



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: February 3, 2025
3. Check One:
 Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report
4. Subject: Review of Request of Approval of Proposed Personal Services Contracts
5. Recommendation: Review & Approve
6. Report prepared by: DHR on Behalf of CSC Telephone number:
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC RECEIPT STAMP

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PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004951 v 0.01	AIR	New	\$135,000,000	\$135,000,000	PMSS & DB Services for the Wayfinding Enhancement Program Phase 2.	66	66
DHRPSC0005001 v 0.01	AIR	New	\$750,000	\$750,000	Disadvantaged Business Enterprise (DBE) and Airport Concession DBE Consulting Services	60	60
DHRPSC0004796 v 0.01	DPH	New	\$11,000,000	\$11,000,000	Behavioral Health Services for Personal Assisted Employment Services (PAES) Clients	48	48
DHRPSC0004912 v 0.01	DPH	New	\$30,500,000	\$30,500,000	Crisis Stabilization Unit	60	60
DHRPSC0004879 v 0.01	DPW	New	\$12,000,000	\$12,000,000	As-Needed Professional Services for Special Inspection and Testing	84	84
DHRPSC0004828 v 0.01	ENV	New	\$2,038,600	\$2,038,600	Environment needs a data analytics company to measure the data and calculate eligible incentive amounts based on the collected results. Once the amount of energy saved is determined in a project, the Contractor will recommend an incentive amount to ENV to pay the construction contractor.	84	84
DHRPSC0004442 v 0.01	FIR	New	\$2,500,000	\$2,500,000	Occupational Health Physical Fitness Examinations	60	60
DHRPSC0004939 v 0.01	HSA	New	\$684,723	\$684,723	This contract provides an annual license, support, maintenance, and as-needed customization and system improvements for secured instant messaging software.	36	36

PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0005039 v 0.01	HSA	New	\$1,000,000	\$1,000,000	The proposed work involves establishing a Professional Services Contract to comply with California regulations for adult protective services programs requiring emergency shelter for frail and disabled elders and dependent adults who need assistance with daily living activities. San Francisco Adult Protective Services works to protect vulnerable elders and adults with disabilities and has identified a recurring need for access to licensed Residential Care Facilities for the Elderly. This contract would enable APS to secure safe, temporary, and stable environments for clients requiring additional support during emergencies. By addressing this critical need, the program aims to ensure compliance with regulations and the well-being of at-risk individuals.	48	48

PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004834 v 0.01	MTA	New	\$9,800,000	\$9,800,000	Selected contractors will provide specialized, as-needed services for the Streets Division in the areas of: 1.) Environmental analysis and documentation services (CEQA and NEPA); 2.) Transportation analysis and engineering services; 3.) Transportation data collection and analytics; and 4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by CEQA and NEPA; before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	59	59

PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004945 v 0.01	PRT	New	\$3,600,000	\$3,600,000	Seismic stability assessment and design services up to 60% of design for Pier 45 and 96.	36	36
DHRPSC0004530 v 0.01	PUC	New	\$900,000	\$900,000	PRO-290 Environmental, Social, and Governance Technical Support	54	54
DHRPSC0004551 v 0.01	PUC	New	\$5,000,000	\$5,000,000	PRO-0286 As-Needed Technical Support Services for Electric Distribution Systems	60	60

PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004862 v 0.01	PUC	New	\$300,725	\$300,725	Seeking a vendor that will provide site licenses to their Backflow Management software platform that allows for the tracking and reporting of backflow prevention assembly testing and certifications. These services include software engineering to customize the database to match SFPUC requirements and migration of existing data, allowing independent test companies to upload test results, automation of customer mailings, administrative tracking for SFPUC and SFDPH staff, and report generation to the State Water Resource Control Board.	96	96
DHRPSC0004969 v 0.01	SHF	New	\$442,010	\$442,010	The closed circuit television video recording system at County Jails #1 and #2 experienced a failure on October 11, 2024. As such, the Sheriff's Office is currently unable to record or access any recorded video footage. Attempts by our maintenance contractor to restore the system to full operation were unsuccessful. The contractor determined the failure points to the system storage controller. The system storage controller was past its useful life and needs to be replaced and upgraded. The Sheriff's Office is requesting an Emergency Procurement under Administrative Code Section 21.15 (b)	3	3

PSC Requests Scheduled for 2/3/2025

PSC	Department	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
					to expedite the repairs to the jail facility video recording system.		
DHRPSC0001814 v 1.01	ADM	Amendment	\$2,000,000	\$6,000,000	OCME Decedent Removal, Transportation, Cremation, and As Needed Service- ADM	36	84
DHRPSC0002393 v 1.01	AIR	Amendment	\$10,000,000	\$14,000,000	As-Needed Airport Sustainability Services	0	60
DHRPSC0004172 v 1.02	DPH	Amendment	\$2,500,000	\$3,200,000	43595-23/24 - Transgender/Gender Diverse Services	31	55
DHRPSC0001922 v 1.01	PUC	Amendment	\$7,000,000	\$12,750,000	Professional Engineering Services Planning/Design/Support for Construction (CS-1003/PRO.0092)	72	191
DHRPSC0003688 v 1.01	PUC	Amendment	\$22,000,000	\$52,000,000	As-Needed Support Services, Hetch Hetchy Water and Power	0	66
DHRPSC0004137 v 1.01	PUC	Amendment	\$5,000,000	\$15,000,000	46943 - 23/24 - Southeast Treatment Plant Biogas Utilization Project Design-Build	120	169
		Total	\$264,016,058	\$318,466,058			

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Victor Madrigal

Department Coordinator: Victor Madrigal,

Victor.Madrigal@flysfo.com

Project Manager: Victor Madrigal

ServiceNow Number: DHRPSC0004951

Version: 0.01

Version Type: New

Brief description of proposed work: PMSS & DB Services for the Wayfinding Enhancement Program Phase 2.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$135,000,000

Does contract include items other than services?: Yes

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 66

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Airport seeks to award two contracts: one for program management support services that include design management and construction management services, project controls, contract administration, cost estimating services, and field inspections; and one for design and construction of various projects under the Wayfinding Enhancement Program.

Why are these services required and what are the consequences of denial?: The Program will improve existing signage and increase passengers' wayfinding success rate by standardizing signage, reducing visual clutter and conflicts, and providing real-time consistent information to better serve the increasing number of passengers at SFO.

The services require personnel with knowledge of and experience with wayfinding and signage improvement projects, multimodal transit projects, and coordination with various stakeholders, including airlines, other Airport tenants, the U.S. Customs and Border Protection, Transportation Security Administration, and the Federal Aviation Administration. The Airport seeks personnel with specialized skills in airport design, industrial product design, experience design, information planning and strategy, and multi-modal program and construction management. Designers must have experience with managing the complexities of signage and wayfinding systems within a large airport campus setting and should be able to develop unique design, information, and wayfinding solutions to integrate people, movement, and places. City staff currently does not have this knowledge and experience.

If denied, the guest experience would suffer, resulting in confused passengers, leading to negative impacts on operations, decreased concession, and non-airline revenue. Also, existing products will eventually become unserviceable until replacements are procured through a future capital program.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The Airport is currently training internal staff to provide some of these management services. Those services which are more specialized require a competitive solicitation to acquire experienced personnel to support airport-specific operational needs. The Airport will be seeking a 5504 Project Manager II to support the Program.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Since these are formal contracts, these contracts will require Airport Commission approval.

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: The Airport will seek BOS approval of the program management support services contract once the contract reaches \$10,000,000 in accordance with Charter Section 9.118(b).

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The Program implements targeted improvements to wayfinding throughout the airport and campus environments. The various enhancements are usually implemented within live operating environments over short periods of time. Hiring consultants provides the resource flexibility to efficiently manage concurrently phased scopes spread throughout the campus without the long-term commitment of internal staff.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Specialized skills include airport design, industrial product design, experience design, information planning and strategy, and multi-modal program and construction management. Skills must include experience with managing the complexities of signage and wayfinding systems within a large airport campus setting and developing unique design, information and wayfinding solutions to integrate people, movement and places.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: The scope and scale of this project does not occur frequently enough to adopt permanent civil service classifications. In addition. The services are highly specialized and requires a well-established cohort of uniquely skilled designers and engineers that can collaborate together.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Training for operating and maintenance of products implemented

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: No, as this work entails highly specialized skills, expertise and knowledge for implementation specific to the airport's capital program.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5506 - Project Manager 3, 5504 - Project Manager 2

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/2/2024

Union Review End Date: 1/1/2025

Union Review Duration Met On: 1/1/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 42752 - 15/16)

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

Type of Service: Project Management Support and Design-Build Services for the Wayfinding Enhancement Program

Funding Source: Airport Operating Capital Funds

PSC Original Approved Amount: \$55,000,000

PSC Original Approved Duration: 07/19/16 - 12/31/21 (5 years 23 weeks)

PSC Mod#1 Amount: \$15,000,000

PSC Mod#1 Duration: 12/31/21-09/01/24 (2 years 34 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 09/01/24-12/31/26 (2 years 17 weeks)

PSC Cumulative Amount Proposed: \$70,000,000

PSC Cumulative Duration Proposed: 10 years 23 weeks

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction. Services will include:

- Development of airport-wide wayfinding plan, including improvements to virtual gateways, roadways, parking, curbside, terminal, dining and shopping, and gates
- Development of airport-wide Signage Guideline Standards
- Development of an airport-wide implementation plan for signage upgrades with phased and interim approaches
- Graphic and environmental design services for ongoing airport campus requirements
- Management of graphic design, industrial design, prototyping, use and experience studies, geographic information system (GIS) mapping, dynamic display technology and information and technology systems.

Of the total \$55,000,000 PSC Amount, the current estimated construction cost is \$45,000,000.

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

The Program will increase passengers' wayfinding success rate and improve the guest experience by standardizing signage, reducing visual clutter and visual conflicts, providing real-time information, and organizing and displaying information in a consistent and accessible format to better serve the increasing number of passengers at SFO. If denied, the guest experience would suffer, resulting in confused and lost passengers, and an increase in passengers with missed connections or pick-ups. The impact to the guest experience would result in decreased concession and non-airline revenue.

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

PSC 42752-15/16

D. Will the contract(s) be renewed?

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

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

Need to extend for time to address delays because of the pandemic.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The Wayfinding Enhancement Program requires short-term services with diverse skills and expertise in signage and wayfinding at large hub airports.

B. Reason for the request for modification:

Need to extend for time to address delays because of the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized skills include airport design, management, and facility development are required. Additionally, environmental graphics, graphic design, industrial design, experience design, dynamic display technology and project and construction management expertise are required. Designers must have experience with managing the complexities of signage systems and wayfinding within a large hub airport setting.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5322, Graphic Artist; 5330, Graphics Supervisor; 7457, Sign Worker;

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.

Existing civil service classifications do not have the unique and highly specialized expertise in the field of airport signage and wayfinding.

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, as the scope and scale of this project does not occur frequently enough to adopt permanent civil service classifications.

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.
While formal training is not anticipated at this time, based on the outcome of the work, vendor may provide training to Airport staff where and when applicable.

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.
SFO Partners and Fisher Development Inc.

7. Union Notification: On 09/19/23, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42752 - 15/16

DHR Analysis/Recommendation:

12/18/2023

Commission Approval Required

Approved by Civil Service Commission

12/18/2023 DHR Approved for 12/18/2023

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	AIR		
Dept Name:	Airport Commission		
PSC Coordinator Name:	Victor Madrigal		
PSC Coordinator Email:	victor.madrigal@flysfio.com		
PSC ServiceNow Record Number:	DHRPSC0004679		

PSC Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000006302	11/28/2016	8/31/2024	\$ 9,600,000	DHRPSC0004364	Design and project and construction management services, project controls, contract administration, cost estimating services and field inspection
1000009371	3/22/2018	8/13/2022	\$ 41,603,650	DHRPSC0004364	Design and construction services for the Wayfinding Enhancement Program

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Sung Kim

Department Coordinator: Cynthia Avakian,

cynthia.avakian@flysfo.com

Project Manager: Queena Lu

ServiceNow Number: DHRPSC0005001

Version: 0.01

Version Type: New

Brief description of proposed work: Disadvantaged Business Enterprise (DBE) and Airport Concession DBE Consulting Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Consultant will assist the Airport with Airport Concession Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE) certifications; compliance reporting; goal setting; and ensuring alignment with 49 Code of Federal Regulations (CFR) Parts 26 and 23 which promote fair access to contracting for disadvantaged business. Contractor will also support Airport staff with performing reviews of joint venture agreements to assess compliance with ACDBE, and perform market area utilization reviews to analyze availability of disadvantaged businesses that could participate in contracting opportunities.

Why are these services required and what are the consequences of denial?: This service is

required to help the Airport comply with 49 CFR Parts 26 and 23 and to help the Airport provide equitable access to contracting opportunities for disadvantaged businesses. Should the service be denied, the Airport risks non-compliance with federal regulations, potential penalties, and a setback to the Airport's commitment to equity.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Existing civil service classifications do not possess the specialized knowledge or compliance experience required to ensure that the Airport adheres to the complex DBE and ACDBE regulations and US Department of Transportation and Federal Aviation Administration guidelines.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Airport contracts exceeding the minimum competitive amount must be approved by the Airport Commission.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The need for this service fluctuates based on the amount of federal funding and projects, as well as Airport-specific factors such as new concessions or construction opportunities.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: This service applies exclusively to the Airport's programs under USDOT and FAA regulations. The service requires expertise under specific areas of federal law that require advanced expertise, continuous training, and airport-specific knowledge, which are not applicable to existing civil service classifications.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: The volume and intermittent nature of the services does not justify creating a new civil service class.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: The contractor will provide one-hour weekly training to Airport staff, on an as-needed basis, for beginner-level tasks in ACDBE, DBE, and SBE program implementation. Training will focus on initial eligibility reviews, basic data entry into FAA, DOT, and Airport databases, communicating with applicants, and introductory compliance tasks, ensuring that Airport staff can help support review, program monitoring, and reporting activities.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: The contractor will provide training for Airport staff to perform some basic support tasks. However, due to the specialized and intermittent nature of the work, there are no plans to transition the full scope of services to the City.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2978 - Contract Compliance Officer II, 0931 - Manager III, 1824 - Pr Administrative Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, staff@sfmea.com

Union Review Sent On: 12/18/2024

Union Review End Date: 1/17/2025

Union Review Duration Met On: 1/17/2025

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

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Other than common stations the bank finds no decent stations or not far this town.

Dept Acronym:	AR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	Cynthia.avakian@flysf.com
PSC ServiceNow Record Number:	DHRPSC0005001

From: [Jessica Nuti](#)
To: [Sung Kim \(AIR\)](#); [Geramye Teeter](#); [Erica Dixon](#)
Cc: [Audrey Garza](#); [Mark Weirick](#); [Queena Lu \(AIR\)](#); [Rita Ohaya \(AIR\)](#); [Cynthia Avakian \(AIR\)](#); [DHR-PSCCoordinator](#), [DHR \(HRD\)](#); [DT Service Now \(TIS\)](#); [L21PSC Review](#)
Subject: Re: AIR [DHRPSC0005001] submitted for Union Review
Date: Monday, January 13, 2025 10:27:13 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Outlook-5k0kicht.png](#)

Hi Sung,

We appreciate you and Queena meeting with us on Friday. Yes, we're in concurrence with this PSC. We look forward to on-going conversations.

All the best,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Sung Kim (AIR) <sung.kim@flysfo.com>
Sent: Friday, January 10, 2025 5:13 PM
To: Jessica Nuti <jnuti@ifpte21.org>; Geramye Teeter <geramye@gmail.com>; Erica Dixon <eridix01@gmail.com>
Cc: Audrey Garza <agarza@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Queena Lu (AIR) <queena.lu@flysfo.com>; Rita Ohaya (AIR) <Rita.Ohaya@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR <dhr-psccordinator@sfgov.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; L21PSC Review <L21PSCReview@ifpte21.org>
Subject: RE: AIR [DHRPSC0005001] submitted for Union Review

Hi Jessica, G, and Erica – thank you again for meeting with Queena and me this afternoon. As discussed, the Airport agrees to provide an annual report to Local 21 on the following subjects once the contract has been awarded, with the first report to be provided at the start of Year 2 of the contract:

1. Contract usage
2. Status of training provided by contractor

3. Anticipated federal funding for projects subject to DBE/ACDBE/SBE programs for the coming year

Please confirm this would resolve Local 21's objection to the PSC. With your agreement, we anticipate this PSC will be presented to the Civil Service Commission for approval on February 4.

Sung



Sung Kim (he/him/his)
Manager, Contracts Administration Unit
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Office: 650-821-2026 | Email: sung.kim@flysfo.com
[Facebook](#) | [X](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#)

From: Sung Kim (AIR)
Sent: Tuesday, December 31, 2024 2:36 PM
To: Jessica Nuti <jnuti@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; L21PSC Review <L21PSCReview@ifpte21.org>; staff@sfmea.com
Cc: Audrey Garza <agarza@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Geramye Teeter <geramye@gmail.com>; Erica Dixon <eridix01@gmail.com>; Queena Lu (AIR) <queena.lu@flysfo.com>; Rita Ohaya (AIR) <rita.ohaya@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: AIR [DHRPSC0005001] submitted for Union Review

Good afternoon Jessica – please see attached the Airport's responses to Local 21's questions. We look forward to meeting with G, Erica, and you on the 10th.

Happy New Year,

Sung



Sung Kim
Tel 650-821-2026

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Friday, December 27, 2024 1:02 PM
To: Sung Kim (AIR) <sung.kim@flysfo.com>; DT Service Now (TIS) <ccsfdt@service-now.com>;

L21PSC Review <L21PSCReview@ifpte21.org>; staff@sfmea.com
Cc: Audrey Garza <agarza@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Geramye Teeter <geramye@gmail.com>; Erica Dixon <eridix01@gmail.com>; Queena Lu (AIR) <queena.lu@flysfo.com>; Rita Ohaya (AIR) <Rita.Ohaya@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: AIR [DHRPSC0005001] submitted for Union Review

Hi Sung,

Thank you for letting us know when we should expect a response to our initial questions. We are available to meet Friday, Jan. 10th at 1PM. Can you please send the invite to G Teeter, Erica Dixon, and me?

We look forward to connecting over the proposed PSC. I hope you have a great rest of your holiday season!

All the best,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Sung Kim (AIR) <sung.kim@flysfo.com>
Sent: Friday, December 27, 2024 9:25 AM
To: Jessica Nuti <jnuti@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>; L21PSC Review <L21PSCReview@ifpte21.org>; staff@sfmea.com <staff@sfmea.com>
Cc: Audrey Garza <agarza@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Geramye Teeter <geramye@gmail.com>; Erica Dixon <eridix01@gmail.com>; Queena Lu (AIR) <queena.lu@flysfo.com>; Rita Ohaya (AIR) <Rita.Ohaya@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DHR <dhr-psccordinator@sfgov.org>
Subject: RE: AIR [DHRPSC0005001] submitted for Union Review

Good morning Jessica – the Airport is in receipt of Local 21's initial questions, and will have responses to you by COB Tuesday (Dec 31).

Airport staff are available to meet at the following times:

Tues Jan 7: 930-1130am; 1-2pm
Wed Jan 8: 1030am-noon; 1-3pm
Fri Jan 10: 11am-noon; 1-3pm

Please let me know if any of these times work for Local 21 (as well as required attendees on your end) and I will be happy to set up a Teams meeting.

Thank you,

Sung



Sung Kim (he/him/his)
Manager, Contracts Administration Unit
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Office: 650-821-2026 | Email: sung.kim@flysfo.com
[Facebook](#) | [X](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#)

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Thursday, December 26, 2024 8:55 AM
To: Queena Lu (AIR) <queena.lu@flysfo.com>; Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; DT Service Now (TIS) <ccsfdt@service-now.com>; L21PSC Review <L21PSCReview@ifpte21.org>; staff@sfmea.com; Sung Kim (AIR) <sung.kim@flysfo.com>
Cc: Audrey Garza <agarza@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>; Geramye Teeter <geramye@gmail.com>; Erica Dixon <eridix01@gmail.com>
Subject: Re: AIR [DHRPSC0005001] submitted for Union Review

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

Good morning,

I hope you all had a great holiday. Local 21 objects this proposed PSC. Please send us dates and times to meet the week of January 6th. In order to best prepare for our conversation, please find below our initial questions on the proposed PSC:

- The previous PSC contract for the same type of consultant was \$450,000. The current proposed PSC request is for \$750,000 over a 5-year period. What is the justification for the \$300,000 increase?
- How much work does this consultant do and how often? How many days/week?
- Has there ever been a cost comparison between contracting out, versus having an

employee on hand to do this type of work? The reason for this question is that if the work of a consultant is continuously necessary year after year, why not hire an employee to do this type of work on a permanent basis instead?

- How was the contractor chosen? Have they been used before?

We look forward to scheduling a time to meet and gaining more clarity on this proposed PSC.

Thank you,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Mark Weirick <mweirick@ifpte21.org>

Sent: Wednesday, December 18, 2024 2:27 PM

To: Jessica Nuti <jnuti@ifpte21.org>; Audrey Garza <agarza@ifpte21.org>

Cc: Mark Weirick <mweirick@ifpte21.org>

Subject: FW: AIR [DHRPSC0005001] submitted for Union Review

-Mark



Mark Weirick (he/him/his)

Regional Director, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7386

Join Us: www.ifpte21.org/join/

From: CCSF IT Service Desk <ccsfdt@service-now.com>

Sent: Wednesday, December 18, 2024 9:27 AM

To: queena.lu@flysfo.com; cynthia.avakian@flysfo.com; L21PSC Review <L21PSCReview@ifpte21.org>; staff@sfmea.com; Sung.Kim@flysfo.com

Subject: AIR [DHRPSC0005001] submitted for Union Review

Hello **021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc** union representatives,

AIR is requesting your review of PSC [DHRPSC0005001]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2025-01-17.**

PSC Summary

=====

Record Number: DHRPSC0005001 v 0.01

Description of Proposed Work: Disadvantaged Business Enterprise (DBE) and Airport Concession DBE Consulting Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

- CSC Approval by Amount

Submitting Department: AIR

Dept PSC Coordinator: Cynthia Avakian

Dept PSC Coordinator Email: cynthia.avakian@flysfo.com

Dept PSC Coordinator Phone: +1 (650) 821-2014

PSC Amount: \$750,000.00

PSC Duration (months): 60

Funding Source(s): City Funds

Scope of Work: Consultant will assist the Airport with Airport Concession Disadvantaged Business Enterprise (ACDBE), Disadvantaged Business Enterprise (DBE), and Small Business Enterprise (SBE) certifications; compliance reporting; goal setting; and ensuring alignment with 49 Code of Federal Regulations (CFR) Parts 26 and 23 which promote fair access to contracting for disadvantaged business. Contractor will also support Airport staff with performing reviews of joint venture agreements to assess compliance with ACDBE, and perform market area utilization reviews to analyze availability of disadvantaged businesses that could participate in contracting opportunities.

PSC Justification(s)

=====

- Services required on an as-needed, intermittent, or periodic basis
- Services requiring specialized expertise, knowledge experience

Ref:TIS5533704_dT2r2TbHDx874LCVZXsd

**Airport responses to Local 21's December 26, 2024 questions for PSC No.
DHRPSC0005001**

1. The previous PSC contract for the same type of consultant was \$450,000. The current proposed PSC request is for \$750,000 over a 5-year period. What is the justification for the \$300,000 increase?

The increase is primarily due to two broad factors:

- **Scope of Work Expansion:** This new PSC covers expanded responsibilities and more projects than the previous PSC. This is partly due to a USDOT ruling that introduced additional administrative requirements, which will trigger additional regulatory compliance requirements and more tasks than were required in the previous contract. Furthermore, with SFO's introduction of a Small Business Element on the ACDBE and DBE programs, the increase also reflects the growing complexity of the ACDBE/DBE regulations and programs, which may require more expertise and resources (such as specialized staff, more in-depth reporting, or legal/compliance analysis).
- **Inflation and Cost of Living Adjustments:** Over a period of five years, costs associated with professional services, including labor rates and operational costs, naturally increase due to inflation. The increase attempts to account for a portion of the increase, particularly since the original contract would have been based on older rates.

2. How much work does this consultant do and how often? How many days/week?

The responses below are based on the soon-to-expire current contract which has less scope and projects which may not have a bearing on this current contract as the current solicitation has increased scope and will cover more projects.

- **Workload Description:** The consultant provides expertise and support for specific tasks. Their work includes regulatory compliance, data analysis, program management, and reporting. These tasks vary in terms of time commitment depending on the stage of the project and the specific needs of the ACDBE/DBE program.
- **Frequency of Work:** The consultant does not work full-time every week but may be called upon based on project milestones, reporting schedules, or particular needs. The frequency might include:
 - Regular updates (e.g., monthly or quarterly reports)
 - Periodic reviews (e.g., assessments of program performance)
 - Special consulting for specific projects or events (e.g., workshops, audits, or public outreach).

Days per Week: The consultant may be engaged 1-3 days weekly. More intensive phases (such as audits or compliance reviews) could increase engagement to 4 to 5 days per week. This varies based on project cycles, deadlines, team needs, ad-hoc requests, and the overall workload.

3. Has there ever been a cost comparison between contracting out, versus having an employee on hand to do this type of work? The reason for this question is that if the work of a consultant is continuously necessary year after year, why not hire an employee to do this type of work on a permanent basis instead?

The Airport has not conducted a formal cost comparison, however the specialized nature of the work and fluctuating demands for service do not lend themselves to hiring permanent staff to perform this service.

- **Nature of the Work:** The consultant's work is highly specialized, requiring expertise in the ACDBE/DBE regulations, and the need for such expertise fluctuates based on the project phase. For example, the workload could peak during reporting cycles or regulatory reviews, while it might be minimal in other periods. Consulting provides flexibility, allowing the Airport to adjust based on demand. If the work is ongoing and requires specific expertise that isn't needed daily, it seems more cost-effective to continue with consulting. Consulting allows for scaling up or down the level of effort based on the Airport's needs. For example, if a surge of work occurs in one year (such as a major regulatory change or audit), the consultant can be brought in for more hours, which may not be sustainable with a full-time employee.
- **Long-Term Planning:** The need for permanent staffing could arise if the workload becomes predictable and year-round. However, as it stands, contracting is more efficient because the work varies based on seasonal demands or specific project timelines.

4. How was the contractor chosen? Have they been used before?

The Airport is currently going through a competitive process (RFP) to select a contractor.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Janis Omeara

ServiceNow Number: DHRPSC0004796

Version: 0.01

Version Type: New

Brief description of proposed work: Behavioral Health Services for Personal Assisted Employment Services (PAES) Clients

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$11,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will create and administer a program designed to provide and improve behavioral health services offered to adults aged 18-65, who are enrolled in the San Francisco Human Services Agency's "Personal Assisted Employment Services" (PAES) program. PAES is one of four programs administered under the City's "County Adult Assistance Programs" (CAAP) ordinance. PAES provides low-income San Franciscans, with no dependent children, the necessary education, training, and supportive services to gain employment and become self-sufficient. The program will include the following:

1. Behavioral Health Services

2. Drop-in Clinic
3. Linkage to Care
4. American Psychological Association (APA) Accredited Internship Program
5. Consultation and Reporting

Why are these services required and what are the consequences of denial?: These services are necessary to improve the quality of life and access to healthcare for PAES clients. PAES provides low-income San Franciscans, with no dependent children, the necessary education, training, and supportive services for clients to gain employment and become self-sufficient. The services will screen and assess PAES clients for functional limitation(s) due to behavioral health and/or medical condition(s) that impair their employability. If it is determined that a client is unable to work, they will be linked to care and services as-needed. Denial of service will result in a lack of behavioral health services and employment for PAES clients.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through civil service classifications. These community-based organizations have established trust and relationships with the PAES client population, which is crucial for service delivery. Civil service staff work in partnership with community based organizations, which results in more comprehensive and accessible mental health and substance abuse treatment services for clients. These collaborations ultimately improve the quality of care and service delivery.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lack necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Contractor must have clinicians with specific qualifications, including those able to provide medication evaluations and ongoing medication management to enhance vocational outcomes for PAES clients. Additionally, clinicians must be available to provide triage and behavioral health assessments. Contractor must also have an American Psychological Association (APA) accredited internship program.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 2593 - Health Program Coordinator 3, 2922 - Senior Medical Social Worker

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Community-based behavioral health contractors provide cultural expertise, linkages, and established relationships and trust with the PAES client population, which is otherwise unavailable through civil service classifications. Civil service staff work in partnership with community based providers, which are mostly non-profit organizations, and through these collaborations the City is able to offer higher quality, culturally appropriate and more accessible mental health and substance abuse treatment services to its residents than it would be able to do alone.

Q5d) Will contractor directly supervise City employees?: No**Q5e) Will contractor train City employees?: No**

Q5e1) Explain why training of City employees is not required: Contractor will not train City and County employees but there will be knowledge transfer from continuous consultation and reporting through periodic and final reports to the City. Additionally, city employees will have the opportunity to be exposed to the latest service models for PAES clients.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Community based organizations have long-standing cultural expertise and have established relationships and trust with the PAES client population. Maintaining these partnerships ensures that PAES clients continue to receive culturally appropriate and effective behavioral health services.

Additional information to support your request (Optional):**Union Notifications**

Job Class(es): 2593 - Health Program Coordinator 3, 2922 - Senior Medical Social Worker

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org

Union Review Sent On: 10/24/2024

Union Review End Date: 12/23/2024

Union Review Duration Met On: 12/23/2024

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdpb.org
PSC ServiceNow Record Number:	DHRPSC0001755

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: David Pating

ServiceNow Number: DHRPSC0004912

Version: 0.01

Version Type: New

Brief description of proposed work: Crisis Stabilization Unit

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$30,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will operate a Crisis Stabilization Unit (CSU) in a City-owned building located at 822 Geary Street. This CSU will provide voluntary (non-5150) services to people experiencing behavioral health crisis, with an objective of meeting their critical mental health, substance use, and minor physical health needs, sufficient to resolve their acute behavioral health crisis, prevent psychiatric hospitalization and incarceration, and effectively engage and link them to follow-up care.

CSU services will include mental health crisis stabilization, substance use withdrawal management, and triage and intervention for presenting urgent medical conditions. The CSU will provide these high-impact interventions, stabilization, engagement, and linkage to follow-up

care services. The CSU will treat and facilitate clients moving through behavioral health crisis to resolution.

The program will be Medi-Cal site-certified to deliver CSU services 24 hours per day, 7 days per week, to a maximum of 16 clients at a time. Each client served will stay at the CSU for no longer than a maximum of 23 hours, consistent with the Medi-Cal specialty mental health services definition of Crisis Stabilization. The CSU will serve approximately 1,500 unique unduplicated clients annually. The contractor will collaborate closely with the neighborhood community and first responders (including the Street Crisis Response Team, the San Francisco Local Emergency Medical Services Agency ("LEMSA"), and the police).

Why are these services required and what are the consequences of denial?: A Crisis Stabilization Unit was mandated in 2019 as part of the city's Mental Health San Francisco legislation. At that time, it was determined that San Francisco has insufficient crisis stabilization beds, particularly during night and evening hours. Services are required because this gap creates a need for an important destination for individuals in crisis and first responders. The new Crisis Stabilization Unit (CSU) will address this need by offering essential services such as mental health crisis stabilization, substance use withdrawal management, and triage for urgent medical conditions. Consequences of denial include inadequate support for clients in crisis, which may lead to worsening mental health conditions and lack of high-impact interventions to facilitate clients' recovery and linkage to follow-up care.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Health Commission approval is required as this is a new contract.

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required: BOS approval is required due to the funding amount.

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term

Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Knowledge, skills and abilities to operate a Medi-Cal certified mental health Crisis Stabilization Unit that provides unlocked, voluntary, community-based crisis stabilization services of less than 24 hours duration to persons who are predominantly experiencing homelessness, who walk-in to the CSU, or who are brought-in voluntarily to the CSU by first responders (Street Crisis Response Team, EMS, and police).

Staffing with skills and expertise to provide high-level clinical and supportive CSU services for a 24/7 duration for up to 16 beds at a time, to effectively address and treat the more severe presentations of behavioral health crisis, which often involves co-morbid substance use disorder, substance use intoxication, mild to moderate physical health conditions, police involvement, and homelessness.

Ability to assess behavioral health and physical health of clients in behavioral health crisis; provide mental health crisis intervention, including therapeutic de-escalation, behavioral health medication, and crisis counseling; substance use withdrawal and intoxication management; provide urgent care medical services for mild to moderate physical health needs; conduct appropriate triage and referral to an involuntary (5150) psychiatric emergency or hospital-based service, including initiating involuntary detention, when necessary; administer crisis medication utilizing on-site medication supply and storage; provide social services assessment, referral to housing/shelter, food, follow-up health and social services, and other resources.

Must fulfill the site requirements to be Medi-Cal-certified by the county (Behavioral Health Services) to leverage Medi-Cal specialty mental health services reimbursement.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 2230 - Physician Specialist, 2305 - Psychiatric Technician, 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2320 - Registered Nurse, 2586 - Health Worker 2, 2312 - Licensed Vocational Nurse, 2328 - Nurse Practitioner, 2585 - Health Worker 1, 2932 - Sr Behavioral Health Clinician, 2588 - Health Worker 4

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Civil service classes are utilized to provide significant behavioral health care in DPH, but the department lacks experience operating this type of certified specialty facility. The department would be unable to provide the technical supervision, operational support and level of service required to ensure continuous responsiveness needed to operate a certified facility with specialty programming 24 hours a day, 7 days a week, 365 days a year.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: The focus of the services is not

on training civil service staff, however, some knowledge transfer may occur as civil service and contractor staff work together to serve clients.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Civil service classes are utilized to provide significant behavioral health care in DPH, but the department lacks experience operating this type of certified specialty facility. The department would be unable to provide the technical supervision, operational support and level of service required to ensure continuous responsiveness needed to operate a certified facility with specialty programming 24 hours a day, 7 days a week, 365 days a year. These specialty service requirements are ongoing.

Additional information to support your request (Optional): DPH lacks sufficient administrative, programmatic, and technical skill and experience to effectively run this kind of CSU service. The department has no prior experience operating a similar program with civil service staff, which means this would be a start-up operation with no existing infrastructure. Community-based organizations are better equipped to develop, operate, and staff these type of CSU services.

Union Notifications

Job Class(es): 2230 - Physician Specialist, 2305 - Psychiatric Technician, 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2320 - Registered Nurse, 2586 - Health Worker 2, 2312 - Licensed Vocational Nurse, 2328 - Nurse Practitioner, 2585 - Health Worker 1, 2932 - Sr Behavioral Health Clinician, 2588 - Health Worker 4

Labor Unions: 021 - Prof & Tech Eng, Local 21, 250 - SEIU 1021, 164 - Physician/Dentists 8-CC, UAPD, 791 - SEIU 1021 Staff & Per Diem RNs, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org, pkng@uapd.com, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, PSCreview@seiu1021.org

Union Review Sent On: 11/16/2024

Union Review End Date: 1/15/2025

Union Review Duration Met On: 1/15/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Don Sy

Department Coordinator: Alexander Burns,

Alexander.Burns@sfdpw.org

Project Manager: Olivia Lee

ServiceNow Number: DHRPSC0004879

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Professional Services for Special Inspection and Testing

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$12,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide special inspection and testing services on construction and building materials for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services.

Why are these services required and what are the consequences of denial?: The consultant will offer services that are normally not provided by the City's staff and facilities. These services are required as part of code requirement for the building inspection process. Denial could cause building code violations, occupancy denials and delays to projects that would result in additional

costs to the City. The City does not possess these special expertise and testing laboratories.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Commission approval required for contracts equal to or exceeds \$200,000 (Minimum competitive amount).

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:

International Building Code (IBC), Chapter 17 – Special Inspections and Tests. Section 1704.2 specifies that the owner or the owner's authorized agent is responsible for hiring an approved special inspection agency to conduct required special inspections and tests. The intention is to ensure an unbiased, third-party evaluation of construction quality in critical aspects such as structural integrity, fireproofing, and materials testing. This requirement is enforced to prevent conflicts of interest.

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Materials testing facilities and equipment as required by federal and state governing bodies.

Does the dept plan to acquire the facilities/equipment to perform the services?: Yes

Provide plan and timeline to secure what is required to perform the services: The Department plans to budget for the purchase of some of the testing equipment and materials in the next 2-year budget cycle. However, the Department does not have any plans to acquire any additional facilities because it is not cost effective for the City.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5203 - Assistant Engineer, 5305 - Materials Testing Technician, 5211 - Eng/Arch/Landscape Arch Sr, 5304 - Materials Testing Aide, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 5174 - Administrative Engineer, 6318 - Construction Inspector

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 11/14/2024

Post Union Notification

Union Review End Date: 12/14/2024

Union Review Duration Met On: 12/14/2024

SECTION 1704 SPECIAL INSPECTIONS AND TESTS, CONTRACTOR RESPONSIBILITY AND STRUCTURAL OBSERVATION

1704.1 General.

Special inspections and tests, statements of special inspections, responsibilities of contractors, submittals to the building official and structural observations shall meet the applicable requirements of this section.

1704.2 Special inspections and tests.

Where application is made to the building official for construction as specified in Section 105, or 1.8.4, as applicable, the owner or the owner's authorized agent, other than the contractor, shall employ one or more approved agencies to provide special inspections and tests during construction on the types of work specified in Section 1705 and identify the approved agencies to the building official. These special inspections and tests are in addition to the inspections by the building official that are identified in Section 110.

[OSHPD 1R, 2 & 5] In addition, the approved agencies shall provide special inspections and tests during construction on the types of work listed under Chapters 17, 18, 19, 20, 21, 22, 23 and 25, and noted in the Test, Inspection and Observation (TIO) program as required by the Office.

The inspectors shall act under the direction of the architect or structural engineer or both, and be responsible to the Owner. Where California Administrative Code Section 7-115 (a) 2 permits construction documents to be prepared under the responsible charge of a mechanical, electrical or civil engineer, inspectors shall be permitted to work under the direction of an engineer in the appropriate branch as permitted therein.

Exceptions:

1. Special inspections and tests are not required for construction of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official.
2. Unless otherwise required by the building official, special inspections and tests are not required for Group U occupancies that are accessory to a residential occupancy including, but not limited to, those listed in Section 312.1.
3. Special inspections and tests are not required for portions of structures designed and constructed in accordance with the cold-formed steel light-frame construction provisions of Section 2211.1.2 or the conventional light-frame construction provisions of Section 2308. **[OSHPD 1R, 2 & 5]** Not permitted by OSHPD.
4. The contractor is permitted to employ the approved agencies where the contractor is also the owner. **[OSHPD 1R, 2 & 5]** Not permitted by OSHPD.
5. **[HCD 1]** The provisions of Health and Safety Code Division 13, Part 6 and the California Code of Regulations, Title 25, Division 1, Chapter 3, commencing with Section 3000, shall apply to the construction and inspection of factory-built housing as defined in Health and Safety Code Section 19971.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ENV

Submitted By: Sheila Layton

Department Coordinator: Sheila Layton,
sheila.layton@sfgov.org

Project Manager: Lowell Chu

ServiceNow Number: DHRPSC0004828

Version: 0.01

Version Type: New

Brief description of proposed work: Environment needs a data analytics company to measure the data and calculate eligible incentive amounts based on the collected results. Once the amount of energy saved is determined in a project, the Contractor will recommend an incentive amount to ENV to pay the construction contractor.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,038,600

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Funding Source: State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: SF Environment Department expects the Contractor to deliver the following scope of work:

I. Measure and verify the amount of energy saved. Since incentives amounts are determined by data from the utility meters, Environment needs to hire a data analytics company to measure the data and calculate eligible incentive amounts based on the collected results. Therefore, the Contractor's scope of work includes:

- Securely intake energy data from the utility company, PG&E, and prepare the date for

measurement and verification.

- Measure energy use (in kilowatt-hours of electricity and therms of natural gas) for all projects enrolled in the Program using proprietary software.
- Adjust measurements based on external factors, such as weather conditions and other variables approved by the state regulator.
- Calculate rebate amounts based on the adjusted measurements and notifying ENV to issue payments to the project installation contractors.
- Conduct monthly and quarterly reporting of measured and verified energy savings.
- Operate and maintain a Customer Relationship Management database to manage and analyze customer interactions and data throughout the project lifecycle
- Operate and maintain an Energy Savings database, with an interactive dashboard, that shows Environment-directed metrics at both project- and program-levels.

II. Recommend rebate amounts to ENV. Once the amount of energy saved is determined in a project, the Contractor will recommend an incentive amount to ENV to pay the construction contractor.

Why are these services required and what are the consequences of denial?: Measurement and verification services are essential for the Program, as they rely on actual, quantified reductions in energy usage to determine the incentive amounts. Therefore, without these services, Environment cannot quantify the actual energy reductions resulting from the projects, making it impossible to verify and pay incentive claims.

Additionally, the Contractor's operation and maintenance of the virtual portal is important in reducing administrative costs. Without a central depository, intaking applications and entering their information would become a manual process.

If this contract is not approved, the Program will be unable to operate and will shut down. The consequences include stranding hundreds of small businesses in the region without a means to reduce their utility costs and laying off up to 2 Environment staffers.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Environment has not hired City employees to perform the services because Environment lacks the resources to develop the infrastructure to implement the scope of work.

- The services require the development, operation, and maintenance of extensive, expensive data infrastructure.
- The services required the development, testing, and operation of a software capable of meeting high accuracy (+/-2%) energy savings calculations.
- The services require expertise in integrating utility (PG&E) data into a software platform.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Approval is required for contracts over \$1,000,000.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks a software capable of measuring and verifying energy savings and a database capable of tracking the resultants at both project- and program-levels.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The department does not have the funding and human resources to develop the software and database.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/4/2024

Union Review End Date: 1/3/2025

Union Review Duration Met On: 1/3/2025

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being worked out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below do not change or alter this template

Dept Acronym:	ENV
Dept Name:	Environment
PSC Coordinator Name:	Sheila Layton
PSC Coordinator Email:	Sheila.Layton@sfgov.org
PSC ServiceNow Record Number:	DHRPSC0004828

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC Service Now Record Number (If PSC approval was obtained)	Brief Description of Services Rendered
1000020568	1/1/2021	3/31/2026	\$ 5,372,300	DHRPSC0001691 and DHRPSC0002063	1. Vendor must conduct measurement and data analytics to track the effectiveness of the equipment over 24 months, and then calculate the eligible rebate amounts based on the tracking. ii. Contractor will provide a) professional energy efficiency consulting, b) utility data measurement, analysis and verification services; and c) provide SE with a group of qualified, vetted equipment installation contractors to install energy efficiency equipment in small- and medium-sized businesses (SMB).

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: FIR **ServiceNow Number:** DHRPSC0004442
Submitted By: Elissa Koestenbaum **Version:** 0.01
Department Coordinator: Elissa Koestenbaum, elissa.koestenbaum@sfgov.org **Version Type:** New
Project Manager: Mark Corso

Brief description of proposed work: Occupational Health Physical Fitness Examinations

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel as needed, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

Why are these services required and what are the consequences of denial?: This service is necessary to ensure that all new hires and uniformed employees are healthy and fit so that they can safely perform the duties and responsibilities of their positions. If this is denied, the Department risks the delays of new academies of Firefighters and EMTs/Paramedics being hired, or a serious medical issue being overlooked. The Department has an Office of Employee Health that can do a few minor exams and testing when issues come up, but cannot handle the breadth

or the scope of tests needed to properly examine a new hire or medical issue for a current employee. The Department is still reeling from staffing issues due to separations and retirements due to COVID, so it has been approved with an aggressive hiring plan to rebuild those staffing numbers. If the Department is unable to perform these evaluations, that hiring plan gets delayed significantly, increasing the use of overtime for FIR and resulting in potential additional costs due to delays.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Neither the Department nor San Francisco General Hospital have the facilities and equipment necessary for this kind of specialized cardiovascular testing, and therefore cannot perform essential parts of the cardiac examination.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The Department needs to have a Physician who is trained as a cardiologist, and can perform and interpret resting and stress test electrocardiograms (EKG's).

Additional information to support your request (Optional): This service is necessary to ensure that all uniformed employees and new hires are healthy and fit so that they can safely perform the duties and responsibilities of their positions. The Department does not have the capability and expertise to provide this service. The City will be able to meet this service once San Francisco General Hospital establishes and staffs a dedicated or expanded medical and laboratory facilities that would be specifically assigned to this purpose.

This professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meeting of February 6, 2023 (PSC# 49532 - 22/23).

In response to the PSC question pertaining to contracting out services over the last three years for our health check request, while the Department had not had an actual contract with a vendor for this, we have used our previous vendor, California Pacific Medical Center (CPMC), during that period.

Please see attached documentation for more details.

Union Notifications

Job Class(es): 2230 - Physician Specialist, 2328 - Nurse Practitioner, 2233 - Supervising Physician Spec, 2232 - Senior Physician Specialist

Labor Unions: 164 - Physician/Dentists 8-CC, UAPD, 791 - SEIU 1021 Staff & Per Diem RNs, 163 - Physician/Dentists 11-AA, UAPD

Labor Union Email Addresses: pking@uapd.com, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, pking@uapd.com

Union Review Sent On: 12/11/2024

Union Review End Date: 1/10/2025

Union Review Duration Met On: 1/10/2025



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

February 10, 2023

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT NUMBER 49532-22/23
FROM THE FIRE DEPARTMENT.**

At its meeting on **February 6, 2023**, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission adopted the report. Approved the request for proposed Personal Services Contract #49532-22/23 from the Fire Department; Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.

**NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.
Please share it with everyone responsible for follow-up.***

CIVIL SERVICE COMMISSION

/s/

LAVENA HOLMES
Deputy Director

Cc: Mark Corso, Fire Department
Commission File
Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIRDept. Code: FIRType of Request: Initial Modification of an existing PSC (PSC #)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Occupational Health Physical Fitness ExaminationsFunding Source: Annual BudgetPSC Amount: \$2,500,000 PSC Est. Start Date: 01/23/2023 PSC Est. End Date 12/31/2027**1. Description of Work**

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

Perform physical fitness evaluations on new hires and current uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.

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

This service is necessary to ensure that all new hires and uniformed employees are healthy and fit so that they can safely perform the duties and responsibilities of their positions.

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

This professional services contract request has been approved by the Civil Service Commission in the past, most recently at the meeting of March 18, 2013 (PSC# 42142-12/13).

D. Will the contract(s) be renewed?

This request will represent a new, multi-year contract that will replace a recently expired contract. The term of the contract is three years, with two one-year extensions.

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

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:

This service is necessary to ensure that all uniformed employees and new hires are healthy and fit so that they can safely perform the duties and responsibilities of their positions. The Department does not have the capability and expertise to provide this service. The City will be able to meet this service once San Francisco General Hospital establishes and staffs a dedicated or expanded medical and laboratory facilities that would be specifically assigned to this purpose.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2233, Supervising Physician Spec; 2328, Nurse Practitioner;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Neither the Department, nor San Francisco General Hospital have the facilities and equipment necessary for this kind of specialized cardiovascular testing and therefore cannot perform essential parts of the cardiac examination.

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

The Fire Department Physician reached out to SFGH Employee Health department to inquire about providing health check examinations, and Angela Boilard, Clinic Manager, at SFGH-Zuckerberg Hospital Employee Health verified via email to the department that they do not have the capacity to perform health check examinations and 5 stress treadmill tests/day.

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

- A. Explain why civil service classes are not applicable.
The Department needs to have a Physician who is trained as a cardiologist and can perform and interpret resting and stress test EKGs.
- 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 classes exists, but the staffing, equipment, and facilities are insufficient to meet the Fire Department's needs.

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 is 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 10/07/2022, the Department notified the following employee organizations of this PSC/RFP request:

Physicians and Dentists - 11AA; Physicians and Dentists - 8CC; SEIU Local 1021; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU, Local 1021 H-1 Fire-Rescue Paramedics

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

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

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49532 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 01/25/2023

Civil Service Commission Action:

List of Previously Approved Contracts for Similar Services (Measured 3

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

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Dept Acronym:	FIR
Dept Name:	Fire
PSC Coordinator Name:	Elissa Koestenbaum
PSC Coordinator Email:	elissa.koestenbaum@sfgov.org
PSC ServiceNow Record Number:	DHRPSC0004442

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	ServiceNow Record Number (if PSC approval)	Brief Description of Services Rendered
10000002440	1/1/2014	12/31/2019	\$ 2,000,000	43377 - 19/20	Occupational Health Physical Fitness Examinations

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Leslie Lau

Department Coordinator: Tara Alvarez,

tara.alvarez@sfgov.org

Project Manager: Kevin Li

ServiceNow Number: DHRPSC0004939

Version: 0.01

Version Type: New

Brief description of proposed work: This contract provides an annual license, support, maintenance, and as-needed customization and system improvements for secured instant messaging software.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$684,723

Does contract include items other than services?: Yes

- Cloud-Based Software Licenses and Support (without Professional Services): \$384,723

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The contractor will provide license and maintenance support for instant messaging in text, voice, and video formats among HSA employees, partners, and clients. This solution is supported on mobile devices (smartphones, tablets, etc.) and computer workstations. The contractor will also provide as-needed software customization and system improvements to this proprietary software.

Why are these services required and what are the consequences of denial?: The contractor developed this application for HSA specifications for business use. The consequence of denial will

disrupt business operations, and there will be no alternative solution to this issue.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The contractor has proprietary rights to this software and is the only authorized person to work on it.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: This will be approved by the Human Service Commission.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1063 - IS Programmer Analyst-Senior

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/13/2024

Union Review End Date: 1/12/2025

Union Review Duration Met On: 1/12/2025

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content: Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	HSA
Dept Name:	Human Services Agency
PSC Coordinator Name:	Tara Alvarez
PSC Coordinator Email:	Tara.Alvarez@DHS.gov
PSC ServiceNow Record Number:	DHRPSC0004939v0.01

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	Brief Description of Services Rendered
PSC ServiceNow Record Number				
1000025294	5/1/2022	4/30/2025	\$ 847,620	HSA Secured Instant Messaging Software

October 31, 2024

To Whom it may concern

I am reaching out to clarify why MobiStream is uniquely positioned to support and maintain the HSA Secure Instant Messaging system (SIM). As the original developers of this custom-built solution, designed specifically for SFHSA's unique requirements, we are the only provider with the expertise to ensure its optimal performance.

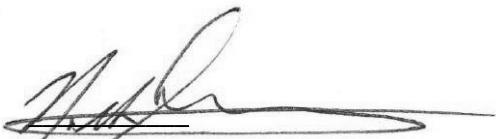
Key points include:

Custom-Built Solution: The system was tailored to meet specific needs, with no off-the-shelf alternative available and as per RFP specifications. In order to meet the specific requirements of the RFP for the Secure Instant Messaging project, a custom solution was designed around an external, proprietary secure messaging service along with proprietary mobile and web application services highly customized and refactored to meet the technical specifications and privacy specifications mandated by the RFP. MobiStream owns the proprietary technology in which the HSA SIM is based off and has no commercial agreement in place to share our Intellectual Property and trade secrets to the City of San Francisco or any other approved vendor other than the licensing the use of our technology. MobiStream is the only vendor with access to the core technology and code to make ongoing changes, improvements and regular updates as required.

In-Depth Knowledge: Our team possesses complete familiarity with the system's architecture, essential for effective troubleshooting and enhancements both technical and internal operations

Our expertise ensures seamless and effective support that no other vendor can replicate. We look forward to continuing this successful partnership.

Sincerely,



Nick Scozzaro

CEO

MobiStream

nick@mobistreamsolutions.com | 905-741-4201

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Tara Alvarez

Department Coordinator: Tara Alvarez,

tara.alvarez@sfgov.org

Project Manager: Akiles Ceron

ServiceNow Number: DHRPSC0005039

Version: 0.01

Version Type: New

Brief description of proposed work: The proposed work involves establishing a Professional Services Contract to comply with California regulations for adult protective services programs requiring emergency shelter for frail and disabled elders and dependent adults who need assistance with daily living activities. San Francisco Adult Protective Services works to protect vulnerable elders and adults with disabilities and has identified a recurring need for access to licensed Residential Care Facilities for the Elderly. This contract would enable APS to secure safe, temporary, and stable environments for clients requiring additional support during emergencies. By addressing this critical need, the program aims to ensure compliance with regulations and the well-being of at-risk individuals.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Contractor shall provide a safe and secure placement and supportive personal care services available on a 24-hour basis for Adult Protective Services (APS) clients. The APS program will have access to placement and

care to at least two clients, during any given month. The placement will be consistent with licensing requirements set by California's Community Care Licensing Division and will include shelter, food, and assistance with personal care and Activities of Daily Living, as needed, for up to 60 days. Placement must be available on a short notice emergency, for a short-term, and to any APS client whether or not they are in need of medical care.

Why are these services required and what are the consequences of denial?: These services are required to comply with State law governing the APS program. The Contractor shall provide a safe and secure placement for Adult Protective Services (APS) clients. These services are intended to provide emergency assistance during times of distress to seniors and younger adults with disabilities. Denying these services would place San Franciscan older adults and adults with disabilities who are determined to be in harm's way and in need of protective services at risk of further harm, including permanent injury or death. If denied, this vulnerable population could be left without shelter and proper care.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The APS program does not provide residential care facility services, and such services are temporary. This contract gives us access to as-needed, on-demand flexibility to meet the complex needs of APS Clients on an urgent (within 4hr) basis. These services cannot be provided through any City resources as the services require a residential care facility that is licensed by California's Department of Community Care Licensing. The City does not have the required facilities, beds or capacity for immediately available emergency care. Establishing and running Residential Care Facilities for the Elderly are not within the scope of the Department of Disability and Aging Services within the Human Services Agency.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval?: Yes

Provide details related to contracts for which dept comm approval required: This contract requires Human Services Agency (HSA) Disability and Aging Services (DAS) Commission approval.

Will any contracts under this PSC require Board of Supervisors approval?: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: The mandate for APS workers has a set core of activities that does not mandate direct caregiving. However, CDSS MPP 33-610 and Section 15763(d) of the Welfare and Institutions Code requires that each county provide emergency shelter in the form of a safe haven or in-home protection for victims.

The facility must be licensed by California's Department of Community Care Licensing. The facilities must provide for individual's needs and emergency placement services to Adult Protective Services (APS) clients who are elders aged 65 or older and adults with disabilities over the age of 18 who are experiencing abuse, neglect, exploitation, or self-neglect. The emergency placement services will provide access to a safe respite bed, meals, and supportive personal care services on a 24-hour basis. The facility must have experience providing services for people with cognitive impairment, developmental disabilities, and behavioral health needs. Must meet licensing requirements for managing the care of adults and elders with dementia as specified in the California Code of Regulations, Title 22, Section 87705.

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: Residential Care Facilities for the elderly that can receive an APS clients within 4 hours for up to 60 days, in collaboration with a service plan that the APS worker is implementing. The contractor provides a 24-hour residential care facility that is licensed by California's Department of Community Care Licensing.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: These services cannot be provided through any City resources as the services require a residential care facility that is licensed by California's Department of Community Care Licensing. The City does not have the required facilities, beds or capacity for immediately available emergency care. Establishing and running Residential Care Facilities for the Elderly are not within the scope of the Department of Disability and Aging Services within the Human Services Agency.

Additional information to support your request (Optional): The City does not have classifications that can perform these services. It would not be practical to adopt a new civil service class to perform this work as the contractor is providing complex services, which include managing the care of adults and elders with dementia as well as experience providing services for people with cognitive impairment, developmental disabilities, and behavioral health needs. The contractor is also providing a residential care facility that is licensed by California's Department of Community Care Licensing. The City does not have the required facilities or capacity to perform this work on an emergency and short-term basis.

Union Notifications

Job Class(es): -None- - None Selected

Post Union Notification

Labor Unions: No Union Selected -

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, tracym@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, local22publicsector@nccrc.org

Union Review Sent On: 1/8/2025

Union Review End Date: 1/15/2025

Union Review Duration Met On: 1/15/2025

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content: Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below do not change or alter this template.

Dept Acronym:	HSA
Dept Name:	Human Services Agency
PSC Coordinator Name:	Tara Alvarez
PSC Coordinator Email:	Tara.Alvarez@sfgov.org
PSC ServiceNow Record Number:	DHRPSC0005039

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Matthew Boyle

Department Coordinator: Amy Nuque,

Amy.Nuque@sfmta.com

Project Manager: Matthew Boyle

ServiceNow Number: DHRPSC0004834

Version: 0.01

Version Type: New

Brief description of proposed work: Selected contractors will provide specialized, as-needed services for the Streets Division in the areas of: 1.) Environmental analysis and documentation services (CEQA and NEPA); 2.) Transportation analysis and engineering services; 3.) Transportation data collection and analytics; and 4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by CEQA and NEPA; before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,800,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 59

Funding

Funding Source: State Funds, City Funds, Private Grant

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Selected contractors will provide specialized, as-needed services for the Streets Division in the areas of: 1.) Environmental

Post Union Notification

analysis and documentation services (CEQA and NEPA); 2.) Transportation analysis and engineering services; 3.) Transportation data collection and analytics; and 4.) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by CEQA and NEPA; before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

Why are these services required and what are the consequences of denial?: Existing staff do not have the experience and specialization required for the topics covered. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. Each task order requires a review of whether the work can be performed through available resources within the City. This work is crucial from the conceptual phase through project delivery, and it will ensure all Streets business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy, San Francisco Charter, Article VIIIA, Sec. 8A.115. City staff do not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 2

Why have you not hired City employees to perform the services?: This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Department does not have a Commission

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: This work is to be performed on a project-by-project, as-needed basis.

This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The short-term projects covered by this contract require diverse skills, expertise, and knowledge. This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.

The services required are of an as-needed, intermittent, and/or periodic basis. This work will be performed on a project by project and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

Services require resources not common or lacking in the City, including sufficient number of staff with the experience and specialization required and equipment such as for performing specialized traffic counts.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: No. This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: This work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated

team of various specialized staff working in close coordination with City staff. If employees were trained for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: No, this work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered. Additionally, this work will be performed on a project by project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff. If individuals were hired full-time for this work, they would not be consistently productive due to the as-needed nature and specific skill sets required for this work and the sporadic nature of this work.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5290 - Transportation Planner IV, 5289 - Transportation Planner III, 5298 - Planner 3-Environmental Review, 5288 - Transportation Planner II

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 11/25/2024

Union Review End Date: 12/25/2024

Union Review Duration Met On: 12/25/2024

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
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Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	MTA
Dept Name:	San Francisco Municipal Transportation Agency
PSC Coordinator Name:	Amy Nuque
PSC Coordinator Email:	Aniv.Nuque@sfmta.com
PSC ServiceNow Record Number:	DHRPSC004834

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000025737 (SFMFTA-2021-08)	6/17/2022	6/16/2027	\$ 3,500,000	4477720/21	As-needed environmental and transportation engineering and analysis and data collection services to support San Francisco sustainable community and economic development.
1000025743 (SFMFTA-2021-09)	6/17/2022	6/16/2027	\$ 3,500,000	4477720/21	As-needed environmental and transportation engineering and analysis and data collection services to support San Francisco sustainable community and economic development.

**City and County of San Francisco
Municipal Transportation Agency
One South Van Ness Ave., 7th Floor
San Francisco, California 94103**

Contract No. SFMTA-2021-08

As-Needed Environmental and Transportation Engineering and Analysis Services

First Amendment

THIS FIRST AMENDMENT (First Amendment) is made on and dated as September 22, 2023, in San Francisco, California, by and between **Fehr & Peers** (Contractor), and the City and County of San Francisco, a municipal corporation (City), acting by and through its Municipal Transportation Agency (SFMTA).

Recitals

- A. City and Contractor have entered into the Agreement (as defined below).
- B. City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase hourly labor rates by three percent, as provided in Section 3.3.2(a) of the Agreement; revise the list of approved Subcontractors in Section 4.8.2 of Agreement; and revise Appendix B to reflect the increase in hourly labor rates, and SFMTA-approved changes to Subcontractor personnel.
- C. The Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through Request for Proposals (RFP) No. SFMTA-2021-08, issued on September 22, 2021, and this Amendment is consistent with the process.

NOW, THEREFORE, Contractor and the City agree as follows:

Article 1 Definitions

The following definitions shall apply to this Amendment:

1.1 **Agreement.** The term “Agreement” shall mean the Agreement dated June 17, 2022, between Contractor and City, as modified by this First Amendment.

1.2 **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

Article 2 Modifications to the Agreement

The Agreement is modified as follows:

2.1 Section 4.8.2 of the Agreement is amended to modify the list of approved Subcontractors; Section 4.8.2 is replaced in its entirety to read as follows:

4.8.2 City's execution of this Agreement constitutes its approval of the Subcontractors listed below.

- Adavant Consulting
- AGS, Inc.
- Corey, Canapary & Galanis
- City ID
- Civic Edge
- Fall Line Analytics
- HNTB Corporation
- ICF Jones & Stokes, Inc.
- Jarrett Walker & Associates
- LCW Consulting
- M Lee Corporation
- MSA Design & Consulting Services, Inc.
- Nelson\Nygaard Consulting Associates, Inc.
- Sertior
- Telamon Engineering
- Unique Security Solutions
- VerPlanck Historic Preservation Consulting

2.2 Appendix B (Calculation of Charges) is revised to reflect the three percent increase in hourly labor rates as provided in Section 3.3.2(a) of the Agreement, and SFMTA-approved changes to Subcontractor personnel; Appendix B is replaced in its entirety by a new Appendix B attached hereto.

Article 3 Effective Date

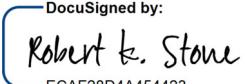
This First Amendment and each of the modifications set forth in Article 2 shall be effective on and after the date of this Amendment.

Article 4 Legal Effect

Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

SIGNATURES ON FOLLOWING PAGE

IN WITNESS WHEREOF, Contractor and City have executed this First Amendment as of the date first referenced above.

CITY	CONTRACTOR
San Francisco Municipal Transportation Agency  <hr/>	Fehr & Peers  <hr/>
Jeffrey P. Tumlin Director of Transportation	Eric Womeldorf Principal
Approved as to Form: David Chiu City Attorney	City Supplier Number: 0000020265
By:  Robert K. Stone Deputy City Attorney	

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Appendix:

B: Calculation of Charges (Modified by the First Amendment to the Agreement)

Appendix B
(Modified by the First Amendment to the Agreement)
Calculation of Charges

Table 1: Direct and Fully Burdened Hourly Labor Rates by Positions for Contractor and all Subcontractors

Firm	Position/Classification	Education/Experience	Fully Burdened Hourly Labor Rate (Product of Direct Labor Rate x Multiplier)	
			Direct Hourly Labor Rate	Direct Hourly Labor Rate
Fehr & Peers	Principal - Category D	Bachelor's or more advanced degree, 20+ years experience, PE or AICP (typ.), Firm Technical or Operational Leader	\$122.31	\$353.86
Fehr & Peers	Principal - Category C	Bachelor's or more advanced degree, 15+ years experience, PE or AICP (typ.), Firm Technical or Operational Leader	\$104.98	\$303.71
Fehr & Peers	Principal - Category B	Bachelor's or more advanced degree, 15+ years experience, PE or AICP (typ.) or extensive training in technical topic(s)	\$94.09	\$272.21
Fehr & Peers	Principal - Category A	Bachelor's or more advanced degree, 15+ years experience, technical subject matter expert	\$87.16	\$252.16
Fehr & Peers	Associate - Category E	Bachelor's or more advanced degree, 15+ years experience	\$78.73	\$227.78
Fehr & Peers	Associate - Category D	Bachelor's or more advanced degree, 12+ years experience	\$73.04	\$211.30
Fehr & Peers	Associate - Category C	Bachelor's or more advanced degree, 10+ years experience, technical expert	\$69.82	\$202.01
Fehr & Peers	Associate - Category B	Bachelor's or more advanced degree, 10+ years experience	\$66.85	\$193.40
Fehr & Peers	Associate - Category A	Bachelor's or more advanced degree, 8+ years experience	\$58.68	\$169.76
Fehr & Peers	Engineer/Planner - Category F	Bachelor's or more advanced degree, 6+ years experience	\$51.50	\$148.99
Fehr & Peers	Engineer/Planner - Category E	Bachelor's or more advanced degree, 5+ years experience	\$48.53	\$140.41
Fehr & Peers	Engineer/Planner - Category D	Bachelor's or more advanced degree, 5+ years experience	\$45.56	\$131.80
Fehr & Peers	Engineer/Planner - Category C	Bachelor's or more advanced degree, 3+ years experience	\$45.06	\$130.37
Fehr & Peers	Engineer/Planner - Category B	Bachelor's or more advanced degree, 1+ years experience	\$41.59	\$120.33
Fehr & Peers	Engineer/Planner - Category A	Bachelor's or more advanced degree in transportation planning, engineering or related field	\$38.87	\$112.46
Fehr & Peers	Technician - Category F	4-year degree or equivalent technical training, 4+ years experience, certification (typ.)	\$47.38	\$137.08
Fehr & Peers	Technician - Category E	4-year degree or equivalent technical training, 4+ years experience	\$44.29	\$128.14
Fehr & Peers	Technician - Category D	4-year degree or equivalent technical training, 2+ years experience	\$41.20	\$119.20

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
Fehr & Peers	Technician - Category C	Associate's degree or equivalent certificate, 2-4 years experience	\$38.11	\$110.26
Fehr & Peers	Technician - Category B	Associate's degree or equivalent certificate, 1-3 years experience	\$35.02	\$101.32
Fehr & Peers	Technician - Category A	Associate's degree or equivalent certificate, 0-2 years experience	\$31.93	\$92.38
Fehr & Peers	Administrative Assistant - Category F	4-year degree, 6+ years experience	\$44.29	\$128.14
Fehr & Peers	Administrative Assistant - Category E	4-year degree, 4+ years experience	\$42.23	\$122.18
Fehr & Peers	Administrative Assistant - Category D	4-year degree, 2+ years experience	\$39.14	\$113.24
Fehr & Peers	Administrative Assistant - Category C	Associate's degree or equivalent certificate, 0-2 years experience	\$37.08	\$107.28
Fehr & Peers	Administrative Assistant - Category B	Associate's degree or equivalent certificate, 0-2 years experience	\$33.99	\$98.34
Fehr & Peers	Administrative Assistant - Category A	Associate's degree or equivalent certificate, 0-2 years experience	\$31.93	\$92.38
Fehr & Peers	Intern - Category B	2+ years of college experience in field of planning & engineering or other related field	\$38.11	\$110.26
Fehr & Peers	Intern - Category A	Some college experience in field of planning & engineering or other related field	\$35.02	\$101.32
Adavant Consulting	Senior Transportation Planner & Traffic Engineer	Master of Engineering; 35 years of experience	-	\$224.73
AGS, Inc.	Senior Principal Civil Engineer	Bachelor of Science in Civil Engineering; 30+ years of experience	\$103.00	\$290.46
AGS, Inc.	Principal Civil Engineer	Bachelor of Science in Civil Engineering; 25+ years of experience	\$82.92	\$233.82
AGS, Inc.	Senior Civil Engineer - Category C	Bachelor of Science in Civil Engineering; 20+ years of experience	\$79.31	\$223.65
AGS, Inc.	Senior Civil Engineer - Category B	Bachelor of Science in Civil Engineering; 16 years of experience	\$72.62	\$204.77
AGS, Inc.	Senior Civil Engineer - Category A	Bachelor of Science in Civil/Construction Engineering; 13 years of experience	\$62.83	\$177.18
AGS, Inc.	Project Civil Engineer	Bachelor of Science in Civil Engineering; 12+ years of experience	\$56.65	\$159.75
AGS, Inc.	Civil Engineer - Category C	Bachelor of Science in Civil Engineering, 10 years of experience	\$51.50	\$145.23
AGS, Inc.	Civil Engineer - Category B	Bachelor of Science in Civil Engineering, 6 years of experience	\$46.35	\$130.71

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
AGS, Inc.	Civil Engineer - Category A	Bachelor of Science in Civil Engineering, 3 years of experience	\$41.20	\$116.18
AGS, Inc.	Senior CADD Specialist	Computer Science, LDD, & C3D coursework; 12+ years of experience	\$40.17	\$113.28
AGS, Inc.	CADD Specialist	Computer Science, LDD, & C3D coursework; 10+ years of experience	\$37.60	\$106.02
AGS, Inc.	Staff Engineer	Bachelor of Science in Civil Engineering; 2 years of experience	\$30.90	\$87.14
Corey, Canapary & Galanis	CEO/Team Leader	Bachelor of Arts; 23 years of experience	\$62.71	\$129.18
Corey, Canapary & Galanis	Research Director/Project Manager	High School Graduate; 16 years of experience	\$37.71	\$77.68
Corey, Canapary & Galanis	Chief Analyst	Bachelor of Arts; 13 years of experience	\$32.87	\$67.70
Corey, Canapary & Galanis	Fieldwork Supervisor	Bachelor of Arts; 25+ years of experience	\$21.26	\$43.79
Corey, Canapary & Galanis	Clerical/Data Entry	(various)	\$21.25	\$43.78
Corey, Canapary & Galanis	Bilingual Interviewers	(various)	\$27.18	\$55.98
Corey, Canapary & Galanis	Field Interviewers	(various)	\$19.05	\$39.24
City ID	Design Director	Dip UDR Urban Design & Regeneration BS(Hons) Environmental Planning; 25+ years of experience	\$91.16	\$291.71
City ID	Projects Director	HND Industrial Design (Engineering)	\$76.43	\$244.57
City ID	Principal Designer	BA (Hons) 3D Design (Industrial); 15+ years of experience	\$79.58	\$254.66
City ID	Senior Designer 2	BA (Hons) Graphic Design; 10+ years of experience	\$70.51	\$225.65
City ID	Senior Designer 1	BA Visual Communications Design; 6+ years of experience	\$51.77	\$165.66
City ID	Planner 2	BA (Hons) Graphic Design; 6+ years of experience	\$44.90	\$143.68
City ID	Planner 1	BA (Hons) Graphic Design; 5+ years of experience	\$34.20	\$109.43
City ID	Designer	BA (Hons) Graphic Design; 4+ years of experience	\$31.02	\$99.28
City ID	Junior Designer	BA Architecture (Major) Graphic Design (Minor)	\$25.82	\$82.63
Civic Edge Consulting	Partner	Bachelor of Arts, Masters of Art, 10+ years experience	\$66.65	\$283.27
Civic Edge Consulting	Vice President	Bachelor of Arts, 10+ years experience	\$60.58	\$257.48
Civic Edge Consulting	Senior Director	Bachelor of Arts, 20+ years experience	\$54.53	\$231.74
Civic Edge Consulting	Director	Bachelor of Arts, 8+ years experience	\$52.10	\$221.41
Civic Edge Consulting	Senior Project & Marketing Manager	Bachelor of Arts, 6+ years experience	\$46.05	\$195.72
Civic Edge Consulting	Senior Project Manager	Associate Degree or technical training, 4+ years of experience	\$46.05	\$195.72

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
Civic Edge Consulting	Project Manager	4-year college degree, 1+ years experience	\$39.98	\$169.93
Civic Edge Consulting	Project Assistant	Applicable experience or technical training	\$32.71	\$139.03
Civic Edge Consulting	Outreach Ambassador	Various	\$21.78	\$92.58
Fall Line Analytics	Principal	Master of Public Policy. 20 years of relevant experience.	-	\$215.36
HNTB Corporation	Project Director - Engineering	Bachelor's Degree in Engineering, 16 years relevant experience, 4 years of supervisory experience	\$146.42	\$361.27
HNTB Corporation	Group Director - Engineering	Bachelor's Degree in Engineering, 16 years relevant experience, 4 years of supervisory experience	\$136.99	\$338.00
HNTB Corporation	Group Director - Planning	Bachelor's Degree in related field, 12 years practical experience, 4 years supervisory experience	\$132.87	\$327.83
HNTB Corporation	Director - Public Involvement	Bachelor's degree in Political Science, Marketing, Communications, English, Journalism or related field, 10 years related experience, 4 years supervisory experience	\$100.94	\$249.05
HNTB Corporation	Engineer I	Bachelor's Degree in Engineering; 1 year of relevant experience, EIT	\$46.35	\$114.36
HNTB Corporation	Engineer II	Bachelor's Degree in Engineering and 2 years of relevant experience; Master's Degree in Engineering and 1 year of relevant experience	\$58.06	\$143.25
HNTB Corporation	Engineer III	Bachelor's Degree in Engineering, 5 years relevant experience, EIT	\$64.02	\$157.97
HNTB Corporation	Planner I	Bachelor's Degree in Landscape Architecture, Planning, Urban Design or related field	\$38.11	\$94.03
HNTB Corporation	Planner II	Bachelor's Degree in Landscape Architecture, Planning, Urban Design or related field with 1 year experience	\$44.29	\$109.28
HNTB Corporation	Planner III	Bachelor's Degree in Landscape Architecture, Architecture or related field experience; 4 years related experience or 2 years with Master's Degree in Landscape Architecture, Architecture, or related field	\$48.41	\$119.44
HNTB Corporation	Planner IV	Bachelor's Degree in Planning or related field, 6 years related experiences or 4 years with Master's Degree in Planning or related	\$61.80	\$152.48

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
HNTB Corporation	Planner V	Bachelor's Degree in Urban Planning, Geography, Engineering or related field and 8 years professional experience; Master's Degree in Urban Planning, Geography, Engineering or related field and 7 years of relevant experience	\$66.95	\$165.19
HNTB Corporation	Environmental Planner III	Bachelor's Degree in Landscape Architecture, Planning, Environmental Planning, Urban Design, Architecture, Engineering, or related field and 4 years of relevant experience; Master's Degree in Landscaping Architecture, Planning, Environmental Planning, Urban Design, Architecture, Engineering, or related field and 3 years of relevant experience	\$52.53	\$129.61
HNTB Corporation	Environmental Planner IV	Bachelor's Degree in Landscape Architecture, Planning, Environmental Planning, Urban Design, Architecture, Engineering, or related field and 6 years of relevant experience; Master's Degree in Landscape Architecture, Planning, Environmental Planning, Urban Design, Architecture, Engineering, or related field and 5 years of relevant experience	\$53.56	\$132.15
HNTB Corporation	Senior Planner - Transportation Planning	Master's Degree in Landscape Architecture, Planning, Environmental Planning, Urban Design, Architecture, Engineering, or related field and 5 years of relevant experience; 8 years related experience (with Master's degree in Landscape Architecture, Planning or related field)	\$91.67	\$226.18
HNTB Corporation	Senior Technical Advisor - Engineering	Bachelor's Degree in Engineering, 16 years of relevant experience	\$110.21	\$271.92
HNTB Corporation	Project Finance Assistant	Associate's Degree; Experience with Microsoft Dynamics AX	\$36.05	\$88.95
HNTB Corporation	Project Analyst	Bachelor's Degree in Finance, Accounting, Business, Engineering or relevant degree; 2 years' experience in financial/project analysis or similar position; in lieu of education, 6 years of relevant experience in Architecture/Engineering or similar industry only	\$45.32	\$111.82
HNTB Corporation	Senior Project Analyst	Bachelor's Degree in Finance, Accounting, Business, Engineering or relevant degree	\$55.62	\$137.23
HNTB Corporation	Project Manager I - Engineering	Bachelor's degree in Engineering and 8 years of relevant experience, 2 years task management or Deputy PM experience	\$79.31	\$195.68

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
HNTB Corporation	Project Manager II - Engineering	Bachelor's degree in Engineering, 12 years relevant experience, 4 years project management experience	\$100.94	\$249.05
HNTB Corporation	Senior Project Manager - Engineering	Bachelor's degree in Engineering, 16 years relevant experience, 6 years project management experience	\$120.51	\$297.33
HNTB Corporation	Project Manager I - Planning	Bachelor's degree in Planning, Landscape Architecture, Urban Design, Engineering, Geology, Biology, Environmental Science, Anthropology, Archaeology, or related field and 8 years relevant experience, 2 years of task management or Deputy PM experience	\$69.01	\$170.27
HNTB Corporation	Project Manager II - Planning	Bachelor's degree in Planning, Landscape Architecture, Urban Design, Engineering, Geology, Biology, Environmental Science, Anthropology, Archaeology, or related field and 10 years relevant experience, 2 years of successful management of projects	\$93.73	\$231.26
HNTB Corporation	Senior Project Manager - Planning	Bachelor's degree in Planning, Landscape Architecture, Urban Design, Engineering, Geology, Biology, Environmental Science, Anthropology, Archaeology, or related field and 10 years relevant experience	\$105.06	\$259.21
HNTB Corporation	Principal Landscape/Urban Designer	Bachelor's Degree in Landscape Architecture, Planning, Urban Design or related field and 12 years of related professional experience, Master's Degree in Landscape Architecture, Planning, Urban Design or related field and 11 years of related professional experience	\$103.00	\$254.13
HNTB Corporation	Department Manager - Planning	Bachelor's degree in related field, 10 years practical experience, 2 years supervisory experience	\$116.39	\$287.17
HNTB Corporation	Project Manager I - Program Management	Bachelor's degree in Engineering or relevant degree, 8 years relevant experience. In lieu of education, 12 years relevant experience	\$69.01	\$170.27
ICF Jones & Stokes, Inc.	Senior Project Director	Master of Arts / 30+ years experience	\$133.90	\$362.52
ICF Jones & Stokes, Inc.	Project Director	Master of Arts / 25+ years experience	\$101.29	\$274.23
ICF Jones & Stokes, Inc.	Technical Director	Bachelor of Arts/Master of Arts / 20+ years experience	\$90.02	\$243.73
ICF Jones & Stokes, Inc.	Senior Technical Analyst	Bachelor of Arts/Master of Arts / 20+ years experience	\$80.67	\$218.40
ICF Jones & Stokes, Inc.	Managing Consultant	Bachelor of Arts, 15+ years experience	\$78.34	\$212.10
ICF Jones & Stokes, Inc.	Senior Consultant III	Bachelor of Arts/Bachelor of Science Degree / 15+ years experience	\$73.58	\$199.22
ICF Jones & Stokes, Inc.	Senior Consultant II	Bachelor of Arts/Bachelor of Science Degree / 12+ years experience	\$69.32	\$187.67

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
ICF Jones & Stokes, Inc.	Senior Consultant I	Bachelor of Arts/Bachelor of Science Degree 10+ years experience	\$59.10	\$160.01
ICF Jones & Stokes, Inc.	Associate Consultant III	Bachelor of Arts/Bachelor of Science Degree preferred / 10+ years experience	\$56.23	\$152.23
ICF Jones & Stokes, Inc.	Associate Consultant II	Bachelor of Arts/Bachelor of Science Degree preferred / 5+ years experience	\$51.01	\$138.09
ICF Jones & Stokes, Inc.	Associate Consultant I	Bachelor of Arts/Bachelor of Science Degree preferred / 3+ years experience	\$44.89	\$121.53
ICF Jones & Stokes, Inc.	Assistant Consultant	Associate or Technical Degree / 3 years experience	\$42.00	\$113.72
ICF Jones & Stokes, Inc.	Administrative Technician	H.S. Diploma Required, Associate/Technical degree preferred	\$38.66	\$104.66
ICF Jones & Stokes, Inc.	Technician	Associate or Technical Degree / 3 years experience	\$32.70	\$88.54
ICF Jones & Stokes, Inc.	Intern	Associate or Technical Degree	\$22.28	\$60.32
Jarrett Walker & Associates	Project Lead	Ph.D., BA, 20+ years experience	-	\$255.96
Jarrett Walker & Associates	Senior Project Manager	Master of Urban and Territorial Planning, Master of Science, Transportation and Urban Engineering, Bachelor of Science, Civil Engineering, / 7+years experience	-	\$141.24
Jarrett Walker & Associates	Deputy Project Manager	Bachelor's degree in Engineering or relevant degree, 7+ years relevant experience	-	\$108.04
Jarrett Walker & Associates	Project Planner	Bachelor's degree in Engineering or relevant degree, 5+ years relevant experience	-	\$102.04
Jarrett Walker & Associates	Project Analyst	Bachelor of Science, Environmental Studies, GIS Graduate Studies/13+years experience	-	\$86.53
LCW Consulting	Transportation Planning & Environmental Impact Assessment	Master of Urban Planning; 36 years of experience	-	\$224.73
M Lee Corporation	Chief Estimator	Bachelor of Science in Quantity Surveying; 43 years of experience	\$95.79	\$236.79
M Lee Corporation	Senior Estimator	Bachelor of Science in Civil & Environmental Engineering, Master of Science in Construction Engineering Management; 13 years of experience	\$75.71	\$187.14
MSA Design & Consulting, Inc.	Principal I	Bachelor of Engineering; 25 years of experience	\$56.65	\$130.30
MSA Design & Consulting, Inc.	Principal II	Bachelor of Engineering; 32 years of experience	\$77.25	\$177.68
Nelson\Nygaard Consulting Associates, Inc.	Senior Principal	Bachelor's or more advanced degree; 15+ years experience	\$115.88	\$334.76
Nelson\Nygaard Consulting Associates, Inc.	Principal	Bachelor's or more advanced degree; 12+ years experience	\$83.22	\$240.43

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
Nelson\Nygaard Consulting Associates, Inc.	Associate Principal	Bachelor's or more advanced degree; 10+ years experience	\$66.85	\$193.12
Nelson\Nygaard Consulting Associates, Inc.	Senior Associate II	Bachelor's or more advanced degree; 6+ years experience	\$60.41	\$174.52
Nelson\Nygaard Consulting Associates, Inc.	Senior Associate I	Bachelor's or more advanced degree; 5+ years experience	\$54.47	\$157.35
Nelson\Nygaard Consulting Associates, Inc.	Associate II	Bachelor's or more advanced degree; 3+ years experience	\$49.73	\$143.67
Nelson\Nygaard Consulting Associates, Inc.	Associate I	Bachelor's or more advanced degree; 0-3 years experience	\$38.38	\$110.87
Nelson\Nygaard Consulting Associates, Inc.	Senior Associate Engineer II	Bachelor's or more advanced degree, PE; 6+ years experience	\$60.41	\$174.52
Nelson\Nygaard Consulting Associates, Inc.	Senior Associate Engineer I	Bachelor's or more advanced degree, PE; 5+ years experience	\$54.47	\$157.35
Nelson\Nygaard Consulting Associates, Inc.	Associate Engineer II	Bachelor's or more advanced degree, PE; 3+ years experience	\$49.73	\$143.67
Nelson\Nygaard Consulting Associates, Inc.	Associate Engineer I	Bachelor's or more advanced degree, PE; 0-3 years experience	\$38.38	\$110.87
Nelson\Nygaard Consulting Associates, Inc.	Data Manager	Bachelor's or more advanced degree; 8+ years experience	\$60.41	\$174.52
Nelson\Nygaard Consulting Associates, Inc.	Assistant Manager	Bachelor's or more advanced degree; 5+ years experience	\$55.96	\$161.67
Nelson\Nygaard Consulting Associates, Inc.	Senior Designer II	Bachelor's or more advanced degree; 5+ years experience in graphic design	\$55.96	\$161.67
Nelson\Nygaard Consulting Associates, Inc.	Senior Designer I	Bachelor's or more advanced degree; 4+ years experience in graphic design	\$51.99	\$150.21
Nelson\Nygaard Consulting Associates, Inc.	Designer	Bachelor's or more advanced degree; 3+ years experience in graphic design	\$47.53	\$137.33
Nelson\Nygaard Consulting Associates, Inc.	Junior Designer	Bachelor's or more advanced degree; 0-3 years experience	\$44.57	\$128.76
Nelson\Nygaard Consulting Associates, Inc.	Senior Modeler II	Bachelor's or more advanced degree; 5+ years experience in modeling	\$55.96	\$161.67
Nelson\Nygaard Consulting Associates, Inc.	Senior Modeler I	Bachelor's or more advanced degree; 4+ years experience in modeling	\$51.99	\$150.21
Nelson\Nygaard Consulting Associates, Inc.	Modeler	Bachelor's or more advanced degree; 3+ years experience	\$47.53	\$137.33
Nelson\Nygaard Consulting Associates, Inc.	Modeling Analyst	Bachelor's or more advanced degree; 0-3 years experience	\$44.57	\$128.76

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
Nelson\Nygaard Consulting Associates, Inc.	Senior Data Scientist	Bachelor's or more advanced degree; 5+ years experience in data analysis	\$55.96	\$161.67
Nelson\Nygaard Consulting Associates, Inc.	Data Scientist	Bachelor's or more advanced degree; 4+ years experience in data analysis	\$51.99	\$150.21
Nelson\Nygaard Consulting Associates, Inc.	Junior Data Analyst	Bachelor's or more advanced degree; 0-3 years experience	\$44.57	\$128.76
Nelson\Nygaard Consulting Associates, Inc.	Senior Administrator/ Senior Accountant	Bachelor's or more advanced degree; 5+ years experience	\$50.76	\$146.64
Nelson\Nygaard Consulting Associates, Inc.	Project Assistant/ Administrator	Associate, bachelor's or more advanced degree; 3+ years experience	\$35.91	\$103.73
Sertir	Principal II	Masters degree, 20+ years experience	\$82.40	\$214.24
Telamon Engineering Consultants	Principal	B.S. Civil Engineering, 20-25 Years of industry experience, 10 years supervising experience, PE	\$84.46	\$252.26
Telamon Engineering Consultants	Senior Project Manager	B.S. Civil Engineering, 15-20 Years of industry experience, 5-10 years supervising experience, PE	\$67.98	\$203.04
Telamon Engineering Consultants	Project Manager	B.S. Civil Engineering, 15-20 Years of industry experience, 2-5 years supervising experience, PE	\$61.80	\$184.58
Telamon Engineering Consultants	Senior Engineer	B.S. Civil Engineering, 10-15 Years of industry experience, PE	\$55.62	\$166.12
Telamon Engineering Consultants	Engineer III	B.S. Civil Engineering, 5-10 Years of industry experience, EIT	\$48.41	\$144.59
Telamon Engineering Consultants	Engineer II	Bachelors' Degree in Engineering related field, 2-5 years of industry experience, EIT	\$41.20	\$123.05
Telamon Engineering Consultants	Engineer I	B.S. Civil Engineering, 1-2 Years of industry experience, EIT	\$37.08	\$110.75
Telamon Engineering Consultants	CAD Tech III	Bachelor's Degree in Engineering related field, 5-10 Years of industry experience	\$40.17	\$119.98
Telamon Engineering Consultants	CAD Tech II	B.S. in Civil Engineering, 5-10 Years of industry experience EIT	\$37.60	\$112.28
Telamon Engineering Consultants	Survey Party Chief	10-15 Years of relevant experience	\$58.58	\$174.95
Telamon Engineering Consultants	Survey Field Crew	2-5 years of relevant experience	\$49.96	\$149.20
Telamon Engineering Consultants	Field Project Assistant	1-3 Years of industry experience	\$36.05	\$107.67
Unique Security Solutions	Project Manager	MS - Public Safety Management, BS - Business Management, BS - Criminal Justice, 25-30 Industry	-	\$136.36

Firm	Position/Classification	Education/Experience	Direct Hourly Labor Rate	Fully Burdened Hourly Labor Rate (Product of Direct Hourly Labor Rate x Multiplier)
Unique Security Solutions	Project Associates	Experience, Public Safety Industry - 28 years, Training - 8 years, Intelligence - 5 years 5 years Supervisor Experience 1) MA Criminal Justice, BA Legal Studies & Political Science, 15 years in the Intelligence Community, 10 years Education and Training Industry 2) BS Criminal Justice, MS education, Candidate for PHD, 30 years Public Safety Industry, 10 years Education and Training 3) BS - Homeland Security, 10 years Security and Technology Industry	-	\$90.91
VerPlanck Historic Preservation Consulting	Principal/Architectural Historian	Master of Architecture, Bachelor of Arts; 24 years of experience	-	\$163.86

Table 2a: Schedule of Overhead Rates for Contractor and all Subcontractors

Firm	Overhead (%)	Multiplier
Fehr & Peers	189.31%	2.8931
Advant Consulting	N/A	N/A
AGS, Inc.	182%	2.82
Corey, Canapary & Galanis	106%	2.06
City ID	220.01%	3.2001
Civic Edge Consulting	325.0%	4.25
Fall Line Analytics	N/A	N/A
HNTB	146.73%	2.4673
ICF Jones & Stokes, Inc.	170.74% (full-time) 91.67% (on-call)	2.7074 (full-time) 1.9167 (on-call)
Jarrett Walker & Associates	N/A	N/A
LCW Consulting	N/A	N/A
M Lee Corporation	147.20%	2.472
MSA Design & Consulting Inc.	130%	2.3
Nelson\Nygaard Consulting Associates, Inc.	188.90	2.889

Sertor	160%	2.60
Telamon Engineering Consultants (TECI)	198.67%	2.9867
Unique Security Solutions	N/A	N/A
VerPlanck Historic Preservation Consulting	N/A	N/A

Note: "N/A" denotes firms that do not have an audited overhead rate.

Table 2b. Profit and Markup for Contractor and Subcontractors

1. Profit to be negotiated task by task (not to exceed 10%).
2. Prime Contractor markup on labor performed by Subcontractor shall not to exceed 5%.

Table 3: Other direct cost (ODC) items required to complete the work described in this Agreement.

Company	Other Costs	
	Item	Cost
Fehr & Peers	Mileage	IRS rate
Fehr & Peers	Voice & Data communications	at cost as a percentage of project labor
Fehr & Peers	Other reimbursable costs	At cost plus 5% for handling
Advant Consulting	N/A	N/A
AGS, Inc.	Reprographics& Delivery	\$2,000
Corey, Canapary & Galanis	N/A	
City ID	N/A	N/A
Civic Edge Consulting	Copies (Color)	\$0.50 / page
Civic Edge Consulting	Faxes	at cost
Civic Edge Consulting	Postage/ phone	at cost
Civic Edge Consulting	Online Surveys	at cost
Civic Edge Consulting	Eblasts	at cost
Civic Edge Consulting	Mileage	IRS rate
Civic Edge Consulting	Web Hosting	at cost
Civic Edge Consulting	Domain Hosting	at cost
HNTB	N/A	N/A

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PRT

Submitted By: Alysabeth Alexander-Tut

Department Coordinator: Alysabeth Alexander-

Tut,

alysabeth.alexander-tut@sfport.com

Project Manager: Nate Cruz

ServiceNow Number: DHRPSC0004945

Version: 0.01

Version Type: New

Brief description of proposed work: Seismic stability assessment and design services up to 60% of design for Pier 45 and 96.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$3,600,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: Federal Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Port proposes to improve the seismic stability of the Pier 94/96 Marine Terminal, a key terminal in the Port's Piers 80 to 96 Maritime Eco-Industrial Center. This project will address the aging seawall and wharf and inadequate soil conditions of Pier 94/96. The conditions pose risks of liquefaction and lateral spreading in a significant seismic event. The wharf will be repaired/replaced to meet appropriate geotechnical standards and the upland soils will be strengthened to adequately support the weights required by future tenant or emergency response demands. The Port will also use this completed design project to support future FEMA grant requests for construction funding and completion of the permitted design.

Why are these services required and what are the consequences of denial?: These services are necessary to improve a key Port terminal and make it stable in an earthquake and the Port lacks the in-house expertise to perform the work. Denial means that the terminal could fail during seismic event.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: All contracts over \$200,000 for professional services need to be approved for advertisement and award to the Port Commission.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: This is a confined project with an end.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?:

After construction, there is no role for the original engineer.

Q5d) Describe the required skills and expertise needed to perform the services: Experience with FEMA reports, maritime and waterfront edge stabilization civil engineering experience, environmental consulting experience including CEQA, NEPA, and local waterfront permitting procedures, and relevant geotechnical engineering work.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Post Union Notification

Job Class(es): 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5219 - Senior Strucutral Engineer, 5218 - Structural Engineer

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/3/2024

Union Review End Date: 1/2/2025

Union Review Duration Met On: 1/2/2025

Report Title: PSC Management Details
Run Date and Time: 2025-01-02 15:41:53 Pacific Standard Time
Run by: Alysabeth Alexander-Tut
Table name: u_oca_psc_management

PSC Management

Number:	DHRPSC0001851	Version:	1.0
Legacy PSC #:	45567-16/17	Initial Approval FY:	2016 - 2017
Requester:	Alysabeth Alexander-Tut	Request Type:	Digitized
Submitting Department:	PRT	Request Status:	Completed
Dept PSC Coordinator:	Alysabeth Alexander-Tut	Withdrawn By:	
Dept Project Manager:		Withdrawn On:	
		Awaiting Info From:	
		Awaiting Info Reason:	
		PSC Formal Approval Date:	2019-11-22
		Opened:	2024-07-05 13:46:34
		Opened by:	System Administrator
		CSC Review Required:	false
		Watch list:	
		Cancelled On:	

Brief description of proposed work:

Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project

Reason for the Request for Amendment:

Withdraw Reason:

Reason for Cancellation:

Retire Reason/Comments:

Has this record ever gone through
CSC Approval?: Yes

Amount

PSC Amount:	\$0.00	Does contract include items other than services?:	
Previously Approved Amount:	\$0.00	1 - Commodities & Equipment:	false
Increase Amount:	\$0.00	Estimated NTE Amount (1):	\$0.00
Why are you requesting the PSC amount to be increased?:		2 - On-premise Software Licenses:	false
Total Amended Amount:	\$0.00	Estimated NTE Amount (2):	\$0.00
Current Cumulative Approved Amount (Digitized Only):	\$59,992,357.00	3 - On-Premise Software Support (w/out Prof Services):	false
Last Cumulative CSC Approved Amount (Digitized Only):	\$40,000,000.00	Estimated NTE Amount (3):	\$0.00
Last CSC Approved Amount:	\$0.00	4 - Cloud-Based Software Licenses and Support (w/out Prof Services):	false
Total Non-CSC Approved Amount :	\$0.00	Estimated NTE Amount (4):	\$0.00

Amt Increase % (From last CSC approval):	5 - Online content, periodicals and journals:	false
	Estimated NTE Amount (5):	\$0.00
	6 - Advertising:	false
	Estimated NTE Amount (6):	\$0.00
	7 - Construction:	false
	Estimated NTE Amount (7):	\$0.00

Calculated Amounts Explanation:

Duration

Is PSC by Duration or Continuing? :	Duration	Last CSC Approved Duration (Months):
PSC Duration (Months):		Total Non-CSC Approved Duration (Months):
Previously Approved Duration (Months):		First Contract Start Date:
Duration Increase (Months):		2017-10-02
Why are you requesting the PSC duration to be increased?:		First Contract Not Yet Issued:
Total Amended Duration (Months):		false
Current Cumulative Approved Duration in Months (Digitized Only):	120	First Contract Start Date Exception (Override by OCA/DHR):
First PSC Approval Date (CSC or DHR - Digitized Only):	2017-05-15	PSC Duration End Date:
Last Cumulative CSC Approved Duration in Months (Digitized Only):	120	2027-10-02
Last PSC Approval Date (CSC or DHR - Digitized Only):	2019-11-22	Initial PSC Formal Approval Date:
		Initial PSC use by date (18 month expiration):
		2018-11-14

Continuing Justification:

Calculated Durations Explanation:

Funding

Funding Source (select all that apply):	Special circumstances related to funding that the Commission should consider? :
	Explain the special circumstances:

Scope of Work

Are you making substantive changes to the scope of work last approved?:

Clearly describe scope and detail the services to be performed:

Original coordinator's email: lavena.holmes@sfport.com.

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

Has your response to any of the following questions changed?:

Why are these services required and what are the consequences of denial?:

Has your department contracted out these services in the last three years?:

How many contracts?:

Why have you not hired City employees to perform the services?:

Board and Commission Approvals

Has your response to any of the following questions changed?:

Will any contracts under this PSC require department Commission approval?:

Provide details related to contracts for which dept comm approval req'd:

Will any contracts under this PSC require Board of Supervisors approval?:

Provide details related to contracts for which BOS approval will be required?:

Justification

Has your response to Q1 changed?:

Q1 - Any regulatory or legal requirements supporting outsourcing of this work?:

Clearly describe & cite the regulatory/legal requirements to support outsourcing:

Has your response to any of the following questions changed?:

Q2 - Does performing these services cause a conflict of interest?:

Clearly describe the circumstances and the conflict of interest:

Q3 - Are these proprietary services City is not authorized to do?:

Q4 - Does City lack necessary facilities/equipment?:

What facilities or equipment does the City lack that contractor possesses?:

Does the dept plan to acquire the facilities/equipment to perform the services?:

Provide plan and timeline to secure what is required to perform the services:

Explain why:

Q5 - Are the services required on a temporary basis or on a long-term basis?:

Explain the Temporary basis of the services:

What department(s) have declared this emergency?:

Why do you believe this to be a transitional or short-term situation?:

How will you ensure the services aren't needed once this PSC request has ended?:

How many days do you anticipate this situation to last?:

Describe the required skills and expertise needed to perform the services:

Does the Department have employees with the required skills and expertise?:

Explain why the employees are not able to perform these services:

Will the services terminate upon resolution of the situation?:

Explain why:

Are the services required on an as-needed, intermittent, or periodic basis?:

Why are the services required on an as-needed, intermittent and periodic basis?:

Do the services require specialized expertise, knowledge, and/or experience?:

Describe the specialized skills and expertise required to perform the services:

Does City have classifications that can perform these services?:

Identify the classifications:

Does the Department have employees in these classifications?:

Why are they not able to perform the services?:

Will you be hiring employees in these classifications?:

Describe your hiring plan and timeline:

Explain why you are not hiring in these classifications:

Should City develop a classification to perform these services?:

What steps have been taken to establish a new classification?:

Explain why new a job classification is not feasible:

Will contractor directly supervise City employees?:

Explain why the contractor must supervise City employees:

Will contractor train City employees?:

Clearly describe and detail the training activities:

Explain why training of City employees is not required:

Is there a plan to transition this work back to the City?:

Describe the transition plan, including the anticipated timeline:

Explain why the work will not be transitioned back to the City:

Additional information to support your request (Optional):

Summary of changes made on PSC Justification tab:

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es):

Labor Unions:

Labor Union Email Addresses:

Union Review Required: false

Union Notification Duration in Days: 0

Union Notification Sent: false

Union Review Sent On:

Union Review End Date:

Union Review Duration Met: false

Union Review Duration Met On:

Mandatory Documents

PSC Summary (Form 1) – Post Union Notification:

All Prior Approved PSC Summaries (Form 1) for this PSC record, newest on top:

List of contracts for the same or similar services in the last three years:

Proprietary Services Letter:

Union Waiver and Correspondence:

Additional documents (Optional):

CSC Bundle:

PSC Summary (Form 1) – Pre Union
Notification:

Dept PSC Coordinator

Hold for Union Discussions:	false	Dept PSC Coordinator Decision:	Review Completed/Send to DHR
Union Discussions Reason:		Dept PSC Coordinator Decision Date:	2024-07-05
Placed on Hold Date for Union Discussions :		Dept PSC Coordinator Comments:	This record was previously approved in the Drupal database and processed via bulk upload.
Union notification waived:	false		
Union Notification Waived Reason:			
Union notification waived on:			

Union Identification and Notification Explanation:

Processing job classification

DHR Admin

DHR Reviewer:		DHR Reviewer Decision:	
CSC Review Requested by DHR:	false	DHR Review Decision Date:	

DHR Admin Reason for Requesting CSC Review:

CSC Admin

CSC Reviewer:		CSC Reviewer Decision:	
PSC Ready to Calendar?:		Report Back Date:	
Hearing Date:		Report Back Reason:	
CSC Hearing Location:		CSC Reviewer Decision Date:	
CSC Hearing Completed?:		CSC Reviewer Comments:	

5 Year Report

5 Year Report Back Date:		5 Year Report Received:	
5 Year Report Addl Question(s):			

CSC Review Reason

Requires CSC Approval by Amount?:	false	Requires CSC Approval by Duration?:	false
Requires CSC Approval by Scope?:	false	Requires CSC Approval by legal requirement changes?:	false
Requested by DHR Admin:	false		

Activities

DT ADMIN CONFIG

CSC Review Required for Any Reason:	false	State:	Closed Complete
New/Initial Exceeds Approval Threshold:	false	PSC Core Workflow Run:	true
		Original SysID:	aa913d101bdb8690a835a687624bcb d8

New/Initial Exceeds Union Notification Threshold:	false	Base Version:	DHRPSC0001851 v 1.0
Awaiting Info:	false	Latest:	true
Bulk Upload:	true	Submitted On:	2024-07-05 13:46:34
In flight Record from Drupal:	false	Completed On:	2024-07-05 13:53:27
Amended from Digitized:	false	Retired On:	
Amended When First Contract Not Yet Issued :	false	Ad hoc notification to Union sent on:	
Amendment Total Amend Amount Exceeds Approval Threshold:	false	UNS (Pre/Post):	false
Amendment Previously Approved Amount Exceeds Approval Threshold:	false		
Amendment Total Non-CSC Approved Duration Exceeds Threshold:	false		
Amendment Total Increase Percent Exceeds Threshold:	false		
Amendment Exceeds Union Notification Threshold:	false		
Union Notification Designation:			
Calculated Workflow Values Explanation:			
Bulk Upload Import Summary:			

u_brief_descri_proposed_work: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project

u_continuing_justification:

u_current_appr_igitized_only_: 120

u_dept_psc_coordinator: Alysabeth Alexander-Tut

u_clearly_desc_o_be_performed: Original coordinator's email: lavena.holmes@sfport.com.

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

u_clearly_desc_o_be_performed: Original coordinator's email: lavena.holmes@sfport.com.

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

u_current_appr_igitized_only0: 59,992,357

u_dept_project_manager:

u_first_psc_ap_igitized_only_: 2017-05-15 00:00:00

u_has_this_rec_csc_approval_: Yes

u_is_psc_by_du_or_continuing_: Duration

u_last_csc_app_igitized_only0: 40,000,000

u_last_csc_app_igitized_only_: 120

u_submitting_department: PRT

u_last_psc_app_igitized_only_: 2019-11-22

u_legacy_psc_: 45567-16/17

u_report_back_date:

u_report_back_reason:

u_requester: Alysabeth Alexander-Tut

u_version_type: Digitize

Job Class(es) - String:

Labor Unions - String:

Identify the classifications - String:

What department(s) have declared this emergency? - String:

Related List Title: Amendment History List

Table name: u_amendment_history

Query Condition: PSC Contract Number Original SysID = aa913d101bdb8690a835a687624bcdb8

Sort Order: Created in descending order

2 Amendment Histories

Number	Amended By	Amended Date	PSC Contract Number	Request Status	Version
AMD0004890	Greg Jorgensen	2024-07-05	DHRPSC0001851 v 1.0	Completed	1.0
AMD0001831	Greg Jorgensen	2024-07-05	DHRPSC0001851 v 1.0	Completed	0.01

Related List Title: Metric List
Table name: metric_instance
Query Condition: Table = u_oca_psc_management AND ID = aa913d101bdb8690a835a687624bcbd8
Sort Order: None

Related List Title: History List
Table name: sys_history_line
Query Condition: Set = DHRPSC0001851 v 1.0 AND Field NOT IN u_group_work_notes_list,delivery_plan,wf_activity,delivery_task,service_offering,comments_and_work_notes,work_notes,company,work_notes_list,approval_set
Sort Order: None

116 History

Label	Old	New	Type	Update number	Update time	User name
Active		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amended When First Contract Not Yet Issued		false		0	2024-07-05 13:46:34	Greg Jorgensen
Requires CSC Approval by legal requirement changes?		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amendment Exceeds Union Notification Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amendment Previously Approved Amount Exceeds Approval Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amendment Total Amend Amount Exceeds Approval Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amendment Total Increase Percent Exceeds Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
Amendment Total Non-CSC Approved Duration Exceeds Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
New/Initial Exceeds Union Notification Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
First Contract Start Date Exception (Override by OCA/DHR)		false		0	2024-07-05 13:46:34	Greg Jorgensen
First PSC Approval Date (CSC or DHR - Digitized Only)		2017-05-15		0	2024-07-05 13:46:34	Greg Jorgensen
Last PSC Approval Date (CSC or DHR - Digitized Only)		2019-11-22		0	2024-07-05 13:46:34	Greg Jorgensen
Current Cumulative Approved Duration in Months (Digitized Only)		120		0	2024-07-05 13:46:34	Greg Jorgensen
Last Cumulative CSC Approved Duration in Months (Digitized Only)		120		0	2024-07-05 13:46:34	Greg Jorgensen
Current Cumulative Approved Amount (Digitized Only)		\$59,992,357.00		0	2024-07-05 13:46:34	Greg Jorgensen
Has this record ever gone through CSC Approval?		Yes		0	2024-07-05 13:46:34	Greg Jorgensen
Approval		Not Yet Requested		0	2024-07-05 13:46:34	Greg Jorgensen
Closed		2024-07-05 13:46:34		0	2024-07-05 13:46:34	Greg Jorgensen
Closed by		Greg Jorgensen		0	2024-07-05 13:46:34	Greg Jorgensen
Contact type		Phone		0	2024-07-05 13:46:34	Greg Jorgensen
Escalation		Normal		0	2024-07-05 13:46:34	Greg Jorgensen
Impact		3 - Low		0	2024-07-05 13:46:34	Greg Jorgensen
Knowledge		false		0	2024-07-05 13:46:34	Greg Jorgensen
Made SLA		true		0	2024-07-05 13:46:34	Greg Jorgensen
Number		DHRPSC0001851		0	2024-07-05 13:46:34	Greg Jorgensen
Opened		2024-07-05 13:46:34		0	2024-07-05 13:46:34	Greg Jorgensen
Opened by		System Administrator		0	2024-07-05 13:46:34	Greg Jorgensen
Priority		4 - Low		0	2024-07-05 13:46:34	Greg Jorgensen
Reassignment count		0		0	2024-07-05 13:46:34	Greg Jorgensen
State		Closed Complete		0	2024-07-05 13:46:34	Greg Jorgensen
Task type		PSC Management		0	2024-07-05 13:46:34	Greg Jorgensen
Domain		global		0	2024-07-05 13:46:34	Greg Jorgensen
Effective number		DHRPSC0001851		0	2024-07-05 13:46:34	Greg Jorgensen
Upon approval		Proceed to Next Task		0	2024-07-05 13:46:34	Greg Jorgensen
Upon reject		Cancel all future Tasks		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
Urgency		3 - Low		0	2024-07-05 13:46:34	Greg Jorgensen
Amended from Digitized		false		0	2024-07-05 13:46:34	Greg Jorgensen
PSC Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
PSC Amount Decimal Unformatted		0		0	2024-07-05 13:46:34	Greg Jorgensen
6 - Advertising		false		0	2024-07-05 13:46:34	Greg Jorgensen
4 - Cloud-Based Software Licenses and Support (w/out Prof Services)		false		0	2024-07-05 13:46:34	Greg Jorgensen
1 - Commodities & Equipment		false		0	2024-07-05 13:46:34	Greg Jorgensen
7 - Construction		false		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (1)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (2)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (3)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (4)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (5)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (6)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Estimated NTE Amount (7)		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
5 - Online content, periodicals and journals		false		0	2024-07-05 13:46:34	Greg Jorgensen
2 - On-premise Software Licenses		false		0	2024-07-05 13:46:34	Greg Jorgensen
3 - On-Premise Software Support (w/out Prof Services)		false		0	2024-07-05 13:46:34	Greg Jorgensen
Awaiting Info		false		0	2024-07-05 13:46:34	Greg Jorgensen
Base Version		DHRPSC0001851 v 1.0		0	2024-07-05 13:46:34	Greg Jorgensen
Bulk Upload		true		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
Bulk Upload Import Summary		u_brief_descri__prop osed_work: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project u_continuing_justific ation: u_current_appr_igitiz ed_only_: 120 u_dept_psc_coordin ator: Alysabeth Alexander-Tut u_clearly_desc_o_b e_performed: Original coordinator's email: lavena.holmes@sfpo rt.com. Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
		<p>supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.</p> <p>u_clearly_desc_o_b e_performed: Original coordinator's email: lavena.holmes@sfpot.com. Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others.</p> <p>The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or</p>				

Label	Old	New	Type	Update number	Update time	User name
		<p>replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.</p> <p>u_current_appr_igitized_only0: 59,992,357</p> <p>u_dept_project_manager:</p> <p>u_first_psc_ap_igitized_only: 2017-05-15 00:00:00</p> <p>u_has_this_rec_csc_approval_: Yes</p> <p>u_is_psc_by_du_or_continuing_:</p> <p>Duration</p> <p>u_last_csc_app_igitized_only0: 40,000,000</p> <p>u_last_csc_app_igitized_only_: 120</p> <p>u_submitting_department: PRT</p> <p>u_last_psc_app_igitized_only_: 2019-11-22</p> <p>u_legacy_psc__:</p>				

Label	Old	New	Type	Update number	Update time	User name
		45567-16/17 u_report_back_date: u_report_back_reas on: u_requester: Alysabeth Alexander-Tut u_version_type: Digitize				
Is PSC by Duration or Continuing?		Duration		0	2024-07-05 13:46:34	Greg Jorgensen
Contract Number		DHRPSC0001851 v 1.0		0	2024-07-05 13:46:34	Greg Jorgensen
PSC Core Workflow Run		false		0	2024-07-05 13:46:34	Greg Jorgensen
CSC Review Requested by DHR		false		0	2024-07-05 13:46:34	Greg Jorgensen
CSC Review Required		false		0	2024-07-05 13:46:34	Greg Jorgensen
CSC Review Required for Any Reason		false		0	2024-07-05 13:46:34	Greg Jorgensen
Submitting Department		PRT		0	2024-07-05 13:46:34	Greg Jorgensen
Dept PSC Coordinator		Alysabeth Alexander-Tut		0	2024-07-05 13:46:34	Greg Jorgensen
Dept PSC Coordinator Decision Date		2024-07-05		0	2024-07-05 13:46:34	Greg Jorgensen
Dept PSC Coordinator Comments		This record was previously approved in the Drupal database and processed via bulk upload.		0	2024-07-05 13:46:34	Greg Jorgensen
Dept PSC Coordinator Decision		Review Completed/Send to DHR		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
Clearly describe scope and detail the services to be performed	Original coordinator's email: lavena.holmes@sfpo rt.com.	Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others.	The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to	0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
		protect the Port and City from coastal flooding as sea levels rise in the coming decades.				
Last Cumulative CSC Approved Amount (Digitized Only)		\$40,000,000.00		0	2024-07-05 13:46:34	Greg Jorgensen
First Contract Not Yet Issued		false		0	2024-07-05 13:46:34	Greg Jorgensen
Initial Approval FY		2016 - 2017		0	2024-07-05 13:46:34	Greg Jorgensen
Hold for Union Discussions		false		0	2024-07-05 13:46:34	Greg Jorgensen
Increase Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
In flight Record from Drupal		false		0	2024-07-05 13:46:34	Greg Jorgensen
New/Initial Exceeds Approval Threshold		false		0	2024-07-05 13:46:34	Greg Jorgensen
Last CSC Approved Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Latest		true		0	2024-07-05 13:46:34	Greg Jorgensen
Legacy PSC #		45567-16/17		0	2024-07-05 13:46:34	Greg Jorgensen
Original SysID		aa913d101bdb8690 a835a687624bcbd8		0	2024-07-05 13:46:34	Greg Jorgensen
Previously Approved Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Brief description of proposed work		Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project		0	2024-07-05 13:46:34	Greg Jorgensen
Advertising		false		0	2024-07-05 13:46:34	Greg Jorgensen
Commodities, Equipment and Hardware		false		0	2024-07-05 13:46:34	Greg Jorgensen
Equipment and Vehicle Lease		false		0	2024-07-05 13:46:34	Greg Jorgensen
Online Content, Reports, Periodicals and Journals		false		0	2024-07-05 13:46:34	Greg Jorgensen
On Premise Software and Support		false		0	2024-07-05 13:46:34	Greg Jorgensen
Professional and General Services		false		0	2024-07-05 13:46:34	Greg Jorgensen

Label	Old	New	Type	Update number	Update time	User name
Software as a Service (SaaS) and Cloud Software Applications		false		0	2024-07-05 13:46:34	Greg Jorgensen
Vehicles and Trailers		false		0	2024-07-05 13:46:34	Greg Jorgensen
Requester		Alysabeth Alexander-Tut		0	2024-07-05 13:46:34	Greg Jorgensen
Request Status		Completed		0	2024-07-05 13:46:34	Greg Jorgensen
Requires CSC Approval by Amount?		false		0	2024-07-05 13:46:34	Greg Jorgensen
Requires CSC Approval by Duration?		false		0	2024-07-05 13:46:34	Greg Jorgensen
Requires CSC Approval by Scope?		false		0	2024-07-05 13:46:34	Greg Jorgensen
Submitted for Review		true		0	2024-07-05 13:46:34	Greg Jorgensen
Submitted On		2024-07-05 13:46:34		0	2024-07-05 13:46:34	Greg Jorgensen
Total Amended Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Total Non-CSC Approved Amount		\$0.00		0	2024-07-05 13:46:34	Greg Jorgensen
Union Notification Sent		false		0	2024-07-05 13:46:34	Greg Jorgensen
Union notification waived		false		0	2024-07-05 13:46:34	Greg Jorgensen
Union Review Duration Met		false		0	2024-07-05 13:46:34	Greg Jorgensen
Union Review Required		false		0	2024-07-05 13:46:34	Greg Jorgensen
UNS (Pre/Post)		false		0	2024-07-05 13:46:34	Greg Jorgensen
Version		1.0		0	2024-07-05 13:46:34	Greg Jorgensen
Request Type		Digitized		0	2024-07-05 13:46:34	Greg Jorgensen
Requested by DHR Admin		false		0	2024-07-05 13:46:34	Greg Jorgensen
Completed On		2024-07-05 06:53:27	Audit	3	2024-07-05 13:53:28	Greg Jorgensen
PSC Formal Approval Date		2019-11-22	Audit	3	2024-07-05 13:53:28	Greg Jorgensen
Initial PSC use by date (18 month expiration)		2018-11-14	Audit	3	2024-07-05 13:53:28	Greg Jorgensen
PSC Duration End Date		2027-10-02	Audit	5	2024-10-15 14:02:18	Eddie Parsa
First Contract Start Date		2017-10-02	Audit	5	2024-10-15 14:02:18	Eddie Parsa

Label	Old	New	Type	Update number	Update time	User name
Union Notification Duration in Days	0	Audit	6	2024-10-15 14:02:18	Eddie Parsa	
Union Identification and Notification Explanation		Processing job classification	Audit	6	2024-10-15 14:02:18	Eddie Parsa
Completed On	2024-07-05 06:53:27	2024-07-05 13:53:27	Audit	6	2024-10-15 14:02:18	Eddie Parsa
PSC Core Workflow Run	false	true	Audit	6	2024-10-15 14:02:18	Eddie Parsa

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Chelsea Boilard

Department Coordinator: Shawndrea Hale,

SHale@sfgwater.org

Project Manager: Chelsea Boilard

ServiceNow Number: DHRPSC0004530

Version: 0.01

Version Type: New

Brief description of proposed work: PRO-290 Environmental, Social, and Governance Technical Support

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$900,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 54

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: 1. Support SFPUC in identifying the material environmental, social and governance (ESG) issues for the organization, building an integrated strategy framework, and defining KPIs, targets and a roadmap to achieve impact across SFPUC's value chain. Translate strategic ESG goals into actionable roadmaps and clear implementation plans that are grounded in SFPUC's internal and external stakeholder expectations, business processes and policies, as well as industry best practices.
2. Conduct ESG data collection, benchmarking, industry analysis, and support SFPUC staff to produce initial ESG report and disclosures.

Why are these services required and what are the consequences of denial?: The SFPUC is

undertaking the development of an ESG framework and inaugural report, which will necessarily include conducting an ESG Materiality Assessment, benchmarking leading practices and standards, ESG science-based target setting and business goal alignment, and the development of a roadmap for ESG impact measurement/metrics, disclosures and reporting. SFPUC staff supporting this new area of work will be able to utilize this RFP to consult subject matter experts for support, including for the specific components listed above. Denial of this professional services contract will prohibit the initiative from advancing without this external technical expertise.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:

These services are required to bring external technical expertise to support the SFPUC in a new initiative, being the development of an ESG framework and inaugural report. The services being sought will be intermittent and on an as-needed basis. SFPUC City staff will direct the additional specialized as needed services identified through the RFP.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The specialized expertise required includes technical experience with environmental, social and governance (ESG) program management, strategy development, design, systems, reporting and implementation, and with ESG framework and report development, and translating strategic ESG goals into actionable roadmaps and implementation plans.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 0932 - Manager IV, 0923 - Manager II

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Because of the specialized nature of the services, there are no current employees able to provide these services, though SFPUC has identified key staff (0923, 0932) who will be working to support this initiative, including directing

and tasking the consultant with work, requests for subject matter expertise, etc.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: This work will be directed by SFPUC existing staff; training is not an identified need.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: This work will be directed by SFPUC existing staff; our staff will task these consultants to perform the additional specialized as needed services they have identified as needing in the RFP.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 0932 - Manager IV, 0923 - Manager II

Labor Unions: 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: staff@sfmea.com

Union Review Sent On: 11/19/2024

Union Review End Date: 12/19/2024

Union Review Duration Met On: 12/19/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department:

Submitted By: Avashi Lal

Department Coordinator: Shawndrea Hale,

SHale@sfwater.org

Project Manager: Avashi Lal

ServiceNow Number: DHRPSC0004551

Version: 0.01

Version Type: New

Brief description of proposed work: PRO-0286 As-Needed Technical Support Services for Electric Distribution Systems

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$5,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The PUC is seeking a professional service consultant to provide professional services supporting technical and engineering functions related to electric distribution facilities. Support services broadly fall within the following functional areas: 1) Electric Infrastructure Planning; 2) Design and Engineering; and 3) Job Site/Field Support. These services are needed for five years. The scope of the project is \$5,000,000 for a duration of five years with possibility of extension for an additional three years. The primary role of the Consultant will be to provide planning, engineering design, and field support services. The Consultant may perform engineering planning and/or design for a portion of a project or for an entire project. Specifically, the time dedicated to each task would be as such:

Post Union Notification

Utility Infrastructure Planning - 20%
Design and Engineering - 40%
Job Site/ Field Support - 20%
Other Specialized Services - 20%

Why are these services required and what are the consequences of denial?: Denial of technical and engineering services would cause a negative impact to efficiencies within the design and engineering aspect of projects. These inefficiencies could cause delays to deadlines which leads to loss of funds. It could also cause major errors due insufficient testing or inspection of electric distribution systems and equipment. This could cause several critical issues relating to property damage, outages, and incorrect estimates of life of equipment.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contracts over 1 million

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: There are compulsory electrical testing equipment and software that are not accessible to the electrical engineers. Since we are requesting specialized services, this will give us access to equipment that different engineers use. For example, one of main requirements of our application for permanent power is that facilities would be underground. To ensure concrete strength, civil engineers use a multitude of methods and a plethora of equipment. However, PUC lacks these as the Power Enterprise only has equipment for electrical engineers. Even with electrical engineering, PUC does not have adequate testing equipment for bigger facilities like substations. Hence, we require our consultant to provide us with these types of equipment.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: We will ask the contractor to use their own equipment and facilities to perform the services as they have specialized equipment that SFPUC does not. Again, engineers of different disciplines use different equipment. Hence, it would not make much sense for the Power

Enterprise which comprises of electric engineers, to acquire equipment that engineers of different disciplines use.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5601 - Utility Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 11/25/2024

Union Review End Date: 12/25/2024

Union Review Duration Met On: 12/25/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Matthew Dobbs

Department Coordinator: Shawndrea Hale,

SHale@sfwater.org

Project Manager: Matthew Dobbs

ServiceNow Number: DHRPSC0004862

Version: 0.01

Version Type: New

Brief description of proposed work: Seeking a vendor that will provide site licenses to their Backflow Management software platform that allows for the tracking and reporting of backflow prevention assembly testing and certifications. These services include software engineering to customize the database to match SFPUC requirements and migration of existing data, allowing independent test companies to upload test results, automation of customer mailings, administrative tracking for SFPUC and SFDPH staff, and report generation to the State Water Resource Control Board.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$300,725

Does contract include items other than services?: Yes

- On-premise Software Licenses: \$415,155

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 96

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: This scope of Service will provide access to a Backflow Management Solution Platform and consist of: professional services to configure a database server and convert existing data into the required data format, training for end users, core users, and system administrator, and support through User

Acceptance Testing, Go-Live, and Post-Implementation support period: access to a Backflow Management Core Application, Vendor Contractor Information Portal, Customer Information Portal, CC&B Interface, and Reporting Tools modules; Post-Implementation Support.

Location of Work :

City and County of San Francisco (End Users, System Administrators)
San Mateo County, CA (End Users, System Administrators)
Alameda County, CA (End Users)
San Joaquin County, CA (End Users)
Tuolumne County, CA (End Users)

Project Deliverables:

The Contractor shall provide each of the following deliverables to City for review and approval to achieve the project objectives.

Deliverable 1: Configuration & Data Conversion -

This deliverable includes configuration of the system based on business analysis sessions and conversion of the Legacy system's data into the required data format. Prior to the data conversion, vendor will perform the initial configuration which includes customer account information from the customer care and billing import processing, migration of historical hazard assessment surveys from BFAT, legal property owner import processing, property class codes, backflow prevention assembly and test attributes, test company and tester management pick lists, delinquency, meter reading routes import processing, DPH enforcement process and ad-hoc queries. Vendor will work directly with SFPUC to determine a complete list of the data that will be converted and the mapping requirements for the conversion and publish these in a Data Conversion document.

Deliverable 2: Software Installation -

Vendor will provide the software installation files and installation instructions to SFPUC IT for the initial installation of the software and data conversion. For the initial installation, vendor staff will work directly with SFPUC IT over a web meeting to walk through the installation and setup procedures. Software will be installed on production, staging, test and training environments.

Deliverable 3: Core Team Training -

This deliverable focuses on training the Core Team in the functions and processes of the system. The purpose is to educate the Core Team to enable them to make sound setup and configuration decisions in preparation for go-live. This training can be delivered on-site or remotely, depending on preference and scheduling. If further assistance is needed, SFPUC IT may seek support from the Hotline Support.

Deliverable 4: Final Configuration and Testing -

This deliverable includes final configuration of the system to meet the proposed business processes and business requirements of the implementation. Report and data comparison testing will also be performed, to ensure that the migrated data match SFPUC's legacy system or that any discrepancies are explained and addressed.

Deliverable 5: Interface and Report Development -

This deliverable includes the analysis, requirements documentation and development of the integration(s) and reports required for the solution. vendor will develop the specifications and requirements for the interfaces and design, develop, and troubleshoot them.

Deliverable 6: End User Training -

This deliverable focuses on preparing users to use the software for daily operations. This course will cover the basics and key components of the software, focusing on tasks that the end users need to perform. Class sizes will be no larger than 12 participants at a time. Training sessions will be broken up by different functional areas and tailor them to specific user groups like customer service, administration, external users, etc. as needed. If there are more than 12 participants per functional area, vendor will conduct multiple training sessions as needed.

Deliverable 7: User Acceptance Testing -

This Deliverable is defined as the consultation and support provided by vendor during the User Acceptance Testing (UAT) Period. User Acceptance Testing will be conducted throughout the project lifecycle as configuration, conversion and interfaces are developed and implemented.

Deliverable 8: Go-Live -

This Deliverable is defined as the official date in which vendor's products go live for production usage and can involve onsite and/or remote support. This date will be agreed to by vendor and SFPUC at a later time.

Deliverable 9: Post-Implementation Support

This is defined as vendor support immediately following Go-Live. This remote support will be for TruePoint to identify and address issues during the two-week period following Go-Live, typically through the first notice and testing cycle.

During the post-implementation support period, vendor will maintain resource assignments for the project to assist in transitioning SFPUC to the Hotline support desk. This assures a smooth transition for SFPUC staff to work through any business practice issues and receive direct support from implementation staff with specific understanding of SFPUC business practices.

Why are these services required and what are the consequences of denial?: The services are required to help SFPUC comply with the State of California's Cross Connection Control Policy. We need a database to track the annual certification of backflow prevention assemblies throughout the City. We currently use a custom-built database, that has become far to expensive to maintain, so we sought an off the shelf solution. Denial of this contract would mean we would need to keep incurring ~\$175,000 per year in maintenance costs (from a vendor) for our database.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The professional services will mostly be front-loaded over the course of the first year and will center mostly around data-migration, training, and user acceptance testing. There may be some additional report development services requested by the department in the future.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: The services required are specialized knowledge of the data base software and architecture.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: Because the work is not expected to last more than one year. Furthermore, the company that supplies the software would have to authorize our staff to work on their proprietary software.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: The contractor will train City employees on best practices to perform administrative duties on their software platform.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Because the work is not expected to last more than one year. Furthermore, the company that supplies the software would have to authorize our staff to work on their proprietary software.

Additional information to support your request (Optional): While our recently added 1044 Sr. Software Engineer does not currently possess the familiarity with the Backflow management platform, we expect that over time we will develop the required expertise to provide some of the support we need in-house.

Union Notifications

Job Class(es): 1042 - IS Engineer-Journey, 1041 - IS Engineer-Assistant, 1044 - IS Engineer-Principal

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/6/2024

Union Review End Date: 1/5/2025

Union Review Duration Met On: 1/5/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Katherine Johnson

Department Coordinator: Henry Gong,
henry.gong@sfgov.org

Project Manager: John Gudino

ServiceNow Number: DHRPSC0004969

Version: 0.01

Version Type: New

Brief description of proposed work: The closed circuit television video recording system at County Jails #1 and #2 experienced a failure on October 11, 2024. As such, the Sheriff's Office is currently unable to record or access any recorded video footage. Attempts by our maintenance contractor to restore the system to full operation were unsuccessful. The contractor determined the failure points to the system storage controller. The system storage controller was past its useful life and needs to be replaced and upgraded.

The Sheriff's Office is requesting an Emergency Procurement under Administrative Code Section 21.15 (b) to expedite the repairs to the jail facility video recording system.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$442,010

Does contract include items other than services?: Yes

- Commodities & Equipment: \$324,249
- On-premise Software Support (without Professional Services): \$71,203

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 3

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The contractor will provide

Post Union Notification

the following scope of work:

1. All materials, engineering, coordination, installation, and project management required to complete our scope of work as listed herein.
2. On-Site supervision and coordination as required and deemed necessary by contractor.
3. All coordination drawings, shop drawings, engineering drawings, submittal drawings and other supplemental CAD drawings required to complete our scope of work as listed herein and coordinate with other trades.
4. Required warranties on all workmanship as dictated by the specifications.
9. This scope will only affect the current camera system management and video retention devices in the communication rooms. This will not cause any modifications or demolition to the current structure.
10. Engineering/Drafting/Coordination/Programming
11. Testing/Final Inspection/Certification
12. Training
13. Operation/Maintenance Manuals and As-Built Drawings

Contractor will provide the below listed materials and all labor to replace the existing Closed Circuit Television Video Recording System head end equipment.

- Six R108-D309-7T-D96-FC-S custom R450 archiver servers.
- Two R108-D309-7T-D96-FC-S custom R450 failover servers.
- Two R104-S436-D96-FC-S custom R360 directory appliance server.
- One DDN SFA7990-FC16 active rack mount 90x drive slot appliance with 8xfc16 ports, with one year Data Direct Networks (DDN) support Security Management Appliance (SMA)
- Ninety-one 20TB 7.2K -3 4k point-to-point serial protocol that transfers data between storage devices and a computer system hard disk drive module for SS9012 enclosure.
- One Genetec five-year advantage plus support agreement.
- All labor and materials needed to remove the existing system and install the new system

Why are these services required and what are the consequences of denial?: This system is vital to safe and secure jail operations and is critical and required under the law for retention of recorded data in local detention facilities.

- 1) Inmate suicide prevention.
- 2) Preventing the introduction of illegal and controlled substances to maintain safety and preserve life in the jails.
- 3) Investigating and enforcing allegations from the Prison Rape Elimination Act.
- 4) Criminal prosecutions to include the gathering of evidence which is both exculpatory and inculpatory.
- 5) Internal affairs investigations to include gathering evidence for the purpose of rendering findings regarding alleged misconduct.
- 6) Department of Police Accountability Investigations to include gathering evidence for the purpose of rendering findings regarding alleged misconduct.
- 7) Defending the City and County of San Francisco against civil law suits.

- 8) Following direction from the City Attorney's Office regarding requests for litigation holds pursuant to government code sections regarding evidence.
- 9) Ensure the safety of City employees and the incarcerated population.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Immediately needed services to respond to a declared emergency

Q5b) What department(s) have declared this emergency?: SHF

Q5c) How many days do you anticipate this situation to last?: 90

Q5d) Describe the required skills and expertise needed to perform the services: The

Contractor must have the knowledge and the expertise in working with the following security Closed Circuit Television Video Recording System head end equipment in a correctional facility:

- Six R108-D309-7T-D96-FC-S custom R450 archiver servers.
- Two R108-D309-7T-D96-FC-S custom R450 failover servers.
- Two R104-S436-D96-FC-S custom R360 directory appliance server.
- One DDN SFA7990-FC16 active rack mount 90x drive slot appliance with 8xfc16 ports, with one year Data Direct Networks (DDN) support Security Management Appliance (SMA)
- Ninety-one 20TB 7.2K -3 4k point-to-point serial protocol that transfers data between storage devices and a computer system hard disk drive module for SS9012 enclosure.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Post Union Notification

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, tracym@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, local22publicsector@nccrc.org

Union Review Sent On: 12/6/2024

Union Review End Date: 12/13/2024

Union Review Duration Met On: 12/13/2024



San Francisco jail # 2 CCTV upgrade
San Francisco California

Client: San Francisco County Sheriff's Office, Attn: Stephanie Colmenero
10/17/2024
Rev 01

Proposal

1.0 INTRODUCTION & CLARIFICATIONS

CML Security LLC is pleased to present this Quotation for your system needs on the above referenced project. This proposal and/or any subsequent revisions shall become part of any subcontract. CML Security reserves the right to retract this bid in the event of no mutually agreeable subcontract.

2.0 GENERAL INCLUSIONS

1. All materials, engineering, coordination, installation, and project management required to complete our scope of work as listed herein.
2. On-Site supervision and coordination as required and deemed necessary by CML.
3. All coordination drawings, shop drawings, engineering drawings, submittal drawings and other supplemental CAD drawings required to complete our scope of work as listed herein and coordinate with other trades.
4. Required warranties on all workmanship as dictated by the specifications.
5. Standard shipping and freight cost for materials/equipment have been included. Costs to expedite items have not been included.
6. Vehicle parking is available at no cost to CML Personnel and its subcontractors.
7. Applicable sales or use tax at 8.63%
8. This price does not include a bond premium, if required please add 1.5% to the base price.

3.0 SCOPE OF WORK

CML Security will provide the system(s) as per the scope of work contained within.

CML Security will provide the below listed materials and all labor to replace the existing CCTV system head end equipment.

- Six R108-D309-7T-D96-FC-S custom R450 archiver servers.
- Two R108-D309-7T-D96-FC-S custom R450 failover servers.
- Two R104-S436-D96-FC-S custom R360 directory appliance server.
- One DDN SFA7990-FC16 active rack mount 90x drive slot appliance with 8xfc16 ports, with one year DDN support SMA.
- Ninety-one 20TB 7.2K RPM sas-3 4k SAS HDD drive module for SS9012 enclosure.
- One Genetec five-year advantage plus support agreement.
- All labor and materials needed to remove the existing system and install the new system.



4.0 INCLUSIONS

CML Security includes the following for our Scope of Work:

1. Engineering/Drafting/Coordination/Programming
2. Material and equipment as listed.
3. Testing/Final Inspection/Certification
4. Training
5. Operation/Maintenance Manuals and As-Built Drawings

5.0 EXCLUSIONS

CML Security Excludes the following:

1. Conduit/raceway system, including junction boxes, pull boxes, ladder tray, wire ways.
2. Cash allowances or owner contingencies are not included in this proposal.
3. All standard supply voltages above 30 volts AC/DC including 120VAC supply circuits.
4. Temporary power, lighting, site water, trash removal, or onsite storage fees
5. Repairing damage to wire or devices that are caused by others.
6. Any color coding, painting or identification of conduit, raceway systems
7. 3D Modeling of equipment

6.0 PROJECT TIMING AND DELIVERY

1. CML Security will begin work on engineering, building, and programming the system in 1 week ARO unless delayed by lack of provided information necessary to complete a proper submittal (i.e., AutoCAD backgrounds, detention hardware schedule, builder's hardware schedule, utility control schedules, elevator coordination, millwork coordination, precast submittals, and coordination).



7.0 QUOTATION PROPOSAL COST ANALYSIS

QUOTATION PROPOSAL PRICE: \$ 442,010.42

1. **PRICING GUARANTEE:** Because of conditions beyond our control, this budget is effective for a period of thirty days from the date above. Terms of payment are net thirty days from invoice. No cash discounts for prepayment. Any order based on this quotation shall be subject to approval and acceptance by CML Security. No MBE/WBE/SBE content has been included in this quote due to the "security and specialty" nature of our work.

CLOSING

We appreciate the opportunity to partner with you to provide a solution to fit your needs. If there are any questions or concerns, please feel free to call or email any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Green".

Ron Green
Business Development – CML Security
209-747-3607
rgreen@cmlsewcurity.us

Gong, Henry (SHF)

From: Lo, Stacey (ADM)
Sent: Friday, November 01, 2024 9:33 AM
To: Gong, Henry (SHF); Johnson, Katherine (SHF)
Cc: Kurella, Sailaja (ADM); Luong, Mylan (SHF); Leung, Patrick (SHF); Gudino, John (SHF)
Subject: RE: CJ1 & CJ2 Video Recording System Failure
Attachments: 24.10.17 San Franciaco CCTV upgrade proposal_r2.pdf

Hi Katherine and Henry,

Thank you for the additional information and confirmation from SHF's facilities manager and CAT that this does not fall under Chapter 6. Sailaja has reviewed and approved using OCA's authority under 21.15(b) for this emergency purchase.

Henry, if you could please submit the RQ into PS as we discussed earlier, and we can get started.

Thanks,

Stacey Lo
Procurement Manager
Office of Contract Administration
City & County of San Francisco
(628) 652-1614 | Stacey.Lo@sfgov.org

Working Remotely: Wednesday, Thursday, Friday

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From: Gong, Henry (SHF) <henry.gong@sfgov.org>
Sent: Wednesday, October 30, 2024 5:11 PM
To: Lo, Stacey (ADM) <stacey.lo@sfgov.org>; Johnson, Katherine (SHF) <katherine.johnson@sfgov.org>
Cc: Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; Gudino, John (SHF) <john.gudino@sfgov.org>
Subject: RE: CJ1 & CJ2 Video Recording System Failure

Good afternoon Stacey,

Please find attached CML's revised proposal which separates the costs of the labor and commodities. The majority of the costs are related to the commodities required to repair the security system's camera storage controller.

John Gudino, SHF's Facilities Maintenance Manager, confirmed with CML that there is absolutely no construction related to this project:

- No drilling involved with this project
- No alterations to the building or movement of walls
- This will only require the removal of existing servers and storage workstations and replacing them with new hardware, and then configuring the newly installed hardware and software to operate the cameras.
- The hardware being replaced are unattached, as a result, all facility structures will be undisturbed.

The Sheriff's Office forward the emergency procurement request under Admin Code 21.15 (b) to Sarah Fabian for CAT review. Sarah confirmed with her Contract Team that based on the scope of work provided, the project does not appear to fall under Chapter 6. She has copied Jana Clark and Jennifer Choi for awareness.

Thank you.

Henry

From: Gong, Henry (SHF)
Sent: Friday, October 25, 2024 10:09 AM
To: Lo, Stacey (ADM) <Stacey.Lo@sfgov.org>; Johnson, Katherine (SHF) <katherine.johnson@sfgov.org>
Cc: Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>; Gudino, John (SHF) <john.gudino@sfgov.org>
Subject: RE: CJ1 & CJ2 Video Recording System Failure

Good morning Stacey,

Undersheriff Johnson was able to confirmed with John Gudino, SHF Facilities Maintenance Manager, that there is absolutely no construction involved in this project.

This project requires the replacement of the failed servers and storage devices for the CCTV security cameras. And the ancillary services to configure the hardware and software to operate the cameras.

Thanks.

Henry

From: Lo, Stacey (ADM) <Stacey.Lo@sfgov.org>
Sent: Thursday, October 24, 2024 2:53 PM
To: Johnson, Katherine (SHF) <katherine.johnson@sfgov.org>; Gong, Henry (SHF) <henry.gong@sfgov.org>
Cc: Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>
Subject: RE: CJ1 & CJ2 Vide Recording System Failure

Hi Katherine and Henry,

In reviewing the proposal attached, it seems unclear whether this purchase would fall under Chapter 6 (as construction work) or Chapter 21 (as general services/commodities) that OCA could procure. It seems that the quote includes several components, including:

- Six R108-D309-7T-D96-FC-S custom R450 archiver servers.
- Two R108-D309-7T-D96-FC-S custom R450 failover servers.
- Two R104-S436-D96-FC-S custom R360 directory appliance server.
- One DDN SFA7990-FC16 active rack mount 90x drive slot appliance with 8xfc16 ports, with one year DDN support SMA.
- Ninety-one 20TB 7.2K RPM sas-3 4k SAS HDD drive module for SS9012 enclosure.
- One Genetec five-year advantage plus support agreement.
- All labor and materials needed to remove the existing system and install the new system, including:

CML Security includes the following for our Scope of Work:

1. Engineering/Drafting/Coordination/Programming
2. Material and equipment as listed.
3. Testing/Final Inspection/Certification
4. Training
5. Operation/Maintenance Manuals and As-Built Drawings

As you aware, OCA is only authorized to procure under Chapter 21 for general services and commodities, and perhaps specific ancillary installation work, where the bulk of the purchase is the commodity. Chapter 6 work should go to DPW first. New installation generally falls under Chapter 6, whereas maintenance does not.

Could you please clarify the scope of work and let us know if any of this purchase this falls under Chapter 6?

Thanks,

Stacey Lo
Procurement Manager
Office of Contract Administration
City & County of San Francisco
(628) 652-1614 | Stacey.Lo@sfgov.org

Working Remotely: Wednesday, Thursday, Friday

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From: Johnson, Katherine (SHF) <katherine.johnson@sfgov.org>

Sent: Monday, October 21, 2024 12:18 PM

To: Lo, Stacey (ADM) <stacey.lo@sfgov.org>

Cc: Kurella, Sailaja (ADM) <sailaja.kurella@sfgov.org>; Luong, Mylan (SHF) <mylan.luong@sfgov.org>; Gong, Henry (SHF) <henry.gong@sfgov.org>; Leung, Patrick (SHF) <patrick.n.leung@sfgov.org>

Subject: CJ1 & CJ2 Vide Recording System Failure

Importance: High

Good Afternoon Stacey,

The CCTV video recording system at County Jails #1 and #2 experienced a failure on October 11, 2024. As such, we are currently unable to record or access any recorded video footage. Attempts by our maintenance vendor, CML Security, to restore the system to full operation were unsuccessful. CML Security determined the failure points to the system storage controller. The system storage controller was past its useful life and needs to be replaced and upgraded.

Attached is the proposed statement of work from CML Security to replace the failed system storage controller for \$442,012.42. This system is vital to safe and secure jail operations. In order to pay for this item, the Office of the Sheriff is suspending a capital project for roof and HVAC repairs at County Jail #3 and using those dollars for this project.

This system is critical and required under the law for retention of recorded data in local detention facilities. Additionally, this system is used for:

- 1) Inmate suicide prevention.
- 2) Preventing the introduction of illegal and controlled substances to maintain safety and preserve life in the jails.
- 3) Investigating and enforcing allegations from the Prison Rape Elimination Act.
- 4) Criminal prosecutions to include the gathering of evidence which is both exculpatory and inculpatory.
- 5) Internal affairs investigations to include gathering evidence for the purpose of rendering findings regarding alleged misconduct.
- 6) Department of Police Accountability Investigations to include gathering evidence for the purpose of rendering findings regarding alleged misconduct.
- 7) Defending the City and County of San Francisco against civil law suits.
- 8) Following direction from the City Attorney's Office regarding requests for litigation holds pursuant to government code sections regarding evidence.

This request is made pursuant to section 21.15 (b) of the Emergency Procurement Procedures.

If additional information is required, feel free to contact me or Henry Gong directly.

Kathy

Regards,

Katherine Johnson, #2
Undersheriff
415-554-7223

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM

Submitted By: Alan Lau

Department Coordinator: Lynn Khaw,
lynn.khaw@sfgov.org

Project Manager: Paul Cheng

ServiceNow Number: DHRPSC0001814

Version: 1.01

Version Type: Amendment

Legacy PSC #: 44952-20/21

Brief description of proposed work: OCME Decedent Removal, Transportation, Cremation, and As Needed Service- ADM

Reason for the Request for Amendment: PSC amendment is to increase PSC amount and duration.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$4,000,000

Increase Amount: \$2,000,000

Why are you requesting the PSC amount to be increased?: Increase to PSC amount is to cover remaining contract term.

Total Amended Amount: \$6,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 48

Duration Increase (months): 36

Why are you requesting the PSC duration to be increased: Increase PSC duration is to cover the remaining contract term.

Total Amended Duration (months): 84

First Contract Start Date: 3/15/2022

PSC Duration End Date: 3/14/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments to retrieve, transport, cremate, and store ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new "As Needed" capacity to respond to moderate to large mass fatality incidents of unpredictable size and duration. Currently, the Medical Examiner lacks this ability to quickly add removal and transportation labor.

Why are these services required and what are the consequences of denial?: This service is necessary to provide safe, reliable transportation and respectful cremation of deceased persons under the jurisdiction or potential jurisdiction of the Medical Examiner. The typical recipients of this service will be persons who were medically or financially indigent at death and have no next of kin or interested parties to carry out final arrangements. In the past, the City has used its 2577 staff to transport indigent decedents to a crematorium. However, in the past two years, the Medical Examiner's caseload has almost doubled while staffing has slightly decreased. The new Medical Examiner Morgue has about 170-180% of its pre-2019 census and is slowly increasing as indigent cases continue to increase in the morgue due to lack of transportation ability. In addition, the OCME has assessed its disaster response capability and determined it lacks the capability to quickly respond to even small mass fatality events. Denial of this service has two consequences: operational and failure to prepare for disaster. Firstly, for operational reasons without new contractors to remove decedents in a timely manner, hospital and OCME mortuaries will eventually fill up to or near capacity. Based on the January 2021 Covid experience, this will affect hospitals weeks or months before the Medical Examiner morgue is completely full. Secondly, failure to create an "As Needed" service places the City at unnecessary risk of delays or inability to respond to future incidents. Based on the San Francisco Emergency Operations Center (EOC) earthquake planning, the OCME is not prepared to quickly transport or cremate even a small fraction of the approximately 1500 casualties expected in a major earthquake (EOC Earthquake Scenario #3). Its current sole cremation contract is with a supplier requiring crossing a bay bridge. This agreement would allow OCME to at least triple its capability. Denial would mean a minimum waiting period before State or Federal authorities could respond, assuming that the incident was only a City local event, not regional, State, or National. The "As Needed" portion of this contract would not displace new hires nor incur costs if not used. Due to the current OCME emergency, OCME has sought an emergency short-term contract to prevent running out of the capability to admit or release decedents due to lack of staffing until this PSC has been reviewed by the Civil Service Commission.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The contractor provides California state-licensed human cremation facilities; San Francisco does not possess such a facility and does not have plans to construct, license, or operate a crematory.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: To perform the services, the City would need to finance, build, operate, and maintain California state-licensed human cremation facilities. San Francisco does not have plans to construct, license, or operate a crematory.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2579 - Med Examiner's InvestigatorIII, 2578 - Med Examiner's Investigator II, 2577 - Med Examiner's Investigator I

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 10/25/2024

Union Review End Date: 12/24/2024

Union Review Duration Met On: 12/24/2024

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 # 44952 - 20/21)

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

Type of Service: OCME Decedent Removal, Transportation, Cremation, and As Needed Service- ADM

Funding Source: General Fund

PSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 09/01/21 - 08/31/25 (4 years)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$4,000,000 PSC Cumulative Duration Proposed: 4 years

1. Description of Work

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

The Office of the Chief Medical Examiner (OCME) seeks to contract with two California Licensed Funeral Establishments

to retrieve, transport, cremate, and store of ashes at their facility. This will address the capacity strain at OCME and at hospitals as well as alleviate OCME staff time in facilitating indigent cases including removal, transportation, cremation, and storage. In addition, well over half of the PSR Amount would create a new

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

This service is necessary to provide safe, reliable transportation, and respectful cremation of deceased persons under the jurisdiction or potential jurisdiction of the Medical Examiner. The typical recipients of this service will be persons who were medically, or financially indigent at death and have no next of kin or interested parties to carry out final arrangements. In the past the City has used its 2577 staff to transport indigent decedents to a crematorium. However, in the past two years the Medical Examiner caseload has almost doubled while at work staffing has slightly decreased. The new Medical Examiner Morgue has about 170-180% of its pre-2019 census and is slowly increasing as indigent cases continue to increase in the morgue due to lack of transportation ability. In addition, the OCME has assessed its disaster response capability and determined it lacks the capability to quickly response to even small mass fatality events. Denial of this service has two consequences- operational and failure to prepare for disaster. Firstly, for operational reasons without new contractors to remove decedents in a timely manner, hospital and OCME mortuaries will eventually fill up to or near capacity. Based on January 2021 Covid experience, this will affect hospitals weeks or months before the Medical Examiner morgue is completely full. Secondly, failure to create an "As Needed" services places the City at unnecessary risk of delays or inability to respond to future incidents. Based on the San Francisco Emergency Operations Center (EOC) earthquake planning, the OCME is not prepared to quickly transport or cremate even small fraction of the approximately 1500 casualties expected in a major earthquake (EOC Earthquake Scenario #3). Its current sole cremation contract is with a supplier requiring crossing a bay bridge. This agreement would allow OCME to at least triple its capability. Denial would mean a minimum waiting period before State or Federal authorities could respond, assuming that the incident was only a City local event, not regional, State, or National. The "As Needed" portion of this contract would not displace new hires, nor incur costs if not used. Due to the current OCME emergency, OCME has sought an emergency short term contract to prevent running out of the capability to admit or release decedents due to lack of staffing until this PSR has been reviewed by the Civil Service Commission.

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 44873

D. Will the contract(s) be renewed?

The contracts may be renewed depending upon the contractor performance and the OCME assessment of future need.

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

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).

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

Explain the qualifying circumstances:

The immediately needed services for decedent transportation will be evaluated as part of OCME staffing level as compared to the current drug and secondary Covid-19 crisis. The "As-Needed" services represent a new contractual capability to respond to mass fatalities which OCME currently lacks. Finally the services which the City lacks specifically include cremation for which there is no facility and no trained staff as the City has no defined plans to begin that service.

B. Reason for the request for modification:

The original approved amount of 1,500,000 would be increased by a requested additional amount of 2,500 for a PSC cumulative amount proposed of 4,000,000. There are no changes in scope of this PSC. The short term experience from Spring of 2021 onwards is that the service volume continues to rise above historical norms. The existing PSC amount would not support further service needs during an additional mortuary disaster event.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractors must possess a California State funeral establishment license and a crematory or contractual ability to cremate remains within 50 miles of San Francisco County. The supervising staff must hold a current valid Funeral Director or current valid embalmer's license issued by the California State Board of Funeral Directors or Embalmers. The performing staff must remove and transport remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; interact courteously, and effectively with funeral home, health care personnel and OCME staff; perform strenuous physical activities including lifting and moving dead bodies; and operate a motor vehicle under a valid California license.

B. Which, if any, civil service class(es) normally perform(s) this work? 2577, Med Examiner's Investigator I;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor provides California State licensed human cremation facilities; San Francisco does not possess this facility and has not plans to construct, license, or operate a crematory.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The Civil Service class 2577 is 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: There are at least three reasons why would not be practical to adopt a new civil service class for this proposed PSR: (1) San Francisco has no crematory to operate (2) The body removal and transportation duties are already outlined in the existing 2577 classification, and (3) a key component is the "As-Needed" aspect of flexing capability during a mass fatality incident.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Contractor will provide suitable staff training to its own staff who will all be California licensed vehicle drivers. Contractor will not provide training to City employees.

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

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

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

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

7. Union Notification: On 10/08/21, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous;

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

Name: 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# 44952 - 20/21

DHR Analysis/Recommendation:

01/03/2022

Commission Approval Required

Approved by Civil Service Commission

01/03/2022 DHR Approved for 01/03/2022

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department:

Submitted By: Quoc Truong

Department Coordinator: Cynthia Avakian,
cynthia.avakian@flysfo.com

Project Manager: Amy Nagengast

ServiceNow Number: DHRPSC0002393

Version: 1.01

Version Type: Amendment

Legacy PSC #: 49527-22/23

Brief description of proposed work: As-Needed Airport Sustainability Services

Reason for the Request for Amendment: The Airport needs to increase the amount to support sustainability projects.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$4,000,000

Increase Amount: \$10,000,000

Why are you requesting the PSC amount to be increased?: The Airport adopted a new strategic plan in November 2023 with bold sustainability goals. The additional amount is needed due to the increased number of sustainability related projects required to meet the Airport's sustainability goals.

Total Amended Amount: \$14,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 0

Total Amended Duration (months): 60

First Contract Start Date: 1/1/2024

PSC Duration End Date: 12/31/2028

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Post Union Notification

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: cynthia.avakian@flysfo.com.

The San Francisco International Airport (Airport) requires assistance to achieve sustainability goals related to reducing energy usage and carbon emissions, solid waste diversion, resource-efficient buildings that focus on human well-being, and water conservation. The services are expected to include specialized expertise for each of the goals with work including: 1) assisting with strategic planning to provide frameworks, roadmaps, and benchmarks for sustainability related projects with carbon emissions, fleet and building electrification implementation, operational standards, and resource recovery; 2) provide recommendation for policy development including guidelines for Airport operational and project standards that conforms to applicable regulations and/or legislation; 3) producing technical reports, metrics, and feasibility studies; 4) developing project schedules, cost estimates, and other cost models; 5) providing clean technology assessment and case studies; 6) environmental compliance; and 7) producing media campaigns and content for the public, airport workers, and airlines to promote sustainability.

Why are these services required and what are the consequences of denial?: The services are needed to assist the Airport with further integration of sustainable developments and to meet Citywide climate goals with reduction in greenhouse gas emissions. The consequences of denial may include: 1) failure to comply with environmental requirements, 2) delayed responses to compliance measures, and 3) delay the Airport's ability to meet the sustainability and Citywide climate goals.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 4

Why have you not hired City employees to perform the services?: The services required specialized technical expertise and are for as-needed short term, one-time projects.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval?: Yes

Provide details related to contracts for which dept comm approval required: All professional services contracts in excess of \$200,000 are submitted to the Airport Commission for approval.

Will any contracts under this PSC require Board of Supervisors approval?: No

Justification

Post Union Notification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services require specialized technical expertise and are for as-needed short term, one-time projects.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Experience required in analysis of energy usage and carbon emission in buildings; waste characterizations, modeling and visualizations of distributed energy resources in facility infrastructure and airport systems. Expertise in stakeholder engagement and writing policy. The ability to provide clean technology assessments and technical reports across the Airport campus. Extensive knowledge of environmental regulations for verification of compliance with air and water monitoring, and review of environmental work.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 1823 - Senior Administrative Analyst, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5644 - Principal Environ Specialist, 9254 - Airport Communications Officer, 5642 - Sr. Environmental Spec, 1824 - Pr Administrative Analyst, 9252 - Communications Specialist, 5640 - Environmental Spec

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: The civil service classes can provide some of the services, but the services require multiple personnel with expertise for each of the sustainability goals on an as-needed, short-term one-time projects basis.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: There will be no training as part of this contract as these are one-time projects.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: These are short-term, one-time projects.

Additional information to support your request (Optional): On December 28, 2022, the Airport sent a Notice of Intent to the following City Departments: Department of Public Works, San Francisco Environment Department, San Francisco Municipal Transportation Agency, Port of San Francisco, and Public Utilities Commission. No Departments accepted the work.

On November 27, 2024 the Airport sent another Notice of Intent to the same previous City

Departments. No Departments responded.

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1823 - Senior Administrative Analyst, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5644 - Principal Environ Specialist, 9254 - Airport Communications Officer, 5642 - Sr. Environmental Spec, 1824 - Pr Administrative Analyst, 9252 - Communications Specialist, 5640 - Environmental Spec

Labor Unions: 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, staff@sfmea.com

Union Review Sent On: 12/24/2024

Union Review End Date: 12/31/2024

Union Review Duration Met On: 12/31/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Airport Sustainability Services

Funding Source: Airport Operating Funds

PSC Amount: \$4,000,000 PSC Est. Start Date: 08/01/2023 PSC Est. End Date 07/31/2028

1. Description of Work

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

The San Francisco International Airport (Airport) requires assistance to achieve sustainability goals related to reducing energy usage and carbon emissions, solid waste diversion, resource-efficient buildings that focus on human well-being, and water conservation. The services are expected to include specialized expertise for each of the goals with work including: 1) assisting with strategic planning to provide frameworks, roadmaps, and benchmarks for sustainability related projects with carbon emissions, fleet and building electrification implementation, operational standards, and resource recovery; 2) provide recommendation for policy development including guidelines for Airport operational and project standards that conforms to applicable regulations and/or legislation; 3) producing technical reports, metrics, and feasibility studies; 4) developing project schedules, cost estimates, and other cost models; 5) providing clean technology assessment and case studies; 6) environmental compliance; and 7) producing media campaigns and content for the public, airport workers, and airlines to promote sustainability.

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

The services are needed to assist the Airport with further integration of sustainable developments and to meet Citywide climate goals with reduction in greenhouse gas emissions. The consequences of denial may include: 1) failure to comply with environmental requirements, 2) delayed responses to compliance measures, and 3) delay the Airport's ability to meet the sustainability and Citywide climate goals.

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

This is a new service; however, some feasibility studies were previously provided under PSC 48146-17/18.

D. Will the contract(s) be renewed?

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

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

The term corresponds to the anticipated duration of contracts for this service.

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 services required specialized technical expertise and are for as-needed short term, one-time projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience required in analysis of energy usage and carbon emission in buildings; modeling and visualizations of distributed energy resources in facility infrastructure and airport systems. Expertise in stakeholder engagement and writing policy. The ability to provide clean technology assessments and technical reports across the Airport campus. Extensive knowledge of environmental regulations for verification of compliance with air and water monitoring, and review of environmental work.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist; 9254, Airport Communications Officer; 9252, Communications Specialist;

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?

On December 28, 2022, the Airport sent a Notice of Intent to the following City Departments: Department of Public Works, San Francisco Environment Department, San Francisco Municipal Transportation Agency, Port of San Francisco, and Public Utilities Commission. No Departments accepted the work.

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

A. Explain why civil service classes are not applicable.

The civil service classes can provide some of the services, but the services require multiple personnel with expertise for each of the sustainability goals on an as-needed, short-term one-time projects basis.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is for as-needed, short-term one-time projects.

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. There will be no training as part of this contract as these are one-time projects.

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

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

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

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

7. Union Notification: On 05/02/2023, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49527 - 22/23

DHR Analysis/Recommendation:

action date: 07/03/2023

Commission Approval Required

Approved by Civil Service Commission

07/03/2023 DHR Approved for 07/03/2023

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested from this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other common signs that our doctor doesn't want this to happen

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	Cynthia.avakian@flyefco.com
PSC ServiceNow Record Number:	DHRPSC002393

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Jenna Rapues

ServiceNow Number: DHRPSC0004172

Version: 1.02

Version Type: Amendment

Legacy PSC #: 43595-23/24

Brief description of proposed work: 43595-23/24 - Transgender/Gender Diverse Services

Reason for the Request for Amendment: To increase the amount and align the duration with the anticipated contract term.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$700,000

Increase Amount: \$2,500,000

Why are you requesting the PSC amount to be increased?: To expand essential services for the transgender, gender-diverse (TGD) community, address disparities that directly impact their health and well-being, and ensure these vulnerable individuals receive the support they need to prevent adverse health outcomes.

Total Amended Amount: \$3,200,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 24

Duration Increase (months): 31

Why are you requesting the PSC duration to be increased: To align with the anticipated contract term.

Total Amended Duration (months): 55

First Contract Start Date: 10/1/2024

PSC Duration End Date: 5/2/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Post Union Notification

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: The proposed work will provide services to members of San Francisco's transgender, gender-diverse (TGD) community, through three types of programming described below. The target population are TGD clients aged 18 and above who are experiencing homelessness, at risk of homelessness, or transitioning into supportive housing and are considering and/or in the process of engaging in medical or social transitions.

- 1) Behavioral health services expansion.
- 2) Navigation and Outreach for TGD seeking medical and social transition services, and specialized care for gender-affirming surgery.
- 3) Capacity building and training development of staff and community partners who work with TGD community.

Why are these services required and what are the consequences of denial?: The Department of Public Health's (DPH's) mission is to protect and promote the health of all San Franciscans, including the utilization of programs and services focused on TGD clients. The proposed services are essential to address disparities among San Francisco's TGD community, including those experiencing homelessness or housing instability. Denial of services will put TGD individuals at continued risk of adverse outcomes, including severe health issues that can ultimately result in mortality.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Civil service classes do not align with the unique requirements of the staff serving the TGD population which has historically faced discrimination. Services for the TGD community require demonstrated sensitivity, community experience, and connections with the TGD community.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval?: No

Will any contracts under this PSC require Board of Supervisors approval?: No

Justification

Post Union Notification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services:

Demonstrated sensitivity, community experience, and connections with the TGD community are essential. TGD lived experience, not currently recognized as a minimum qualification in civil service, holds significant value for the successful delivery of services. Contractors with lived experience offer unique insights and empathy, tailored to the TGD community's specific needs.

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2932 - Sr Behavioral Health Clinician

Q5c2) Does the Department have employees in these classifications?: Yes

Q5c3) Why are they not able to perform the services?: Civil service classes do not align with the unique requirements of the staff serving the TGD population which has historically faced discrimination. Collaborating with community-based organizations (CBOs) offers significant advantages, including the earned trust of TGD individuals over time, cultural competency that enhances mental health outcomes, effective community engagement, and the potential to reduce health disparities and improve well-being for TGD individuals, in accordance with research findings. This partnership acknowledges the vital role that CBOs play in understanding and addressing the specific needs of this community, ensuring a more holistic and effective approach to behavioral health services.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: The contractor will conduct training for City and County employees while facilitating a transfer of knowledge. This initiative aims to enhance departmental capacity, offering a unique opportunity for cross-learning. The goal is to equip staff to better serve the unhoused transgender gender-diverse (TGD) population, ultimately improving their well-being through a strengthened support network.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Civil service classes exist and are used to provide some TGD services, which complement and maximize the effectiveness of the programs that use them.

Additional information to support your request (Optional): Services for the TGD community require demonstrated sensitivity, community experience, and connections with the TGD

community. TGD lived experience, not currently recognized as a minimum qualification in civil service, holds significant value for the successful delivery of services. Contractors with lived experience offer unique insights and empathy, tailored to the TGD community's specific needs.

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2587 - Health Worker 3, 2593 - Health Program Coordinator 3, 2930 - Behavioral Health Clinician, 2932 - Sr Behavioral Health Clinician

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org

Union Review Sent On: 10/30/2024

Union Review End Date: 12/29/2024

Union Review Duration Met On: 12/29/2024

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

[Step 1: Download and save this template to your desktop.](#)

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Document Type: **Contract**
Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdpb.org
PSC ServiceNow Record Number:	DHRPSC0001650

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Heather Manders

Department Coordinator: Shawndrea Hale,
SHale@sfwater.org

Project Manager: Anna Roche

ServiceNow Number: DHRPSC0001922

Version: 1.01

Version Type: Amendment

Legacy PSC #: 46784-16/17

Brief description of proposed work: Professional Engineering Services

Planning/Design/Support for Construction (CS-1003/PRO.0092)

Reason for the Request for Amendment: Increase in duration and amount of contract.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$5,750,000

Increase Amount: \$7,000,000

Why are you requesting the PSC amount to be increased?: Design changes

Total Amended Amount: \$12,750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 119

Duration Increase (months): 72

Why are you requesting the PSC duration to be increased?: Design changes

Total Amended Duration (months): 191

First Contract Start Date: 9/26/2018

PSC Duration End Date: 8/27/2034

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Post Union Notification

Clearly describe scope and detail the services to be performed: Original coordinator's email: SJackson@sfgov.org.

Professional engineering design, engineering construction support services, and geotechnical services for the coastal erosion management and engineering assessment of the Lake Merced Transport Tunnel (LMT) along South Ocean Beach as it runs from Sloat Boulevard to the Oceanside Water Pollution Control Plant. The project scope of work includes review of existing project engineering documents, engineering analysis of the current and potential coastal erosion, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship, development of the project conceptual engineering report, development of engineering construction bid documents including a geotechnical data report, geotechnical interpretive report, and engineering administration review of construction documents. The project is currently in the early alternatives analysis phase of planning, investigating a variety of alternatives that can address the ongoing erosion problem and provide added structural integrity for the LMT.

Why are these services required and what are the consequences of denial?: The project is currently at 95% design level. The requested additional funding is meant to address design changes which are required as a condition of the permit from the California Coastal Commission. Consequences of denial would result in the inability to finalize design and inability to address the design changes which are required per the permit conditions.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval?: Yes

Provide details related to contracts for which dept comm approval required: Contracts over 1 million

Will any contracts under this PSC require Board of Supervisors approval?: Yes

Provide details related to contracts for which BOS approval will be required?: Contracts over 10 million and 10 years

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: No

Q5 - Are the services required on a temporary basis or on a long-term basis?: Long-term Basis

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

Q5b) Do the services require specialized expertise, knowledge experience?: Yes

Q5b1) Describe the specialized skills and expertise required to perform the services: Coastal Engineering Design Services

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: Too specialized for occassional need on projects.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Transfer of knowledge is not required at this time.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: Work is too specialized.

Additional information to support your request (Optional): We are requesting to ammend PRO.0092 so that we can add funding and time required to address the design changes which are required as conditions of our permit with the California Coastal Commission. For non-specialized engineering services, we have designers form SFPW and SFMTA working on the majority of the design scope.

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 5241 - Engineer, 5212 - Engineer/Architect Principal

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/12/2024

Union Review End Date: 12/19/2024

Union Review Duration Met On: 12/19/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 46784 - 16/17)

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

Type of Service: Professional Engineering Services Planning/Design/Support for Construction (CS-1003/PRO.0092)

Funding Source: Wastewater Enterprise – CIP

PSC Original Approved Amount: \$3,750,000

PSC Original Approved Duration: 09/01/17 - 08/31/22 (5 years)

PSC Mod#1 Amount: \$2,000,000

PSC Mod#1 Duration: 09/01/22-07/30/27 (4 years 47 weeks)

PSC Cumulative Amount Proposed: \$5,750,000

PSC Cumulative Duration Proposed: 9 years 47 weeks

1. Description of Work

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

Professional engineering design, engineering construction support services, and geotechnical services for the coastal erosion management and engineering assessment of the Lake Merced Transport Tunnel (LMT) along South Ocean Beach as it runs from Sloat Boulevard to the Oceanside Water Pollution Control Plant. The project scope of work includes review of existing project engineering documents, engineering analysis of the current and potential coastal erosion, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship, development of the project conceptual engineering report, development of engineering construction bid documents including a geotechnical data report, geotechnical interpretive report, and engineering administration review of construction documents. The project is currently in the early alternatives analysis phase of planning, investigating a variety of alternatives that can address the ongoing erosion problem and provide added structural integrity for the LMT.

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

If denied / delayed, further potential erosion; jeopardize wastewater infrastructure assets and further degradation of environmental and recreational uses at South Ocean Beach as it is subjected to sea level rise, climate change and other effects. This project does not address other assets in the area such as the Richmond Transport, the Westside Lake Merced Transport, the Westside Pump Station and the Oceanside Treatment Plant.

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 46784 - 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:

Construction for this project is scheduled to begin in summer of 2021 and end in the fall of 2022. During construction, it is important that the design team is available to provide engineering support, otherwise the intent of the design may not be fully realized. Therefore, for the purpose of continuity between design and construction, the request for the contract duration is 5 years.

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 South Ocean Beach Project, a capital project under the Wastewater Enterprise Capital Improvement Program, is requesting specialty Marine/Coastal Engineering professional services for coastal erosion management of existing buried wastewater infrastructure (Lake Merced Transport Tunnel) protection along South Ocean Beach. The project scope of work includes engineering analysis, development of a long-term coastal protection measures and a management strategy using a multi-objective approach that both protects critical wastewater infrastructure and promotes environmental stewardship.

B. Reason for the request for modification:

Justification: The proposed amendment would increase the contract value and duration to address the following changes: 1) Increased Complexity and Scope to Design Elements- Additional analysis and design efforts are needed to develop a specialized design to account for unexpected geotechnical findings, to address comments on the design from stakeholders and provide ongoing coordination on the design with agencies such as the National Park Service (NPS) and the California Coastal Commission (CCC), and to develop specialized design elements to address the need for improved recreational access to the area currently occupied by the current Great Highway between Sloat Boulevard and Skyline Boulevard, which will be redesigned for an open space area with a trail for both pedestrian and bike use, new bathroom, new parking lot and three permanent access points to the beach. 2) Increased Environmental Analysis- A significant amount of environmental analysis and modeling has been added to support the CEQA process and address informational needs from the National Park Service and the permit requirements of the California Coastal Commission. 3) Increased Duration of Construction- After the development of the conceptual engineering report (CER), it was determined that the duration of construction is approximately 2 years longer than originally assumed. Engineering support will be required during this extended duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: In order to achieve the project goals/objectives Marine/Coastal Engineering specialty is required with technical specialties including but not limited to: coastal area environmental / hydraulic interactions, waterfront and shore protection structures, sediment transport, beach nourishment, hydraulic modeling, and environmental impact assessment, marine structures, geotechnical engineering, littoral transport, wind-induced sand transport, underground tunnel structures, construction of structural secant pile walls, annual coastal monitoring and design of erosion mitigation measures that require

implementation to comply with California Coastal Commission permit requirements.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

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

The type of specialty work in Marine / Coastal Engineering structures is not normally performed by City staff. The frequency of projects related to marine engineering is so low that the City does not typically hire engineers with this engineering specialty and/or background in this field. There are not enough projects and work to justify having an engineer on city staff with this 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. This is a unique project with complexities beyond the existing civil service classification descriptions and specialty Marine / Coastal Engineering specialty work is seldom used by the City within the ocean environment.

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.
Civil Engineers and Environmental Planners will be trained through six (6)-workshops on coastal engineering and monitoring requirements for approximately 24 hours total.

- 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.

Amendment for this contract

7. Union Notification: On 04/12/21, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46784 - 16/17

DHR Analysis/Recommendation:	06/07/2021
Commission Approval Required	Approved by Civil Service Commission
06/07/2021 DHR Approved for 06/07/2021	

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Deborah Tanko

Department Coordinator: Shawndrea Hale,
SHale@sfwater.org

Project Manager: Cheryl Sperry

ServiceNow Number: DHRPSC0003688

Version: 1.01

Version Type: Amendment

Legacy PSC #: 41213-22/23

Brief description of proposed work: As-Needed Support Services, Hetch Hatchy Water and Power

Reason for the Request for Amendment: To increase each of four (4) Contract amounts by \$5,500,000 to address the higher than anticipated Contract usage rate, due to an increased need for consulting resources with highly specialized skillsets, as well as an increased need for significant changes to infrastructure and asset management practices, and environmental and regulatory requirements.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$30,000,000

Increase Amount: \$22,000,000

Why are you requesting the PSC amount to be increased?: We are requesting an increase to the PSC amount to address the higher than anticipated Contract usage rate, due to an increased need for consulting resources with highly specialized skillsets, as well as an increased need for significant changes to infrastructure and asset management practices, and environmental and regulatory requirements.

Total Amended Amount: \$52,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 66

Duration Increase (months): 0

Total Amended Duration (months): 66

First Contract Start Date: 8/29/2023

PSC Duration End Date: 2/27/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: shale@sfwater.org. PRO.0231

This PSC will be made up of four (4) contracts, each at a value of \$13 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope.

Why are these services required and what are the consequences of denial?: Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety and Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 4

Why have you not hired City employees to perform the services?: It would not be practical and/or feasible to adopt a civil service class to perform this work as the work is as-needed for short-term, technical and/or highly specialized work. It is currently taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contracts over 1 million

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required: Contracts over 10 million

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The contract work is short-term, technical, and specialized. If the lead for the department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, the requested contract will be used to augment staff in meeting its operational obligation.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The work is as-needed for short-term, technical and/or highly specialized work. It is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 7318 - Electronic Maintenance Tech, 1823 - Senior Administrative Analyst, 5241 - Engineer, 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 5203 - Assistant Engineer, 1062 - IS Programmer Analyst, 5314 - Survey Associate, 5366 - Engineering Associate 2, 1232 - Training Officer, 5305 - Materials Testing Technician, 5364 - Engineering Associate 1, 1093 - IT Operations Support Admin III, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5216 - Chief Surveyor, 1041 - IS Engineer-Assistant, 6130 - Safety Analyst, 5312 - Survey Assistant II, 5620 - Regulatory Specialist, 1092 - IT Operations Support Admin II, 7287 - Sprv Electronic Main Tech, 1044 - IS Engineer-Principal, 5177 - Safety Officer, 5310 - Survey Assistant I, 1094 - IT Operations Support Admin IV, 5602 - Utility Specialist, 1824 - Pr Administrative Analyst, 3426 - Forester, 5207 - Assoc Engineer, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior, 6318 - Construction Inspector, 5601 - Utility Analyst, 6138 - Industrial Hygienist

Post Union Notification

Labor Unions: 021 - Prof & Tech Eng, Local 21, 006 - Electrical Workers, Local 6, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, ibew6@ibew6.org, staff@sfmea.com

Union Review Sent On: 12/17/2024

Union Review End Date: 12/24/2024

Union Review Duration Met On: 12/24/2024

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: As-Needed Support Services, Hatch Hetchy Water and PowerFunding Source: SFPUC Water EnterprisePSC Duration: 5 years 26 weeksPSC Amount: \$30,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

This PSC will be made up of four (4) contracts, each at a value of \$7.5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope.

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

Similar services have been provided in the past via PSC No. #4187314/15 (CS391) and PSC #416208/09 (CS229). This service is currently being provided by PSC No. #48095-1718 (PRO.0114).

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.

Reporting requirements

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The work is as-needed, short-term, and occasionally highly specialized, which means that it will be needed to fulfill short-term needs in operations, maintenance, or compliance on an as-needed basis to avoid operational failures and/or associated fines or assessments. The contract will also be used to address unanticipated or emergency staffing changes such staffing to address fires, flooding, or the pandemic. Staffing is needed to address and mitigate health and safety risks, and assist with recovery efforts and claims. Services may also be needed on a periodic basis due to peak work volumes (such as updates to the Wildfire Mitigation and Transmission Vegetation Management plans). There are also regulatory requirements or audits (e.g. bulk electric system) that require a third-party to assess or provide comment on, and that will be provided by these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management, electrical engineering, mechanical engineering, surveying, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Hetch Hetchy Water and Power staff will be working collaboratively with the consultant to broaden our in-house skill sets for these tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors may mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1062, IS Programmer Analyst; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1232, Training Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 3426, Forester; 5177, Safety Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 6130, Safety Analyst; 6138, Industrial Hygienist; 6318, Construction Inspector; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III; 1094, IT Operations Support Administrator IV; 1094, IT Operations Support Administrator IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

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

Not applicable

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

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short-term, technical, and specialized. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, the requested contract will be used to augment HHWP staff in meeting its operational obligation.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and/or highly specialized work. It is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.

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

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

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

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

7. Union Notification: On 12/29/2022, the Department notified the following employee organizations of this PSC/RFP request:

Electrical Workers, Local 6; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41213 - 22/23

DHR Analysis/Recommendation:

action date: 03/06/2023

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Commission Approval Required
03/06/2023 DHR Approved for 03/06/2023

Approved by Civil Service Commission

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested from this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than common stations the following do not connect or connect for this town.

Dept Acronym:	PUC
Dept Name:	San Francisco Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record Number:	DHRPSC0003688

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Daniela Brandao

Department Coordinator: Shawndrea Hale,

SHale@sfgwater.org

Project Manager: Daniela Brandao

ServiceNow Number: DHRPSC0004137

Version: 1.01

Version Type: Amendment

Brief description of proposed work: 46943 - 23/24 - Southeast Treatment Plant Biogas Utilization Project Design-Build

Reason for the Request for Amendment: CS-1263-Request to extend contract amount and duration to include PG&E's interconnection facility. PG&E is responsible for the design, construction, installation, and operation of PG&E facilities required for pipeline injection of the renewable natural gas generated from the new digesters at the Southeast Treatment Plant.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$10,000,000

Increase Amount: \$5,000,000

Why are you requesting the PSC amount to be increased?: Request to extend contract amount and duration to include PG&E's interconnection facility.

Total Amended Amount: \$15,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 49

Duration Increase (months): 120

Why are you requesting the PSC duration to be increased: Request to extend contract amount and duration to include PG&E's interconnection facility.

Total Amended Duration (months): 169

First Contract Start Date: 12/9/2024

PSC Duration End Date: 1/9/2039

Funding

Funding Source: City Funds

Post Union Notification

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: The San Francisco Public Utilities Commission (SFPUC) intends to award a \$150 million (\$10 million design, \$140 million construction) Design-Build (DB) Agreement to support the SFPUC's Biogas Project. The Project shall assist in the execution and delivery of SFPUC's new Biogas Utilization Project at the Southeast Treatment Plant. The scope of work consists of designing, and constructing the biogas utilization facilities at the SEP, including but not limited to, the gas cleaning and separation, product gas compressors, de-ox system (if needed to meet quality) and the thermal oxidizer (abatement device to treat the tail gas that is generated in the upgrading system before its release to the atmosphere). The facilities will be designed and constructed to take raw biogas from SEP new digesters, cleaning and upgrading it to natural gas quality, compressing and injecting the product gas into an existing PG&E natural gas pipeline (in compliance with gas rules 21 and 29, established by the CPUC). The work includes meeting or exceeding the Bay Area Quality Management District (BAAQMD) air permit requirements, and the Inflation Reduction Act (IRA) requirements, including the compliance schedule. All these elements of the work are of responsibility of one entity, the Design-Builder, and are critical for the long-term success of the project.

Has your response to any of the following questions changed?: No

Why are these services required and what are the consequences of denial?: The Biogas Project is critical for operations of the Biosolids Digesters Facilities Project (BDFP) as it provides sustainable use of the raw biogas generated in the new digesters and it reduces flaring at the SEP. The Biogas facilities will clean and upgrade the raw biogas into renewable natural gas (RNG) that meets PG&E standards for pipeline injection. The RNG will be injected into an existing natural gas pipeline, owned, and operated by PG&E. The project replaces the original energy recovery facilities and reduces overall air emissions. The Biogas Project is required for SFPUC to obtain and maintain a permit to operate the new Biosolids facilities which will produce higher quality biosolids, capture and treat odors more effectively, and maximize biogas utilization.

Has your department contracted out these services in the last three years?: No

Board and Commission Approvals

Has your response to any of the following questions changed?: No

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Contracts over

1 million

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Has your response to any of the following questions changed?: No

Q2 - Does performing these services cause a conflict of interest?: No

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lacks necessary facilities/equipment?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The

Design-Builder will be designing and constructing new Biogas Utilization facilities and providing new facilities/equipment

to clean and upgrade the raw biogas into renewable natural gas quality, product gas compressors and de-ox system

, to prepare the gas for pipeline injection and a new thermal oxidizer to treat the tail gas before its release to the atmosphere

Does the dept plan to acquire the facilities/equipment to perform the services?: Yes

Provide plan and timeline to secure what is required to perform the services: The plan is to award the DB-138 contract and issue Notice-to-Proceed to the Design-Builder by early 2025.

The new Biogas Utilization facilities is to be completed by as soon as summer 2027 to meet the operational needs of the future biosolids digester facilities

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5207 - Assoc Engineer

Labor Unions: 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/27/2024

Union Review End Date: 1/3/2025

Union Review Duration Met On: 1/3/2025