



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: March 2, 2026
3. Check One: Ratification Agenda _____
 Consent Agenda X
 Regular Agenda _____
- Human Resources Director=s Report
4. Subject: Annual Report Back for PSC 43520-23/24 (PSC0002669)
5. Recommendation: Accept the Report
6. Report prepared by: Don Sy Telephone number: 628-271-3137
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: N/A

 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

List of Contacts to be Notified

Don Sy	Don.Sy@SFDPW.org
Belle Macaranas	belle.macaranas@sfdpw.org
Ben Washington	ben.washington@sfdpw.org
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No Name	mweirick@ifpte21.org
No Name	dho@ifpte21.org
No Name	ewallace@ifpte21.org
No Name	ecassidy@ifpte21.com
No Name	tmathews@ifpte21.org
No Name	kschumacher@ifpte21.org
No Name	kpage@ifpte21.org
No Name	eerbach@ifpte21.org
No Name	l21pscreview@ifpte21.org



Bruce Robertson, Deputy Director | Financial Management & Administration
bruce.robertson@sfdpw.org | T. 628.271.3128 | 49 South Van Ness Ave, Suite 1600, San Francisco, CA 94103

MEMORANDUM

Date: February 9, 2026
To: Civil Service Commission
From: San Francisco Public Works
Subject: Annual Report Back on Personal Service Contract No. 48340-20/21 & 43520-23/24 - Public Works

Overview

San Francisco Public Works is submitting this memorandum to provide an update to the Civil Service Commission on the usage of Personal Service Contract No. 48340-20/21 & 43520-23/24.

This item is being submitted for placement on the Consent Agenda of the next commission meeting as an informational report.

Status Update

Public Works usage of the As-Needed Cost Estimating Services Personal Service Contracts are as follows:

PSC Number	Total Awarded Contract Amounts	Total Contract Utilization Amounts
48340-20/21	\$6,000,000	\$3,842,640
43520-23/24	\$9,000,000	\$902,424

Sincerely,

DocuSigned by:

Bruce Robertson

Bruce Robertson

Deputy Director of Financial Management & Administration

Published on *Personal Services Request Database* (<https://apps.sfgov.org/dhrdrupal>)

[Home](#) > Civil Service: 43520 - 23/24 -- 12/11/2023

Civil Service: 43520 - 23/24 -- 12/11/2023

Posted January 11, 2024 - 11:19 by [suzanne.choi](#)

PSC Number (initial or modification): [43520 - 23/24](#)

Modification Request Date and Number: not necessary to enter

Postponed: no

Continued: no

Commission Hearing Date: February 5, 2024

Action Taken: Approved by Civil Service Commission with conditions

Commission Action Date: February 5, 2024

Conditions of CSC Approval: Approved PSC #43520 – 23/24 with the proviso that the department provide an annual report on the use of the as-needed contract for cost estimation and a report back on the use of the previous contract (approved PSC contract #48340-20/21) for \$9M. (Vote 5-0)

Date for report back to the commission: February 3, 2025

Service Type: As-Needed Cost Estimating Services

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Date Stamp Union Notification: 12/11/2023

Date Stamp Ready for DHR: 01/11/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$6,000,000

PSC Est. Start Date: 02/01/2021

PSC Est. End Date 06/30/2027

1. Description of Work

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

Provide specialized services in Cost Estimating to support Department of Public Works' design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.

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

Cost estimating is a specialized professional service that is out of the Public Works, Building Design and Construction (BDC)'s area of expertise. Cost estimating consultants are continually updating their data bases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own pool of "As-Needed" Cost Estimating consultants for BDC projects.

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

In the past, Cost Estimating services for building projects have been provided through subconsultants under the as-needed Architectural contracts approved under PSC No. 4095-09/10, and by As-Needed Cost Estimating contracts approved under PSC No. 4036-13/14.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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

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

2. Reason(s) for the Request

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

The City does not have resources and information available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

- A. Explain why civil service classes are not applicable.
Above civil service classes are applicable. These as-needed contract services will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no steady demand that justifies the hiring of permanent City staff with the necessary expertise.

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, as this service will only be utilized when the Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or specialized services are required that are not available internally.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/13/2021, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48340 - 20/21

DHR Analysis/Recommendation:

action date: 03/15/2021

Commission Approval Required

Approved by Civil Service Commission

03/15/2021 DHR Approved for 03/15/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Cost Estimating Services

Funding Source: Departmental Work Orders

PSC Amount: \$18,000,000

PSC Est. Start Date: 02/05/2024

PSC Est. End Date: 12/31/2031

1. Description of Work

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

Provide specialized services in Cost Estimating to support Department of Public Works design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized.

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

Cost estimating is a specialized professional service that is out of the Public Works, Building Design and Construction (BDC)'s area of expertise. Cost estimating consultants are continually updating their data bases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own pool of "As-Needed" Cost Estimating consultants for BDC projects.

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

Yes, this service has been provided in the past. Most recent personal services contract approval number is PSC 48340-20/21.

D. Will the contract(s) be renewed?

No

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

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

2. Reason(s) for the Request

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

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

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

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

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

The City does not have resources and information available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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

A. Explain why civil service classes are not applicable.

Above civil service classes are applicable. These as-needed contract services will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no steady demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

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

No.

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

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

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

7. **Union Notification:** On 12/11/2023, the Department notified the following employee organizations of this PSC/RFP request:
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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43520 - 23/24

DHR Analysis/Recommendation:

action date: 02/05/2024

Commission Approval Required

Approved by Civil Service Commission with conditions

02/05/2024 DHR Approved for 02/05/2024