



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Sent Via Electronic Mail

April 8, 2021

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 40725-20/21; 49538-20/21; 40271-20/21; 42480-20/21; 41287-20/21; 47806-20/21; 43997-20/21; 44144-20/21; 4021-10/11; AND 44335-18/19.

The above matter will be considered by the Civil Service Commission at a virtual meeting (Cisco WebEx) to be held on **April 19, 2021 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 welcome. 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

/s/

SANDRA ENG
Executive Officer

Attachments

Cc: Alexander Burns, Department of Public Works
Bill Irwin, Public Utilities Commission
Karen Henderson, Office of the Mayor
Daniel Kwon, Public Utilities Commission
Joan Lubamersky, Office of the City Administrator
Sean McFadden Recreation and Park
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies 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 www.sfgov.org/CivilService, and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take 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.

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) 652-1107 or (628) 652-1100 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: sotf@sfgov.org, or on the City’s website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

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



London Breed
Mayor

Carol Isen
Human Resources Director

Date: April 2, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Joan Lubamersky, ADM
Karen Henderson, MYR
Bill Irwin / Daniel Kwon, PUC
Alexander Burns, DPW
Sean McFadden, REC

Subject: **Personal Services Contracts Approval Request**

This report contains ten (10) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 20/21 to date:

Total of this Report	YTD Expedited Approvals FY2020-2021	Total for FY2020-2021
\$210,120,000	\$156,965,674	\$1,545,028,744

Joan Lubamersky
City Administration
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

Karen Henderson
Mayor
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103
(415) 701-5557

Bill Irwin / Daniel Kwon
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
BI: (415) 934-3975
DK: (415) 934-5722

Alexander Burns
Public Works
49 South Van Ness Ave., Ste. 1600
San Francisco, CA 94103
(415) 554-6411

Sean McFadden
Recreation and Park Commission
McLaren Lodge
501 Stanyan St.,
San Francisco, CA 94117
(415) 831-2779

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
40725 – 20/21	City Administration	1
49538 – 20/21	Mayor	14
40271 – 20/21	Public Utilities Commission	20
42480 – 20/21	Public Utilities Commission	30
41287 – 20/21	Public Utilities Commission	39
47806 – 20/21	Public Utilities Commission	54
43997 – 20/21	Public Works	68
44144 – 20/21	Recreation and Park Commission	93
Modification PSCs		
4021 – 10/11	City Administration	104
44335 – 18/19	City Administration	118

POSTING FOR

April 19, 2021

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40725 - 20/21	GENERAL SERVICES AGENCY - CITY ADMIN	\$900,000.00	This is a reimbursement program. The City collects fees from individuals who seek to adopt a cat or a dog from the Animal Care & Control (ACC) shelter. The vendor performs the surgeries, and the City forwards the funds received from the individual to the vendor. There is no cost to the City. The dollar value of the contract represents the funds collected from individuals and forwarded to the vendor.	July 1, 2021	December 31, 2026	REGULAR
49538 - 20/21	MAYOR	\$5,000,000.00	Property Management of a residential commercial property located at 1415 Scott Avenue, commonly known as Midtown Park Apartments, and property management of several vacant sites located at 967 Mission Street, 730 Stanyan Street, 1515 South Van Ness Avenue, and 180 Jones Street. Mayor's Office of Housing and Community Development anticipates additional sites will be acquired by the Mayor's Office of Housing and Community Development and added to this PSC during the duration of the PSC period.	January 18, 2021	January 18, 2026	REGULAR
40271 - 20/21	PUBLIC UTILITIES COMMISSION	\$6,250,000.00	Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, bonds, and issuance of new and amended credit facility agreements, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.	April 1, 2021	March 31, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
42480 - 20/21	PUBLIC UTILITIES COMMISSION	\$245,000.00	SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doheny Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doheny Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems.	May 1, 2021	May 1, 2023	REGULAR
41287 - 20/21	PUBLIC UTILITIES COMMISSION	\$255,000.00	SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance. Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.	May 1, 2021	December 31, 2021	REGULAR
47806 - 20/21	PUBLIC UTILITIES COMMISSION	\$170,000.00	SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface. This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.	May 15, 2021	December 31, 2021	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43997 - 20/21	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$9,000,000.00	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 (OSHPD).	March 1, 2021	February 28, 2027	REGULAR
44144 - 20/21	RECREATION AND PARK COMMISSION	\$300,000.00	As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: <ul style="list-style-type: none"> • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist 	February 3, 2020	February 1, 2024	REGULAR

TOTAL AMOUNT \$22,120,000

Posting For April 19, 2021

Proposed Modifications to Personal Services Contracts

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4021-10/11 - MODIFICATIONS	April 19, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$185,000,000	\$409,000,000	The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and	09/01/2010	11/25/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.</p> <p>Scope Change: Delete from original PSC Scope the following: During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.</p>			
44335 - 18/19 - MODIFICATIONS	April 19, 2021	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$3,000,000	\$5,000,000	Successful Contractors will provide routine maintenance, diagnosis and repair of primarily new scientific and medical equipment at the Office of the Chief Medical Examiner. This equipment consists of I. Medical Imaging equipment including one x-ray full body unit, and one Siemens CT scanner. II Forensic Toxicology analytic equipment of less than 10 custom configured mass	01/01/2019	06/30/2026	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					spectrophotometer (mass spec) units each manufactured by Agilent and Sciex (also with Qtof and Qtrap), and a single BioChip analyzer from Randox, in addition to biochemistry and other analyzers and histology microtome sectioning and staining. Finally III. Base equipment consisting of temperature controlled and monitored coolers, gas generating and dispensing equipment (e.g. hydrogen, and nitrogen) to perform testing.			

TOTAL AMOUNT \$188,000,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: spay and neuter surgeries on shelter animals

Funding Source: General Fund

PSC Duration: 5 years 26 weeks

PSC Amount: \$900,000

1. Description of Work

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

This is a reimbursement program. The City collects fees from individuals who seek to adopt a cat or a dog from the Animal Care & Control (ACC) shelter. The vendor performs the surgeries, and the City forwards the funds received from the individual to the vendor. There is no cost to the City. The dollar value of the contract represents the funds collected from individuals and forwarded to the vendor.

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

Spay and neuter of animals plays a major role in reducing pet overpopulation in San Francisco. It is the fundamental first step toward saving the lives of homeless cats and dogs. It is mandated by State Law (Food & Agriculture Code Section 30503(a)) that no animal shelter may present a dog or cat for adoption unless it has been spayed or neutered.

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 performed under contract, under PSC 35616 15/26, 3071 11/12 and 3029 09/10. At that time, we had been advised to request the PSC as \$0 because no City funds were expended. We have now been advised that, because the funds are paid to the City then given to the vendor, they are City funds, requiring us to seek approval of the Civil Service Commission.

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.

ACC is especially busy during the end of the fiscal year, which is June 30. We are requesting a duration to the end of the calendar year, December 31. This will improve the efficiency of ACC administrative operations as well as medical care for the animals.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

Spay and neuter surgeries are intermittent, when individuals want to adopt an animal

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive our animals and perform surgeries.

B. Which, if any, civil service class(es) normally perform(s) this work? 2292, Shelter Veterinarian; 3371, Animal Care Supervisor; 3375, Animal Health Technician; 3376, Animal Care Asst Supv;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A fully equipped animal hospital capable of performing a high volume of spay and neuter of domestic dogs and cats.

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

These services are not available from other resources within the City.

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

A. Explain why civil service classes are not applicable.

Class 2992 could perform these services although that classification has much broader and has higher skills than only spay/neuter skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Any new class would be a specific class only for spay/neuter tasks. Work is as-needed, not scheduled.

6. Additional Information

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

No.

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

No. No training will be provided.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

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

No.

7. Union Notification: On 12/17/2020, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 8CC; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94012

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40725 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [Lubamersky, Joan \(ADM\)](mailto:Lubamersky,Joan@ADM); [Meyers, Julie \(HSA\)](mailto:Meyers,Julie@HSA); Ricardo.lopez@sfgov.org; [Basconillo, Katherine \(PUC\)](mailto:Basconillo,Katherine@PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; [Poon, Sin Yee \(HSA\)](mailto:Poon,SinYee@HSA); david.canham@seiu1021.org; jtanner940@aol.com; tjenkins@uapd.com; jduritz@uapd.com; [Lubamersky, Joan \(ADM\)](mailto:Lubamersky,Joan@ADM); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40725 - 20/21
Date: Thursday, December 17, 2020 12:42:24 PM

RECEIPT for Union Notification for PSC 40725 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 40725 - 20/21 for \$900,000 for Initial Request services for the period 07/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15776> 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)



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

December 17, 2020

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Proposed Personal Services Contract (PSC) 30725 20.21
Duration Over Five Years
Department of Animal Care and Control (ACC)
Spay and Neuter Surgeries of Shelter Animals

We are writing to request authorization for a five- and one-half year duration for this PSC

ACC is especially busy during the end of the fiscal year, which is June 30. We are requesting a duration to the end of the calendar year, December 31. This will improve the efficiency of ACC administrative operations as well as medical care for the animals.

Thank you for your consideration.

Copy to: Virginia Donohue
Director, Animal Care and Control

California Food and Agriculture Code Section 30503(a)

30503. (a) (1) Except as otherwise provided in subdivision (b), no public animal control agency or shelter, society for the prevention of cruelty to animals shelter, humane society shelter, or rescue group shall sell or give away to a new owner any dog that has not been spayed or neutered.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN Dept. Code: ADM

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 35616 - 15/16)

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

Type of Service: Spay or neuter surgery of shelter animals

Funding Source: General Fund

PSC Original Approved Amount: \$0 PSC Original Approved Duration: 07/01/16 - 06/30/21 (5 years)

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

PSC Mod#2 Amount: PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$650,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

Contractor will provide as-needed surgeries for animals that are placed for adoption at the City's animal shelter.

This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City. Therefore the dollar value of this request is \$0. We have been advised that a contract is the way to create that process.

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

Spay/neuter of the animals plays a major role in reducing pet overpopulations in San Francisco. It is the fundamental first step toward saving the lives of homeless cats and dogs. It is mandated by State Law (Food & Agriculture Code Section 30503(a) and 31751(a) that no animal shelter can present an dog or cat for adoption unless it has been spayed or neutered.

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

By contract

D. Will the contract(s) be renewed? Likely yes.

2. Union Notification: On 01/24/20, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35616 - 15/16

DHR Analysis/Recommendation: 05/18/2020

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 05/18/2020

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and perform surgeries of the animals.

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

2292,3375,3376,3371,

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

Yes. A fully equipped animal hospital capable of high volume spay and neuter of domestic dogs and cats.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Class 2992 could perform these services although that class has much broader and higher skills than only spay/neuter skills.

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

Any new class would be a specific class only for spay/neuter tasks. Work is as-needed, not scheduled.

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

YES NO

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

B. Will the contractor train City and County employee?

No training will be provided.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC

contract with your department? The San Francisco SPCA was approved for sole source procurement

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

ON 01/24/20 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 15, 2009

DEPARTMENT NAME: GSA/Animal Care and Control DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Surgery, spay/neuter of shelter animals

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 0 PSC DURATION: 9/24/09 - 6/30/11

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide as-needed spay/neuter surgeries for animals that are placed for adoption at the City's animal shelter. This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City.
B. Explain why this service is necessary and the consequences of denial: Spay/neuter to the animals play a major role in reducing pet overpopulation in San Francisco. It is the fundamental first step toward saving the lives of homeless casts and dogs. It is mandated by State Law (Food & Agriculture Code, Section 30503(a) and 31760(b)) that no animal shelter can adopt a dog or cat unless it has been spayed or neutered.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services have most recently been provided by under PSC 3037-07/08.

D. Will the contract(s) be renewed:

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

1021, UAPD, L 856 Union Name Signature of person mailing/faxing form Date 9/17/09
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3029-09/10 STAFF ANALYSIS/RECOMMENDATION:

Approval Date: September 24, 2009

By: Micki Callahan, Human Resources Director

09 SEP 22 PM 4:31

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and perform surgeries on the animals.

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

Shelter Veterinarian 2292. Department has only one veterinarian on staff and is not set up to perform more than a few surgeries. Shelter Vet is also responsible for all sick or injured animals. SPCA is for as-needed services.

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

A fully equipped animal hospital with a special clinic for high-volume spay and neuter of domestic dogs and cats.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 2292 could perform these services although that class has much broader and higher skills than only spay/neuter skills

B. Would it be practical to adopt a new civil service class to perform this work? No Explain.
skills

Any new class would be a specific class only for spay/neuter tasks; work is as-needed, not scheduled.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

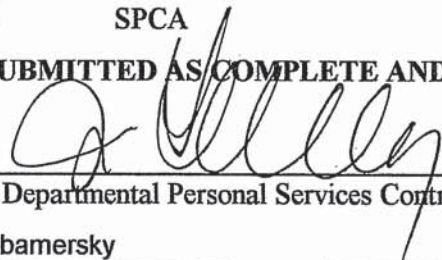
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

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



Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

One Carlton Goodflett Pl., Rm 362

San Francisco, CA 94102

Address

09 SEP 22 PM 4:31
 DEPARTMENT OF HUMAN RESOURCES
 CONTRACT MANAGEMENT

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 21, 2011

DEPARTMENT NAME: GSA/Animal Care and Control DEPARTMENT NUMBER 76

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

TYPE OF REQUEST: [] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Surgery, spay/neuter of shelter animals

FUNDING SOURCE: General Fund

PSC AMOUNT: \$0 PSC DURATION: 7/1/11 - 6/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide as-needed spay/neuter surgeries for animals that are placed for adoption at the City's animal shelter. This is a reimbursement program. The City only reimburses the San Francisco SPCA after collecting funds from the customer. There is no cost to the City. The department is initiating a RFP process for a 1-year contract with 4 possible extension of 1-year each

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

Spay/neuter to the animals play a major role in reducing pet overpopulation in San Francisco. It is the fundamental first step toward saving the lives of homeless cats and dogs. It is mandated by State Law (Food & Agriculture Code, Section 30503(a) and 31760(b)) that no animal shelter can adopt a dog or cat unless it has been spayed or neutered.

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

Services have most recently been provided by under PSC 302/09-10.

D. Will the contract(s) be renewed: Unknown

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

1021, UAPD, L 856
Union Name

[Signature]
Signature of person mailing/faxing form

3/22/11
Date

Union Name

Signature of person mailing/faxing form

3/22/11
Date

RFP sent to Union Name, on Will be sent when available Date Signature

PSC# 3071-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

Approval Date: 3/29/11

By: [Signature]
FOR Micki Callahan, Human Resources Director

MAR 22 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and perform surgeries on the animals.

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

Shelter Veterinarian 2292. Department has only one veterinarian on staff and is not set up to perform more than a few surgeries. The department's Shelter Vet is also responsible for all sick or injured animals. This contract is for as-needed services.

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

A. fully equipped animal hospital with a special clinic for high-volume spay and neuter of domestic dogs and cats.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 2292 could perform these services although that class has much broader and higher skills than only spay/neuter skills

B. Would it be practical to adopt a new civil service class to perform this work? No Explain.

Any new class would be a specific class only for spay/neuter tasks; work is as-needed, not scheduled.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

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

Signature of Departmental Personal Services Contract Coordinator

Joan Libbatersky

554-4859

Print or Type Name

Telephone Number

One Carlton Goodlett Pl., Rm 362

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR

Dept. Code: MYR

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

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

Type of Service: Property Management

Funding Source: Various fund sources

PSC Amount: \$5,000,000

PSC Est. Start Date: 01/18/2021

PSC Est. End Date 01/18/2026

1. Description of Work

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

Property Management of a residential commercial property located at 1415 Scott Avenue, commonly known as Midtown Park Apartments, and property management of several vacant sites located at 967 Mission Street, 730 Stanyan Street, 1515 South Van Ness Avenue, and 180 Jones Street. Mayor's Office of Housing and Community Development anticipates additional sites will be acquired by the Mayor's Office of Housing and Community Development and added to this PSC during the duration of the PSC period.

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

All of the sites require a level of property management that the Mayor's Office of Housing and Community Development (MOHCD) is unable to provide. Each site has dynamic maintenance needs, and a firm with property management expertise is needed to ensure that the sites do not become blights to the surrounding community.

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

Mayor's Office of Housing and Community Development (MOHCD) Housing Development Program Managers has done in-house coordination of property management although property management is not part of Program Managers usual duties. Mayor's Office of Housing and Community Development - Program Managers are also licensed property managers.

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):

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

B. Explain the qualifying circumstances:

This type of work is not typically done by a City employee. Department of Real Estate employees only work on buildings that the City owns permanently and that are not residential in nature. We requested Department of Real Estate to help manage but the type of property is beyond their typical scope. As mentioned Real Estate only works on permanent City owned properties that are not residential in nature.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Selected property management agent/company must be qualified and licensed. All property management services are to be implemented and administered with industry best practices in accordance with local, state and federal law. The selected property management agent/company will provide the staffing and expertise necessary to perform all functions related to property management, including maintenance, security, and coordination with resident services to ensure stable operation of each of the properties over the term of

the contract(s). For Midtown Park Apartments, the selected property management agent/company shall maintain a property management office on-site in order to manage and maintain the Midtown Park Apartments units in accordance with: (a) the specific requirements of the contract(s) resulting from an RFP; and (b) current and future requirements of Federal program regulations, directives, and guidance applicable to the Housing Choice Voucher Program (HCV), including the Code of Federal Regulations (CFR), HUD Notices and other requirements issued by Housing Urban Development (HUD). The selected property management agent/company shall cure any and all program deficiencies and take all necessary and appropriate actions to meet specific and ongoing requirements and achieve stated performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work? 9151, Real Estate Devt. Mgr, SFMTA; 9386, Senior Property Manager, Port; 9775, Sr Community Dev Spec 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, the Contractor will need to provide equipment as it relates to needed repairs or property maintenance.

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

We requested Department of Real Estate to help manage but the type of property is beyond their typical scope. As mentioned Real Estate only works on permanent City owned properties that are not residential in nature.

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

A. Explain why civil service classes are not applicable.

The type of properties for which the Mayor's Office of Housing and Community Development(MOHCD) needs property management help are typically not handled by the Department of Real Estate. The Department of Real Estate generally does not handle residential properties and vacant lots (for future housing development) with interim uses... ie temporary homeless housing. In addition, due to the complex and changing nature of the Mayor's Office of Housing and Community Development (MOHCD) vacant properties, including site control and possible interim use by future housing developers which is always in flux, the amount of work is unpredictable and temporary. The scope and volume of work will always be in flux, and is not a good fit for hiring City staff.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the need for a property manager is temporary and intermittent in nature. The Mayor's Office of Housing and Community Development (MOHCD) usually transitions property management work to affordable housing developers once a developer is identified for a specific site.

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. There will be no need for training as property management will not be transition to city employees. The City's plan is to develop the vacant lots. Once developed the City will no longer need property management services.

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

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

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

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

7. **Union Notification:** On 01/15/2021, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; 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: Karen Henderson Phone: 701-5557 Email: karen.henderson@sfgov.org

Address: 1 South Van Ness Avenue, 5th floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49538 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: Henderson, Karen (MYR)
Sent: Friday, January 15, 2021 5:28 PM
To: Henderson, Karen (MYR); emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@SFMEA.com; Meyers, Julie (HSA); seichenberger@local39.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; Basconciello, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@SFMEA.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@SFMEA.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49538 - 20/21

FYI

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

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> On Behalf Of karen.henderson@sfgov.org
Sent: Friday, January 15, 2021 5:02 PM
To: Henderson, Karen (MYR) <karen.henderson@sfgov.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Henderson, Karen (MYR) <karen.henderson@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 49538 - 20/21

RECEIPT for Union Notification for PSC 49538 - 20/21 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC) 49538 - 20/21 for \$5,000,000 for Initial Request services for the period 01/18/2021 – 01/18/2026. 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/15986> 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: Municipal Advisory Services (CS-1231)

Funding Source: SFPUC Operating Budget

PSC Duration: 5 years

PSC Amount: \$6,250,000

1. Description of Work

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

Contract work consists of financial advisory services in connection with general financial planning and

transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not

limited to, the issuance of commercial paper, loans, private placements, bonds, and issuance of new and amended credit facility agreements, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.

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

The contract is necessary to meet the capital financing requirements of the San Francisco Public Utilities Commissions (SFPUC's) Water, Wastewater, and Power Enterprises, primarily to fund the Water System Improvement Program ("WSIP") and Water Enterprise Capital Improvement Program, the Sewer System Improvement Program ("SSIP"), and Hetchy Capital Improvement Projects ("HCIP"), and CleanPowerSF. A denial in approving this Personal Services Contract (PSC) will result in project delays of multi-million dollar capital projects.

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

Yes This service has been provided in the past by PSC No. 4102-08/09, and PSC No. 44538-16/17.

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.

not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. Issuers should assure themselves that the selected municipal advisor has the necessary expertise to assist the issuer in determining the best type of financing for the government, selecting other finance professionals, planning the bond sale and successfully selling and closing the bonds. While a municipal advisor plays a key role on the financing team, it is important to note that the issuer remains in control of the decision making process necessary for the issuance and sale of the bonds or implementing the financing.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of capital markets, bond markets, short-term debt options (such as commercial paper) and rating agencies procedures. Ability to communicate with bond counsel, underwriters, short-term desks and trustee service providers. Debt structure and other financial modeling with usage of US Treasury instruments and interest rate hedging options.
- 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 is utilizing the pre-qualified city-wide pool of Municipal Advisors issued by the Controller’s Office of Public Finance. Previously awarded contracts to these pre-qualified proposers, however, are department scope specific and would not be available and suitable for the SFPUC.

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 nature of work is very specialized, intermittent and short-term.
- 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. Financial advisory services are required on a shortterm, intermittent and intensive basis, which is inconsistent with full-time work. Also, the services are needed in connection with voter-authorized debt programs such as Prop A (Nov-2002) to help fund WSIP. There is no guarantee that this work will be on-going.

6. Additional Information

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

**7. Union Notification: On 03/02/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified**

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40271 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: Irwin.William@sfdpoa@icloud.com; Mjayne@iam1414.org; [Emanuel.Rachel \(DEM\)](mailto:Emanuel.Rachel@DEM); laborers261@gmail.com; [Laxamana.Junko \(BOS\)](mailto:Laxamana.Junko@BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; [Meyers.Julie \(HSA\)](mailto:Meyers.Julie@HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo.Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlalocal300.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; sfmsa@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; Irwin.William; DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 40271 - 20/21
Date: Tuesday, March 2, 2021 2:52:20 PM

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.

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

RECEIPT for Union Notification for PSC 40271 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40271 - 20/21 for \$6,250,000 for Initial Request services for the period 04/01/2021 – 03/31/2026. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16148> 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 COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 44538 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Financial Advisory Services (1068)Funding Source: Operating BudgetPSC Original Approved Amount: \$6,000,000 PSC Original Approved Duration: 10/17/16 - 10/17/20 (4 years 1 day)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 10/18/20-08/01/21 (41 weeks 1 day)PSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 4 years 41 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper, loans, private placements, and bonds, financial forecasting and modeling, rate setting and administration, asset management, risk management, power generation, transmission, distribution and trading, and related capital financing activities.

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

The contract is necessary to meet the capital financing requirements of the San Francisco Public Utilities Commissions (SFPUC's) Water, Wastewater, and Power Enterprises, primarily to fund the Water System Improvement Program ("WSIP"), the Sewer System Improvement Program ("SSIP"), and Hetchy Capital Improvement Projects ("HCIP"). A denial in approving this Personal Services Contract (PSC) will result in project delays of multi-million dollar capital projects.

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

Services have been provided in the past through earlier PSC request. See 44538 - 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:**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:

The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. Issuers should assure themselves that the selected municipal advisor has the necessary expertise to assist the issuer in determining the best type of financing for the government, selecting other finance professionals, planning the bond sale and successfully selling and closing the bonds. While a municipal advisor plays a key role on the financing team, it is important to note that the issuer remains in control of the decision making process necessary for the issuance and sale of the bonds or implementing the financing.

B. Reason for the request for modification:

Additional and unanticipated Financial Advisory Services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of capital markets, bond markets, short-term debt options (such as commercial paper) and rating agencies procedures. Ability to communicate with bond counsel, underwriters, short-term desks and trustee service providers. Debt structure and other financial modeling with usage of US Treasury instruments and interest rate hedging options.
- 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?

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 nature of work is very specialized and short-term.
- 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. Financial advisory services are required on a short-term, intermittent and intensive basis, which is inconsistent with full-time work. Also, the services are needed in connection with voter-authorized debt programs such as Prop A (Nov-2002) to help fund WSIP. There is no guarantee that this work will be on-going.

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. The Government Finance Officers Association (GFOA) recommends that issuers hire a municipal advisor prior to the undertaking of a debt financing unless the issuer has sufficient in-house expertise and access to current bond market information. The SFPUC doesn't have in-house expertise.
- 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 08/20/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44538 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/29/2019



San Francisco
Water Power Sewer
 Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 13th Floor
 San Francisco, CA 94102
 T 415.554.3155
 F 415.554.3161
 TTY 415.554.3488

DATE: July 16, 2013
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4102-08/09 Approval Date: March 2, 2009

Description of Service(s): **Contract work consists of financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises—including, but not limited to, the issuance of commercial paper and bonds, financial forecasting and modeling, rate setting and administration, asset management and risk management. Key functions to may include but are not limited to developing and implement plan of finance for future debt offerings for the Enterprise, providing strategic guidance on the timing and structure of debt related to or independent of specific transactions, preparing quantitative analyses related to the cost of debt or the performance of a bond sale. (CS-974/213/273).**

Original Amount: (CSC)	<u>\$1,000,000</u>	PSC Duration:	<u>08/01/2009 to 08/01/2012</u>
Modification One (ADMIN)	<u>\$ 400,000</u>	PSC Duration:	<u>08/02/2012 to 12/01/2012</u>
Modification Two (CSC)	<u>\$1,500,000</u>	PSC Duration:	<u>12/02/2012 to 01/01/2016</u>
Modification Three(ADMIN)	<u>\$ 0.00</u>	PSC Duration	<u>01/02/2016 to 12/31/2016</u>
Total Amount	<u>\$2,900,000</u>	Total PSC Duration	<u>08/01/2009 to 12/31/2016</u>

Reason for the modification:

The modification is necessary to extend the services of the consultant to assist with commercial paper and bond issuance and development of Power Enterprise credit in preparation for the upcoming capital plan, including the issuance of bonds and other forms of indebtedness as required.

Attachments: Copy of Modification No 2. PSC & Minutes.

Edwin M. Lee
Mayor

Art Torres
President

Vince Courtney
Vice President

Ann Moller Caon
Commissioner

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/16/2013

By: Micki Callahan, Human Resources Director



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: Parts, Services and Repairs for IBak Sewer Camera Inspection Equipment (190403)

Funding Source: Waste Water Enterprise Operating Budget

PSC Duration: 2 years

PSC Amount: \$245,000

1. Description of Work

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

SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doheny Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doheny Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems.

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

This equipment is vital to meeting the goals and expectations of our mandated Condition Assessment Program and WWE SOPs 5-year business plan. The inspection videos captured under the Condition Assessment Program are used to determine what PUC owned assets are repaired or replaced each year. 15 miles of sewer pipe is replaced each year based on these videos. The WWE is required by the state to reduce and prevent sewer overflows with in the sewer system. This equipment assists in diagnosing the cause of sewer overflows and in turn helps meet federal, state and local regulations. The denial of this request could result in fines and puts the goals, and expectations of associated programs at risk.

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. Current Contract ID is 1000016587 and expires 4/30/2021. Previous PSC #: 44240 18/19

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This equipment is vital to meeting WWE's needs and expectations. This service agreement is needed to perform as needed and emergency repairs on our IBak equipment. WWE CSD - Sewer Operations is not authorized, equipped or trained to work on this equipment. Anytime a repair or technical support is needed we are dependent on Jack Doheny Co. for support. This equipment is dispatch everyday and has an annual goal of capturing 150 miles of inspection video. This demand imposes tremendous strain on the equipment on a daily basis. Due to this high demand regular and emergency repairs can be expected. Sewer Operations currently has 5 full inspection vans and plans to acquire 2 additional systems within the next budget cycle. The safe operation of the sewer system is dependent on this equipment being in the field every day. In order to fulfill this, readily available repair services need to be in place.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Due to the nature of this equipment, a vast range of skills are needed to effectively train to, service and repair this equipment. This equipment consists of robotic hardware, live video feeds, computer systems and computer software. Mechanical skills are needed to effectively disassemble and re-assemble all aspects of these systems. Electronic and Instrumentation skills are also needed to diagnose problems and repair cameras, associated hardware, and video signals. These systems are ran by high powered computers that require specialized hardware and software. Only individuals who are skilled in these types of computer systems can effectively service or repair them.
- 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, Jack Doheny Co. has a facility that is specialized and equipped to service IBak camera inspection equipment. They possess specialized diagnostic equipment that assists in servicing and repairing IBak equipment and is the only vendor in our area authorized to perform work on IBak's equipment.

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.
Jake Doheny Co. is the sole source provider for IBak equipment in California.
- 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, Jack Doheny Co. is the sole source provider of IBak equipment in California.

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.
Yes. The training will consist of how to properly operate the equipment in the field. Over the course of the contract approximately 30 staff members will receive approximately 8 hours of training. Field Staff and Field Supervisors will receive training. 7246 and 7449.
- 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 03/05/2021, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42480 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfwater.org
To: Irwin.William@sfdpoa.icloud.com; Mjayne@iam1414.org; [Emanuel.Rachel \(DEM\)](mailto:Emanuel.Rachel@DEM); laborers261@gmail.com; [Laxamana.Junko \(BOS\)](mailto:Laxamana.Junko@BOS); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tony@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; [Meyers.Julie \(HSA\)](mailto:Meyers.Julie@HSA); seichenberger@local39.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconillo.Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@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; Irwin.William; DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42480 - 20/21
Date: Friday, March 5, 2021 3:54:16 PM

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.

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

RECEIPT for Union Notification for PSC 42480 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42480 - 20/21 for \$245,000 for Initial Request services for the period 05/01/2021 – 05/01/2023. 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/16160> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

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

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Parts, Training, Repair and Services for IBak Sewer Camera Inspection Equipment (REQ 0323)Funding Source: Wastewater Enterprise Operating BudgetPSC Amount: \$200,000PSC Est. Start Date: 05/01/2019PSC Est. End Date 04/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

SFPUC WWE CSD - Sewer Operations is seeking services from Jack Doheny Co. to provide technical support, parts, training, repair and services for their IBak sewer camera inspection equipment. Jack Doheny Co. is the sole distribution and service provider of IBak camera equipment in California. This equipment is highly technical and requires mechanical, specialized instrumentation and electronic skills to properly diagnose and repair. There are two aspects to this equipment. There is the computer and software side and robotic hardware side. Most often in order to properly diagnose problems within the robotic cameras they are required to be disassembled and connected to diagnostic software to help identify problems. The camera equipment can take hours to disassemble and diagnose due to its sophisticated design. Video and computer software diagnostics are also required to solve problems with the systems

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

This equipment is vital to meeting the goals and expectations of our mandated Condition Assessment Program and WWE 5-year business plan. The inspection videos captured under the Condition Assessment Program are used to determine what PUC owned assets are repaired or replaced each year. 15 miles of sewer pipe is replaced each year based on these videos. The WWE is required by the state to reduce and prevent sewer overflows with in the sewer system. This equipment assists in diagnosing the cause of sewer overflows and in turn helps meet federal, state and local regulations. The denial of this request could result in fines and puts the goals, and expectations of associated programs at risk.

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. Contract #1000000492 and released PO #SFGOV 0000202033.

D. Will the contract(s) be renewed?

Yes.

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

N/A

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

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

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

B. Explain the qualifying circumstances:

This equipment is vital to meeting the Waste Water Enterprise's needs and expectations. This service agreement is needed to perform as needed and emergency repairs on our IBak equipment. WWE CSD - Sewer Operations is not authorized, equipped or trained to work on this equipment. Anytime a repair or technical support is needed we are dependent on Jack Doheny Co. for support. This equipment is dispatched everyday and has an annual goal of capturing 150 miles of inspection video. This demand imposes tremendous strain on the equipment on a daily basis. Due to this high demand regular and emergency repairs can be expected. Sewer Operations currently has 3 full inspection vans and plans to acquire 2 additional systems within the next year. The safe operation of the sewer system is dependent on this equipment being in the field every day. In order to fulfill this, readily available repair services need to be in place.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Due to the nature of this equipment a vast range of skills are needed to effectively train to, service and repair this equipment. This equipment consists of robotic hardware, live video feeds, computer systems and computer software. Mechanical skills are needed to effectively disassemble and re-assemble all aspects of these systems. Electronic and Instrumentation skills are also needed to diagnose problems and repair cameras, associated hardware, and video signals. These systems are ran by high powered computers that require specialized hardware and software. Only individuals who are skilled in these types of computer systems can effectively service or repair them.

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, Jack Doheny Co. has a facility that is specialized and equipped to service IBak camera inspection equipment. They possess specialized diagnostic equipment that assists in servicing and repairing IBak equipment.

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.

Jake Doheny Co. is the sole source provider for IBak equipment in California.

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, Jack Doheny Co. is the sole source provider of IBak equipment in California.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. The training will consist of how to properly operate the equipment in the field. Over the course of the contract approximately 30 staff members will receive approximately 8 hours of training. Field Staff and Field Supervisors will receive training. Classes to be trained include 7246 and 7449.

- 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. We currently have a 2 year contract with Jack Doheny Co. for the same services were are requesting now.

7. Union Notification: On 05/02/2019, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 525 Golden Gate Avenue San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44240 - 18/19

DHR Analysis/Recommendation:

action date: 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 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: Mastication 2021

Funding Source: Water Enterprise Operating Budget

PSC Duration: 34 weeks 6 days

PSC Amount: \$255,000

1. Description of Work

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

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid. See PSC 41677 - 18/19, and 49813 - 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.

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire

behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring. SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

A. Explain why civil service classes are not applicable.

Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

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

No.

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

No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running a excavator in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.

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 02/22/2021, the Department notified the following employee organizations of this PSC/RFP request:

Operating Engineers, Local 3

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41287 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](#); [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41287 - 20/21
Date: Monday, February 22, 2021 5:07:37 PM

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.

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

RECEIPT for Union Notification for PSC 41287 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41287 - 20/21 for \$255,000 for Initial Request services for the period 05/01/2021 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16124> 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

From: [Charles Lavery](#)
To: [Kyger, Todd](#)
Cc: [Julie Berry](#)
Subject: RE: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021
Date: Friday, March 26, 2021 4:17:33 PM

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 Todd,

This email is to confirm that OE3 has received notification for both of the above projects. I have reviewed them and approve proceeding. Let me know what I can do to register with DHR to receive notifications and emails directly.

Best Regards,

Charley Lavery

District Representative/Trustee
Operating Engineers Local 3
828 Mahler road, Suite B
Burlingame, CA 94010
Office 650 652 7969 x 2103, Cell 415 418 8558

From: Kyger, Todd <TKyger@sewater.org>
Sent: Friday, March 26, 2021 9:09 AM
To: Charles Lavery <clavery@oe3.org>
Subject: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021

Hi Charley,

The SFPUC would like to move these to Civil Service as soon as possible and so is requesting your review and approval to proceed by Monday, if you can kindly confirm.

Also, I was informed that OE3 isn't currently registered with DHR to receive notifications and delivery of PSC emails, so please let me know if I can help coordinate with you and DHR to make sure OE3 is receiving timely notices of PSCs.

Thank you,
t

Todd Kyger

From: [Charles Lavery](#)
To: [Kyger, Todd](#)
Cc: [Julie Berry](#)
Subject: RE: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021
Date: Friday, March 26, 2021 4:17:33 PM

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 Todd,

This email is to confirm that OE3 has received notification for both of the above projects. I have reviewed them and approve proceeding. Let me know what I can do to register with DHR to receive notifications and emails directly.

Best Regards,

Charley Lavery

District Representative/Trustee
Operating Engineers Local 3
828 Mahler road, Suite B
Burlingame, CA 94010
Office 650 652 7969 x 2103, Cell 415 418 8558

From: Kyger, Todd <TKyger@sewater.org>
Sent: Friday, March 26, 2021 9:09 AM
To: Charles Lavery <clavery@oe3.org>
Subject: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021

Hi Charley,

The SFPUC would like to move these to Civil Service as soon as possible and so is requesting your review and approval to proceed by Monday, if you can kindly confirm.

Also, I was informed that OE3 isn't currently registered with DHR to receive notifications and delivery of PSC emails, so please let me know if I can help coordinate with you and DHR to make sure OE3 is receiving timely notices of PSCs.

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator
Workforce & Economic Program Services
SFPUC, Infrastructure Division
415-308-0839 | tkyger@sfwater.org

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: Mastication 2020

Funding Source: Water Enterprise Operating Budget

PSC Duration: 11 weeks 4 days

PSC Amount: \$170,000

1. Description of Work

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

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid. See PSC 41677 - 18/19.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring. SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

A. Explain why civil service classes are not applicable.

Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that

will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No. No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running a excavator in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.

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 02/21/2020, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49813 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Mastication (Req. 99672)Funding Source: Water Enterprise Operating BudgetPSC Amount: \$155,000PSC Est. Start Date: 05/13/2019PSC Est. End Date: 08/02/2019**1. Description of Work**

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

SFPUC maintains a extensive fuel break system within the Peninsula watershed for the protection of water quality, infrastructure and natural resources. This system is supported and monitored by CalFire with the premise that in the event of a large wildland fire access and defensible space will allow CalFire to effectively contain a fire prior to a rapid spread outside of the watershed. Mastication is also done as part of a vegetation management program for the SFPUC power line maintenance.

Mastication is used to maintain the brush and fuels levels within the fuel breaks. A masticator changes the composition of the fuels from high brush that will allow a fire to pass through at a high intensity to a small wood chip that will decomposes on the ground. In areas that are masticated fire will pass through at a low intensity allowing CalFire to extinguish the fire prior to further spread.

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

This system is maintained annually as part of our fire guarding program. Denial of this contract will affect the level of risk SFPUC will maintain during the growing fire season. If this contract is denied this year not only will there be a higher level of risk and liability for SFPUC, the level of fuel reduction work needed the following years will be greater.

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. Contract put out to bid.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project that requires a diverse knowledge of biological resources, fire behavior and a expertise in equipment operations. This is needed to assist in maintaining the extensive fuel break system designed for the protection of the SFPUC's resources and infrastructure.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In the SFPUC vegetation management plan there are specific guidelines for vegetation removal and working around biologically sensitive habitat, while managing the landscape to control fire behavior. These guidelines must be followed and implemented at a landscape scale. This requires a special knowledge of vegetation types, landscape design and biological resources. For implementation of the specific guidelines at a

landscape scale the operator must have expertise in operating on steep slopes and terrain while creating minimum erosion and soil disturbance.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department maintains a high level of work that needs to be completed in a short timeframe. Work must be completed after the growth of vegetation in the spring SFPUC's operators work simultaneously with contractors to make sure that this work is completed prior to fire season.

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

A. Explain why civil service classes are not applicable.

Staffing levels by the SFPUC do not correspond to the level of work needed for fire protection in the short time frame that work needs to be completed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

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

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

No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 5 years' experience running an excavator for in rural lands on steep slopes. The operator should maintain an 8 fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.

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 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:

Operating Engineers, Local 3

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41677 - 18/19

DHR Analysis/Recommendation:

action date: 05/20/2019

Commission Approval Required

Approved by Civil Service Commission

05/20/2019 DHR Approved for 05/20/2019

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: Roadside Mowing - 2021

Funding Source: Water Enterprise Operating Budget

PSC Duration: 32 weeks 6 days

PSC Amount: \$170,000

1. Description of Work

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

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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.

Contract put out to bid. See PSC 42002-18/19 and 41915 - 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.

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term contract to assist our operations division in completing work by a fire protection deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department work orders this work to Water Supply and Treatment (WS&T) annually. WS&T completes approximately 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles have not been completed each year which results in a higher risk of potential catastrophic fires. This work will continue to be work ordered and contracted until staffing levels are high enough to complete all work by the fire protection deadline.

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

A. Explain why civil service classes are not applicable.

Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

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

No.

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

No. No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.

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 02/22/2021, the Department notified the following employee organizations of this PSC/RFP request:

Operating Engineers, Local 3

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47806 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of wirwin@sfgwater.org
To: [Irwin, William](#); [Irwin, William](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47806 - 20/21
Date: Monday, February 22, 2021 4:59:40 PM

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.

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

RECEIPT for Union Notification for PSC 47806 - 20/21 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47806 - 20/21 for \$170,000 for Initial Request services for the period 05/15/2021 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/16125> 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

From: [Charles Lavery](#)
To: [Kyger, Todd](#)
Cc: [Julie Berry](#)
Subject: RE: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021
Date: Friday, March 26, 2021 4:17:33 PM

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 Todd,

This email is to confirm that OE3 has received notification for both of the above projects. I have reviewed them and approve proceeding. Let me know what I can do to register with DHR to receive notifications and emails directly.

Best Regards,

Charley Lavery

District Representative/Trustee
Operating Engineers Local 3
828 Mahler road, Suite B
Burlingame, CA 94010
Office 650 652 7969 x 2103, Cell 415 418 8558

From: Kyger, Todd <TKyger@sewater.org>
Sent: Friday, March 26, 2021 9:09 AM
To: Charles Lavery <clavery@oe3.org>
Subject: PSC 41287 - 20/21 Mastication 2021 and PSC 47806 - 20/21 Roadside Mowing - 2021

Hi Charley,

The SFPUC would like to move these to Civil Service as soon as possible and so is requesting your review and approval to proceed by Monday, if you can kindly confirm.

Also, I was informed that OE3 isn't currently registered with DHR to receive notifications and delivery of PSC emails, so please let me know if I can help coordinate with you and DHR to make sure OE3 is receiving timely notices of PSCs.

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator
Workforce & Economic Program Services
SFPUC, Infrastructure Division
415-308-0839 | tkyger@sfgwater.org

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: Roadside Mowing - 2020

Funding Source: Water Enterprise Operating Budget

PSC Duration: 20 weeks 2 days

PSC Amount: \$170,000

1. Description of Work

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

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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.

Contract put out to bid. See PSC 42002-18/19

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term contract to assist our operations division in completing work by a July 4th deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department work orders this work to Water Supply and Treatment (WS&T) annually. WS&T completes over 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles have not been completed each year which results in a higher risk of potential catastrophic fires. This work will continue to be work ordered and contracted until staffing levels are high enough to complete all work by a July 4th fire protection deadline.

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

A. Explain why civil service classes are not applicable.

Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.

- 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 02/21/2020, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41915 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

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: Roadside Mowing (Req. 99674)

Funding Source: Water Enterprise Operating Budget

PSC Amount: \$155,000

PSC Est. Start Date: 05/13/2019

PSC Est. End Date 08/02/2019

1. Description of Work

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

SFPUC Peninsula watershed has an integrated roads system of over 90 miles, dam faces and fuel breaks that need to be maintained annually to reduce flashy fuels and ignition sources to reduce fire risk within the watershed and along its Wildland Urban Interface.

This contract is to maintain 40 miles of the northern section of the watershed roads. This work incorporates mowing the roadsides to reduce brush encroachment and flashy fuels along the roadside, maintains pullouts for safety vehicles and passings for emergency vehicles.

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

This contract is necessary to reduce the level of risk for spark ignition along the roadside. Consequence of denial will put the Peninsula watershed and bordering properties at a higher risk of ignition and fire during growing fire season.

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. Contract put out to bid.

D. Will the contract(s) be renewed?

No.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short term contract to assist our operations division in completing work by a July 4th deadline. This work is needed to reduce the potential for spark ignitions along roadsides in the SFPUC Peninsula watershed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: This requires a special knowledge in equipment operations and fire suppression. Equipment operators must be able to work on narrow roadsides mowing off the edge while trained in sensitive habitat recognition. Operators must be able to take all avoidance measures to minimize spark and ignition sources and have fire suppression equipment and a knowledge of its function to put out any ignitions during operations.

B. Which, if any, civil service class(es) normally perform(s) this work? 7328, Operating Engineer, Universal;

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

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

The department work orders this work to Water supply and Treatment annually. WS&T completes over 40 miles of mowing and discing as part of our fire protection implementation. Due to staffing levels the 40 miles has not been completed each year which results in a higher risk of potential catastrophic fires. This work will continued to be work ordered and contracted until staffing levels are high enough to complete all work by a July 4th fire protection deadline.

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

- A. Explain why civil service classes are not applicable.
Civil service workers do perform a level of this work however staffing levels have resulted in more prioritized work loads not being completed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this work can be completed by the 7328 operating engineers. It is important that more of this position is funded to complete this work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Contractor will not provide training. Operating engineer 7328 should be the classification doing this work under the civil service classifications. Operators should have a minimum of 3 years experience running heavy equipment on steep slopes and rural roads. The operator should maintain an 8hr fire suppression safety course and maintain a certification to extinguish spark ignitions that could become potential fires. The operator should annually be given a minimum of 8 hours of biological training to understand the sensitivity of different sites and the impacts of work completed.
- 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 04/19/2019, the Department notified the following employee organizations of this PSC/RFP request:
Operating Engineers, Local 3

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42002 - 18/19

DHR Analysis/Recommendation:

action date: 05/20/2019

Commission Approval Required

Approved by Civil Service Commission

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 (OSHPD).

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 contact? 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/RFPP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43997 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 04/19/2021

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Friday, January 15, 2021 3:44 PM
To: Burns, Alexander (DPW); Laxamana, Junko (BOS); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

RECEIPT for Union Notification for PSC 43997 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43997 - 20/21 for \$9,000,000 for Initial Request services for the period 03/01/2021 – 02/28/2027. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15980> 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

Choi, Suzanne (HRD)

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Monday, March 15, 2021 1:45 PM
To: Laue, Julia (DPW); Macaranas, Belle (DPW); L21PSC Review
Cc: Jessica Beard; Lee, Olivia (DPW); Burns, Alexander (DPW); Caranto, Severino (DPW)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

Hi Julia,

Checking-in on this. Our committee is looking forward to getting this LOA in place so that this PSC can move forward.

Thank you.

-Timothy

Timothy Mathews
Pronouns: He/him/his
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Laue, Julia (DPW) <Julia.Laue@sfdpw.org>
Sent: Tuesday, February 23, 2021 10:22 AM
To: Timothy Mathews <tmathews@ifpte21.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Cc: Jessica Beard <jbeard@ifpte21.org>; Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Caranto, Severino (DPW) <severino.caranto@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

Hi Tim,

Thank you. We will review internally and get back to you as soon as possible. We will also need to review this with our engineers, construction manager, landscape architects, etc. Thank you.

Julia Laue, AIA, LEED AP
Principal Architect & Bureau Manager
Bureau of Architecture

Building Design and Construction | San Francisco Public Works | City and County of San Francisco
49 South Van Ness Avenue, 11th Floor | San Francisco, CA 94102 | (628) 271-2868 Direct | (415) 654-2943-Mobile
www.sfpublishworks.org | Check out our portfolio! www.sfpublishworks.org/bdcportfolio

(Please note that I am working remotely per COVID-19 restrictions. I can be contacted via email, text, my mobile number listed above and MS Teams (chat or call))

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Friday, February 19, 2021 3:00 PM

To: Laue, Julia (DPW) <Julia.Laue@sfdpw.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>

Cc: Jessica Beard <jbeard@ifpte21.org>; Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Caranto, Severino (DPW) <severino.caranto@sfdpw.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

Ms. Laue,

The Union is prepared to withdraw its objection to PSC# 43997 - 20/21, subject to entering into a Letter of Agreement (attached).

Ultimately, the Union is supportive of having as-needed contract authorization, but, as a result of items and issues discussed on our call stemming from our last round of contract negotiations, our membership has been pushing a closer attention to the issue of contracting out. As such – modeled after Appendix C of our MOU between Local 21 and the City and County of San Francisco – we are pursuing pilot agreements around individual PSCs to utilize fact-based criteria in order to mutually support the needs of the Department and the Local 21 bargaining unit.

For the Union,

-Timothy

Timothy Mathews

Pronouns: He/him/his

Research Specialist

IFPTE Local 21

1167 Mission Street, 2nd Floor

San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Laue, Julia (DPW) <Julia.Laue@sfdpw.org>

Sent: Wednesday, February 17, 2021 11:19 AM

To: Timothy Mathews <tmathews@ifpte21.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>

Cc: Jessica Beard <jbeard@ifpte21.org>; Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Caranto, Severino (DPW) <severino.caranto@sfdpw.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

Thank you Timothy! Please don't hesitate to call me if you have any questions.

Julia Laue, AIA, LEED AP

Principal Architect & Bureau Manager

Bureau of Architecture

Building Design and Construction | San Francisco Public Works | City and County of San Francisco

49 South Van Ness Avenue, 11th Floor | San Francisco, CA 94102 | (628) 271-2868 Direct | (415) 654-2943-Mobile

www.sfpublishworks.org | Check out our portfolio! www.sfpublishworks.org/bdcportfolio

(Please note that I am working remotely per COVID-19 restrictions. I can be contacted via email, text, my mobile number listed above and MS Teams (chat or call))

From: Timothy Mathews <tmathews@ifpte21.org>
Sent: Tuesday, February 16, 2021 1:48 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Cc: Jessica Beard <jbeard@ifpte21.org>; Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Laue, Julia (DPW) <Julia.Laue@sfdpw.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Caranto, Severino (DPW) <severino.caranto@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

Belle,

Thank you for checking-in.

The Union subcommittee is still meeting and discussing, internally. As such, per paragraph 108 of our MOU, the Union requests an additional 14 calendar days to extend the discussion period, before the department moves the request forward to the Department of Human Resources.

We will have further information, at the end of the week.

For the Union,

-Timothy

Timothy Mathews
Pronouns: He/him/his
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: [415-914-7345](tel:415-914-7345)

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Sent: Tuesday, February 16, 2021 1:13 PM
To: Timothy Mathews <tmathews@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Cc: Jessica Beard <jbeard@ifpte21.org>; Lee, Olivia (DPW) <Olivia.Lee@sfdpw.org>; Laue, Julia (DPW) <Julia.Laue@sfdpw.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Caranto, Severino (DPW) <severino.caranto@sfdpw.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21
Importance: High

Hi Timothy,

Kindly checking in regarding the status Local 21 objection to PSC# 43997 - 20/21. Julia Laue, Public Works Principal Architect & Bureau Manager met up with a Local 21 representative (1/29) and was informed that the Union rep is going to confer with PSC review committee and union leaders, and get back to the City.

Please provide updates at your earliest convenience. Thank you.



Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | sfpublicworks.org | twitter.com/sfpublicworks
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

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

From: Timothy Mathews <tmathews@ifpte21.org>

Sent: Thursday, January 28, 2021 2:22 PM

To: Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Amihan Milman <amakayan@ifpte21.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; Emma erbach <eerbach@ifpte21.org>; Paul Kim <pkim@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: Jessica Beard <jbeard@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

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

Alexander,

Local 21 objects to this PSC# 43997 - 20/21. We believe that this bargaining unit work should be done with in-house forces and not contracted out.

Please provide a number of dates/times when we can conduct a Meet and Confer over this PSR.

Thank you.

For the Union,

-Timothy

Timothy Mathews
Pronouns: He/him/his
Research Specialist

IFPTE Local 21
1167 Mission Street, 2nd Floor
San Francisco, CA 94103

Office: 415-914-7345

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of alexander.burns@sfdpw.org

Sent: Friday, January 15, 2021 3:44 PM

To: alexander.burns@sfdpw.org; junko.laxamana@sfgov.org; Amihan Milman <amakayan@ifpte21.org>; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; Timothy Mathews <tmathews@ifpte21.org>; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; Emma erbach <erbach@ifpte21.org>; Paul Kim <pkim@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; belle.macaranas@sfdpw.org; DHR <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 43997 - 20/21

RECEIPT for Union Notification for PSC 43997 - 20/21 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43997 - 20/21 for \$9,000,000 for Initial Request services for the period 03/01/2021 – 02/28/2027. Notification of 30 days (60 days for SEIU) is required.

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

<https://avanan.url-protection.com/v1/url?o=http%3A//apps.sfgov.org/dhrdrupal/node/15980&g=YmQ2MdBjODcxMDg2MzBiZQ==&h=NGMxOTBiYTdhMGViNjUxOGNhYWMyZmY5NzlkMGVjNzE5ZDk5YjAyMTM5MzhlnjI1ODBmMTBmZDc4YjRjNjU3MQ==&p=YXAzOnNmZHQyOmF2YW5hbGpvZmZpY2UzNjVfZW1haWxzX2VtYWlsOjc4NDQ1YjJlYmEwZmJjZGI0Y2Y4Mjc2YmNINWM4MGM1OnYx> 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)



London N. Breed
Mayor

Alaric Degrafinried
Acting Director

Julia Laue, AIA, LEED AP
Principal Architect
and Bureau Manager

Public Works BDC – Architecture
49 South Van Ness Ave
Suite 1100
San Francisco, CA 94103
Tel 628-271-2868

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

MEMO

DATE: March 19, 2021

TO: San Francisco Civil Service Commission

FROM: Julia Laue, AIA
Principal Architect & Bureau Manager
Bureau of Architecture, SF Public Works

CC: Alaric Degrafinried, Acting Director of Public Works; Ron Alameida, City Architect & Deputy Director, SF Public Works;

Dear Civil Service Commission:

On January 14, 2021, SF Public Works Contracts Services submitted the attached Professional Services Contract Summary for approval. On January 15, 2021, Public Works received a protest to this master as-needed contract for Healthcare Architectural firms by Local 21.

After receiving the protest to this master as-needed program, we met with Local 21 and explained this issue as well as sharing with them our staffing and labor forecasting software that illustrates, we have more than enough work for our staff for the next 2 calendar years. They then met with their officers, elected by our membership to review the protest. They then came back with a Letter of Agreement Draft that they are asking us to sign, attached. However, we do not have the authority to sign such an agreement and most of what they are asking is already covered in the Professional Services Contract Summary, the L21 MOU and various chapters in Chapter 6 of the City Charter. We are not in a position to make any amendments or sign any Letters of Agreement with L21. This would be something between L21 and the Department of Human Resources.

The as-needed professional services contract has been in place for over 10 years as far as I know, if not longer. We need our as-needed consultants because we just don't have the capacity to do all the work in house. The Bureau of Architecture (BOA) currently has over 200 active projects in-house totaling nearly \$1 Billion in project budgets, most of which are funded through Bond Programs. Through rigid project staffing and forecasting, we have demonstrated that we have more than enough work for current staff for the next 2 years. Work always goes to our staff first. Conversely, our staff are extremely busy and do not have the capacity to do all the work in-house and were forced to, it could delay important healthcare projects that, under the COVID-19 situation, could be detrimental to the city as a whole and its citizens.

It's the Civil Service's Commission's prerogative to approve or deny this request which is why we are writing this memo. Below we have outlined some bullet points for consideration and the potential impact of not having this master as-needed program in place.

Considerations on the As-Needed Healthcare Architectural Pool: All city agencies, other than the Port, MTA, SFO, PUC & Rec & Park are required to go through Public Works for professional services contracts. Many like to use us on a consistent basis anyway because we know how the city works and build our projects to last.

- Master as-needed contracts are “as-needed” only and we are **not required** to use them. Before procuring one of our as-needed contracts for a specific project, PW has **first right of refusal** except for the “Chapter 6 Departments” as noted in the first bullet point. The following departments have to go through us BEFORE seeking an as-needed architectural firm: DPH, SFPD, SFFD, SFPL, RED, DEM, HSA, etc.
- We always award projects to our in-house team FIRST and never let out projects if our staff are in need of project work.
- SF Public Works has been awarding utilizing as-needed Healthcare & General Architectural services to firms for over a decade at least. This is nothing new and they are only utilized when we do NOT have the capacity in-house. Also, their fee cap for any given project is \$700K, which generally prohibits these architects from taking on very large building projects through this program.
- Through L21, BOA and BOE have the right to protest any request to hire an outside architect on a project-by-project basis or even as they are doing now. However, by protesting the entire program they put the city at risk in its ability to get important healthcare projects completed.
- The threshold amount for as-needed professional services or JOC Contracts is \$700K +/- . This is not a lot comparatively speaking. For example, it could only be for a project that is about \$5-\$7M, architecture only or about \$2.5M-\$5M for architecture and their engineering consultants. The Bureau of Architecture has projects that may go as high as \$250M or more.
- We have 2 architectural studios who are SOLELY dedicated to Healthcare projects, under Ignatius Tsang and Gabriel Lim. Their staff are highly trained in this Healthcare & OSHPD specialty work and consists of approximately **24 staff, basically 40% of our BOA staff**. Between them they have **45+ active projects**, broken down as follows:
 - **Lim Section: 23 Active Projects** totally over **\$43.8M in project budgets. Only 4 of these projects are being designed by outside consultants.**
 - **Tsang Section: 22 Active Projects** totaling over **\$221M in projects budgets. Only 7 of these projects are being designed by outside consultants.**
- We could not possibly do all of the DPH projects in house as we don’t have the capacity to take on every project and would have to hire a substantial amount of more staff which does not work strategically with the ebbs and flows of the economy and may put us in a position to lay staff off when the economy goes down. In addition, there is currently a hiring freeze due to COVID-19 and the economy.
- If we are denied the utilization of as-needed healthcare architectural pool, then this may negatively impact the City’s ability to deliver critical Healthcare projects especially during these challenging times of COVID-19 which will be detrimental to our citizens who rely on these healthcare services.
- As Bureau Manager (and a L21 member), I am required to sign off on each CSO that goes out to an as-needed consultant. All our section managers meet weekly to carefully review project staffing and bring any issues to me.
- We recently ensured that we will be providing in-house design services for the new Chinatown Healthcare Center in house.

- We have a robust forecasting process within BOA and continuously discuss workload and staffing before sending any work out.
- We have secured (2) architectural staff on a limited time transfer from SFO architectural group for BOA which will alleviate layoffs per the manager at SFO.
- We often move our staff between sections due to ebbs and lows of workflow. Our staff are highly knowledgeable and flexible and have not been wanting for work for at least a decade.
- BOA currently has 69 architectural staff as we have progressively grown from a staff size of 55 +/- 2015-2016. We are also looking to hire a couple more staff, but with the ebbs and flows of the economy and peak workloads, we need to maintain a delicate balance so as not to “over hire” where we would be forced to lay staff off in a recession.
- In the last few years, working with L21, we have gone through a total of **28 PEX Staff (44%)** to a total of **8 PEX (12%) staff** through the recruitment process and supporting our staff in becoming a PCS status.

We hope you will consider approving this Master As-Needed Agreement for Healthcare Architectural Firms so we can continue to deliver these important projects to the city as we have in the last 10+ years.

Thank you and please do not hesitate to call if you have any questions.



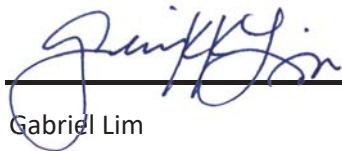
Julia Laue, AIA, NCARB, LEED AP

Additional Signatories Listed Below:

Ignatius Tsang Digitally signed by Ignatius Tsang
Date: 2021.03.19 10:33:14 -07'00'

Ignatius Tsang, AIA

Sr. Architect & Section Manager, Healthcare & Clinics Section, Bureau of Architecture



Gabriel Lim

Sr. Architect & Section Manager, Healthcare & ZSFG Hospital Campus Section, Bureau of Architecture

for a quote from a department for work or services on a Public Work or Improvement.


Responsible. A Bidder or Contractor who (1) meets the qualifying criteria required for a particular project, including without limitation the expertise, experience, record of prior timely performance, license, resources, bonding and insurance capability necessary to perform the work under the Contract and (2) at all times deals in good faith with the City and submits bids, estimates, invoices, claims, requests for equitable adjustments, requests for change orders, requests for Contract modifications, or requests of any kind seeking compensation on a City Contract only upon a good faith honest evaluation of the underlying circumstances and a good faith, honest calculation of the amount sought.

Responsive. A Bid or proposal that complies with the requirements of the subject Advertisement For Bids or request for proposals and/or qualification without condition or qualification.

Threshold Amount. The Threshold Amount, for the purposes of this Chapter, is \$600,000. On January 1, 2020, and every five years thereafter, the Controller shall recalculate the Threshold Amount to reflect any proportional increase in the Urban Regional Consumer Price Index from January 1, 2015, rounded to the nearest \$1,000.

(Added by Ord. 286-99, File No. 991645, App. 11/5/99; amended by Ord. 324-00, File No. 001919, App. 12/28/2000; Ord. 208-02, File No. 021221, App. 10/18/02; Ord. 19-10, File No. 091163, App. 2/10/2010; Ord. 96-10, File No. 100332, App. 5/13/2010; Ord. [108-15](#), File No. 150175, App. 7/2/2015, Eff. 8/1/2015; Ord. [6-17](#), File No. 161081, App. 1/20/2017, Eff. 2/19/2017)

SEC. 6.2. DEPARTMENTS OR COMMISSIONS EMPOWERED TO CONTRACT FOR PUBLIC WORKS OR RELATED PROFESSIONAL SERVICES.

Except as otherwise provided, the departments or commissions empowered on behalf of the City to contract for Public Works or Improvements or professional services related to a Public Work or Improvement are San Francisco Public Works, the Municipal Transportation Agency, and the Airport, Port, Public Utilities, and Recreation and Park Commissions. All other departments or commissions must procure construction or related professional services through San Francisco Public Works. 

(Added by Ord. 286-99, File No. 991645, App. 11/5/99; amended by Ord. 118-00, File No. 000478, App. 6/2/2000; Ord. 58-05, File No. 041571, App. 4/1/2005; Ord. [108-15](#), File No. 150175, App. 7/2/2015, Eff. 8/1/2015)

SEC. 6.3. CONTRACTING POWERS AND PROCEDURE.

(a) **Public Work or Professional Service Contracts Less Than or Equal to the Threshold Amount.** The Department Head may award any construction Contract or professional services Contract of less than or equal to the Threshold Amount. For such Contracts, approval of the Mayor, commission or board concerned is not required.

The threshold for as-needed consultants is \$700K +/- per project including any sub-consultants on the project.

(b) **Public Work or Professional Service Contracts in Excess of the Threshold Amount.**

(1) **Departments Under the Mayor.** For departments under the Mayor, the Mayor or the Mayor's designee shall approve for Award all Public Work and professional service Contracts in excess of the Threshold Amount and the Department Head may then issue an order of Award.

(2) **Departments Under Boards or Commissions.** For departments empowered to contract for Public Works or Improvements, the Department Head shall recommend to the board or commission concerned the Award of all Public Work and professional service Contracts in excess of the Threshold Amount and such board or commission may then adopt a resolution awarding the Contract.

(c) **Certification Required.** In accordance with Section 3.105 of the Charter, all Contract Awards are subject to certification by the Controller as to the availability of funds.

(d) **Execution of Contracts.** Following all necessary approvals, orders or resolutions and execution by the Contractor, the Department Head shall execute all Contracts, modifications and change orders. All paper transactions under this Chapter 6 shall be executed in duplicate. All electronic transactions shall be executed in accordance with Section 21.06 of the Administrative Code.

(Added by Ord. 286-99, File No. 991645, App. 11/5/99; amended by Ord. [108-15](#), File No. 150175, App. 7/2/2015, Eff. 8/1/2015)

SEC. 6.4. PREFERENCE FOR LOCAL MANUFACTURERS AND INDUSTRY; RECYCLED CONTENT MATERIALS.

(a) **Local preference.** Whenever any preference in favor of local manufacturers or industry is provided by State law or ordinance

SEC. 6.43. AS-NEEDED PROFESSIONAL SERVICES CONTRACTS.

Department Heads are authorized to procure as-needed professional services for temporary professional services to supplement the expertise or experience of the department for one or more Public Work or Improvement projects in conformance with Sections 6.40 through 6.42, with the following limitations:

(a) The Department Head shall designate an as-needed professional service Contract as a single-project or multiple-project Contract in the request for proposals or qualifications.

(b) Work shall be assigned by contract service orders. Contract service orders shall include a scope of services, time, and a not-to-exceed fee.

(1) A multiple-project as-needed Contract shall provide for a not-to-exceed amount and a Contract term of not more than five years from the date of certification by the Controller of the Contract, including all modifications. The cumulative modifications to a multiple-project as-needed Contract shall not exceed 150% of the original not-to-exceed amount. No contract service order or multiple contract service orders for services provided for any single project, whether in one phase or multiple phases, shall cumulatively exceed the Threshold Amount, including all modifications. A department may issue or modify any contract service order(s) to exceed the foregoing limit only upon the Department Head's written determination establishing the justification for proceeding under the as-needed Contract rather than soliciting services through a formal competitive process.

Master as-needed contracts - terms

(2) A single-project as-needed Contract shall provide for a not-to-exceed amount and identify the public work. The scope of the contract service orders must be limited to that single Public Work or Improvement. The limitations in subsection 6.43(b)(1) shall not apply to single-project as-needed Contracts.

Individual as-needed projects assigned through the master as-needed contract.

(Added by Ord. [108-15](#), File No. 150175, App. 7/2/2015, Eff. 8/1/2015)

**ARTICLE IV:
EXEMPTIONS FROM ARTICLES II AND III**

Sec. 6.60. Emergency Repairs, Work and Contracts.

Sec. 6.61. Design-Build.

Sec. 6.62. Job Order Contracts.

Sec. 6.63. Hazardous Materials Abatement Work.

Sec. 6.64. As-Needed Construction Contracts.

Contracting for Elevator, Escalator, Security, Fire
Sec. 6.65. Protection or Fire Alarm Systems, Inspection, Maintenance
and Repair Work.

Sec. 6.66. Convention Facility Public Works.

Sec. 6.67. Clean Construction in Bidding.

Sec. 6.68. Construction Manager/General Contractor.

Sec. 6.69. Department of Public Health Public Work.

Sec. 6.70. Real Estate Division Public Work.

Sec. 6.71. Pier Repair Work.

Sec. 6.72. Rail Grinding.

Sec. 6.73. Other Procurements.

Sec. 6.74. Best Value Procurement.

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW (the Department) and the International Federation of Professional and Technical Engineers Local 21 (the Union), herein referred to as the "parties," mutually agree to following understanding around PSC# 43997 - 20/21 (the PSC):

WHEREAS, the Department, through the PSC will engage as-needed contracts when the Department cannot provide the services in a timely manner due to unavailability of staff, or when specialty services are required;

WHEREAS, 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;

WHEREAS, successful completion of San Francisco's future Health Facilities projects is of the utmost importance to the general public; and

WHEREAS, through this Agreement, the Department and the Union desire to encourage close cooperation which ensures that a satisfactory and harmonious relationship will exist among the parties; and

NOW, THEREFORE, IT IS AGREED BETWEEN AND AMONG THE PARTIES HERETO, AS FOLLOWS:

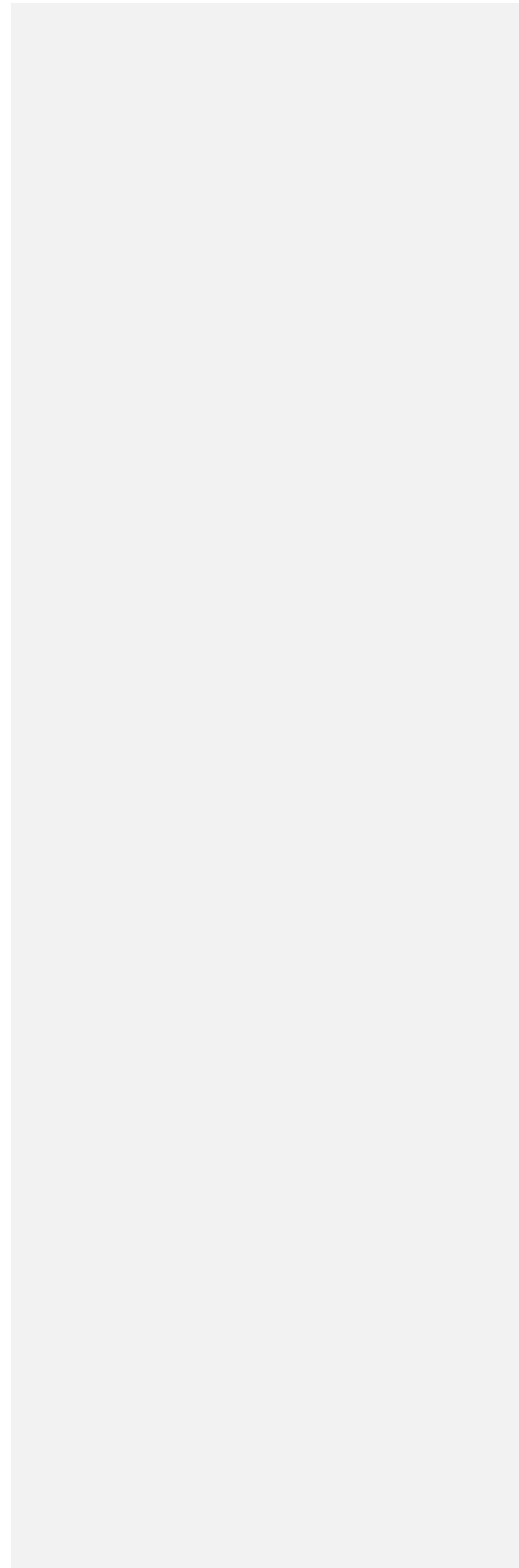
Deleted: ¶

- 1.1 Principles. The parties commit to delivering the PSC related projects with the highest quality and on-time and on-budget.
- 1.2 The parties commit to use in-house staff to perform engineering, planning, architectural, construction management, program management and project management work where feasible and practicable given the needs and schedule of the PSC related projects.
- 1.3 The parties agree that contracting-out related to the PSC may be necessary in some circumstances and that disagreements over decisions to contract-out shall be fact-based and shall utilize the criteria set forth herein.
- 1.4 The parties acknowledge that the process set forth herein is intended as a pilot related to the PSC designed to improve communication and decision making with regard to contracting issues at the Department.
- 1.5 The parties acknowledge that this is a pilot process limited to contracting decisions related to the PSC at the Department, but mutually desire that successful outcomes will motivate other City departments and for other Personnel Service Contracts to utilize this pilot process or related processes for contracting decisions.
- 2.1 Standards for Contracting-Out. The parties recognize that under Civil Service Commission guidelines contracting-out work related to the PSC may be necessary for the following reasons:
 - 2.2 Specialized Expertise. The Department may contract-out specialized services for which the Department staff do not possess the necessary specialized skills or experience.
 - 2.3 Peak Workloads. The Department may contract-out to address temporary peak workloads. Temporary peak workloads are situations where the Department staff are capable of providing needed services, but sufficient staff are not available to meet project deadlines and the work is

not forecasted to be sufficient to sustain the hiring of additional, qualified permanent employees without risk of layoff or displacement.

- 2.4 Emergencies and/or Unanticipated Events or Delays. The Department may contract-out work necessary to address emergencies, unanticipated events or delays.
- 3.1 Process for Contracting-Out. The Department commits to engage in the following process with the Union before issuing a Task Order/Work Order related to the PSC for outside engineering, planning, architectural, construction management, program management and project management or related services:
- 3.2 Specialized Expertise. Before determining the Task Order/Work Order is necessary because the Department lacks specialized expertise to handle specialized work or projects the Department will:
 - a. Poll other City departments to see if such specialized expertise exists;
 - b. Engage in forecasting with other City departments to assess whether an in-house position with the specialized expertise can be supported;
 - c. Post the need for specialized skills on email or other systems to enable in-house employees to apply for specialized positions;
 - d. Determine the extent to which on-going training and knowledge transfer by City-staff and existing contractors to employees seeking new skills or job opportunities can mitigate the need to rely upon additional contractors for such specialized expertise;
- 3.3 Peak Workload. Before determining the Task Order/Work Order is necessary to address a peak workload, the Department will engage in forecasting with other City departments to determine whether the City can sustain the hiring of additional permanent employees without risk of layoff or displacement.
- 3.4 Emergencies, Unanticipated Events or Delays. Before determining the Task Order/Work Order is necessary to address emergencies, unanticipated events or delays, the Department will articulate to the Union, in writing, the nature of the emergency or unanticipated delay and explain how the Task Order/Work Order is designed to cure that emergency or unanticipated delay. For emergencies that imminently threaten health and safety, the procedures set forth in this Article shall be followed at the earliest practicable time after imminent health and safety concerns have been addressed.
- 3.5 The Department will endeavor to regularly present its contracting needs to the Union with as much advance notice as practicable. At a minimum, the Department's PSC Project Manager will notify the Union's Research Department, by providing a draft Task Order/Work Order, at least 45 working days prior to publicly advertising or requesting a consultant's proposal (whichever is earlier) for an Task Order/Work Order for engineering, planning, architectural, project management, program management, construction management or related services, unless such minimum period is waived by the Union. In the notice, the Department will identify the need for

such contracting, related to the PSC, consistent with the criteria above. The Union and the Department will meet to discuss the rationale for contracting-out within five working days of notice being provided. The Union may recommend modifications or alternatives to such contracting, provided that such recommendations or alternatives be forwarded to the Department's PSC Project Manager within 45 working days of notice, except by mutual agreement.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 49614 - 16/17)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Architectural Services for Health FacilitiesFunding Source: Inter-Departmental Work OrdersPSC Original Approved Amount: \$8,000,000PSC Original Approved Duration: 11/21/16 - 12/31/22 (6 years 5 weeks)PSC Mod#1 Amount: \$4,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 6 years 5 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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 (OSHPD).

The department intends to award up to 4 contracts with an aggregate contract limit of \$8,000,000.

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.

Services have been provided in the past through earlier PSC request. See 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:

This is an as-needed contract and it will have a maximum duration of 5 years. The PSC duration is greater than 5 years to account for additional time to advertise and award contracts.

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:

Health facilities projects involve 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. Some health facilities projects also require experience in acute care facilities under jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services, specialty inpatient occupancies and support operations. These as-needed consultants will be utilized to supplement City Staff expertise where needed. These as-needed consultants will be utilized when the Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest.

B. Reason for the request for modification:

This Mod Request is to increase contracting capacity in existing master agreements for as-needed architectural services for health facilities. These as-needed contracts are necessary to support Public Works on projects that require expertise that are not provided by staff or when the Architecture Bureau is working at full capacity.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: • Experience in acute care facilities under 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?

Not Applicable

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be used when: • The Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • 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. These projects normally don't happen frequently; equipment updating cycle is 15 to 20

years. The demand does not justify the need to hire permanent city staff with this kind of 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 contact? If so, please explain what that will entail; if not, explain why not.
Training will not be provided, as this service will only be utilized if the department is at full capacity or if specialized services are needed.

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

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

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Large project for the existing Agreement will exceed contract amt

7. Union Notification: On 03/22/19, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49614 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/02/2019

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

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$8,000,000

PSC Est. Start Date: 11/21/2016

PSC Est. End Date 12/31/2022

1. Description of Work

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

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 (OSHPD).

The department intends to award up to 4 contracts with an aggregate contract limit of \$8,000,000.

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.

These services have been previously provided through as-needed design services contracts via PSC #4030-09/10, approved on 9/21/2009. The total modified amount for this original PSC has exceeded \$10M and is expiring soon, thus we are requesting this new PSC.

D. Will the contract(s) be renewed?

No.

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

This is an as-needed contract and it will have a maximum duration of 5 years. The PSC duration is greater than 5 years to account for additional time to advertise and award contracts.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

Health facilities projects involve 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. Some health facilities projects also require experience in acute care facilities under jurisdiction of OSHPD including operational requirements, practices/standards for basic inpatient services, supplementary services, specialty inpatient occupancies and support operations. These as-needed consultants will be utilized to supplement City Staff expertise where needed. These as-needed consultants will be utilized when the Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: • Experience in acute care facilities under 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?

Public Works utilizes City staff for this work. Public Works plans to utilize these design services to supplement City staff or for specialized design services. Determinations are made on a case by case basis based on the project scope and schedule.

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

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be used when: • The Architecture Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • 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. These projects normally don't happen frequently; equipment updating cycle is 15 to 20 years. The demand does not justify the need to hire permanent city staff with this kind of 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 contact? If so, please explain what that will entail; if not, explain why not.
Training will not be provided, as this service will only be utilized if the department is at full capacity or if specialized services are needed.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 09/26/2016, 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49614 - 16/17

DHR Analysis/Recommendation:

action date: 12/05/2016

Commission Approval Required

Approved by Civil Service Commission

11/21/2016 DHR Approved for 11/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

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

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

Type of Service: Forestry Risk Assessment

Funding Source: Urban Forestry maintenance and Capital

PSC Amount: \$300,000

PSC Est. Start Date: 02/03/2020

PSC Est. End Date 02/01/2024

1. Description of Work

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

As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include:

- Certified Arborist
- ISA Qualified Tree Risk Assessor
- Registered Consulting Arborist

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

This effort will allow for a coordinated planning for the sustainability of trees while defining and subsequently minimizing safety hazards as needed. This effort will include both maintenance and capital related projects. This work must be done to protect the property of the City of San Francisco as well as provide for preventative maintenance to ensure safety in our parks.

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.

Previously approved PSC in 2007. PSC 3052-07/08 for an assessment of urban forestry needs along Park Presidio.

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 effort requires individuals trained to perform tree hazard assessments as needed to protect City property and ensure the health and safety of residents. Projects are required intermittently and as needed. Required skills include:

- Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This project requires extensive experience conducting area prioritization for tree hazard assessment within large areas with multiple considerations including facility type, site history, population exposure and other risk based factors. Specific experience is required in Tree Hazard Prioritization and Assessment, data analysis of Light Detection and Imaging Analysis airborne imaging and Geographical Information System software. Experience developing management plans for large public property owners. Extensive experience presenting and communicating assessment information to the public while maintaining a neutral position between RPD and the community. • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist
- B. Which, if any, civil service class(es) normally perform(s) this work? 3426, Forester; 3435, Urban Forestry Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

3435, Urban Forestry Inspector and 3426, Forester, could perform tasks associated with this effort, but do not possess the entire suite of skills required nor the band-width required to complete large continuing efforts.

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

- A. Explain why civil service classes are not applicable.
City departments are not staffed nor trained to provide prioritization, hazard assessments and recommendations of this size and scale utilizing the most current scientific and technological methods available. In addition, the use of a neutral third party is essential in validating the priorities and recommendations adopted by RPD given the community involvement in the San Francisco urban park system.
- 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 use of a third party is preferred due to the need for transparent and unbiased judgment regarding required recommendations for management of our hazards.

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 Program Manager is trained in the aspects of the work, however, they do not have the band-width to administer this effort on a continual basis.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/07/2020, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261

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

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44144 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
To: [McFadden, Sean \(REC\); Laxamana, Junko \(BOS\); Criss@SFMEA.com; camaguey@sfmea.com \(contact\); Christina@SFMEA.com; staff@SFMEA.com; McFadden, Sean \(REC\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:McFadden, Sean (REC); Laxamana, Junko (BOS); Criss@SFMEA.com; camaguey@sfmea.com (contact); Christina@SFMEA.com; staff@SFMEA.com; McFadden, Sean (REC); DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 44144 - 20/21
Date: Monday, December 7, 2020 11:30:31 AM

RECEIPT for Union Notification for PSC 44144 - 20/21 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 44144 - 20/21 for \$300,000 for Initial Request services for the period 02/03/2020 – 02/01/2024. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/15790> 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

From: McFadden, Sean (REC)
Sent: Friday, February 19, 2021 1:13 PM
To: ramonliuna261@gmail.com; laborers261@gmail.com
Subject: Rec and Park PSC Submittal Review Request
Attachments: 44144-20_21 - Rec and Park Forestry Risk Assessment.pdf

Hey Folks:

Attached is a PSC Summary form for Forestry Hazard Assessment Services. I missed that Local 261 should have been notified when I originally submitted this PSC to DHR. They have requested that I send to your attention outside of the standard PSC system. Please let me know if you have any questions on this review for PSC request.

Please confirm receipt.

Thanks.

Sean

Sean McFadden
Manager, Purchasing and Contract Administration

San Francisco Recreation and Park Department | City & County of San Francisco
McLaren Lodge in Golden Gate Park | 501 Stanyan Street | San Francisco, CA | 94117

(415) 831-2779 | sean.mcfadden@sfgov.org

Visit us at sfrecpark.org
Like us on Facebook
Follow us on Twitter
Watch us on sfRecParkTV
Sign up for our e-News

*** <https://sfcitypartner.sfgov.org/> has information about the SF City Partner Supplier Portal.

Additional Attachment(s)



NOTICE OF ACTION

November 14, 2007

Sean McFadden
Recreation and Park Department
501 Stanyan St., McLaren Lodge
San Francisco, CA 94117

Dear Ms. McFadden:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3052-07/08	\$30,000	Will perform an assessment of the urban forestry needs along Park Presidio.
<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3051-07/08	\$9,800	Will provide architectural services for SF Zoo Asian Rhino Bldg. Roof.
<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3050-07/08	\$30,000	Will provide a feasibility study for construction of a dry-boat storage yard at the Marina yacht Harbor.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/13/07 DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Park Presidio Urban Forestry Assessment

FUNDING SOURCE: General Funds

PSC AMOUNT: \$30,000.00 PSC DURATION: 11/15/07 - 11/15/08

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Recreation and Park Department (RPD) is in need of a professional arborist to perform an assessment of the urban forestry needs along Park Presidio.

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

This study is required by Board of Supervisors in order to provide the residents of the area a third party assessment of the condition of the trees along Park Presidio and recommendations of a course of action to improve the health of trees and safety of the public.

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

This is a unique service that has been provided by RPD Urban Forestry.

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

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

Local 261 Union Name Signature of person mailing / faxing form Date 10/18/07

RFP sent to [] on [] Signature []

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Vertical stamp: OFFICE OF HUMAN RESOURCES, PSC FORM - 1 (9/96), 19 MAR 20 09 4: 23

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

Urban Foresters, Tree-toppers and Reforestation.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Urban Forestry Program Manager has requested this assessment to assist RPD in planning for the long term maintenance and reforestation needs of the Park Presidio corridor. The relationships between RPD Urban Forestry and the community are fragile. An assessment from an outside professional will allow all parties to agree on the next steps for approaching maintenance in the Park Presidio Corridor and is in the best interest of the City.

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

Print or Type Name

831 2779

Telephone Number

McLaren Lodge

501 Stanyan St. SF, CA 94117
Address

09 MAR 20 PM 4:28

Modification

Personal Services Contracts

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 # 4021-10/11)

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

Type of Service: As needed insurance brokers and consultants and risk consultants

Funding Source: Work order funds

PSC Original Approved Amount: \$60,000,000

PSC Original Approved Duration: 09/01/10 - 11/30/16 (6 years 13 weeks)

PSC Mod#1 Amount: \$29,000,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$90,000,000

PSC Mod#2 Duration: 09/01/10-11/26/21 (4 years 51 weeks)

PSC Mod#3 Amount: \$45,000,000

PSC Mod#3 Duration: 11/27/21-11/25/26 (5 years)

PSC Mod#4 Amount: \$185,000,000

PSC Mod#4 Duration: no duration added

PSC Cumulative Amount Proposed: \$409,000,000

PSC Cumulative Duration Proposed: 16 years 12 weeks

1. Description of Work

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

The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

Scope Change

Delete from original PSC Scope the following:

During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

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

Insurance coverage and accurate and professionally produced risk management and insurance services

are essential to the successful management of the City's risk management program. Denial will result in the inability of the Risk Management Division and multiple City departments to perform their statutory duties and will cause the City to lose its ability to manage and mitigate exposure through insurance placement. Additionally, insurance brokerage requires professional licensing in the state of California and cannot be completed by City staff.

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.

By contact

D. Will the contract(s) be renewed?

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:

The Office of Risk Management has operated under this PSC for over 11 years. With this request, it will be 16 years. There are no options other than a Personal Services Contract to secure brother services and insurance coverage.

2. Reason(s) for the Request

A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

Assessment and review must be impartial and be licensed to place insurance.

B. Reason for the request for modification:

Need to add funds to cover current broker needs. Risk Management will issue a new Request for Proposals (RFP) for a new solicitation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Placement of insurance must be performed by a licensed insurance broker. Consultant services require a broad range of highly specialized insurance services and risk management analysis and interpretation.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1237, Training Coordinator; 0931, Manager III; 0933, Manager V;

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.
City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the consulting services to be provided by successful contractors.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Work is as needed and a City employee would not act as an insurance broker.

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.
1-5 hrs. 0933,0932,0931)Class 1822, 1825. Dept heads on request
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Additional need and duration; current vendors in pool may be used

7. Union Notification: On 03/15/21, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-10/11

DHR Analysis/Recommendation:
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 04/19/2021

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
To: [\(mailto:Lubamersky, Joan \(ADM\); Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)\)](mailto:Lubamersky, Joan (ADM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Modification Request to PSC # 4021-10/11 - MODIFICATIONS
Date: Monday, March 15, 2021 3:19:52 PM

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 \$185,000,000 for services for the period September 1, 2010 – November 25, 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:

<http://apps.sfgov.org/dhrrupal/node/1354>

Email sent to the following addresses: L21PSCReview@ifpte21.org
pkim@ifpte21.org
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com
ecassidy@ifpte21.com staff@sfmea.com Christina@sfmea.com Camaguey@sfmea.com
Criss@SFMEA.com junko.laxamana@sfgov.org

Additional Attachment(s)



OFFICE OF THE
CITY ADMINISTRATOR



London N. Breed, Mayor
Carmen Chu, City Administrator

March 13, 2021

MEMORANDUM

TO: Honorable Civil Service Commission

FROM: Joan Lubamersky, Contract Coordinator
Office of the City Administrator

SUBJ: Personal Services Contract (PSC) 4021-10/11
Risk Management Division, Broker Services
Background Information

This PSC is used to create a pool of as-needed insurance brokers and to place insurance coverages for a broad range of City departments, as described in the Scope of Work.

Each modification reflects renewal of insurance policies or specialized services needed at that time to manage and mitigate special exposures through insurance placement. Our needs are cyclical but not often. A duration of 16 years reflects the ongoing need for these services.

The funds we are requesting to add at this time will be the final funds added for this PSC. The department is about to engage in a complex Request for Qualifications (RFQ) process to update the pool of vendors.

Copy to: Matt Hansen, Risk Management

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 4021-10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed insurance brokers and consultants and risk consultantsFunding Source: Work order fundsPSC Original Approved Amount: \$60,000,000PSC Original Approved Duration: 09/01/10 - 11/30/16 (6 years 13 weeks)PSC Mod#1 Amount: \$29,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$90,000,000PSC Mod#2 Duration: 09/01/10-11/26/21 (4 years 51 weeks)PSC Mod#3 Amount: \$45,000,000PSC Mod#3 Duration: 11/27/21-11/25/26 (5 years)PSC Cumulative Amount Proposed: \$224,000,000PSC Cumulative Duration Proposed: 16 years 12 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

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

Insurance coverage and accurate and professionally produced risk management and insurance services are essential to the successful management of the City's risk management program. Denial will result in the inability of the Risk Management Division and multiple City departments to perform their statutory duties and will cause the City to lose its ability to manage and mitigate exposure through insurance placement. Additionally, insurance brokerage requires professional licensing in the state of California and cannot be completed by City staff.

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.

By contract

D. Will the contract(s) be renewed?

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:

The Office of Risk Management has operated under this PSC for over 11 years. With this request, it will be 16 years. There are no options other than a Personal Services Contract to secure brother services and insurance coverage.

2. Reason(s) for the Request

A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

Assessment and review must be impartial and be licensed to place insurance.

Explain the qualifying circumstances:

no response from department

B. Reason for the request for modification:

To add funds and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Placement of insurance must be performed by a licensed insurance broker. Consultant services require a broad range of highly specialized insurance services and risk management analysis and interpretation.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1237, Training Coordinator; 0931, Manager III; 0933, Manager V;

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.

City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the consulting services to be provided by successful contractors.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Work is as needed and a City employee would not act as an insurance broker.

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.
1-5 hrs. 0933,0932,0931)Class 1822, 1825. Dept heads on request
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Additional need and duration; current vendors in pool may be used

7. Union Notification: On 04/24/19, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/07/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # 4021-10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As needed insurance brokers and consultants and risk consultantsFunding Source: Work order fundsPSC Original Approved Amount: \$60,000,000PSC Original Approved Duration: 09/01/10 - 11/30/16 (6 years 13 weeks)PSC Mod#1 Amount: \$29,000,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$90,000,000PSC Mod#2 Duration: 09/01/10-11/26/21 (4 years 51 weeks)PSC Cumulative Amount Proposed: \$179,000,000PSC Cumulative Duration Proposed: 11 years 12 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

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

Insurance coverage and accurate and professionally produced risk management and insurance services are essential to the successful management of the City's risk management program. Denial will result in the inability of the Risk Management Division and multiple City departments to perform their statutory duties and will cause the City to lose its ability to manage and mitigate exposure through insurance placement. Additionally, insurance brokerage requires professional licensing in the state of California and cannot be completed by City staff.

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?

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:
Need is ongoing and RFP process complex.

2. Reason(s) for the Request

- A. Display all that apply

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

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

REASON FOR CHECKING OTHER:

Assessment and review must be impartial and be licensed to place insurance.

Explain the qualifying circumstances:

no response from department

- B. Reason for the request for modification:

Adding funds. Adding 5 years duration

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Placement of insurance must be performed by a licensed insurance broker. Consultant services require a broad range of highly specialized insurance services and risk management analysis and interpretation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1237, Training Coordinator; 0931, Manager III; 0933, Manager V;
- 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.
City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the consulting services to be provided by successful contractors.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Work is as needed and a City employee would not act as an insurance broker.

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.
1-5 hrs. 0933,0932,0931)Class 1822, 1825. Dept heads on request
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Additional need and duration; current vendors in pool may be used

7. Union Notification: On 02/06/14, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-10/11

DHR Analysis/Recommendation:

03/17/2014

Commission Approval Required

Approved by Civil Service Commission

03/17/2014 DHR Approved for 03/17/2014

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 # 44335 - 18/19)

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

Type of Service: OCME Maintenance Contracts for Medical/ Scientific Equipment

Funding Source: General Fund

PSC Original Approved Amount: \$2,000,000

PSC Original Approved Duration: 01/01/19 - 12/31/21 (3 years)

PSC Mod#1 Amount: \$3,000,000

PSC Mod#1 Duration: 01/01/19-06/30/26 (4 years 25 weeks)

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

PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

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

Successful Contractors will provide routine maintenance, diagnosis and repair of primarily new scientific and medical equipment at the Office of the Chief Medical Examiner. This equipment consists of I. Medical Imaging equipment including one x-ray full body unit, and one Siemens CT scanner. II Forensic Toxicology analytic equipment of less than 10 custom configured mass spectrophotometer (mass spec) units each manufactured by Agilent and Sciex (also with Qtof and Qtrap), and a single BioChip analyzer from Randox, in addition to biochemistry and other analyzers and histology microtome sectioning and staining. Finally III. Base equipment consisting of temperature controlled and monitored coolers, gas generating and dispensing equipment (e.g. hydrogen, and nitrogen) to perform testing.

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

The Office of the Chief Medical Examiner (OCME) is mandated by California State law to investigate and certify all sudden, unexpected and/or violent deaths in the City and County of San Francisco. Lacking warranty and service contracts failure of medical imaging equipment could lead to less than thorough examinations, or delays determining a cause of death and in releasing a body to the family if the OCME had to relay on external services through Zuckerberg San Francisco General Hospital. These types of delays occurred earlier in the century before OCME had an X-ray devices. If the toxicology test equipment failed, then the tests would be sent out to a third party laboratory which would perform a less sensitive form of testing and potentially detect a smaller range of compounds than the new OCME lab equipment. To match the current OCME capabilities would increase testing costs and likely increase turnaround time for Medical Examiner cases.

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 by this PSC 44335

D. Will the contract(s) be renewed?

Maintenance and repair contracts will need to be renewed for the life of the equipment.

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:

Suppliers typically offer their largest discounts for five year terms. Because this PSC covers several OCME contracts a longer window than 5 years is required to maintain a single tracking of OCME scientific and medical maintenance. The alternatives are multiple PSCs for similar scopes of work, or forgoing maintenance discounts by shorting terms as OCME is currently doing.

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

1. Maintenance and repair services required on an intermittent or as-needed basis. 2. Maintenance, and in particular repair require lab benches, software, tools, training, and manufacturer certification that City staff do not possess.

B. Reason for the request for modification:

The requested amount of the PSC is extended by 3 million to a total of 5 million, the term request is 4 years 26 weeks to a total term of 7 1/2 years. The Office of the Chief Medical Examiner (OCME) is seeking to extend maintenance contracts to 5 years which in some contracts reduces costs by 10% towards meeting City Department budget reduction FY22 goals of 7.5% without reducing regular staff FTE or hours.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to repair and maintain various scientific instruments. Trained and certified by manufacturers.

B. Which, if any, civil service class(es) normally perform(s) this work? 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2598, Asst Med Examiner;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contract will provide specialty software and diagnostic equipment and tools not 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.
- 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 work is done on a as-needed basis. Creating the capability of performing all types of equipment maintenance, failure diagnosis, and repair would add continuing training, licensing, staff and investment in a repair depot greatly excess of anticipated demand of OCME, and even OCME and DPH. Organizations as large as Kaiser Permanente use their CT (Computer Technologists) as the job classification responsible for requesting repair or maintenance but do not perform this work in-house.

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.
The contractor will provide service and support information to contact, initiate, and escalate service and repair requests.
- 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 01/13/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: Room 362, 1 Dr. Carlton B Goodlett Place, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44335 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 04/19/2021

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Wednesday, January 13, 2021 10:50 AM
To: Lubamersky, Joan (ADM); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Miyashiro, Rand (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 44335 - 18/19 - MODIFICATIONS

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 \$3,000,000 for services for the period January 1, 2022 – June 30, 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:

<http://apps.sfgov.org/dhrdrupal/node/15886>

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

From: [Miyashiro, Rand \(ADM\)](#)
To: tjenkins@uapd.com
Subject: San Francisco UAPD- OCME Maintenance Contracts for Medical/ Scientific Equipment Modification- PSR 44335 Mod 1
Date: Monday, January 25, 2021 4:20:00 PM
Attachments: [PSR-44335_Mod1-2020-1223.pdf](#)
[PSC-44335-Form1.pdf](#)

25 January 2021

MEMORANDUM

TO: Tim Jenkins, Senior Representative, Union of American Physicians and Dentists (UAPD) Email: tjenkins@uapd.com

FROM: Rand Miyashiro, PMP Office of the City Administrator City and County of San Francisco

SUBJECT: Proposed Modification #1 to Office of the Chief Medical Examiner (OCME) Maintenance Contracts PSC 44335 18-19

The Office of the Chief Medical Examiner Division is requesting approval from the Department of Human Resource to contract with several vendors to perform maintenance on several Scientific and Medical instruments and system in use at the Medical Examiner. The work is described in the attached modification #1 to Personal Services Contract Summary PSC Form 1 and has been posted on the City of San Francisco PSC database. In brief, the request is to extend the term of the PSC by 4 years, 26 weeks and raise the maximum amount by 3 million to 5 million.

We are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when contracting out is requested to do work that City employees might be able to perform. In this case the relevant the maintenance vendors will be servicing X-ray and Computed Tomography (CT) imaging systems to meet original equipment manufacturer and reseller standards. Other maintenance services include toxicology instruments and underlying systems (e.g. Hydrogen/ Nitrogen gas systems). City employees do not have this expertise.

Please see the Modification #1 to PSC Form 1 attached that is posted on the City website. All unions except yours representing Assistant Medical Examiners (Classification 2598) were notified. Because your union was initially left off of the original PSC (again listed on Form 1), I am reaching out to you directly to advise you of this modification #1 to the original PSC request. Please excuse this memo if it is a duplicate of a notice that you have already received.

If you should have any questions, please let me know at rand.miyashiro@sfgov.org or contact the Department of Human Resources, DHR-PSC Coordinator, DHR (HRD), dhr-psccordinator@sfgov.org
Thank you for your consideration,

Mr. Rand Miyashiro, MA, PMP, IT Project Manager

Medical Examiner Liaison and Mass Fatalities Coordinator
City and County of San Francisco
City Administrator's Office
City Hall, Room 356
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

(415) 641-2295

Rand.miyashiro@sfgov.org

Attachments: PSC Form 1 for PSC 44335 FY18-19, Modification #1 to PSC 44335 FY18-19
www.sfgov.org/cao

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: OCME Maintenance Contracts for Medical/ Scientific EquipmentFunding Source: General FundPSC Duration: 3 yearsPSC Amount: \$2,000,000**1. Description of Work**

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

Successful Contractors will provide routine maintenance, diagnosis and repair of primarily new scientific and medical equipment at the Office of the Chief Medical Examiner. This equipment consists of I. Medical Imaging equipment including one x-ray full body unit, and one Siemens CT scanner. II Forensic Toxicology analytic equipment of less than 10 custom configured mass spectrophotometer (mass spec) units each manufactured by Agilent and Sciex (also with Qtof and Qtrap), and a single BioChip analyzer from Randox, in addition to biochemistry and other analyzers and histology microtome sectioning and staining. Finally III. Base equipment consisting of temperature controlled and monitored coolers, gas generating and dispensing equipment (e.g. hydrogen, and nitrogen) to perform testing.

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

The Office of the Chief Medical Examiner (OCME) is mandated by California State law to investigate and certify all sudden, unexpected and/or violent deaths in the City and County of San Francisco. Lacking warranty and service contracts failure of medical imaging equipment could lead to less than thorough examinations, or delays determining a cause of death and in releasing a body to the family if the OCME had to rely on external services through Zuckerberg San Francisco General Hospital. These types of delays occurred earlier in the century before OCME had an X-ray devices. If the toxicology test equipment failed, then the tests would be sent out to a third party laboratory which would perform a less sensitive form of testing and potentially detect a smaller range of compounds than the new OCME lab equipment. To match the current OCME capabilities would increase testing costs and likely increase turnaround time for Medical Examiner cases.

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.

Under contract. See attached.

D. Will the contract(s) be renewed?

Maintenance and repair contracts will need to be renewed for the life of the equipment.

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:

1. Maintenance and repair services required on an intermittent or as-needed basis. 2. Maintenance, and in particular repair require lab benches, software, tools, training, and manufacturer certification that City staff do not possess.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to repair and maintain various scientific instruments. Trained and

certified by manufacturers.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist; 2467, Diagnostic Imaging Tech I; 2468, Diagnostic Imaging Tech II; 2469, Diagnostic Imaging Tech III; 2598, Asst Med Examiner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contract will provide specialty software and diagnostic equipment and tools not possessed by the City.

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

ADM, the new Office of Contract Administration (OCA) Director, and Senior Purchasers from the Department of Public Health (DPH) met and determined there were no staff trained to provide these types of maintenance and repair services.

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

- A. Explain why 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. The work is done on a as-needed basis. Creating the capability of performing all types of equipment maintenance, failure diagnosis, and repair would add continuing training, licensing, staff and investment in a repair depot greatly excess of anticipated demand of OCME, and even OCME and DPH. Organizations as large as Kaiser Permanente use their CT (Computer Technologists) as the job classification responsible for requesting repair or maintenance but do not perform this work in-house.

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. The contractor will provide service and support information to contact, initiate, and escalate service and repair requests.
- 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 10/22/2018, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: Room 362, 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44335 - 18/19

DHR Analysis/Recommendation:

Commission Approval Required

02/04/2019 DHR Approved for 02/04/2019

action date: 02/04/2019

Approved by Civil Service Commission