



Civil SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure Number Two for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: April 6, 2026
3. Check One:
Ratification Agenda
Consent Agenda
Regular Agenda
Human Resources Director's Report
4. Subject: Review request to re-calendar PSC DHRPSC0005879
5. Recommendation: Approve the PSC
6. Report prepared by: Olga Mejia Rocha Telephone number: (415) 622-8435
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in Civil Service Commission Procedure Number Two).**
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



Date: March 18, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: Review of Request to Re-Calendar Personal Service Contract
No. DHRPSC0005879

The San Francisco Public Utilities Commission’s (SFPUC) Personal Services Contract (PSC) No. DHRPSC0005879 was originally calendared for January 26, 2026, but severed from the ratification agenda due to a factfinder process that IFPTE Local 21 Union (“Union”) invoked on December 31, 2025. SFPUC responded to all Union questions and met with the Union as requested ahead of the factfinder hearing that was scheduled to occur on February 10, 2026. However, on February 4, 2026, the Union informally agreed to withdraw their objection which was formally noticed on February 17th. For additional details, please see PSC timeline below.

The SFPUC requests that PSC No. DHRPSC0005879 is re-calendared for the April 6, 2026 Civil Service Commission (CSC) Meeting.

PSC Timeline:

- **December 15, 2025** – PSC submitted for Union review.
- **December 24, 2025** – Union notified SFPUC of objection to the PSC
- **December 26, 2025** – PUC responded to the Union’s RFI
- **December 31, 2025** – Union and SFPUC met to discuss, and Union decided to invoke a PSC factfinder process.
- **January 2, 2026** – SFPUC provided additional information to the Union’s RFI.
- **January 29, 2026** – Union representative reached out to SFPUC representative to request a meeting ahead of factfinder hearing.
- **February 4, 2026** – Union and SFPUC representatives met prior to scheduled factfinder hearing and came to an informal understanding regarding the PSC.

Daniel Lurie
Mayor

Joshua Arce
President

Stephen E. Leveroni
Vice President

Avni Jamdar
Commissioner

Kate H. Stacy
Commissioner

Meghan Thurlow
Commissioner

Dennis J. Herrera
General Manager



- **February 17, 2026** – Union formally noticed the PUC of its objection withdrawal.
- **March 3, 2026** – Agreement with Union fully executed (attached)

kcox@swater.org
tkyger@swater.org
dsanchez@swater.org
omejarocho@swater.org
SUreel@swater.org
HDuhe@swater.org
NGronlund@swater.org
CNg@swater.org
tle@swater.org
jiwong@swater.org

City and County of San Francisco
Carol Isen
Human Resources Director



Department of Human Resources
Connecting People with Purpose
www.sfdhr.org



AGREEMENT TO AMEND PROPOSED PERSONAL SERVICE CONTRACT DHRPSC0005879

This Agreement (Agreement) memorializes the understanding between the City and County of San Francisco (City) Public Utilities Commission (PUC) and the International Federation of Professional and Technical Engineers, Local 21 (Local 21 or Union) regarding Personal Service Contract DHRPSC0005879 (PSC 5879). On December 15, 2025, the City sent Local 21 notification of PSC 5879. Local 21 submitted an initial objection to PSC 5879 on December 24, 2025, and requested to meet. The parties met on December 31, 2025. Following that meeting, on December 31, 2025, Local 21 submitted a Written Objection Initiating Factfinding Review. On January 8, 2026 Factfinder Andrea Dooley delivered an initial determination finding that a hearing was warranted. The parties agreed to conduct a factfinding hearing on February 10, 2026. Prior to that hearing the parties met to discuss settlement.

The parties agree to the following terms regarding PSC 5879:

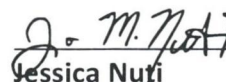
1. PUC commits to share regular updates on the development of staffing plans for in-house support and contracting out needs that demonstrates PUC's efforts to stay as close as possible to the percentages they have outlined in the attached document throughout the duration of the contract. Updates will be no less than once a year and will occur more frequently when there is greater activity under the contract.
2. The parties will set the initial meeting at the earliest convenience of both parties after PUC completes the first staffing plan for projects under the contract, and the parties will hold additional meetings to review City staffing if PUC develops new staffing plans for other phases or projects under the contract.
3. PUC will share information with Local 21 that PUC reports to the Civil Service Commission regarding staffing or compliance with the contract and will meet with Local 21 regarding that information if requested.
4. PUC agrees to have follow-up meetings with Local 21 should concerns arise from either party regarding the ability to support work in-house and the need to contract out additional work that can be performed by City staff.
5. Local 21 agrees to withdraw its objection to PSC 5879 and to dismiss its factfinding request.

FOR THE CITY



on behalf of Benjamin J. Poole,
on behalf of SF PUC, as Workforce &
Economic Program Services,
email: bpoole@sfwater.org,
on US
2026.02.23 10:11:17 -08'00' 

Ben Poole Date
Director of Workforce and
Economic Program Services
SF PUC

FOR IFPTE LOCAL 21


Jessica Nuji Date
Lead Union Organizer,
IFPTE Local 21

 2/23/2026
Jonathan T. Wright Date
Assistant Employee
Relations Director

 2/23/26
Digitally signed by: ab1e88-
2259-487f-b65f-ca8bda73b1c9
DN: CN = ab1e88-2259-
487f-b65f-ca8bda73b1c9
Date: 2026.02.23 09:09:50 -
08'00'
Arthur Liou Date
Counsel for IFPTE Local 21

APPROVED AS TO FORM

 3/3/2026
Cecilia T. Mangoba Date
Chief Labor Attorney

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Nathan Gronlund

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Johanna Wong

ServiceNow Number: DHRPSC0005879

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0358, Wastewater Treatment Facilities Improvement

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$24,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 120

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Scope of Work/Services to be Contracted Out: The San Francisco Public Utilities Commission (SFPUC) intends to award one (1) contract for \$24 million over 10 years to provide services to support the planning and engineering design for Southeast Water Pollution Control Plant, Oceanside Water Pollution Control Plant, and Northpoint Facility. SFPUC is seeking a comprehensive phased process engineering master plan and the related designs for construction that will include the rehabilitation, repair, replacement or upgrade of wastewater treatment systems and their components. Systems include primary treatment, secondary treatment, tertiary treatment, and related sidestream systems. Current systems conditions will be reviewed and analyzed with respect to the currently available industry technologies while considering increased process

reliability and efficiencies.

Systems components to be incorporated as part this phased approach include grit classification and removal, screening conveyers, scum removal and compaction, digested sludge dewatering capability increases by centrifuge and screw press, primary and aeration tank rehabilitation, primary odor controls, secondary odor controls, solids handling capacity increases, secondary system capacity increases through load removal by primary filtration, primary sedimentation tank upgrades, secondary sedimentation tank upgrades, sludge transfer pumping, metering upgrades, variable frequency driven fans, feasibility for digestion capacity increase through incorporating recuperative thickening or thermal hydrolysis, electrical system and emergency generator evaluation and upgrades.

The systems have special safety consideration of the OSHA hazardous classified locations as defined by NFPA 70 NEC, including Class 1 Division 1 and Division 2 ignitable concentrations of gases. Also, flow pattern optimizations for fluid systems with the boundary condition interactions between liquids and gasses will require the development of Computational Fluid Dynamics (CFD) models.

City Staff will be managing and overseeing the work of the consultants on these multiple related projects to assure that the project deliverables achieve the goals within the defined constraints.

Spending totals for this project will vary from year to year, so an even distribution of funds by year is not expected.

Why are these services required and what are the consequences of denial?: The duration of this contract is coordinated with the 10-year CIP to assure that the project delivery requirements of the 10-year CIP can be met. The 10-Year CIP has identified numerous wastewater treatment process related projects that will require specialized technical expertise in treatment process and controls engineering. Renovation of the aging infrastructure is required to maintain and improve level of service required for continuous system availability and high efficiency. If this PSC is denied, then capital projects will be delayed. The SFPUC does not have the staff resources to perform the required work. These services are required to maintain compliance with operational permitting of the wastewater facilities. The City has determined that this project requires specialized expertise and skills. If denied, then the capital projects would not be developed as needed and result in deterioration of the availability and efficiency of the wastewater treatment facilities. Delays in these capital projects will negatively impact system operations, safety, reliability, efficiency, capacity, and self-sufficiency.

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 \$1,170,000 require SFPUC 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?: Contracts over 10 million.

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 duration of this contract is coordinated with the 10-year CIP to assure that the project delivery requirements of the 10-year CIP can be met. Requested consulting services are needed because specialized expertise can vary from project to project including for project evaluations and/or design. Support may be necessary during any phase of engineering for the project, so the total demand is not easily forecast; however, City staff will always be looked to as a first option and specialized support will only be sought if City lacks the skills and/or capacity to the short-term, intermittent work.

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

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

Technical expertise for the phased planning and innovative design of multiple interdependent wastewater treatment processes and also development of the related control strategies for each of the systems. The systems have special safety consideration of the OSHA hazardous classified locations as defined by NFPA 70 NEC, including Class 1 Division 1 and Division 2 ignitable concentrations of gases. Also, flow pattern optimizations for fluid systems with the boundary condition interactions between liquids and gasses will require the development of Computational Fluid Dynamics (CFD) models.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

Q5c3) Why are they not able to perform the services?: Some work can and will be done by City staff whenever possible. Current civil service staff of this background experience are not always available to perform this scope of services, since not all staff have the specialized experience and/or knowledge required to adequately develop the master planning and design of

a large, complex and interdependent wastewater treatment plant process systems projects. Engineering positions for these projects require specialized technical expertise.

The level of engineering resources required for this is not a long-term need that would warrant the hiring of new SFPUC personnel. These positions are needed in part due to peak workload staffing requirements resulting from the increase of planning and design needs for wastewater project work over next 10 years. Once a project design begins, and if an SFPUC or SFPW staff person with the required expertise becomes available, then that person may be assigned to the project staff.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Planning and design meetings will include City staff oversight together with focused technology transfer workshop sessions for innovative wastewater systems solutions that will be included as part of the project(s).

Q5f) Is there a plan to transition this work back to the City?: Yes

Q5f1) Describe the transition plan, including the anticipated timeline: City staff will manage and oversee the development of the projects from start to finish. At the end of each task, there will also be a requirement for focused technology transfer workshop sessions for innovative wastewater systems solutions that will be included as part of the project(s).

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 12/15/2025

Union Review End Date: 12/25/2025

Union Review Duration Met On: 12/25/2025