



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

**DANIEL LURIE
MAYOR**

Sent via Electronic Mail

January 23, 2025

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: FOLLOW-UP REPORT ON PERSONAL SERVICES CONTRACT NUMBER 43672-18-19
FROM THE MUNICIPAL TRANSPORTATION AGENCY.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **February 3, 2025, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

LAVENA HOLMES
Deputy Director

Attachment

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

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

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

J. Public Comment and Due Process

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

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

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

Information on Disability Access

*** Temporary Wheelchair-accessible entrances are located on Van Ness Avenue and Grove Street. Please note the wheelchair lift at the Goodlett Place/Polk Street is temporarily not available. After multiple repairs that were followed by additional breakdowns, the wheelchair lift at the Goodlett/Polk entrance is being replaced for improved operation and reliability.**

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

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

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

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

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

San Francisco Lobbyist Ordinance

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22MTA)

Applicable to Municipal Transportation Agency Service-Critical Classes

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports MTA 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 X
4. Subject: PSC 43672 18-19 Progress Report
5. Recommendation: Accept Progress Report for PSC 43672 18-19
6. Report prepared by: Amy Nuque Telephone number: 415-646-2802
7. Notifications: (Attach a list of the person(s) to be notified in the format described in IV.
Commission Report Format -A
[REDACTED] January 10, 2025
8. Reviewed and approved for Civil Service Commission Agenda:

Municipal Transportation Agency Director: [REDACTED]
Kimberly W. Ackerman, Chief People Officer, SFMTA
Date: January 13, 2025
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**

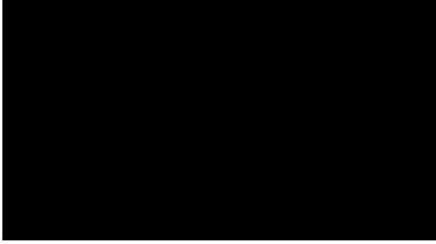
10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment: Notification List (page 2)
Report (page 3)
Notice of CSC Action (page 5)

CSC RECEIPT STAMP

NOTIFICATIONS

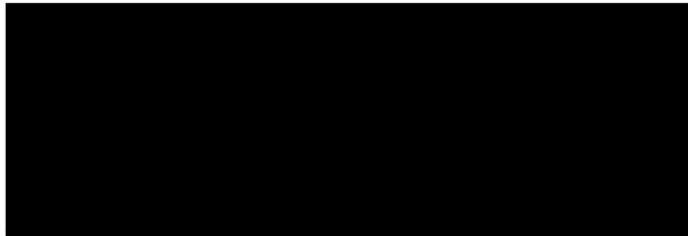
Enoch Chu



Simon Abulencia



David Garcia





Daniel Lurie, Mayor

Stephanie Cajina, Vice Chair
Mike Chen, Director
Steve Heminger, Director

Dominica Henderson, Director
Fiona Hinze, Director
Janet Tarlov, Director

Julie Kirschbaum, Acting Director of Transportation

December 24, 2024

Commissioners
Civil Service Commission
25 Van Ness Avenue, Suite 270
San Francisco, CA 94102-6033

RE: PSC # 43672-18/19

Dear Commissioners:

The SFMTA is providing the annual progress report to the Civil Service Commission on PSC# 43672 18/19.

In 2024, the SFMTA had made significant progress on the contract with Complete Coach Works (CCW) to overhaul 203 coaches and completed the in-house overhaul of the oldest 112 coaches.

Due to the Potrero facility closure for electrification project, the 60 60' trolley coaches slated for overhaul in the current Phase 1 midlife overhaul project will be moved to temporary storage and will conduct overhaul at a later time. Contract Modification #1 was executed and Notice-To-Proceed was issued to CCW in August 2024 to remove these 60 60' trolley coaches and replaced with 44 60 hybrid coaches in the current Phase 1. There was a total of 73 coaches been overhauled and returned back to revenue service. The supply chain materials issues have been resolved and materials were arriving the Contractor's site on time for the production.

For the in-house overhaul work on the oldest 112 coaches procured in 2013, WOODS Maintenance Division completed the last coach in March 2024 despite all the challenges of the labor and material shortages during the COVID time.

The Project team started engaging communications with various labor unions in early February 2024. Engineering provided updates to Local 6 of the removal of the 60 60' trolley coaches from the current Contract to be overhauled in a later time due to the Potrero facility closure for electrification project. All the trolley coaches will be overhauled in the Phase 3 overhaul project. For the remaining New Flyer hybrid coaches slated for the Phase 2 overhaul,



the draft Scope of Work (SOW) was completed in early January. Engineering had a few discussions with Local 1414 to go over the SOW and works that can be performed in-house by Local 1414 personnel.

Thank you for your support and let us know if you have any questions.

Sincerely,



Enoch Chu
Project Manager
SFMTA, Transit Division

Nuque, Amy

From: Bushman, Jennifer (CSC) <jennifer.bushman@sfgov.org>
Sent: Friday, February 7, 2020 10:21 AM
To: Cynthia Avakian (AIR); Burns, Alexander (DPW); Gong, Henry (SHF); Hale, Jacquie (DPH); Hart, Ian (HRD); Irwin, William (PUC); Kwon, Daniel (PUC); Lee, William (DEM); Lee, William (DEM); Lubamersky, Joan (ADM); Martinez, Veronica (ADP); Nuque, Amy; Tsutakawa, John (HSA); Holmes, Lavena (PRT); Walters, Elaine (FIR); Wong, Genie (POL)
Cc: Eng, Sandra (CSC); Morganti, Luz (CSC); Henriquez, Lizzette (CSC)
Subject: CSC Notice of Action of February 3, 2020 - PSCs
Attachments: PSC Table Summary.pdf; PSCs (Notice of Action).pdf

Dear Colleagues:

Please see the attached **NOTICE OF CIVIL SERVICE COMMISSION ACTION** regarding Personal Services Contracts taken by the Civil Service Commission for its review during its meeting of **February 3, 2020**. This shall serve as a formal notification; you will not receive a hard copy via inter-office mail.

Sincerely,

Jennifer Bushman
Human Resources Analyst
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102
Direct (415) 252-3252
Main (415) 252-3247



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

LONDON N. BREED
MAYOR

Sent Via Electronic Mail

February 7, 2020

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ELIZABETH SALVESON
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

F. X. CROWLEY
COMMISSIONER

JACQUELINE P. MINOR
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS 41892-19/20; 45869-19/20; 49016-18/19; 42247-19/20; 41155-19/20; 46057-19/20; 49037-19/20; 41183-19/20; 43888-19/20; 48849-18/19; 43621-19/20; 43867-19/20; 45672-19/20; 48280-19/20; 42029-19/20; 43672-18/19; 40494-19/20; 4126-11/12; 4043-12/13; 33989-14/15; 40949-16/17; 43317-17/18; 32475-17/18; 47383-17/18; 32974-18/19; 44181-15/16; 47383-17/18 AND 33836-18/19.

At its meeting on **February 3, 2020**, the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:


1. Approved PSC #40494-19/20 with the proviso the San Francisco Police Department report back in six (6) months, by August 2020 to report on the progress with getting the appropriate authority to hire civil service employees to perform the work.
2. Removed PSC #43317-17/18 off calendar to allow the San Francisco Fire Department to notify all applicable union representatives.
3. Approved PSC #43672-18/19 with the condition the Municipal Transportation Agency continue discussions with all impacted union organizations and provide a report back regarding those discussions and of budgeted positions of Phase II and Phase III on an annual basis. The first report back will be due by February 2021.
4. Adopted the report and approved the remaining requests for proposed Personal Services Contracts. This shall serve to 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.

PLEASE 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.

SANDRA ENG
ACTING EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION


SANDRA ENG
Acting Executive Officer

Attachments

Cc: Cynthia Avakian, Airport
Jessica Blome, Ethics
Alexander Burns, Department of Public Works
Henry Gong, Sheriff Department
Jacquie Hale, Department of Public Health
Ian Hart, Department of Human Resources
Bill Irwin, Public Utilities Commission
Daniel Kwon, Public Utilities Commission
William Lee, Emergency Management
Joan Lubamersky, City Administrator
Veronica Martinez, Adult Probation
Amy Nuque, Municipal Transportation Agency
John Tsutakawa, Human Services Agency
Lavena Holmes, Port of San Francisco
Elaine Walters, Fire Department
Genie Wong, Police Department
Commission File
Chron

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
41155 - 19/20	MUNICIPAL TRANSPORTATION AGENCY	\$375,000.00	<p>The contractor (Replica) will provide the Replica Travel Model software-as-a-service, which is a fully calibrated travel model to the San Francisco Bay Area that will allow the San Francisco Municipal Transportation Agency (SFMTA) to monitor what share of trips taken within San Francisco occur via sustainable modes (e.g., biking, walking, transit). This tool will help the SFMTA measure San Francisco's progress towards the City's Climate Action Strategy goal for 80% of trips to be taken by sustainable modes (e.g., walking, biking, public transit) by 2030.</p> <p>Mode share data has typically been collected via a phone survey of Bay Area residents asking them questions about their travel. In order to collect all the needed information, these surveys are lengthy and costly to collect, and the small sample sizes do not provide the full level of detail needed to fully understand travel behavior in San Francisco. For instance, in its last round of mode share data collection, the margin of error for bicycling mode share was too large to adequately answer whether bicycle usage has increased. The SFMTA plans to evaluate the Replica tool against other alternatives for measuring mode share to inform how it will monitor this key metric in the future.</p>	December 1, 2019	June 30, 2023	REGULAR
43672 - 18/19	MUNICIPAL TRANSPORTATION AGENCY	\$155,000,000.00	<p>The scope of this project is to perform system replacement and mid-life overhaul of 160 standards (40') Hybrid Electric New Flyer vehicles, 111 articulated (60') Hybrid Electric New Flyer vehicles and 60 articulated (60') Electric Trolley vehicles. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. The contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical documentation in connection with this project. The contractor will also support warranties on all rebuilt components.</p>	January 1, 2020	June 30, 2024	REGULAR
42247 - 19/20	HUMAN RESOURCES	\$4,000,000.00	<p>The contractors will conduct nation-wide executive searches to identify highly qualified candidates to participate in the selection processes. In collaboration with the Department of Human Resources (DHR), the contractor shall identify, recruit, screen, recommend candidates, coordinate the interview process, conduct detailed reference checks, and provide assistance during the hiring process for the City and County of San Francisco (City). The contractor will develop a detailed candidate profile for the recruitment and selection process. The contractor will perform the initial selection and assessment of candidates and present top candidates to the City for final selection.</p>	April 1, 2020	March 31, 2025	REGULAR
41892 - 19/20	ADULT PROBATION	\$3,150,000.00	<p>The expertise of the professionals sought is unique and greatly needed by the Adult Probation Department (APD). APD seeks specially certified Batterer Intervention Programs (BIPs) that provide comprehensive domestic violence prevention and treatment services to its clients and other justice-involved San Francisco residents. To get prequalified, applicants will be required to offer very specialized and confidential services, namely court-mandated batterer intervention programs (BIPs) to APD clients under the supervision of the Domestic Violence Unit (California Penal Code 1203.097). Clients will receive adequate programming and services in response to their domestic violence offense, and Probation Officers will be better equipped to perform their duties.</p>	December 1, 2019	October 31, 2024	REGULAR