



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: June 15, 2026
3. Check One: Ratification Agenda
 Consent Agenda X
 Regular Agenda
 Human Resources Director's Report
4. Subject: One-Year Report Back on Public Works Personal Services Contract (DHRPSC0005230) – Municipal Transportation Agency Garage Assessment
5. Recommendation: Accept the one-year report back and approve the PSC duration change to sixty (60) months.
6. Report prepared by: Belle Macaranas Telephone number: (628) 271-3138
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:

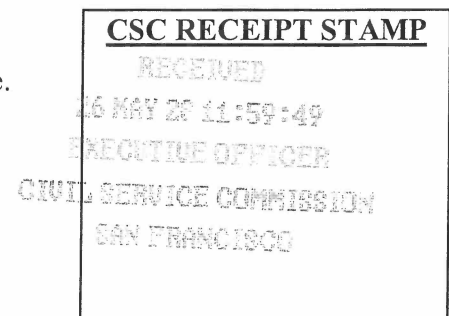
Date:

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 CSC RECEIPT STAMP
 box to the right using the time-stamp in the CSC Office.

Attachment



List of Contacts to be Notified

Lisa Zhuo	lisa.zhuo@sfdpw.org
Bruce Robertson	Bruce.Robertson@sfdpw.org
Ben Washington	Ben.washington@sfdpw.org
Belle Macaranas	Belle.Macaranas@sfdpw.org
Don Sy	Don.Sy@sfdpw.org
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Local 21	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: May 28, 2026
To: Sandra Eng, Executive Officer
Civil Service Commission
From: Bruce Robertson, Deputy Director of Financial Management and Administration *BR*
Subject: DHRPSC0005230 – Municipal Transportation Agency Garage Assessment

San Francisco Public Works is submitting this memorandum as an update regarding the San Francisco Municipal Transportation Agency (SFMTA) Garage Assessment (DHRPSC0005230).

On May 19, 2025, the Civil Service Commission (“Commission”) conditionally approved the Personal Services Contract (PSC). The Commission directed Public Works to report back on the garage assessment work and evaluate whether the services performed by the consultant could be performed in-house. The Commission approved the proposed sixty (60)-month contract duration, subject to this report-back requirement.

Project Status Update

Public Works issued a Notice to Proceed to DLR Group, Inc. on October 29, 2025, to perform condition assessments for five (5) SFMTA garages. As of April 2026, the project is approximately 80 percent complete, with the Final Report anticipated to be delivered by May 28, 2026.

The original program anticipated assessment of up to nineteen (19) garages. However, initial funding supported assessment of five (5) garages, with additional garages to be added as funding becomes available. In March 2026, SFMTA requested that Public Works evaluate up to three (3) additional garages for assessment.

Public Works coordinated with internal staff to determine whether some or all of this additional scope can be performed in-house. Public Works Bureau of Engineering mechanical, electrical and structural staff have confirmed availability to support the additional assessments. The Bureau of Architecture has confirmed it does not have sufficient staffing to participate in the architectural scope.

Scope of Services and Work Allocation

The garage assessment includes evaluation of building systems and infrastructure, including building exterior, mechanical, electrical, plumbing and drainage systems, structural elements based on visual review, fire protection systems, lighting, and accessibility compliance, along with preparation of a report identifying existing conditions, remaining useful life of critical systems, and recommended repairs with associated cost estimates.

Architecture, mechanical, electrical, plumbing, structural, and disability access compliance assessment work may be performed by Public Works Bureau of Engineering staff, where available. Professional cost estimating are not currently available in-house and will be performed by the consultant.

In-House Capacity vs. Consultant Services

Public Works has evaluated whether the scope of services could be performed in-house. Certain structural, mechanical, electrical, and plumbing-related technical assessment tasks may be performed by Public Works Bureau of Engineering staff, where available. However, due to the impact of the hiring freeze, some consultant support remains necessary for architectural services and professional cost estimating because these services are not currently available in-house.

PSC Duration

The currently funded scope of work is anticipated to be completed within approximately one to two years. The 60-month contract duration allows for additional garage assessments as funding becomes available.

Public Works will maximize use of City staff where available and rely on consultant support only when necessary to ensure timely completion of the garage assessment program.

From: [The Civil Service Commission](#)
To: [Macaranas, Belle \(DPW\)](#); [Chu, Simon \(DPW\)](#); [Zhuo, Lisa \(DPW\)](#)
Subject: DPW [DHRPSC0005230] was approved by CSC on 2025-05-19
Date: Thursday, May 22, 2025 9:41:07 AM
Attachments: [image](#)
[image](#)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

NOTICE OF CIVIL SERVICE COMMISSION ACTION

Hello Belle Macaranas,

At its meeting on **2025-05-19 14:00:00 PDT**, the Civil Service Commission had for its consideration the DPW PSC [DHRPSC0005230].

The Civil Service Commission, APPROVED PSC [DHRPSC0005230] on 2025-05-19.

CSC Approval Type: Conditional Approval Granted

Relevant Comments:

Report Back Date: 2026-05-04

Report Back Reason: Report back to the Commission in one (1) year on the garage assessment project and change duration to sixty (60) months.

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

Sandra Eng | Executive Officer

PSC Summary

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Record Number: DHRPSC0005230 v 1.0

Description of Proposed Work: San Francisco Municipal Transportation Agency (SFMTA) Garages Assessment

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: \$2,500,000.00

PSC Duration (months): 1,825

Funding Source(s): City Funds

Special Funding Circumstances: SFMTA initially planned to assess up to 19 garages with a \$2.5M budget. Currently, funding allows for work on 5 garages. Additional garages may be assessed as more funding becomes available.

Scope of Work: Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of selected garages operated by SFMTA and Park & Rec. Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a recommended repair list and their respective cost estimate.

Job Class(es): 5207 - Assoc Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5215 - Fire Protection Engineer, 5268 - Architect

PSC Justification(s)

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

[Take me to the PSC Record](#)

Ref:TIS5889650_fGPT2gUG4AocWx8nNfp4

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: Simon Chu

ServiceNow Number: DHRPSC0005230

Version: 0.01

Version Type: New

Brief description of proposed work: San Francisco Municipal Transportation Agency (SFMTA) Garages Assessment

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 1825

Funding

Funding Source: City Funds

Special circumstances related to funding: Yes

Explain the special circumstances: SFMTA initially planned to assess up to 19 garages with a \$2.5M budget. Currently, funding allows for work on 5 garages.

Additional garages may be assessed as more funding becomes available.

Scope of Work

Clearly describe scope and detail the services to be performed: Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide property assessment services in assisting the City with the San Francisco Municipal Transportation Agency (SFMTA) located at 1 South Van Ness Street, San Francisco, CA. This project will generate an assessment report on current property conditions of selected garages operated by SFMTA and Park & Rec. Consultant Team is to be integrated with the City Team to deliver a property assessment report which provide current condition of the facilities, a

Post Union Notification

04/21/2025

recommended repair list and their respective cost estimate.

Why are these services required and what are the consequences of denial?: This project involves many construction trades and is expected to last over a year and a half. Currently, the Public Works Bureaus and IDC Mechanical, Electrical, Plumbing (MEP) engineering disciplines do not have the capacity to take on this project. These services are necessary where information obtained from the assessment report will be used to support future program funding at MTA. Denial of this PSC would mean that essential aspects of projects such as facility maintenance or upkeep could not be planned and budgeted ahead for the garages.

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?:

MTA has 19 garages that are scheduled for property assessment. However, current funding allow assessment of only 5. It is MTA's intension to complete the balance of garages when funding is available.

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

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

Require licensed professional engineers and architects with expertise in specialized engineering services. The consultant disciplines for this projet must include, but are not limited to: Building systems (mechanical, plumbing, electrical, fire sprinkler); Waterproofing ;Low voltage systems (security access, security cameras, IT audiovisual, fire alarm) ;Specialty fixtures and equipment. These specialized disciplines are essential for the consultant team to effectively prepare the assessment report. Knowledge and experience in property assessment reporting process is crucial in the success of this project. It improves project efficiency by minimize repeat site visits for data

collection, organizes document for easy date retrieval and identifies without overlooking current and future building issues.

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

Q5c1) Identify the classifications: 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5215 - Fire Protection Engineer, 5207 - Assoc Engineer

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

Q5c3) Why are they not able to perform the services?: Due to schedule conflicts, city departments has declined the project

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: No, training is not included in the contract. This work requires specialized engineering services by highly qualified, licensed professionals. Due to the technical nature of the work and liability considerations, the required engineering assessment will be conducted by licensed experts without a training component for City and County employees.

Q5f) Is there a plan to transition this work back to the City?: No

Q5f1) Explain why the work will not be transitioned back to the City: PW engineers have the first right to consider this project if additional property assessment funding becomes available. Outside vendor will be consider only if PW engineers decline the project.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5215 - Fire Protection Engineer, 5207 - Assoc Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 3/18/2025

Union Review End Date: 4/17/2025

Union Review Duration Met On: 4/17/2025