/01/2033

**1. Description of Work**

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

The Train Control Upgrade Project (TCUP) is a ten-year capital program that will procure a new Communications Based Train Control (CBTC) system to replace the aging train control signal system currently installed in the Market Street Subway and expand CBTC to the surface. It will provide operations and service planning staff with the tools necessary to deliver reliable, speedy, high-frequency rail transit to, from, and within downtown San Francisco. When installed, the new CBTC system will cover the entire Muni Metro railway.

The CBTC system needs to be designed and engineered to meet SFMTA's requirements and ensure safety, reliability, availability, and maintainability. After preliminary design, train control components will be installed along the Muni Metro trackway and fitted to the LRV4 light rail vehicles in a geographically phased approach. Each phase will feature detailed design and construction, with project completion expected in FY31.

This contract includes design and engineering services necessary to develop a CBTC system. The services must be provided by a CBTC system supplier, as a supplier understands the design of their own proprietary system. The scope of the proposed personnel services contract includes this design and engineering, as well as the installation of train control components on-board LRV4 light rail vehicles.

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

The current Automatic Train Control System (ATCS) in the Market Street Subway has exceeded its useful life and needs replacement. SFMTA spends \$2 million annually to maintain the existing system, and yet it remains unreliable. Component failures are persistent, and frequently lead to congestion in the subway and delays for Muni Metro service. Additionally, the system is becoming increasingly difficult to maintain due to obsolescence. Certain components of the system were declared obsolete by the manufacturer in 2018 and spare components are increasingly unavailable or too costly to replace. Denying this service would result in SFMTA continuing to use the current train control system. SFMTA maintenance staff would allocate the minimum resources necessary to fix the system as components break. This approach does not improve reliability, and there is a very high chance that the system will continue to degrade further. Given that continued investment will not reverse the decline of the existing system, deferring replacement is fiscally unsustainable.

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

The existing train control system was originally procured from a third-party train control vendor, who provided design and engineering services for the system. They are also the sole source for spare equipment. Please see attached SFMTA Board Resolution No. 09-062 / SFMTA Contract No. 1226.

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

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
The project takes 10 years to complete detailed design and construction at all phases, then cover through the end of warranty period.

**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:

A contract to design and deliver a train control system is a one-time capital need to replace the existing train control system and expand train control to the surface-running portion of the Muni Metro system. This technology cannot be designed or delivered through internal capacity and must be provided by a firm with expertise in the design of train control systems and their subsequent integration into active service railways.

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

- A. Specify required skills and/or expertise: The SFMTA will require expertise in designing train control systems as well as experience integrating this technology into existing active service railways. The train control system designer will have successfully provided CBTC to agencies of similar size and complexity as SFMTA. Train control systems are proprietary technology, and their design requires special knowledge of the system which is generally only obtainable through train control suppliers.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide modern Communications Based Train Control (CBTC) equipment that the City does not currently possess. This equipment is specially manufactured and only available through third-party train control vendors.

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

None. The City does not have the capacity or an existing civil service classification for the design and engineering of entire train control systems. The SFMTA does employ a small number of electrical engineers, who develop system requirements and scope for work conducted by its current train control supplier, but the City would not be able to design its own train control system on its own without design and engineering services from the train control system vendor.

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

- A. Explain why civil service classes are not applicable.  
Designing and engineering train control systems is a specialty service that the City does not have an applicable civil service class to provide. The existing train control system design was originally performed by a contractor, so the City has not had a need to establish classifications to perform this work. Furthermore, designing and engineering a train control system is fulfilling a one-time capital program requirement, and is not an ongoing job duty that would require a permanent classification.
- 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. Even if a new civil service class were to be established, there will not be an ongoing need to design and deliver train control systems within SFMTA. In addition to the lack of ongoing need, there is simply a lack of train control expertise in the United States; transit agencies must rely on one of a few large multinational corporations to provide this technology.

**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 contractor will prepare SFMTA staff to use, configure, and maintain the new CBTC system. The contractor will deliver train controller training courses and documents to SFMTA training staff prior to the new train control system being placed into revenue service. This may include manuals explaining the principles of operation of the system, descriptions of simulation hardware/software, instructions for operating simulation hardware/software, explanations of errors and alarms, recommended training scenarios, and any other informational needs for training. While initial training from the contractor will be necessary, SFMTA instructors will ultimately be responsible for training City staff using the materials provided. This will include the instruction of train controllers, transit operators, and any staff that interacts with the CBTC system. In addition to operational training, the contracted supplier will provide instruction to SFMTA maintenance staff for wayside and vehicle system maintenance. This may include maintenance manuals, explanations of errors and alarms, instructions for performing on-site repairs, detailed schematics and diagrams of system hardware, and any information needed for system maintenance. The number of hours required for training SFMTA employees by the contractor has yet to be determined. Training details will be based on the specific design of the proprietary train control system, which has not yet occurred. However, the civil service classifications that typically perform this work and may need training are listed below: 9150 – Train Controller 9152 – Transportation Controller Trainee 9153 – Transportation Controller 9136 – Transit Training Specialist 9160 – Transit Operations Specialist 9163 - Transit Operator Yes No 7430 – Assistant Electronic Maintenance Technician 7318 – Electronic Maintenance Technician 7329 – Electronic Maintenance Technician Assistant Supervisor 7287 – Supervising Electronic Maintenance Technician 7262 – Maintenance Planner 5203 – Assistant Engineer 5207 – Associate Engineer 5241 - Engineer
  
- C. Are there legal mandates requiring the use of contractual services?  
No.
  
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
  
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
  
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 03/10/2022, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42673 - 21/22

DHR Analysis/Recommendation:  
Commission Approval Required

action date: 06/06/2022  
Approved by Civil Service Commission with conditions

06/06/2022 DHR Approved for 06/06/2022

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46973 - 18/19)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Specialized Engineering ServicesFunding Source: Funds: Federal and LocalPSC Original Approved Amount: \$3,500,000 PSC Original Approved Duration: 07/01/19 - 06/30/26 (7 years 1 day)PSC Mod#1 Amount: \$4,000,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 7 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Thales shall provide SFMTA the Base Support Services described herein to secure the reliability of the Automatic Train Control System (ATCS) for its design life by obtaining from Contractor maintenance support services.

**Base Support Services:**

- Maintenance Services Management
- On-Call Remote Support
- Emergency On-Site Support
- Remote Technical Support
- Obsolescence Management Report
- Software Updates and Hardware Upgrades
- Planned Software Releases
- Semi-Annual Support Visits
- Refresher Training Sessions
- ATCS Asset Evaluation

**Scope Change**

Yes, including annual software releases as a standard for all system maintenance.

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

The ATCS is a specialized system critical to the functioning and control of the City's public transit system and will require software maintenance support to realize its performance for its design life. Due to the proprietary nature of the ATCS, no vendor other than Contractor can supply the necessary maintenance services to the San Francisco Municipal Transportation Agency (SFMTA), and this Agreement is necessarily, therefore, a sole source contract. In instances where independent review and inspection services are required, denial of the service will prevent project and service upkeep and operation.



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 - SFMTA 2008/09-23

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:

San Francisco Municipal Transportation Agency (SFMTA) foresee the need to maintain and upkeep the system for the state of good repair for the next 7 years.

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

A. Display all that apply

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

Explain the qualifying circumstances:

Due to the proprietary nature of the ATCS system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits. Replacement software and hardware, as well as specialized technical assistance on testing and commissioning upgrades to the system, must be contracted through the provider of the application

B. Reason for the request for modification:

Additional services are being added to the baseline previous language to bring agreement in line with modern software maintenance agreements. Key service being added is regular updates to the train control software to address minor operational issues.

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

A. Specify required skills and/or expertise: Knowledge of proprietary train control system technology, software code, and hardware circuits, which are exclusive to the contractor. The general expertise of supplier's technical specialists includes electrical engineering, systems engineering, computer programming, safety validation, and verification in a rail environment, relevant regulatory requirements, complex performance simulation, tests, and commissioning experience.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5502, Project Manager 1; 5504, Project Manager 2;

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.

Due to the proprietary nature of the software system, City personnel does not have access to the trade-secret software source code or design of specialized electronic circuits.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Due to the temporary need for services to assist with the completion of short-term ad-hoc projects, it is not practical to adopt a new civil service class to perform the highly specialized nature of the work defined by each project manager.

## **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 attached - Modification 1 - Describe Training

- 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,Thales Trans. & Sec. West Portal Optimization for Crossover

**7. Union Notification:** On 10/31/19, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv 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: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46973 - 18/19

DHR Analysis/Recommendation:

12/02/2019

Commission Approval Required

Approved by Civil Service Commission

12/02/2019 DHR Approved for 12/02/2019

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47881 - 18/19)

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

Type of Service: Maintenance for ground transportation integrated solution

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 11/05/18 - 06/30/24 (5 years 34 weeks)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 06/30/24-12/31/26 (2 years 26 weeks)

PSC Mod#2 Amount: \$1,000,000 PSC Mod#2 Duration: 12/31/26-06/30/28 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$5,500,000 PSC Cumulative Duration Proposed: 9 years 34 weeks

**1. Description of Work**

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

Provide maintenance, support, and upgrades to the San Francisco International Airport (Airport) Ground Transportation Management System (GTMS). This includes hardware repair and replacement for GTMS subsystem components, such as Automated Vehicle Identification (AVI) readers, license plate recognition (LPR) cameras, and taxi Card Interface Devices (CIDs) for access control. This also includes software support and enhancements for the GTMS operator database, financial management system, vehicle tracking system and system interfaces.

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

GTMS is the system of record for ground transportation revenue at the Airport, totaling over \$13M annually. The system tracks and generates revenue from permitted ground transportation vehicles in real time, so system outages will have direct consequences of revenue loss. Outages will also lead to disruption in taxi operations, as GTMS serves as the access control system for the Airport's taxi staging lots. In addition, continued support and enhancement of the system is needed to allow the Airport to accommodate and collect revenue from new ground transportation operations during the lifetime of the system.

**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 47881-18/19

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

Yes, if the services is needed in the future.

**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:**  
Delays in getting the support contract in place. Now need to add time and money.

**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:

City staff is not able to provide the software maintenance for the GTMS/TMS system.

**B. Reason for the request for modification:**

Support and maintenance has transitioned from one firm to another after an acquisition Now need to add time and money.

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

- A. Specify required skills and/or expertise: Knowledge of Radio-frequency identification (RFID) and smart-card technology; software code to integrate information from the RFID and smart-card technology into business processes, which include billing, reporting, and asset/inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.
- 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, not at this time.

**6. Additional Information**

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

**7. Union Notification:** On 06/06/24, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47881 - 18/19

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 07/15/2024

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

## Cynthia Avakian (AIR)

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Thursday, June 6, 2024 12:15 PM  
**To:** Cynthia Avakian (AIR); jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; L21PSCReview@ifpte21.org; Osha Ashworth; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47881 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$1,000,000 for services for the period December 31, 2026 – June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/21354>

Email sent to the following addresses: oashworth@ibew6.org L21PSCReview@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org ewallace@ifpte21.org agarza@ifpte21.org mweirick@ifpte21.org jharding@ifpte21.org kdavis@ifpte21.org jnuti@ifpte21.org



## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 47881 - 18/19)

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

Type of Service: Maintenance for ground transportation integrated solution

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$3,000,000 PSC Original Approved Duration: 11/05/18 - 06/30/24 (5 years 34 weeks)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 06/30/24-12/31/26 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$4,500,000 PSC Cumulative Duration Proposed: 8 years 8 weeks

**1. Description of Work**

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

Provide maintenance, support, and upgrades to the San Francisco International Airport (Airport) Ground Transportation Management System (GTMS). This includes hardware repair and replacement for GTMS subsystem components, such as Automated Vehicle Identification (AVI) readers, license plate recognition (LPR) cameras, and taxi Card Interface Devices (CIDs) for access control. This also includes software support and enhancements for the GTMS operator database, financial management system, vehicle tracking system and system interfaces.

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

GTMS is the system of record for ground transportation revenue at the Airport, totaling over \$13M annually. The system tracks and generates revenue from permitted ground transportation vehicles in real time, so system outages will have direct consequences of revenue loss. Outages will also lead to disruption in taxi operations, as GTMS serves as the access control system for the Airport's taxi staging lots. In addition, continued support and enhancement of the system is needed to allow the Airport to accommodate and collect revenue from new ground transportation operations during the lifetime of the system.

**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 47881-18/19

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

Yes, if the services is needed in the future.

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

Need to align with the new maintenance contract.

**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:**

City staff is not able to provide the software maintenance for the GTMS/TMS system.

**B. Reason for the request for modification:**

Need to add time and money

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

A. Specify required skills and/or expertise: Knowledge of Radio-frequency identification (RFID) and smart-card technology; software code to integrate information from the RFID and smart-card technology into business

processes, which include billing, reporting, and asset/inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 7318, Electronic Maintenance Tech;

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

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, not at this time.

**6. Additional Information**

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

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

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

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

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

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

**7. Union Notification: On 08/30/23, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Electrical Workers, Local 6;**

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47881 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 09/11/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Maintenance for ground transportation integrated solution

Funding Source: Airport Operating Funds

PSC Amount: \$3,000,000

PSC Est. Start Date: 11/05/2018

PSC Est. End Date 06/30/2024

**1. Description of Work**

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

Provide maintenance, support, and upgrades to the San Francisco International Airport (Airport) Ground Transportation Management System (GTMS). This includes hardware repair and replacement for GTMS subsystem components, such as Automated Vehicle Identification (AVI) readers, license plate recognition (LPR) cameras, and taxi Card Interface Devices (CIDs) for access control. This also includes software support and enhancements for the GTMS operator database, financial management system, vehicle tracking system and system interfaces.

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

GTMS is the system of record for ground transportation revenue at the Airport, totaling over \$13M annually. The system tracks and generates revenue from permitted ground transportation vehicles in real time, so system outages will have direct consequences of revenue loss. Outages will also lead to disruption in taxi operations, as GTMS serves as the access control system for the Airport's taxi staging lots. In addition, continued support and enhancement of the system is needed to allow the Airport to accommodate and collect revenue from new ground transportation operations during the lifetime of the system.

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

Through PSC 4099-10/11 for the design, development, installation, and implementation of an integrated solution for ground transportation. This request is for the maintenance of that system.

D. Will the contract(s) be renewed?

Yes, if the services is needed in the future.

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

This PSC is to align with the anticipated maintenance contract.

**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:

City staff is not able to provide the software maintenance for the GTMS/TMS system.

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

A. Specify required skills and/or expertise: Knowledge of Radio-frequency identification (RFID) and smart-card technology; software code to integrate information from the RFID and smart-card technology into business processes, which include billing, reporting, and asset/inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 7318, Electronic Maintenance Tech;

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

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

None at this time.

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

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

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, not at this time.

**6. Additional Information**

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

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

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

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

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 09/04/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; Professional & Tech Engrs, Local 21

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47881 - 18/19

DHR Analysis/Recommendation:

action date: 11/19/2018

Commission Approval Required

Approved by Civil Service Commission

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN

Dept. Code: ADM

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45745 - 23/24)

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

Type of Service: Tire Services for City Vehicles and Equipment

Funding Source: General Fund

PSC Original Approved Amount: \$1,750,000 PSC Original Approved Duration: 04/01/24 - 03/31/29 (5 years)

PSC Mod#1 Amount: \$2,250,000 PSC Mod#1 Duration: 09/01/24-08/31/29 (21 weeks 6 days)

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 5 years 21 weeks

**1. Description of Work**

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

Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.

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

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift to do the work. After that, the switching of vehicles needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day. Services are essential for road safety in general and safe driving or travel for vehicle drivers. Denial of these services would result in driving unsafe vehicles or operating unsafe equipment, which may cause accidents and hazards.

**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 45745 - 23/24

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

The solicitation document will have a contract term of 5 years only with no renewal clause, but the needs of services are unknown.

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

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

**A. Display all that apply**

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

Explain the qualifying circumstances:

This request is to replace the approved but unutilized PSC #43127 - 21-22, attached. It was approved by the Civil Service Commission on 08/15/2022 and will expire on 02/14/2024. There was a delay in creating a new contract.

City vehicles need tires and services related to tires to keep the City's fleet operational so all essential City services can be performed, including those performed by emergency departments.

Services cannot be undertaken by the City's automotive repair and maintenance locations. There is not enough staffing, but more importantly, there is not enough shop space and equipment to handle the volume of work relating to tires.

B. Reason for the request for modification:

Adding \$2.25 million for a total of \$4 million to account for an additional contract to meet the citywide utilization of tire services. There is no change in the contract duration of 5 years.

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

- A. Specify required skills and/or expertise: Automotive/equipment repair professionals with knowledge of changing, repairing, rotating, balancing, and aligning tires are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractors will provide facilities where City drivers can take their vehicles or equipment for services. As required, contractors will have mobile trucks with necessary equipment or tools, e.g., generator, compressor, etc., to mount tires in the field. Currently, the City's various shops do not have that capability.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The City's employees in the classifications of 7410, 7381 or 7313 can do the work, but the Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The Central Shops has limited space with limited vehicle bays to perform 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.
- 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 06/07/24, the Department notified the following employee organizations of this PSC/RFP request:

TWU Local 250A; TWU - Automotive Service Worker; Automotive Machinists, Local 1414;

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45745 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** [Khaw, Lynn \(ADM\); mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; dvickers@iam1414.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Khaw, Lynn (ADM); mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; dvickers@iam1414.org; Mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Modification Request to PSC # 45745 - 23/24 - MODIFICATIONS  
**Date:** Friday, June 7, 2024 4:59:44 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a modification request for a Personal Services Contract (PSC) for \$2,250,000 for services for the period September 1, 2024 – August 31, 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/22484>

Email sent to the following addresses: [speedy4864@aol.com](mailto:speedy4864@aol.com)

[agonzalez@iam1414.org](mailto:agonzalez@iam1414.org)

[Mjayne@iam1414.org](mailto:Mjayne@iam1414.org) [dvickers@iam1414.org](mailto:dvickers@iam1414.org) [pwilson@twusf.org](mailto:pwilson@twusf.org) [rmarenco@twusf.org](mailto:rmarenco@twusf.org)

[mdennis@twusf.org](mailto:mdennis@twusf.org)

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Tire Services for City Vehicles and Equipment

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.

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

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift to do the work. After that, the switching of vehicles needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day. Services are essential for road safety in general and safe driving or travel for vehicle drivers. Denial of these services would result in driving unsafe vehicles or operating unsafe equipment, which may cause accidents and hazards.

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

The services are currently provided by other procurement methods.

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

The solicitation document will have a contract term of 5 years only with no renewal clause, but the needs of services are unknown.

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

B. Explain the qualifying circumstances:

This request is to replace the approved but unutilized PSC #43127 - 21-22, attached. It was approved by the Civil Service Commission on 08/15/2022 and will expire on 02/14/2024. There was a delay in creating a new contract.

City vehicles need tires and services related to tires to keep the City's fleet operational so all essential City services can be performed, including those performed by emergency departments.

Services cannot be undertaken by the City's automotive repair and maintenance locations. There is not enough staffing, but more importantly, there is not enough shop space and equipment to handle the volume of work relating to tires.

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

- A. Specify required skills and/or expertise: Automotive/equipment repair professionals with knowledge of changing, repairing, rotating, balancing, and aligning tires are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractors will provide facilities where City drivers can take their vehicles or equipment for services. As required, contractors will have mobile trucks with necessary equipment or tools, e.g., generator, compressor, etc., to mount tires in the field. Currently, the City's various shops do not have that capability.

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

The City does not have facilities and mobile trucks with equipment to perform services.

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

- A. Explain why civil service classes are not applicable.  
The City's employees in the classifications of 7410, 7381 or 7313 can do the work, but the Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The Central Shops has limited space with limited vehicle bays to perform 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.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 01/19/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; TWU - Automotive Service Worker; TWU Local 250A

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45745 - 23/24

DHR Analysis/Recommendation:

action date: 03/18/2024

Commission Approval Required

Approved by Civil Service Commission

03/18/2024 DHR Approved for 03/18/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Tire Services for City Vehicles and Equipment

Funding Source: General Fund

PSC Duration: 5 years

PSC Amount: \$1,750,000

**1. Description of Work**

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

Servicing a wide array of City vehicles and equipment, such as ride-on mowers, trailers, etc., for tire services including replacing, repairing, mounting and dismounting, balancing, rotating, aligning, and disposing of wheels and tires. Services may take place where equipment or vehicles are in the field, at the vendor's premises, or at a City yard location.

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

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift to do the work. After that, the switching of vehicles needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day. Services are essential for road safety in general and safe driving or travel for vehicle drivers. Denial of these services would result in driving unsafe vehicles or operating unsafe equipment, which may cause accidents and hazards.

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

The services are currently provided by other procurement methods.

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

The solicitation document will have a contract term of 5 years only with no renewal clause, but the needs of services are unknown.

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



B. Explain the qualifying circumstances:

The Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced. The current bays are all fully utilized for vehicle repairs and maintenance work, which takes hours each to complete. There are no open bays to stage to work on tire services. There could be up to two dozen tire repair orders a day. It is impractical, costly, unsafe, and detrimental to shop performance to try to accommodate tire services. To accommodate, mechanics would have to spend the time to take vehicles that are in the middle of repairs off the lifts, move them to the parking lot, then move the other vehicle onto the lift for the tire work. After that, the switching needs to be taken place all over again. These switching of vehicle tasks poses needless safety risks. The alternative would be to have the tire service work wait until ongoing vehicle repair jobs finish. That would add hours to a simple tire service that may be finished at a vendor's site in a relatively short amount of time. Furthermore, the parking lots at Central Shops are very limited, thus departments would have trouble booking an appointment for work to take place on the same day.

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

- A. Specify required skills and/or expertise: Automotive/equipment repair professionals with knowledge of changing, repairing, rotating, balancing, and aligning tires are required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7313, Automotive Machinist; 7381, Automotive Mechanic; 7410, Automotive Service Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Contractors will provide facilities where City drivers can take their vehicles or equipment for services. As required, contractors will have mobile trucks with necessary equipment or tools, e.g., generator, compressor, etc., to mount tires in the field. Currently, the City's various shops do not have that capability.

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

The City does not have facilities and mobile trucks with equipment to perform services.

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

- A. Explain why civil service classes are not applicable.  
The City's employees in the classifications of 7410, 7381 or 7313 can do the work, but the Central Shops has limited space with limited vehicle bays where vehicles can be lifted up to get serviced.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The Central Shops has limited space with limited vehicle bays to perform 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. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.

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

**7. Union Notification:** On 06/21/2022, the Department notified the following employee organizations of this PSC/RFP request:

Automotive Machinists, Local 1414; TWU - Automotive Service Worker; TWU Local 250A

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430 San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43127 - 21/22

DHR Analysis/Recommendation:

action date: 08/15/2022

Commission Approval Required

Approved by Civil Service Commission

08/15/2022 DHR Approved for 08/15/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41452 - 21/22)

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

Type of Service: Consultant Request for Proposal for Citywide Bike Plan

Funding Source: Local Sales Tax, Operating Bgt, State Grant

PSC Original Approved Amount: \$790,000 PSC Original Approved Duration: 11/01/21 - 05/31/24 (2 years 30 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$75,000 PSC Mod#2 Duration: 11/01/21-10/11/26 (2 years 19 weeks)

PSC Cumulative Amount Proposed: \$965,000 PSC Cumulative Duration Proposed: 4 years 49 weeks

**1. Description of Work**

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

This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations.

The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including:

- Existing Conditions documentation
- Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey
- Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials
- Development of the draft bike plan recommendations and Draft Plan document
- Development of the Final Plan document

The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work.

The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.

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

The citywide bike plan project is extremely time-limited by the Caltrans grant funding this work. The Final Plan must be adopted before the SFMTA Board of Directors by February of 2024, leaving only 2 years to complete existing conditions documentation, technical analysis, a broadly based public outreach process that includes paid partnerships with 6 community-based organization sub-grantees, and the development and adoption of the Draft and Final Plan documents. With current project loads and staffing constraints at the SFMTA, the volume of work required for the citywide bike plan cannot be completed within the time required by our funders at Caltrans. Denial of this service would result in either a substantially pared-back scope of work, forfeiture of grant funds back to Caltrans, and/or the citywide bike plan not being pursued by the SFMTA. Sub-grantee partners are included in the terms of the agreement with Caltrans. Failure to contract with them for this project would result in non-compliance with the Caltrans grant agreement and forfeiture of the grant funds.

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 41452 - 21/22

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:  
Duration requested is only 2 years from mod #1. Mod #1 approved PSC end date is 5/31/2024. Mod #2 proposed end date is 10/11/2026.

## **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:

You must explain the qualifying circumstance – please include all items checked in explanation: The two-year grant period required by the Caltrans grant which is funding the project requires both a diverse set of skills and expertise, as well as a staffing load for this project that cannot be met internally.

B. Reason for the request for modification:

The reason for the modification is to retain Toole as the consultant and provide additional funds to complete the tasks associated with final deliverables due to Agency-led changes in project direction.

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

A. Specify required skills and/or expertise: The following skills are required for this scope of work: - Active transportation planning expertise - ArcGIS analytical skills - Best-practices research for emerging mobility - Statistically significant surveying - Language translation & interpretation services - Graphic design - Interactive web-tool development - Best-practices policy research for active transportation The following skills are required for sub-grantee partners: - Community-based relationships - Culturally competent outreach methods - Ability to engage with hard-to-reach populations - Language fluency for substantial non-English speaking populations in specific communities

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

The civil service classes listed above will perform work on the citywide bike plan, with consultant activities supplementing work performed by SFMTA staff. A consultant contract is desirable in order (1) to appropriately staff the volume of work within the scope of work that cannot be fully staffed by SFMTA staff at this time, and (2) to gain project efficiencies by contracting discrete tasks that are not typically conducted by SFMTA staff, such as conducting a statistically significant resident survey.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical. This is a one-time project with a limited timeline, not an ongoing staffing need. The majority of the work falls within the job descriptions of existing civil service positions listed above, with the primary constraint being project load.

## **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 associated with this amendment.
- 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.  
Yes, the project is funded by Caltrans with state funding
- 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.  
SFMTA board to vote by Feb 2025.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Contractor is not yet selected;

**7. Union Notification:** On 06/06/24, 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: Simon Abulencia Phone: 415-646-2366 Email: simon.abulencia@sfmta.com

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

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#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41452 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of simon.abulencia@sfmta.com  
**Sent:** Thursday, June 6, 2024 4:49 PM  
**To:** Abulencia, Simon (MTA); 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; Nuque, Amy (MTA); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 41452 - 21/22 - 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 \$75,000 for services for the period November 1, 2021 – October 11, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/17990\\_\\_\\_YXAzOnNmZHQyOmE6bzo4NDM1OGMzY2Q2OWE5ODhhNDI0ZTAxOGE4MWVkdNDQ5OT02OjM3MTU6YTQ0YTMzNzRjMmZmOTBmYTkwODZlMDU4YTc1YWYyY2IxM2M0OTZjY2Y0MzlhYzJkOTM1Zml1ZWVxMzg2NDcyMDpwOIQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/17990___YXAzOnNmZHQyOmE6bzo4NDM1OGMzY2Q2OWE5ODhhNDI0ZTAxOGE4MWVkdNDQ5OT02OjM3MTU6YTQ0YTMzNzRjMmZmOTBmYTkwODZlMDU4YTc1YWYyY2IxM2M0OTZjY2Y0MzlhYzJkOTM1Zml1ZWVxMzg2NDcyMDpwOIQ)

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)**



# California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING  
P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001  
(916) 261-3326 | TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



06/22/21

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Fiscal Year 2021-22 Sustainable Transportation Planning Grant award.

Fiscal Year 2021-22 Sustainable Transportation Planning Grant Program					
Grant Category	Sustainable Communities - Road Maintenance and Rehabilitation Account				
Project Title	Active Communities Plan				
Grantee/Agency	San Francisco Municipal Transportation Agency				
Executive Director	Jeff Tumlin				
Grantee/Agency Contact	Jesse Rosemoore				
Sub-Recipient(s)	PODER; Tenderloin Community Benefit District; San Francisco Bicycle Coalition; Bayview Hunters Point; SoMa Pilipinas				
Caltrans District Contact(s)	Becky Frank/Stephen Conteh				
Caltrans District Contact(s) E-mail	Becky.Frank@dot.ca.gov/Stephen.Conteh@dot.ca.gov				
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost
\$600,000	\$260,000	\$0	\$260,000	30.23%	\$860,000
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due	
07/30/21		02/29/24		04/29/24	
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.					

### Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Teleconference, with your agency soon.
  - A list of conditions and project revisions necessary to accept grant funding will be provided at this meeting as well as a follow-up email outlining the discussion.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
  - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the Conditions of Grant Acceptance outlined in the teleconference and follow-up email.
4. Once the required conditions are met and agreements in place, the Caltrans District Grant Manager will:
  - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). **Grant work cannot begin until the Notice to Proceed letter is received by your agency.**
  - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional and Community Planning

California Department of Transportation  
Sustainable Transportation Planning Grant Program  
**General Conditions of Award, Next Steps, and Administrative Requirements** (State – Non MPO/RTPA)

### **General Conditions of Grant Acceptance**

- A current (less than one year old) Local Resolution, signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans, is required to be submitted to Caltrans by August 20, 2021.
- Although the Payee Data Record (STD. 204) states government entities are not required to submit the form, it is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
- Stand-alone tasks for Project Management, and staff and/or consultant coordination are not allowed. Project Management activities must be charged to the tasks in which they accrued.
- The SOW and Project Cost and Schedule must include tasks for a kick-off meeting with Caltrans, invoicing, quarterly reporting, and Board adoption or acceptance.
- Ensure the grant award, local match, and total project costs on the Application Cover Sheet and Project Cost and Schedule are consistent with the amounts shown above.
- The earliest project start date is November 1, 2021, with an end date of February 28, 2024. The Project Cost and Schedule will need be updated to reflect your proposed start date.
- For Local Government Agencies requesting to bill for indirect costs:
  - Indirect costs must be identified in the SOW and Project Cost and Schedule, and the indirect cost rate included at the bottom of the Project Cost and Schedule.
  - An Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) must be submitted each year to the Inspector General Independent Office of Audits and Investigations for approval. Instructions for submitting an ICAP/ICRP are available at the following webpage: <https://ig.dot.ca.gov/resources>
- Ensure the Grant Application Cover sheet identifies the specific source of cash and in-kind local match funds. The Cover Sheet must identify the agency providing the local match.
  - If your agency is using staff time as a cash match, the application cover sheet must identify the source of local match funds for staff time (e.g., General Fund).
  - Direct grantee staff time is not an allowable in-kind match and must be identified as cash match.
- Third-party in-kind contributions consist of goods and services donated from outside the grantee's agency (e.g., printing, facilities, interpreters, equipment, advertising,

California Department of Transportation  
Sustainable Transportation Planning Grant Program  
**General Conditions of Award, Next Steps, and Administrative Requirements** (State – Non MPO/RTPA)

staff time, and other goods or services). If utilizing third-party in-kind contributions to satisfy the minimum local match requirement:

- Ensure in-kind contribution information is identified on the Grant Application Cover Sheet and Project Cost and Schedule.
- Sub-recipient staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.
- Submit a Third-Party In-kind Valuation Plan. The District can provide a copy of the valuation plan checklist and template.
- Ensure the deliverable for the consultant procurement task includes: Request for Proposal (RFP), executed consultant contract, and a copy of your agency's procurement procedures.
- Ensure all changes made to the Application Cover Sheet, SOW, and Project Cost and Schedule are made consistently in all documents.

## **Next Steps**

- Once Caltrans District staff have reviewed and approved all items required to fulfill the Conditions of Grant Acceptance, Caltrans District staff will:
  - Send a Notice to Proceed letter once the RGA is fully executed. Grant work cannot begin until this letter is received by the grantee.
  - Coordinate and schedule a grant kick-off meeting with your agency.

## **Grant Administrative Requirements**

The following Grant Administrative Requirements must be adhered to over the life of the project:

- Quarterly Progress Reports (a narrative of completed project activities).
- Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
  - One-time, lump sum invoices are not allowed.
  - If requesting reimbursement of indirect costs, a copy of the ICAP acceptance letter must be submitted with the first invoice.
  - Local match commitments must be satisfied with every RFR/invoice, including any local match amount above the minimum amount. If you are unable to meet this commitment, coordinate with your district Contract Manager.

California Department of Transportation  
Sustainable Transportation Planning Grant Program  
**General Conditions of Award, Next Steps, and Administrative Requirements** (State – Non MPO/RTPA)

- Proposed changes to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule (e.g., local match amount, fund source, movement of funds) will require an Amendment and Caltrans approval.
- All work must be completed by February 28, 2024.
- Final RFR/invoice and the final product are due no later than April 28, 2024.
  - The final RFR/invoice will not be processed until the final product is submitted.

Fiscal Year 2021-22 Sustainable Transportation Planning Grant Program

## Grant Specific Conditions

### Conditions of Award Teleconference

State - Non MPO/RTPA

Fiscal Year 2021-22 Sustainable Transportation Planning Grant Program					
Grant Category	Sustainable Communities - Road Maintenance and Rehabilitation Account				
Project Title	Active Communities Plan				
Grantee/Agency	San Francisco Municipal Transportation Agency				
Executive Director	Jeff Tumlin				
Grantee/Agency Contact	Jesse Rosemoore				
Sub-Recipient(s)	PODER; Tenderloin Community Benefit District; San Francisco Bicycle Coalition; Bayview Hunters Point; SoMa Filipinas				
Caltrans District Contact(s)	Becky Frank/Stephen Conteh				
Caltrans District Contact(s) E-mail	Becky.Frank@dot.ca.gov/Stephen.Conteh@dot.ca.gov				
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost
\$600,000	\$260,000	\$0	\$260,000	30.23%	\$860,000
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due	
07/30/21		02/29/24		04/29/24	
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.					

Conditions for Grant Acceptance

Grant work cannot begin until the General and Specific Conditions of Grant Acceptance have been satisfied and your Agency has received a Notice to Proceed letter from Caltrans. These conditions must be submitted to your Caltrans District Grant Manager no later than the date listed in the table above. Failure to satisfy these conditions will result in the forfeiture of grant funds.

Specific Conditions

If Specific Conditions have been identified for this grant, they will be listed below. Please also ensure you review the General Conditions of Award and make all necessary revisions to the Grant Application Cover Sheet, Scope of Work (SOW), and/or the Project Cost and Schedule.

Grant Specific Conditions
Task 4: Revise the Project Cost and Schedule to match the Scope of Work.
Task 4: Clarify the purpose of the Technical Advisory Committee to ensure that it is not primarily City staff coordination/project management, which should be spread across all relevant tasks (not a stand-alone task).
Scope of Work Introduction: Revise to explain how this project will coordinate with Connect SF and whether/how any other grant funding will be utilized.
Project Cost and Schedule: Revise the start and end dates to November 1, 2021 - February 29, 2024, respectively. Tasks cannot be outside of these dates.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 41452 - 21/22)

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

Type of Service: Consultant Request for Proposal for Citywide Bike Plan

Funding Source: Local Sales Tax, Operating Bgt, State Grant

PSC Original Approved Amount: \$790,000 PSC Original Approved Duration: 11/01/21 - 05/31/24 (2 years 30 weeks)

PSC Mod#1 Amount: \$100,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$890,000 PSC Cumulative Duration Proposed: 2 years 30 weeks

**1. Description of Work**

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

This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations.

The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including:

- Existing Conditions documentation
- Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey
- Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials
- Development of the draft bike plan recommendations and Draft Plan document
- Development of the Final Plan document

The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work.

The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.

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

The citywide bike plan project is extremely time-limited by the Caltrans grant funding this work. The Final Plan must be adopted before the SFMTA Board of Directors by February of 2024, leaving only 2 years to complete existing conditions documentation, technical analysis, a broadly based public outreach process that includes paid partnerships with 6 community-based organization sub-grantees, and the development and adoption of the Draft and Final Plan documents. With current project loads and staffing constraints at the SFMTA, the volume of work required for the citywide bike plan cannot be completed within the time required by our funders at Caltrans. Denial of this service would result in either a substantially pared-back scope of work, forfeiture of grant funds back to Caltrans, and/or the citywide bike plan not being pursued by the SFMTA. Sub-grantee partners are included in the terms of the agreement with Caltrans. Failure to contract with them for this project would result in non-compliance with the Caltrans grant agreement and forfeiture of the grant funds.



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 41452 - 21/22

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:

You must explain the qualifying circumstance – please include all items checked in explanation: The two-year grant period required by the Caltrans grant which is funding the project requires both a diverse set of skills and expertise, as well as a staffing load for this project that cannot be met internally.

B. Reason for the request for modification:

Scope of work and budget updated to transfer pre-existing tasks from SFMTA staff to consultant. This does not constitute an increase in the overall scope, but instead reassigns tasks to the consultant within the original scope. No change in schedule is anticipated.

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

A. Specify required skills and/or expertise: The following skills are required for this scope of work: - Active transportation planning expertise - ArcGIS analytical skills - Best-practices research for emerging mobility - Statistically significant surveying - Language translation & interpretation services - Graphic design - Interactive web-tool development - Best-practices policy research for active transportation The following skills are required for sub-grantee partners: - Community-based relationships - Culturally competent outreach methods - Ability to engage with hard-to-reach populations - Language fluency for substantial non-English speaking populations in specific communities

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

The civil service classes listed above will perform work on the citywide bike plan, with consultant activities supplementing work performed by SFMTA staff. A consultant contract is desirable in order (1) to appropriately staff the volume of work within the scope of work that cannot be fully staffed by SFMTA staff at this time, and (2) to gain project efficiencies by contracting discrete tasks that are not typically conducted by SFMTA staff, such as conducting a statistically significant resident survey.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical. This is a one-time project with a limited timeline, not an ongoing staffing need. The majority of the work falls within the job descriptions of existing civil service positions listed above, with the primary constraint being project load.

## **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 involved
- 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.  
Caltrans is funding this project with state funding.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes: PSC 41452 21/22 approved 11/15/21
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Contractor is not yet selected;

**7. Union Notification:** On 02/16/22, 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 South Van Ness, 6th Floor, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41452 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/24/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Consultant Request for Proposal for Citywide Bike Plan

Funding Source: Local Sales Tax, Operating Bgt, State Grant PSC Duration: 2 years 30 weeks

PSC Amount: \$790,000

**1. Description of Work**

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

This San Francisco Municipal Transportation Agency (SFMTA) is conducting a grant-funded citywide bicycle master plan, with a grant funding expiration date of February 2024. The SFMTA proposes to contract a planning consultant team to supplement staffing by SFMTA staff and sub-grantee community-based organizations.

The consultant will provide planning consulting services for discrete tasks within the larger bike plan scope, including:

- Existing Conditions documentation
- Technical Analysis, including analysis of the bike network and conducting a statistically significant resident preference survey
- Public outreach event staffing, development of online engagement tools, graphic design for outreach materials, and procurement of outreach materials
- Development of the draft bike plan recommendations and Draft Plan document
- Development of the Final Plan document

The sub-grantee organizations will participate in the larger plan process and conduct community-specific outreach in Equity Priority Communities identified in the scope of work.

The SFMTA plans to actively staff this project, with consultant work supplementing SFMTA staff work and SFMTA staff providing full oversight of consultant activities.

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

The citywide bike plan project is extremely time-limited by the Caltrans grant funding this work. The Final Plan must be adopted before the SFMTA Board of Directors by February of 2024, leaving only 2 years to complete existing conditions documentation, technical analysis, a broadly based public outreach process that includes paid partnerships with 6 community-based organization sub-grantees, and the development and adoption of the Draft and Final Plan documents. With current project loads and staffing constraints at the SFMTA, the volume of work required for the citywide bike plan cannot be completed within the time required by our funders at Caltrans. Denial of this service would result in either a substantially pared-back

scope of work, forfeiture of grant funds back to Caltrans, and/or the citywide bike plan not being pursued by the SFMTA. Sub-grantee partners are included in the terms of the agreement with Caltrans. Failure to contract with them for this project would result in non-compliance with the Caltrans grant agreement and forfeiture of the grant funds.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
The SFMTA has not conducted a citywide bicycle master plan process since 2005, so no recent precedents exist.

- 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:

You must explain the qualifying circumstance – please include all items checked in explanation: The two-year grant period required by the Caltrans grant which is funding the project requires both a diverse set of skills and expertise, as well as a staffing load for this project that cannot be met internally.

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

- A. Specify required skills and/or expertise: The following skills are required for this scope of work: - Active transportation planning expertise - ArcGIS analytical skills - Best-practices research for emerging mobility - Statistically significant surveying - Language translation & interpretation services - Graphic design - Interactive web-tool development - Best-practices policy research for active transportation The following skills are required for sub-grantee partners: - Community-based relationships - Culturally competent outreach methods - Ability to engage with hard-to-reach populations - Language fluency for substantial non-English speaking populations in specific communities
- B. Which, if any, civil service class(es) normally perform(s) this work? 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?**

The Streets division within the SFMTA has sought out staffing across multiple sub-divisions and sections for the necessary expertise and skills for the citywide bike plan, in addition to coordination with the City Planning Department and the San Francisco County Transportation Authority.

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

A. Explain why civil service classes are not applicable.

The civil service classes listed above will perform work on the citywide bike plan, with consultant activities supplementing work performed by SFMTA staff. A consultant contract is desirable in order (1) to appropriately staff the volume of work within the scope of work that cannot be fully staffed by SFMTA staff at this time, and (2) to gain project efficiencies by contracting discrete tasks that are not typically conducted by SFMTA staff, such as conducting a statistically significant resident survey.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical. This is a one-time project with a limited timeline, not an ongoing staffing need. The majority of the work falls within the job descriptions of existing civil service positions listed above, with the primary constraint being project load.

**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. SFMTA staff will be overseeing the work conducted by consultants

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.  
Yes. Caltrans, per the terms of their grant agreement, requires the SFMTA to share with them: - The City and County of San Francisco procurement guidelines - A copy of the Request for Proposals submitted for public bidding - A copy of the executed contract with the consultant, following their selection - Copies of any contract amendments executed with the consultant

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

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

**7. Union Notification:** On 09/08/2021, 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 South Van Ness, 6th Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41452 - 21/22

DHR Analysis/Recommendation:

action date: 11/15/2021

Commission Approval Required

Approved by Civil Service Commission

11/15/2021 DHR Approved for 11/15/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 46341 - 22/23)

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

Type of Service: Offsite Urine and Breath collection services

Funding Source: General Funds

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 09/01/23 - 08/31/28 (5 years 1 day)

PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: 09/01/24-08/31/29 (1 year)

PSC Cumulative Amount Proposed: \$1,000,000 PSC Cumulative Duration Proposed: 6 years 1 day

**1. Description of Work**

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

To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, and reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors. Also, to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion, and post-accident breath and urine samples in compliance with DOT/FTA Drug and Alcohol Testing Regulations.

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

Urine and breath collection is a mandatory service under the Department of Transportation/Federal Transit Administration (DOT/FTA) Rules. Denial of this service will jeopardize continued transit agency Federal funding assistance

**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 46341 - 22/23

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

no

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

The PSC Duration is being modified from 9/1/2023 - 8/31/2028 to 9/1/2024 - 8/31/2029 to accommodate the SFMTA-2024-54-LOC RFP original term of four years with one option to extend the term for one additional year to 8/31/2029.

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

**A. Display all that apply**

☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

**Explain the qualifying circumstances:**

There is no plan to transition this work to the city. It would not be practical to adopt a new civil service class, because adopting a new civil service class may result in a recruitment and retention problem and consequently affect the required services under DOT/FTA rules and the city currently does not have the appropriate off-site facilities available for the administration of drug and alcohol testing services as regulated under the 49 CFR Part 40.

B. Reason for the request for modification:

The San Francisco Municipal Transportation Agency (SFMTA) Substance Abuse Program (SAP) is in the process of Requesting for Proposal (RFP) for Off-Site Urine and Breath Collection Services. According to SFMTA-2024-54-LOC RFP, this PSC needs to be modified to \$1,000,000 and the estimated end date to accommodate the original term of four years with one option to extend the term for one additional year to 8/31/29.

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

- A. Specify required skills and/or expertise: The collection personnel must be trained in procedures designed to comply with 49 CFR Part 40, Subparts C and J, and shall demonstrate proficiency in complying with these procedures. Collection procedures for urine samples should be designed to comply with 49 CFR Subparts C, D, and E. The collection of breath samples must be designed to comply with 49 CFR Part 40, Subparts J, K, L, M, and N.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractual services will include all necessary facilities and/or equipment for the collection of specimens and collection sites to be complaint with all requirements specified in 49 CFR Part 40, Subparts D and K. The firm selected must have the appropriate off-site facilities and personnel dedicated to the SFMTA's drug and alcohol testing program to provide a clean, secure and private environment

**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 classes are not applicable because the knowledge and experience required for this type of work requires knowledge, experience and training related to the collection of urine and breath samples as specified by 49 CFR Part 40, Subpart C, D, E, J, K, L, M, and N. No civil service class performs this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class, because adopting a new civil service class may result in a recruitment and retention problem and consequently affect the required services under DOT/FTA rules as well as access to appropriate facilities and necessary equipment as required in the (49 CFR Part 40).

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training for employees. Only licensed physician can administer drug test.
- 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.  
to be determined

7. **Union Notification:** On 04/16/24, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46341 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

## Nuque, Amy

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**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Tuesday, April 16, 2024 2:46 PM  
**To:** Nuque, Amy; carey.dall@seiu1021.org; Chanel.Brown@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; najuawanda.daniels@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Modification Request to PSC # 46341 - 22/23 - 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 \$700,000 for services for the period September 1, 2024 – August 31, 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/22260>

Email sent to the following addresses: 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@sfgwater.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 jegy.sering@seiu1021.org Chanel.Brown@seiu1021.org carey.dall@seiu1021.org

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Offsite Urine and Breath collection services

Funding Source: General Funds

PSC Duration: 5 years 1 day

PSC Amount: \$300,000

**1. Description of Work**

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

To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, and reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors. Also, to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion, and post-accident breath and urine samples in compliance with DOT/FTA Drug and Alcohol Testing Regulations.

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

Urine and breath collection is a mandatory service under the Department of Transportation/Federal Transit Administration (DOT/FTA) Rules. Denial of this service will jeopardize continued transit agency Federal funding assistance

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

The service was provided in the past through, PSC # 4023-08/09 and PSC# 3034/08/09.

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.

Due to the ongoing FTA/DOT compliance requirement of services, a 5-year duration will provide the stability of services to the Agency.

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

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

☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

There is no plan to transition this work to the city. It would not be practical to adopt a new civil service class, because adopting a new civil service class may result in a recruitment and retention problem and consequently affect the required services under DOT/FTA rules and the city currently does not have the appropriate off-site facilities available for the administration of drug and alcohol testing services as regulated under the 49 CFR Part 40.

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

- A. Specify required skills and/or expertise: The collection personnel must be trained in procedures designed to comply with 49 CFR Part 40, Subparts C and J, and shall demonstrate proficiency in complying with these procedures. Collection procedures for urine samples should be designed to comply with 49 CFR Subparts C, D, and E. The collection of breath samples must be designed to comply with 49 CFR Part 40, Subparts J, K, L, M, and N.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2106, Med Staff Svcs Dept Spc; 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractual services will include all necessary facilities and/or equipment for the collection of specimens and collection sites to be complaint with all requirements specified in 49 CFR Part 40, Subparts D and K. The firm selected must have the appropriate off-site facilities and personnel dedicated to the SFMTA's drug and alcohol testing program to provide a clean, secure and private environment

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

No, it would not be practical to adopt a new civil service class, because adopting a new civil service class may result in a recruitment and retention problem and consequently affect the required services under DOT/FTA rules. There are legal mandates (49 CFR Part 40) requiring contractors to meet specific standards and adhere to specific and time-sensitive regulatory requirements.

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

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because the knowledge and experience required for this type of work requires knowledge, experience and training related to the collection of urine and breath samples as specified by 49 CFR Part 40, Subpart C, D, E, J, K, L, M, and N. No civil service class performs this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class, because adopting a new civil service class may result in a recruitment and retention problem and consequently affect the required services under DOT/FTA rules as well as access to appropriate facilities and necessary equipment as required in the (49 CFR Part 40).

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Training is not required

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

**7. Union Notification:** On 01/09/2023, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU 1021 Miscellaneous

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46341 - 22/23

DHR Analysis/Recommendation:

action date: 04/17/2023

Commission Approval Required

Approved by Civil Service Commission

04/17/2023 DHR Approved for 04/17/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44782 - 20/21)

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)

Funding Source: Sewer System Improvement Program

PSC Original Approved Amount: \$7,500,000 PSC Original Approved Duration: 05/10/21 - 05/09/27 (6 years)

PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: 01/02/24-11/19/27 (27 weeks 5 days)

PSC Mod#2 Amount: \$8,300,000 PSC Mod#2 Duration: 06/06/24-11/19/30 (3 years 1 day)

PSC Cumulative Amount Proposed: \$17,800,000 PSC Cumulative Duration Proposed: 9 years 27 weeks

**1. Description of Work**

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

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

**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 44782 - 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:  
The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

**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).

Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

B. Reason for the request for modification:

The Lower Alemany Area Stormwater Improvement Project requires additional engineering services for the project during detail design. Those services include additional elevated shoofly design, structural modeling and analysis to existing bridges and soil-structure interaction modeling.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

**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.  
Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant 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: No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

**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. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of 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 06/06/24, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44782 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale, Shawndrea M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org)  
**Subject:** Receipt of Modification Request to PSC # 44782 - 20/21 - MODIFICATIONS  
**Date:** Thursday, June 6, 2024 12:17:02 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$8,300,000 for services for the period June 6, 2024 – November 19, 2030. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

[https://urldefense.com/v3/\\_\\_http://apps.sfgov.org/dhrrupal/node/21887\\_\\_!!NCYPjq8!7I77wqR-](https://urldefense.com/v3/__http://apps.sfgov.org/dhrrupal/node/21887__!!NCYPjq8!7I77wqR-)

[wFLhb19BjhLc1lkisXnGUtXAO619d9yllcKeki1mkjNYyeHtxDFGBoAFkSkHUBfa\\_fcH\\$](http://wFLhb19BjhLc1lkisXnGUtXAO619d9yllcKeki1mkjNYyeHtxDFGBoAFkSkHUBfa_fcH$)

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org) [dho@ifpte21.org](mailto:dho@ifpte21.org)  
[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)  
[jharding@ifpte21.org](mailto:jharding@ifpte21.org) [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org) [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org)  
[amakayan@ifpte21.org](mailto:amakayan@ifpte21.org)  
[agarza@ifpte21.org](mailto:agarza@ifpte21.org) [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org) [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44782 - 20/21)

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164).

Funding Source: Sewer System Improvement Program

PSC Original Approved Amount: \$7,500,000 PSC Original Approved Duration: 05/10/21 - 05/09/27 (6 years)

PSC Mod#1 Amount: \$2,000,000 PSC Mod#1 Duration: 01/02/24-11/19/27 (27 weeks 5 days)

PSC Cumulative Amount Proposed: \$9,500,000 PSC Cumulative Duration Proposed: 6 years 27 weeks

**1. Description of Work**

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

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

**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 44782 - 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:  
The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

**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).

Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

B. Reason for the request for modification:

The Lower Alemany Area Stormwater Improvement Project requires additional field investigation and engineering services for the project during detailed design. Those services include modifications to the deep sewer tunnel shaft and large underground structures.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

**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.  
Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant 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: No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

**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. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of 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 01/02/24, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44782 - 20/21

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/12/2024



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)

Funding Source: Sewer System Improvement Program

PSC Duration: 6 years

PSC Amount: \$7,500,000

**1. Description of Work**

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

PSC 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164.

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

- 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 49277-19/20 was approved by the Civil Service Commission on October 21, 2019 for the scope of work in this request. PSC 49277-19/20 expired on October 21, 2020, before execution of SFPUC Contract PRO-0164. This request will allow the SFPUC to complete the execution of Contract PRO.0164. Similar specialized tunnel and seismic engineering services to address stormwater improvements in S.F. has been provided under PSC 49868-17/18 for Pro.0101, "Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project." And other S.F. tunnel and seismic engineering services to provide reliable and redundant gravity conveyance and storage of wastewater flows from the Channel Pump Station to the Southeast Treatment Plant have been provided under PSC 4014-11/12 for CS-169, "Planning & Engineering Services, Central Bayside System Improvement Project." While tunnel related engineering services for water improvements outside S.F. have been provided under PSC 41561-14/15 for CS-249, "Planning & Design Services Mountain Tunnel Improvements."

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

No.

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

The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

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

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

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

- B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the tunneling, seismic and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with utility conflicts, and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

A. Explain why civil service classes are not applicable.

Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant 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. No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

**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. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of 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 02/11/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44782 - 20/21

DHR Analysis/Recommendation:

Commission Approval Required

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

action date: 03/15/2021

Approved by Civil Service Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Engineering Design Services for underground structures, including trenchless design (PRO.0164)

Funding Source: Sewer System Improvement Program

PSC Duration: 6 years

PSC Amount: \$7,500,000

**1. Description of Work**

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

The primary objective of the project is to reduce flooding for Lower Alemany area. The scope of proposed work will consist of engineering planning, design, and construction support for San Francisco Public Utilities Commission (SFPUC) Lower Alemany Area Stormwater Improvement Project. This includes large diameter pipes and structures on deep foundations, launching and receiving shafts, and all related site investigation work (e.g. geotechnical and hazardous materials.)

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

The Lower Alemany area is in the Islais Creek watershed of the City. It historically has flooded in large storm events due to several hydrologic and hydraulic factors and does not meet the City's Sewer System Improvement Program Level of Service (SSIP LOS). The existing sewer along Alemany Blvd. mirrors the historical drainage path for the Islais Creek drainage basin, which once connected Upper Islais Creek to the San Francisco Bay through a series of wetlands. As the area become urbanized, overland flows were diverted from the wetlands to the combined sewer system and conveyed through pipes to the transport storage system for treatment and discharge to San Francisco Bay. The location where Alemany Blvd. meets the US 101 freeway sits in a naturally low-lying area that once served as the receiving water body for the watershed drainage. Due to this naturally occurring low-lying area, any water that cannot enter the combined sewer system will pond in the area, causing a potential flood risk to properties and people in the area. To reduce flooding, various alternatives are being explored to increase 1.5 miles of conveyance capacity of the existing sewer system by constructing a new auxiliary sewer which includes: tunnels, large diameter pipes, rectangular box sewers, and underground detention structures. If this work is not performed, the Lower Alemany area flooding can not be reduced.

**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 specialized tunnel and seismic engineering services to address stormwater improvements in S.F. has been provided under PSC 49868-17/18 for Pro.0101, "Tunnel Engineering Services for the Folsom Area Stormwater Improvement Project." And other S.F. tunnel and seismic engineering services to provide reliable and redundant gravity conveyance and storage of wastewater flows from the Channel Pump Station to the Southeast Treatment Plant have been provided under PSC 4014-11/12 for CS-169, "Planning & Engineering Services, Central Bayside System Improvement Project." While tunnel related engineering services for water improvements outside S.F. have been provided under PSC 41561-14/15 for CS-249, "Planning & Design Services Mountain Tunnel Improvements."

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

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
The duration of the project from planning, design, construction, and project closeout will take approximately 6 years, due to complexity of design, various existing underground utilities that need to be relocated, and major traffic impact during construction along Alemany Blvd and Bayshore area.

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

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

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

- B. Explain the qualifying circumstances:

This project requires specialized skills, expertise and knowledge to complete the work. The SFPUC will provide project engineer(s) to lead, coordinate and oversee consulting engineers. In addition, the PUC project engineer(s) will ensure the project meets SFPUC-Infrastructure standards and procedures.

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

- A. Specify required skills and/or expertise: Highly specialized expertise is required to assist City staff to provide planning and engineering design services for large diameter sewer structures, tunnels and underground detention structures in Seismic Zone 4 with high water table/soft soil area, including associated comprehensive geotechnical and hazardous material investigations, seismicity, soil-structure interaction analysis and advanced numerical modeling.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, drilling and other equipment for geotechnical/hazardous material investigation and seismic refraction tests that will be required.

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

SFPUC has reviewed the staffing plan and confirmed that such expertise is not available within current City resources for the tunneling, seismic and geotechnical services. All related services that City can provide - such as project engineering efforts, coordination with utility conflicts, and environmental approval work will be performed by City resources, in collaboration with the selected consultant team.

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

- A. Explain why civil service classes are not applicable.  
Typically, design and construction of large tunnels and underground structures occurs infrequently and requires extensive engineering experience as compared with other civil engineering work in the City. There is no reliable continuous, long-term City employees for these specialized tunnel engineering services. Note that this project will be performed jointly between City and consultant 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. No, there is insufficient continuous long-term workload to support the staffing of these types of designs.

**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. Yes. To foster the transfer of technical expertise relevant to tunnel design and construction to City staff, this contract will include provisions for consultant-led, in-office training sessions at the SFPUC. Training topics will be determined jointly between Consultant the SFPUC during each phase of 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 08/26/2019, 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 Ave 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49277 - 19/20

DHR Analysis/Recommendation:

action date: 10/21/2019

Commission Approval Required

Approved by Civil Service Commission

10/21/2019 DHR Approved for 10/21/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Mod#2 Amount: \$23,000,000 PSC Mod#2 Duration: 07/01/24-06/30/29 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$65,800,000 PSC Cumulative Duration Proposed: 11 years 26 weeks

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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 48427 - 17/18

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:



The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.
- 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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of civil service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/20/24, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/15/2024

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)  
**To:** [Albert, Reanna \(DPH\)](mailto:Albert.Reanna@DPH); [Yes@sfgov.org](mailto:Yes@sfgov.org); [kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org); [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [carey.dall@seiu1021.org](mailto:carey.dall@seiu1021.org); [Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org); [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org); [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [Najuawanda Daniels](mailto:Najuawanda.Daniels@seiu1021.org); [Jason Klumb](mailto:Jason.Klumb@seiu1021.org); [Frigault, Noah \(HRC\)](mailto:Frigault.Noah@seiu1021.org); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [Thomas Vitale](mailto:Thomas.Vitale@sfgov.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconcillo@sfgwater.org](mailto:Kbasconcillo@sfgwater.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy Frigillana](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [XiuMin Li](mailto:XiuMin.Li@seiu1021.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [David Canham](mailto:David.Canham@seiu1021.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Laxamana, Junko \(DBI\)](mailto:Laxamana.Junko@DBI); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [Pierre King - UAPD](mailto:Pierre.King@UAPD); [tjenkins@uapd.com](mailto:tjenkins@uapd.com); [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [Kristen Schumacher](mailto:Kristen.Schumacher@seiu1021.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)  
**Subject:** Receipt of Modification Request to PSC # 48427 - 17/18 - MODIFICATIONS  
**Date:** Saturday, April 20, 2024 5:37:37 PM

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## 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 \$23,000,000 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/12896>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[eerbach@ifpte21.org](mailto:eerbach@ifpte21.org) [kpage@ifpte21.org](mailto:kpage@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[ecassidy@ifpte21.org](mailto:ecassidy@ifpte21.org) [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org) [dho@ifpte21.org](mailto:dho@ifpte21.org)  
[mweirick@ifpte21.org](mailto:mweirick@ifpte21.org)  
[jharding@ifpte21.org](mailto:jharding@ifpte21.org) [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org) [jnuti@ifpte21.org](mailto:jnuti@ifpte21.org) [tjenkins@uapd.com](mailto:tjenkins@uapd.com)  
[pkling@uapd.com](mailto:pkling@uapd.com) [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [agarza@ifpte21.org](mailto:agarza@ifpte21.org) [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org)  
[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org) [jtanner940@aol.com](mailto:jtanner940@aol.com) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)  
[Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org) [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com)  
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[jason.klumb@seiu1021.org](mailto:jason.klumb@seiu1021.org) [najuawanda.daniels@seiu1021.org](mailto:najuawanda.daniels@seiu1021.org)  
[SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org) [matthew.torres@seiu1021.org](mailto:matthew.torres@seiu1021.org) [jegy.sering@seiu1021.org](mailto:jegy.sering@seiu1021.org)  
[Chanel.Brown@seiu1021.org](mailto:Chanel.Brown@seiu1021.org) [carey.dall@seiu1021.org](mailto:carey.dall@seiu1021.org) [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org)  
[Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me) [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org) [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org)  
[cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org) [oumar.fall@seiu1021.org](mailto:oumar.fall@seiu1021.org) [kristin.hardy@seiu1021.org](mailto:kristin.hardy@seiu1021.org)  
Yes

# **Additional Attachment(s)**



City and County of San Francisco  
London N. Breed, Mayor

## San Francisco Department of Public Health

Grant Colfax, MD  
Director of Health

DATE: June 20, 2024

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: Request for Calendaring for July 15, 2024 Civil Service Commission Meeting:

1. PSC 49838-23/24 Hazardous Waste Management
2. PSC 47885-23/24 Safe Sleeping Drop-in Site
3. PSC 49509-23/24 TAY System of Care Workforce Development and Capacity Building
4. PSC 48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth

This is to respectfully request the above PSCs be included for the July 15, 2024 Civil Service Commission meeting. Below is table summarizing the Department's ongoing communications with the union regarding each of the PSCs the union has objected to. The Department has responded to the union's concerns through meetings and is in process of scheduling further discussions. We would like the PSCs to be heard at the upcoming CSC meeting in order to align with targeted start dates for contracts.

<u>PSC</u>	<u>Union Notification End Date</u>	<u>Summary/Notes</u>
49838-23/24 Hazardous Waste Management	5/6/24	The union objected on 5/10/24. A meeting was scheduled 5/31/24 which was cancelled by the union. A second meeting was scheduled 6/10/24 which was cancelled by the union. A third meeting was scheduled 6/12/24. At that meeting, the union provided waiver of objection.
47885-23/24 Safe Sleeping Drop-in Site	5/22/24	The union objected on 3/27/24. Initially, DPH HR was coordinating the union meeting. A meeting was scheduled 4/26/24 but the union did not show up after accepting the invite. A second meeting was scheduled 5/9/24 and the union cancelled/no show the meeting. A third meeting was scheduled by the Pre-Award Unit on 6/12/24. At that meeting, SEIU could not agree to move forward. A follow up meeting is scheduled for 6/20/24.
49509-23/24 TAY System of Care Workforce Development and	6/5/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit,

Capacity Building		which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12/, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.
48427-17/18 Mod 2 Mental Health Services Act Programs including Transitional Age Youth	6/20/24	The union objected on 4/26/24. The Pre-Award Unit responded 4/29/24. It was decided then that DPH HR would take over coordinating the union meeting. On 5/31/24, the task was returned to the Pre-Award Unit, which offered dates and times of availability to SEIU. DPH followed up with SEIU on 6/5/24, and scheduled a meeting for 6/13/24. Due to scheduling conflicts at DPH, the meeting had to be rescheduled. DPH emailed the union with additional dates/times on 6/12, 6/13, and 6/18 and has not yet received a response from SEIU. The Department will continue to follow up.

We appreciate your time and consideration. Please let us know if you need further information.  
I can be reached at [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org).

cc: Kelly Hiramoto, Interim Pre-Award Unit Supervisor, SFDPH  
Rob Longhitano, Director – Office of Contract Management and Compliance, SFDPH

Attachments:

- PSC 49838-23/24
- PSC 47885-23/24
- PSC 49509-23/24
- PSC 48427-17/18 Mod 2

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Hazardous Waste Management Services

Funding Source: Work Order and General Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

**1. Description of Work**

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

Contract services are for labor, materials, and equipment necessary to package and remove hazardous waste (including medical waste), including some services that will be on an intermittent and as-needed basis from City work sites and transport these wastes to permitted disposal facilities. The contracts also include management and treatment of hazardous wastes at the disposal facilities and lab analysis, materials testing and specialized environmental services to assess the project site.

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

The City must manage its hazardous wastes in a manner that protects the environment and the health of its residents and employees. The City must comply with state and federal laws and regulations regarding management of hazardous waste. Denial of services will have negative safety, environmental, and legal consequences.

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

The Department procured services via Request for Qualifications process resulting in award of three contractors. Approval for the previous PSC was acquired via PSC 4046-04/05.

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

No, the contract is expiring, and approaching the end of its advertised duration. The Office of Contract Administration is re-soliciting for these services.

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

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

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

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

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

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

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



B. Explain the qualifying circumstances:

The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Specify required skills and/or expertise: This work requires expertise in the management of hazardous waste, including chemical hazards and a thorough knowledge of federal and state requirements pertaining to the transportation and disposal of hazardous wastes. The work must be done by persons meeting Occupational Safety and Health Act (OHSA) training and medical monitoring requirements. Vehicle drivers must possess a license with a hazardous materials certification.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide permitted and specialized vehicles not possessed by the City. The contractor will maintain a store of containers and packaging materials currently not possessed by the City. The contractor will also have access to, or run State certified laboratories for material testing, and disposal sites which operate a broad range of waste treatment, incineration, and landfill facilities not possessed by the City. The contractor will also have a hazardous waste transporter registration number for generally hauling hazardous waste. Currently, the Department only has a registration number for emergency work. A registration for generally hauling wastes would necessitate the creation of new systems, and purchasing and inspection of such vehicles.

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

Not applicable. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. Additionally, some of the work is on an as-needed or intermittent basis.

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

A. Explain why civil service classes are not applicable.

The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The labor is primarily for work necessary for the final loading and removal of hazardous waste from City work sites. The City does not possess the required permits, registration, equipment, vehicles, qualified personnel, or access to state-certified laboratories or disposal sites for this service. Additionally, some of the work is on an as-needed or intermittent basis.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. These services do not include training of civil service staff.

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

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

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

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

7. **Union Notification:** On 05/06/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49838 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Safe Sleeping Drop-In SiteFunding Source: State Opioid Settlement DollarsPSC Amount: \$4,200,000PSC Est. Start Date: 07/01/2024PSC Est. End Date: 06/30/2026**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide a safe sleeping drop-in site and bed facility in San Francisco's Mission district to accommodate individuals experiencing homelessness and substance use disorders. The contractor will offer hospitality services to its visitors. Overdose Prevention Training will also be provided and will cover identifying a potential overdose, response to overdose, naloxone administration, and connection to care services. Linkage to various services will be offered, including substance use treatment, withdrawal management, residential management, residential treatment, and medications for Opioid Use Disorder. Contractor will provide to the Department of Public Health (DPH) de-identified visitor data and client satisfaction survey results.

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

These services are necessary because they provide safety, resources, and support for individuals experiencing homelessness and substance use disorders. Denial of services may cause these individuals to be forced to remain on the street, further increasing their risk of harm, including potential overdoses and the risk of death.

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

This is a new service and has not been provided in the past.

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

If there is a continued need and as funding is available.

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

not applicable

**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

**B. Explain the qualifying circumstances:**

The City lacks a facility to operate a safe sleeping site.

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

- A. Specify required skills and/or expertise: Required skills and expertise include hospitality services, naloxone distribution and training, linkage to care, data collection, and reporting.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 2119, Health Care Analyst; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide a facility for safe sleeping within the Mission district in a location that has been historically trusted by the community and the population experiencing homelessness and substance use disorders.

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

Due to the urgency of the overdose and homeless crisis, there is a need for services to begin as quickly as possible. The city lacks an adequate site.

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

- A. Explain why civil service classes are not applicable.  
While civil service positions exist that can meet this scope of work, the City lacks a sufficient facility to operate these services. Due to the urgency of the overdose and homeless crisis, waiting for the City to secure a facility is infeasible.
- 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. N/A

**6. Additional Information**

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

**7. Union Notification: On 03/22/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47885 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Transitional Age Youth (TAY) System of Care Workforce Development and Capacity BuildingFunding Source: MHSA and DCYFPSC Amount: \$3,000,000PSC Est. Start Date: 07/01/2024PSC Est. End Date 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will provide Transitional Age Youth (TAY) System of Care (SOC) workforce development and capacity building services aimed at enhancing leadership and wellness opportunities for TAY ages 16-24+ in San Francisco, as well as enhancing the capacity of TAY-serving providers and the quality improvement efforts of the TAY SOC, through three programs:

1. The TAY Leaders in Behavioral Health Certificate Program will train and prepare TAY to serve as TAY Peers, providing the basic skills and knowledge for entry-level employment in the behavioral health field and serving as a pipeline into the TAY Leaders in Behavioral Health Employment Program. Training will include educational courses and knowledge of continuum of behavioral health issues, services, and resources, as well as development of skill sets in outreach and engagement, systems navigation, and peer counseling. The program will also provide information about related courses of study at colleges and universities.

2. The TAY Leaders in Behavioral Health Employment Program will take graduates of the TAY Leaders in Behavioral Health Certificate Program and provide internship opportunities as TAY Peers. Focus will be on developing and practicing skills in outreach and engagement, systems navigation, and peer counseling. Training will enable TAY Peers to provide culturally and developmentally responsive service linkages to TAY consumers, including but not limited to: transportation, mentoring, tutoring, career counseling, housing, childcare, primary health care, mental health care, substance misuse care, career counseling, and other needed services in collaboration with the TAY SOC network.

3. The TAY System of Care Network Development and Capacity Building program will support the TAY SOC, its workforce and the TAY SOC quality improvement infrastructure by providing racially and culturally informed foundational trainings and resources for all TAY SOC network members and clinical providers, and support quality improvement planning and activities to inform and shape the development of the TAY workforce and SOC.

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

These services are necessary to address the mental health challenges of TAY aged 16-24 in San Francisco. The provision of quality, responsive and informed behavioral health services, particularly by TAY peers with lived experience with the system and with the expertise and resources to serve priority populations, is essential to reduce TAY exposure to the harms associated with untreated mental illness and lack of access to TAY-specific and culturally competent mental health services—harms such as addiction, physical illness, psychological and physical trauma, post-trauma issues, anxiety, depression and/or other behavioral health issues. This could lead to increased vulnerability to mental health crises, a potential rise in preventable adverse outcomes and an

overall negative impact on the well-being of the TAY community with behavioral health needs. Consequences of denial may include reduced capacity of the Behavioral Health Services System Of Care (SOC) to provide services to TAY consumers and limit the capacity of the SOC to develop its workforce and to plan and develop services for TAY, as well as reduce the ability of TAY to contribute to the SOC's services to other TAY in San Francisco through service as TAY Peers and to access meaningful career opportunities through learning about providing behavioral health services.

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

These services were previously provided under PSC 48427-17/18, and with this request are being separated from that PSC, to better align services included in each PSC with related Requests For Proposals (RFPs) for these services.

D. Will the contract(s) be renewed?

Yes, if there is a continued need and as funding is available.

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

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

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

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

B. Explain the qualifying circumstances:

The Department continues to fill civil service positions that work in close partnership with community based organizations to provide the services that comprise the City's TAY SOC. The remainder of the TAY workforce development and capacity building services within the City's system of care must be based in and often are best performed by community based organizations with the experience, focus, and often the trust of and credibility in the community.

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

A. Specify required skills and/or expertise: Experience, expertise and resources to provide the services needed for each program: experience, expertise and resources to provide training programs for peers, with trainers who have experience and expertise with the broad range of intersecting topics unique to the racial, cultural, neurological and developmental needs of TAY who need behavioral health services; experience, expertise and resources to provide culturally and developmentally responsive workforce capacity-building programming for the provision of behavioral health services to TAY; and/or experience, expertise and resources specific to TAY to provide quality assurance and quality improvement services and support, including program design, development and implementation, coordination, systems analytics, and communications.

B. Which, if any, civil service class(es) normally perform(s) this work? 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2916, Social Work Specialist; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space not currently possessed by the City.

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

The Department continues to fill civil service positions that work in close partnership with community-based organizations to provide the services that comprise the City's TAY System of Care. Contracting for these services aims to expand services for TAY and includes funding CBOs who are also part of existing behavioral health resources available to TAY and are community-tailored and population-specific.

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

A. Explain why civil service classes are not applicable.

Community based TAY providers provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors and through these collaborations the City is able to offer more quality, accessible, and culturally congruent services to the TAY population than it would be able to do alone.

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. Civil service classes exist and are used to provide some TAY workforce development and capacity building services. The services being requested are performed by community-based organizations that have established, trusting relationships with the priority populations being served and have specific skill sets to deliver culturally congruent and relevant services to the individuals. Additionally, community based partners are aware of resources in their community to most effectively ensure that client's needs are met.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contracts will not have a formal training component for civil service staff. The training to be provided under this PSC will be provided to TAY clients. However, City employees can work with the selected vendors and will participate in knowledge transfer.

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

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

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

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

**7. Union Notification:** On 04/05/2024, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street San Francisco, CA 94103



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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49509 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48427 - 17/18)

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Original Approved Amount: \$20,400,000 PSC Original Approved Duration: 01/01/18 - 12/31/23 (6 years)

PSC Mod#1 Amount: \$22,400,000 PSC Mod#1 Duration: 01/01/23-12/31/27 (4 years 1 day)

PSC Mod#2 Amount: \$23,000,000 PSC Mod#2 Duration: 07/01/24-06/30/29 (1 year 25 weeks)

PSC Cumulative Amount Proposed: \$65,800,000 PSC Cumulative Duration Proposed: 11 years 26 weeks

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers,

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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 48427 - 17/18

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

Yes, if funding is available.

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

The Department expects the need for these services to continue.

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

**A. Display all that apply**

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

Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

B. Reason for the request for modification:

To increase the amount and extend the duration to align with the anticipated contract term.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.
- 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 demand currently exceeds the capacity at City facilities to provide these services, so the City uses contractors to meet as many of the clients' needs as possible. In addition, the DHR guidelines do not guarantee the exclusive hiring of "peers" as described in the context of service delivery by peer providers – individuals with lived experience with unique skills and expertise in wellness and recovery from serious and persistent mental illness. The funding is also contingent upon state allocations which fluctuate drastically year to year.

**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 of civil service staff is not the focus of these services.
- C. Are there legal mandates requiring the use of contractual services?  
These services will be funded, specifically, by Mental Health Services Act (MHSA). The providers must demonstrate the ability to adhere to the MHSA principles and state regulations.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/20/24, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; 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: Reanna Albert Phone: 628-271-6178 Email: reanna.albert@sfdph.org

Address: 1380 Howard Street #421B, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

**RE: Receipt of Modification Request to PSC # 48427 - 17/18 - MODIFICATIONS**

Carey Dall <Carey.Dall@seiu1021.org>

Fri 4/26/2024 7:22 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Yes@sfgov.org <Yes@sfgov.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; oumar.fall@sieu1021.org <oumar.fall@sieu1021.org>; Claude Joseph <Claude.Joseph@seiu1021.org>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; DHR Info <SF-DHR-Info@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>

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

Good morning,

SEIU 1021 objects to this PSC and requests to Meet and Confer. Please send times and dates of your availability.

Thank you.

Regards,

Carey Dall (he/him)  
SEIU Local 1021  
Cell (415) 717-9604  
<https://fixsfnow.org/>

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of reanna.albert@sfdph.org

Sent: Saturday, April 20, 2024 5:30 PM

To: reanna.albert@sfdph.org; Yes@sfgov.org; Kristin Hardy <Kristin.Hardy@seiu1021.org>; oumar.fall@sieu1021.org; Cade Crowell <Cade.Crowell@seiu1021.org>; max.porter@seiu1021.org; Sarah Wilson <Sarah.Wilson@seiu1021.org>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Carey Dall <Carey.Dall@seiu1021.org>; Chanel Brown <Chanel.Brown@seiu1021.org>; Jegy Sering <jegy.sering@seiu1021.org>; matthew.torres@seiu1021.org; DHR Info <SF-DHR-Info@seiu1021.org>; Najuwanda Daniels <Najuwanda.Daniels@seiu1021.org>; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconciello@sflower.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; junko.laxamana@sfgov.org; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; pking@uapd.com; tjenkins@uapd.com; jnuti@ifpte21.org; 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; jacquie.hale@sfdph.org; dhr-psccordinator@sfgov.org  
Subject: Receipt of Modification Request to PSC # 48427 - 17/18 - MODIFICATIONS

[You don't often get email from reanna.albert@sfdph.org. Learn why this is important at  
<https://aka.ms/LearnAboutSenderIdentification> ]

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.

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 \$23,000,000 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/12896>

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 jnuti@ifpte21.org tjenkins@uapd.com  
pking@uapd.com 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 jegy.sering@seiu1021.org Chanel.Brown@seiu1021.org  
carey.dall@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 kristin.hardy@seiu1021.org Yes

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Mental Health Services Act Services Programs including Transition Age Youth

Funding Source: Mental Health Services Act

PSC Duration: 6 years

PSC Amount: \$20,400,000

**1. Description of Work**

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

Work will include programs for Transition Age Youth (TAY) (16-24 years of age) who are hard to engage in services or socially excluded. These culturally appropriate mental health services will be provided by multiple contractors, which together form a System of Care to address the broad spectrum of needs and illnesses presented by these clients. Services will include full service partnership and intensive outpatient treatment activities; early psychosis intervention services; mental health assessment services; collateral and community based wrap-around services; and population-specific services for Black/African American, Asian and Pacific Islander, Latino/a and Mayan, homeless, and Lesbian, gay, bisexual, transgender, and questioning individuals. Work also will include providing employment for "peers," behavioral health clients with lived experience of mental illness and the mental health treatment system who perform specific peer-based activities for other clients/consumers of the behavioral health system.

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

Without these services, Transition Age Youth and their families will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress, trauma, and other symptoms. Not providing services may result in communities feeling victimized by the City, increased lawsuits and related costs. The Mental Health Services Act requires that the input of clients and their families play a significant role in the development of MHSA-funded programs, and as a result, their input has informed the development of these services and their feedback was integrated into the Request For Qualifications (RFQ) which corresponds to this PSC.

**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.**

4160-09/10

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

Yes, if funding is available.

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

The duration requested is corresponds to the Request For Qualifications for these services, which anticipates a contract term of up to six years, as the Department expects the need for these services to continue.

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

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

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

B. Explain the qualifying circumstances:

The Mental Health Services Act (MHSA) emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase awareness of mental illness, works to reduce the stigma of mental illness, provides practical system navigation and increases access to care. Currently, no Civil Service position is designed to exclusively hire peers and their families individuals with lived experience dealing with mental health challenges. The City currently lacks office/program space to accommodate all of these services. MHSA funding is volatile. Because it is based on a percentage of State income taxes, funding fluctuates year-to-year and funding reductions are currently being projected.

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

- A. Specify required skills and/or expertise: Experience in providing culturally and developmentally responsive services to the Transition Age Youth population (16-24 years of age) and their families; ability to build productive partnerships with the Department of Public Health, other City departments and community-based organizations across systems; experience reflective of the communities being served, a broad variety of language capacities; and the ability to honor each person's heritage and cultural world views.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2930, Psychiatric Social Worker;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractors will use office/program space and peer-based curricula not currently possessed by the City.

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

In addition to the requirements for the utilization of peers--individuals with lived experience of mental illness and with the mental health treatment system--a key requirement of the Mental Health Services Act is that funding may not be used to supplant existing funding, so it has not been appropriate to use these funds to support available resources (positions).

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

- A. Explain why civil service classes are not applicable.
- Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in close partnership with contractors. In addition, Mental Health Services Act emphasizes the use of consumers/peers and family members to provide peer support, counseling, navigation and linkage. The use of peers supports the increase of awareness around mental illness, stigma reduction, system navigation and access to care. Currently, no civil service position is designed to exclusively hire peers and their families--individuals with lived experience dealing with mental health challenges.



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No.

- 7. Union Notification:** On 08/25/2017, the Department notified the following employee organizations of this PSC/RFP request:  
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☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: 1380 Howard Street #421B San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48427 - 17/18

DHR Analysis/Recommendation:

action date: 11/20/2017

Commission Approval Required

Approved by Civil Service Commission

11/20/2017 DHR Approved for 11/20/2017