



# 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: May 4, 2026
3. Check One:           Ratification Agenda  
                              Consent Agenda   X    
                              Regular Agenda  
                              Human Resources Director=s Report
4. Subject: Annual Report Back on Personal Service Contract No. 45988-23/24 - Public Works
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-22 (11/97)

<b>CSC RECEIPT STAMP</b>
25 APR 16 10:15:15
EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION
SAN FRANCISCO

## List of Contacts to be Notified

Don Sy	Don.Sy@SFDPW.org
Ben Washington	ben.washington@sfdpw.org
Suzanne Choi	Suzanne.Choi@SFGOV.org
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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:** April 8, 2026  
**To:** Civil Service Commission  
**From:** San Francisco Public Works  
**Subject:** Annual Report Back on Personal Service Contract No. 45988-23/24 - 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. 45988-23/24.

This item is being submitted for placement on the Consent Agenda of the May 4, 2026, commission meeting as an informational report.

### Status Update

Public Works has successfully awarded a total of nine (9) contracts to support the varied needs of our department and the City more broadly:

As-Needed Project Controls & Construction Management	Total Contracts Amount	Total Contract Utilizations Amount
Nine (9) Contracts	\$31,650,000	\$7,599,367 (CSO's Issued)

Sincerely,

DocuSigned by:  
*Bruce Robertson*  
Bruce Robertson

Deputy Director of Financial Management & Administration



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

LONDON N. BREED  
MAYOR

***Sent via Electronic Mail***

April 3, 2024

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: FOLLOW-UP REPORT ON PERSONAL SERVICES CONTRACT NUMBER 45988-23/24 FROM THE DEPARTMENT OF PUBLIC WORKS.**

At its meeting on **April 1, 2024**, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission adopted the report and approved Personal Service Contract 45988-23/24 with the condition to report back annually with data on the usage of the contract.

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.

CIVIL SERVICE COMMISSION

SANDRA ENG  
Executive Officer

Cc: Don Sy, Department of Public Works  
Alex Burns, Department of Public Works  
Suzanne Choi, Department of Human Resources  
Olivia Lee, Department of Public Works  
Alaric Degrafinried, Department of Public Works  
Jun Caranto, Department of Public Works  
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Commission File  
Chron



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

**DANIEL LURIE  
MAYOR**

**Sent via Electronic Mail**

April 22, 2025

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: FOLLOW-UP REPORT ON PERSONAL SERVICES CONTRACT NUMBER 45988-24/24 FROM THE DEPARTMENT OF PUBLIC WORKS.**

At its meeting on **April 21, 2025**, the Civil Service Commission had for its consideration the above matter.

The Civil Service Commission adopted the report and approved Personal Service Contract 45988-23/24 from the Department of Public Works.

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

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

CIVIL SERVICE COMMISSION

LAVENA HOLMES  
Deputy Director

Cc: Don Sy, Department of Public Works  
Ben Washington, Department of Public Works  
Suzanne Choi, Department of Human Resources  
Jacky Ng, Department of Public Works  
Allison Chan, Department of Public Works  
Olivia Lee, Department of Public Works  
Julia Lauer, Department of Public Works  
Alaric Degrafinried, Department of Public Works  
Jun Caranto, Department of Public Works  
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Commission File  
Chron

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 Project Controls and Construction Management Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$45,000,000

PSC Est. Start Date: 03/18/2024

PSC Est. End Date 06/30/2031

**1. Description of Work**

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

Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

**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.**

Through PSC#45682-16/17 approved on 08/07/2017 and PSC#48865-20/21 approved on 07/19/2021.

**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 have extensive experience in project management, construction management, scheduling, cost estimating, value engineering, claim analysis, and partnering with appropriate licensing or certification.

**B. Which, if any, civil service class(es) normally perform(s) this work?** 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:** Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

**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 or expertise 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.**

Several positions do not exist in Civil Service: Scheduling Engineers, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these consultant services will be utilized when the following conditions exist: (1) City staff is working at full capacity and postponement of pending projects would be contrary to the public interest, or (2) Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

**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.  
Yes. Cost Estimating, scheduling, and Constructability Review Training. Approximately 40 hours. Approximately 30 Engineers.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
Yes. Some Federal Aviation Administration (FAA) grants require independent engineering investigations and cost estimates. Refer to Chapters 1 & 2 of the FAA Advisory Circular attached.
- 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 01/22/2024, 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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45988 - 23/24

DHR Analysis/Recommendation:

action date: 04/01/2024

Commission Approval Required

Approved by Civil Service Commission with conditions

04/01/2024 DHR Approved for 04/01/2024