

List of Contacts to be Notified

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Bruce Robertson, Deputy Director | Financial Management & Administration
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MEMORANDUM

Date: April 20, 2026

To: Sandra Eng, Executive Officer
Civil Service Commission

From: Bruce Robertson *BR*
Deputy Director of Financial Management and Administration

Subject: DHRPSC0005899 – As-Needed Civil Engineering Services

San Francisco Public Works is submitting this memorandum to provide an update regarding the PSC request for As-Needed Civil Engineering Services (DHRPSC0005899).

On April 6, 2026, the Civil Service Commission heard this Personal Services Contract (PSC) request and directed the Public Works to coordinate with the San Francisco Municipal Transportation Agency (SFMTA) and assess whether SFMTA could provide civil engineering support for the project, and to correct the PSC duration from 84 months to 72 months. This item has been re-calendared and is being submitted for placement on the Ratification Agenda of the May 4, 2026 Commission meeting for reconsideration.

SFMTA Coordination Update

In response to the Commission's direction, the Department met with SFMTA multiple times to assess the availability of civil engineering staffing resources.

Meetings were held on April 8, 2026 and April 14, 2026, between the Public Works Bureau of Engineering Manager and the SFMTA Deputy Director of Engineering regarding potential availability of SFMTA civil engineering staff who could perform the work anticipated under the proposed as-needed civil engineering contracts. The SFMTA Deputy Director of Engineering confirmed there are no available civil engineering staffing resources at this time to support Public Works projects or provide these services. It is the goal of Public Works to perform as much of these services in-house, but because of continued vacancies from the hiring freeze, we need to ensure we have these as-needed contracts as an option to get critical engineering work done.

Union Coordination Summary

This section is provided to memorialize the Department's coordination with IFPTE Local 21 on this request.

- On December 23, 2025, San Francisco Public Works submitted the PSC request for As-Needed Civil Engineering Services 2026 (DHRPSC0005899) to IFPTE Local 21 for review.
- On December 31, 2025, IFPTE Local 21 formally objected to the PSC and requested to meet within ten (10) days and submitted a list of information requests related to staffing levels, justification for contracting out, scope of work and cost considerations. The Department provided written responses to the Union's information request on January 22, 2026, explaining that civil engineering work continues to be performed in-house, with external consultants used on an as-needed basis to support project schedules and delivery needs.
- Due to the holiday period and the need for internal coordination, the Department was unable to meet within the initial ten-day window. The Department and the Union mutually agreed to extend the meet-and-confer timeline and met on February 5, 2026. During the meeting, the Union's questions focused primarily on the PSC amount and staffing plan. The Department reiterated the as-needed nature of the PSC and that the not-to-exceed amount represents a maximum authorization, inclusive of contingency, and does not guarantee expenditure.
- The Department followed up on February 10, 2026, to confirm whether the responses addressed the Union's concerns. On February 24, 2026, the Union requested additional clarification regarding the PSC amount, staffing plan, and project timeline. The Department provided supplemental responses. No further requests were submitted, and the PSC was subsequently scheduled for Civil Service Commission consideration on April 6, 2026.

Based on the coordination with SFMTA, Public Works will proceed with DHRPSC0005899 and return to the Civil Service Commission on May 4, 2026 for reconsideration. Public Works is amenable to the proposed PSC revision reducing the duration from 84 months to 72 months consistent with Commission direction.

Copies of all related communications with the Union are attached for reference.

From: [The Civil Service Commission](#)
To: [Williams, Yuna \(DPW\)](#); [Chan, Allison \(DPW\)](#); [Sy, Don \(DPW\)](#); [Macaranas, Belle \(DPW\)](#); [Ng, Jacky \(DPW\)](#); [Robertson, Bruce \(DPW\)](#); [Washington, Ben \(DPW\)](#); [Chircop, Richard \(DPW\)](#)
Subject: DPW The CSC calendar date for [DHRPSC0005899] has been changed to 2026-05-04 14:00:00 PDT
Date: Tuesday, April 7, 2026 10:47:24 AM
Attachments: [image](#)
[image](#)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION MEETING

Hello Belle Macaranas,

The DPW [DHRPSC0005899] has been **re-calendared** and will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in **Room 400, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102**, and through Cisco WebEx to be held on 2026-05-04 14:00:00 PDT.

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

Sandra Eng | Executive Officer

PSC Summary

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Record Number: DHRPSC0005899 v 0.01

Description of Proposed Work: As-Needed Civil Engineering Services 2026

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: DPW

Dept PSC Coordinator: Belle Macaranas

Dept PSC Coordinator Email: belle.macaranas@sfdpw.org

Dept PSC Coordinator Phone: +1 (628) 271-3138

DHR Admin/Reviewer: Suzanne Choi

CSC Admin/Reviewer: Elizabeth Aldana

PSC Amount: \$34,000,000.00

PSC Duration (months): 84

Funding Source(s): City Funds

Scope of Work: As-Needed Civil Engineering Services 2026: Provide specialized services in Civil Engineering.

Work shall include roadway and sewer site improvement design, land surveying services, designing compliant curb ramps to applicable standards and Americans with Disabilities Act (ADA) requirements, collecting vehicle traffic information, and other civil engineering consultation services.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

PSC Justification(s)

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

[Take me to the PSC Record](#)

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

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Belle Macaranas

Department Coordinator: Belle Macaranas,
belle.macaranas@sfdpw.org

Project Manager: Allison Chan

ServiceNow Number: DHRPSC0005899

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Civil Engineering Services 2026

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$34,000,000

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: As-Needed Civil Engineering Services 2026:

Provide specialized services in Civil Engineering. Work shall include roadway and sewer site improvement design, land surveying services, designing compliant curb ramps to applicable standards and Americans with Disabilities Act (ADA) requirements, collecting vehicle traffic information, and other civil engineering consultation services.

Why are these services required and what are the consequences of denial?: Services are as-needed to assist Public Works on difficult or unique projects that require specialized civil

engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial of this request could result in Public Works being unable to meet client department requirements and could lead to project delays that would increase construction costs.

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 \$230,000 (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?:

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 service will only be utilized on an as-needed basis when City staff do not have the capacity to fulfill all project requests, when a third-party reviewer is needed to support project work , or when specialized services are required.

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

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

Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in roadway, curb ramp, traffic analysis, and sewer site improvement design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City curb ramp standards and ADA requirements.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 5211 -

Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5207 - Assoc Engineer

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

Q5c3) Why are they not able to perform the services?: Civil Engineering services are provided by existing staff within the City; however, consultants are needed: a)when a project requires specialized expertise, b) when a project requires a third-party reviewer, or c) during peak workloads.

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 need for consultant services is intermittent and only required on as-needed basis. There is no on-going demand that would require training City staff at this time.

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

Q5f1) Describe the transition plan, including the anticipated timeline: The Department constantly assesses the internal staff workload and expertise. Whenever feasible, this work will be performed by internal staff

Additional information to support your request (Optional):

Union Notifications

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: 12/23/2025

Union Review End Date: 1/2/2026

Union Review Duration Met On: 1/2/2026

San Francisco Public Works Departmental Vacancy Rate (for Local 21 Classes List Below only)

Job Class/Job Title	FILLED	VACANT	Grand Total	Vacancy Rate
5201	64	2	66	3%
Junior Engineer	64	2	66	
5203	64	5	69	7%
Assistant Engineer	64	5	69	
5207	64	29	93	31%
Assoc Engineer	64	29	93	
5211	19	8	27	30%
Eng/Arch/Landscape Arch Sr	19	8	27	
5218	1	1	2	50%
Structural Engineer	1	1	2	
5241	38	12	50	24%
Engineer	38	12	50	
Grand Total	250	57	307	

From: [Macaranas, Belle \(DPW\)](#)
To: ["Jessica Nuti"](#); ["L21PSC Review"](#); ["Mark Weirick"](#)
Cc: [Sum, Jeanne \(PUC\)](#); [Lee, Wallis \(DPW\)](#); [DHR-Personal Services Contracts](#); [Washington, Ben \(DPW\)](#); [Sy, Don \(DPW\)](#); [Robertson, Bruce \(DPW\)](#); [Williams, Yuna \(DPW\)](#); [Chircop, Richard \(DPW\)](#); [Rivera, Patrick \(DPW\)](#); [Ko, Albert \(DPW\)](#); [Le, Teenchee \(DPW\)](#); [Ng, Jacky \(DPW\)](#); [Chan, Allison \(DPW\)](#)
Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering
Date: Tuesday, March 10, 2026 8:34:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)

Hi Jessica,

Thank you for your patience. Additional information is provided below for clarification.

- **Contract Amount (\$34M)**

We anticipate awarding up to five as-needed contracts, each with an estimated not-to-exceed (NTE) amount of \$4.5M over a five-year term, totaling \$22.5M. Adding the 50% contingency (as allowed under SF Administrative Code Chapter 6) results in a total of \$34M.

The NTE amount accounts for increased labor costs and inflation compared to the previous pool amount and historical usage. Currently, the four active as-needed civil engineering contracts have NTE amounts of \$4.5M, \$4.5M, \$4.5M, and \$3M, of which three contracts have already utilized the 50% contingency capacity increase.

- **What city support that goes along with it? What is the amount to compliment this contract?**

Project Lead duties are still performed in-house which includes providing project coordination, QA/QC review, and finalizing documents for contract procurement. The cost amount and level of effort required for the Project Lead duties varies depending on the complexity and scale of the project.

- **What's the staffing plan?**

The Bureau of Engineering currently has the following vacant positions to fill:

- Six (6) civil engineering positions submitted awaiting approval to move forward with selection and hiring, anticipated to be filled by early 2027
- Six (6) civil engineering positions in the selection and hiring process, anticipated to complete onboarding within the next six months

- **Please share the project timeline.**

This As-Needed Contract has a five-year term expected from 2027-

2032. Individual project details are not known until the need arises, which is when client request services from Public Works. Public Works does not know if or when these projects will materialize or what the associated staffing needs will be, hence the nature of the As-Needed contracting. The City plans to continue hiring during the project timeline.



Belle Macaranas
Contract Administration

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

From: Macaranas, Belle (DPW)

Sent: Wednesday, February 25, 2026 4:37 PM

To: 'Jessica Nuti' <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>

Cc: Sum, Jeanne (PUC) <JSum@sflower.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <richard.chircop@sfdpw.org>; Rivera, Patrick (DPW) <patrick.rivera@sfdpw.org>; Ko, Albert (DPW) <albert.j.ko@sfdpw.org>; Le, Teenchee (DPW) <teenchee.le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>

Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

We are currently preparing the detailed responses to the questions outlined in your email.

In the interim, please confirm whether Local 21's objection to this PSC remains active or has been withdrawn pending review of the additional information requested. We are planning to advance this PSC for CSC consideration and need to confirm the Union's current position.

Please confirm at your earliest convenience. Thank you.



Belle Macaranas
Contract Administration

San Francisco Public Works | City and County of San Francisco
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From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Tuesday, February 24, 2026 7:25 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>
Subject: Re: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Belle,

Thank you for reaching out! And I appreciate your patience as I get back to you.

Please note that there have been previous PSCs that IFPTE Local 21 has tried to engage with DPW members about other surface drainage and curb ramp engineering work that is now consulted out by PUC. IFPTE Local 21 has a deep concern that on-going consulting out DPW's own core engineering design operations only gives way DPW's authority and typical DPW engineering work to outside consultants using another sister City agency's name as well as lost DPW overhead and oversight.

With that being said we are seeking more clarity on the questions below:

- How did the department derive the \$34M amount?
- What city support that goes along with it? What is the amount to compliment this contract?
- What's the staffing plan?
- Please share the project timeline.

I know we spoke a bit about the above in our meeting, but we'd like to have more in-depth information. Please let us know when you'll be able to provide this information. We'd ideally like the information by the Monday, March 2nd.

Thank you,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>

Sent: Thursday, February 19, 2026 7:08 AM

To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>

Cc: Sum, Jeanne (PUC) <JSum@sfwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>

Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

After our February 5 meeting, I am checking in to confirm whether Local 21 anticipates releasing the objection or if any additional information is needed to complete your review.

In parallel, the Department is preparing to advance the PSC for Civil Service Commission review to maintain the project timeline.

Please let us know your anticipated next steps. Thank you.



Belle Macaranas
Contract Administration

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

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Thursday, January 29, 2026 11:15 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgov.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>
Subject: Re: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Belle,

We can confirm to meet on 2/5 at 2PM. Can you please send the calendar invite Wallis Lee and me? Thank you so much!

All the best,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Sent: Thursday, January 29, 2026 10:00 AM
To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>
Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

This week is tight, but the following dates and times appear to work for the majority:

- **Wednesday, 2/4 from 11:30 AM–12:00 PM**
- **Thursday, 2/5 from 2:00–3:00 PM**

If neither works, feel free to suggest another time and I'll check with the team.



Belle Macaranas
Contract Administration

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From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Wednesday, January 28, 2026 2:39 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>
Subject: Re: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Belle,

Yes, we'd still like to meet. Apologies for the delay. I'm sure you got my autoreply but I've been out sick and catching up today. Can you please provide us with some potential meeting dates? I then can confirm with folks on our end on what works best for them.

Thank you so much.

Sincerely,



Jessica Nuti (she/her)

Lead Union Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>

Sent: Wednesday, January 28, 2026 12:33 PM

To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>

Cc: Sum, Jeanne (PUC) <JSum@sflower.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>; Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>; Le, Teenchee (DPW) <TeenChee.Le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>

Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

Following up to see whether your team would still like to meet to discuss PSC0005899.

The Department plans to forward the request to the Civil Service Commission.

Thank you.



Belle Macaranas
Contract Administration

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

From: Macaranas, Belle (DPW)
Sent: Thursday, January 22, 2026 8:51 AM
To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; DHR- Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chircop, Richard (DPW) <richard.chircop@sfdpw.org>; Rivera, Patrick (DPW) <patrick.rivera@sfdpw.org>; Ko, Albert (DPW) <albert.j.ko@sfdpw.org>; Le, Teenchee (DPW) <teenchee.le@sfdpw.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>
Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

Thank you for your patience. Below are the Department's responses to the questions regarding PSC0005899 (As-Needed Civil Engineering Services).

Please let us know your availability to meet and discuss these items. To allow time for internal coordination, the Department would be available to meet in the next couple of weeks.

1. Please provide information on vendors and contracts used previously and a copy of the contract with the associated vendors and any invoices, performance evaluation for services rendered.

[No contracts were awarded in the last 3 years. This PSC does not renew or extend any existing vendor or contract. It simply allows the City to run a new competitive process to create a future As-Needed pool when projects, schedules, or specialized needs require outside support, as already described in PSC0005899 Form.](#)

2. A list of department decision makers who determined the need to contract out this service.
 - Provide any documentation that a decision maker may have put together to justify

the PSC.

The decision to contract out these services is made by the Department through its PSC approval process and involves Engineering Managers, Bureau Managers and Deputy Directors. The PSC establishes the authority and justification to contract out the services, consistent with City requirements.

3. Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.

The Department's Vacancy Report has been provided attached. There are four vacancies in civil engineering-related classifications.

4. Evaluation of metrics and impact analysis conducted to assess the contractor's performance and service deliverables. Ideally, a workplan and breakdown of how this contract will provide in-house employees support on the project.

This is an As-Needed Contract so a detailed work plan and breakdown are not defined in advance and is developed only when a specific need arises. Project Lead duties are still performed in-house. Consultants provide technical support to meet project schedule.

5. Please further explain how this is considered specialized work. And please explain what was done to identify the need of the specialized work. For example, were supervisors asked to reach out to their teams to know whether or not in-house employees have the specialized expertise needed?

Work associated with building projects, site development, and third-party technical review involves specialized engineering expertise that is not consistently available within current City staffing levels. The as-needed contract allows the Department to supplement City staff when this specialized work is required.

6. Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.

This PSC is not intended as a knowledge-transfer or training program. City engineers already perform civil engineering work, and consultants are used on an as-needed basis to support workload, schedules, and specialized needs.

The Public Works Streets and Highways section has made efforts to hire additional staff and has hired multiple Junior Engineers in the past several years. The section currently has 37 engineers staffed. Four positions have been requested to help take on the volume of work and are pending Mayor's Office approval.

Currently, the consultants help augment staffing capacity to support all of the design requests received. Streets and Highways meets regularly to review project workload and staffing assignments across all engineers for the next 3-6 months to ensure we have adequate work for our staff prior to electing to use consultants.

7. Please provide a cost breakdown of City resources in going forward on the contract

including what tasks.

This is an as-needed contract and detailed cost information is not defined in advance. Please clarify what additional information you are seeking. This can be discussed further during the meeting.

8. Please explain the \$34M request. Please provide the methodology that was used to arrive at this number and any supporting documents that support this.

This PSC authorizes the Department to award up to five as-needed contracts, each with a not-to-exceed amount of \$4.5M over a five-year term.

Each contract includes a 50% contingency, meaning the \$4.5M may be increased by up to 2.25M if needed, as allowed by the San Francisco Administrative Code for a maximum of \$6.75M per contract (~\$34M total). This does not guarantee that work will be issued or that the full amount will be spent. The contingency allows the Department to manage changes in project volume, schedules, labor costs, and inflation over the five-year term.



Belle Macaranas
Contract Administration

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

From: Macaranas, Belle (DPW)
Sent: Monday, January 5, 2026 5:06 PM
To: 'Jessica Nuti' <jnuti@ifpte21.org>; 'L21PSC Review' <L21PSCReview@ifpte21.org>; 'Mark Weirick' <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sflower.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <richard.chircop@sfdpw.org>
Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

On another note, I need sufficient time to coordinate internally with the project team, given that staff are just returning from the holidays.

Since we are mutually extending, could your team please provide availability after the week of January 19, following the MLK holiday?

Please let us know, and we will coordinate accordingly.



Belle Macaranas
Contract Administration

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

From: Macaranas, Belle (DPW)
Sent: Monday, January 5, 2026 4:55 PM
To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <richard.chircop@sfdpw.org>
Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

Yes, if your team agrees to extend and meet next week, that works for us.

Please share your availability, and we will coordinate internally to confirm a meeting time.



Belle Macaranas
Contract Administration

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

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Monday, January 5, 2026 4:47 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams,

Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>

Subject: Re: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Belle,

We have to meet 10 days within the objection. Can we mutually agree to extend this until meet next week? I can work with our team to see their availability.

Sincerely,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>

Sent: Monday, January 5, 2026 4:40 PM

To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>

Cc: Sum, Jeanne (PUC) <JSum@sflower.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>

Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

Unfortunately, one of our project sponsors is unavailable on Friday. Could you please share

your availability for next week?

We will provide the relevant information a few days in advance of the confirmed meeting date.



Belle Macaranas
Contract Administration

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

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Monday, January 5, 2026 4:16 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>
Cc: Sum, Jeanne (PUC) <JSum@sfwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>
Subject: Re: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Belle,

Happy New Year to you too!

We have open availability this Friday, 1/9 to meet virtually. Can you please let us know if there's a time this Friday that works?

Ideally, we'd like to have the information request by the end of day Wednesday, so we have time to review ahead of a Friday meeting. Would that be possible?

Thank you so much! We look forward to hearing from you soon.

Sincerely,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

Main: (415) 864-2100

Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>

Sent: Monday, January 5, 2026 10:50 AM

To: Jessica Nuti <jnuti@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Mark Weirick <mweirick@ifpte21.org>

Cc: Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>

Subject: RE: DPW [DHRPSC0005899] submitted for Union Review - As Needed Civil Engineering

Hi Jessica,

Happy New Year. Thank you for your message regarding the PSC and the request to meet within 10 days.

We are reviewing the information requested and coordinating internally. We do not have all of the requested materials available at this time.

Please let us know which days your team is generally available. We will follow up once a meeting can be scheduled and confirm next steps.



Belle Macaranas
Contract Administration

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

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Wednesday, December 31, 2025 1:52 PM
To: Williams, Yuna (DPW) <yuna.williams@sfdpw.org>; Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <don.sy@sfdpw.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Ng, Jacky (DPW) <jacky.ng@sfdpw.org>; Robertson, Bruce (DPW) <bruce.robertson@sfdpw.org>; Washington, Ben (DPW) <ben.washington@sfdpw.org>; Chircop, Richard (DPW) <Richard.Chircop@sfdpw.org>
Cc: Mark Weirick <mweirick@ifpte21.org>; Sum, Jeanne (PUC) <JSum@sfgwater.org>; Lee, Wallis (DPW) <wallis.lee@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>
Subject: Re: DPW [DHRPSC0005899] submitted for Union Review

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

Hi Belle,

IFPTE Local 21 objects to this PSC and requests to meet within 10 days. Please let me know you and your team's availability for next week.

Prior to this meeting, please provide the following information for our meeting:

9. Please provide information on vendors and contracts used previously and a copy of the contract with the associated vendors and any invoices, performance evaluation for services rendered.
 - A list of department decision makers who determined the need to contract out this service.
 - Provide any documentation that a decision maker may have put together to justify the PSC.
 - Vacancy report for all Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
 - Evaluation of metrics and impact analysis conducted to assess the contractor's performance and service deliverables. Ideally, a workplan and breakdown of how this contract will provide in-house employees support on the project.
 - Please further explain how this is considered specialized work. And please explain what was done to identify the need of the specialized work. For example, were supervisors asked to reach out to their teams to know whether or not in-house employees have the specialized expertise needed?
 - Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.
 - Please provide a cost breakdown of City resources in going forward on the contract

including what tasks.

- Please explain the \$34M request. Please provide the methodology that was used to arrive at this number and any supporting documents that support this.

Please provide the information prior to our meeting with ample time for our review. If you need more time to provide the information, we must be in mutual agreement to extend the deadline of the meeting within 10 days of this objection. We do not waive our right to object without being provided with our requested information. We look forward to meeting.

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

Sent: Tuesday, December 23, 2025 1:35 PM

To: hyun.williams@sfdpw.org <hyun.williams@sfdpw.org>; allison.n.chan@sfdpw.org <allison.n.chan@sfdpw.org>; don.sy@sfdpw.org <don.sy@sfdpw.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; belle.macaranas@sfdpw.org <belle.macaranas@sfdpw.org>; L21PSC Review <L21PSCReview@ifpte21.org>; jacky.ng@sfdpw.org <jacky.ng@sfdpw.org>; bruce.robertson@sfdpw.org <bruce.robertson@sfdpw.org>; ben.washington@sfdpw.org <ben.washington@sfdpw.org>; Richard.Chircop@sfdpw.org <Richard.Chircop@sfdpw.org>

Subject: DPW [DHRPSC0005899] submitted for Union Review

Hello union representatives,

DPW is requesting your review of PSC [DHRPSC0005899]. 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 2026-01-02. If you would like to request a factfinder review for this PSC, please submit the [PSC factfinder review request form](#) within 5 days of your initial meeting with the department.**

PSC Summary

=====

Record Number: DHRPSC0005899 v 0.01
Description of Proposed Work: As-Needed Civil Engineering Services 2026

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

- ✔ CSC Approval by Amount

Submitting Department: DPW

Dept PSC Coordinator: Belle Macaranas

Dept PSC Coordinator Email: belle.macaranas@sfdpw.org

Dept PSC Coordinator Phone: +1 (628) 271-3138

PSC Amount: \$34,000,000.00

PSC Duration (months): 84

Funding Source(s): City Funds

Scope of Work: As-Needed Civil Engineering Services 2026: Provide specialized services in Civil Engineering. Work shall include roadway and sewer site improvement design, land surveying services, designing compliant curb ramps to applicable standards and Americans with Disabilities Act (ADA) requirements, collecting vehicle traffic information, and other civil engineering consultation services.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

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

PSC Justification(s)

=====

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

Ref:TIS6347820_CBc7QNvEyhqQCtMsowuC