

CSC RECEIPT STAMP

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PSC Requests Scheduled for Hearing - 8/3/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006353 - v0.01	DPH	New	\$750,000.00	\$750,000.00	Contractor will provide rental and delivery of specialty medical bed surfaces and support surfaces to ensure continuity of care for hospital residents/patients. This includes: -Supply specialty medical rental bed surfaces, including specialty mattresses and support surfaces, that meet clinically identified needs as determined by hospital staff. -Ensure uninterrupted availability of required bed surfaces throughout the duration of a resident's care. This includes maintaining appropriate inventory levels and providing timely replacements or upgrades based on clinical necessity. -Rental of the specialty surfaces. Provide bed surfaces that meet evidence based clinical standards, including pressure injury prevention, bariatric care, mobility assistance, or other specialized resident needs as indicated by clinical staff. -Deliver all requested bed surfaces to hospital units within established timeframes. Urgent requests should be prioritized to support patient safety and clinical requirements. -Provide bed surfaces that meet evidence based	36	36	2026-08-03 14:00:00	Reanna Albert

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					clinical standards, including pressure injury prevention, bariatric care, mobility assistance, or other specialized resident needs as indicated by clinical staff. -Replace malfunctioning equipment promptly to avoid disruptions in patient care. -Remove equipment within agreed-upon timelines once the rental period has ended or the equipment is no longer needed.				
DHRPSC0006363 - v0.01	DPW	New	\$18,000,000.00	\$18,000,000.00	Consultants will perform highly specialized civil engineering and surveying tasks that include reviewing various agreements, project documents, standards, regulations, codes, Master Utility Plans, and various specifications. Services may include, but are not limited to: - Preparing and processing mapping applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, lot line adjustments, mergers, transfers maps, and Final Map Applications; - Reviewing of Boundary Surveys, American Land Title Association (ALTA) Surveys, and Records of Survey; - Preparing Public Improvement Agreements, Acquisition Agreements, encroachments, easement, and other map-related services; - Reviewing cost estimates for bonding or acquisition purposes; - Reviewing Planned Infrastructure Systems and identifying issues and conflicts at land transfers; - Assisting with Bond reduction determinations;	72	72	2026-08-03 14:00:00	Belle Macaranas

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					- Assisting with determination of completeness of infrastructure systems; and - Preparing documents for acceptance and acquisition of completed improvements; - Coordinating shutdowns, relocations, and transitions of existing streets and utility systems; - Providing technical support on infrastructure design issues and analyzing schedule impacts; - Coordinating horizontal improvement changes resulting from vertical improvements. - Updating entitlement documents; - Facilitating the City Plan Review Process; - Coordinating infrastructure and mapping meetings. Consultants may provide limited construction-phase technical support directly related to infrastructure engineering, surveying, mapping, utility coordination, and acceptance of completed public improvements. This support may be provided for task force projects or other priority projects, as requested by Public Works.				
DHRPSC0006361 - v0.01	ENV	New	\$5,000,000.00	\$5,000,000.00	Contractor(s) shall provide full-service, on-call marketing, advertising, communications, and public education support for SFE programs and campaigns on an as-needed basis. Services may include campaign strategy, audience research, market analysis, behavioral insights, message development, creative direction, graphic design, copywriting, photography, video production, media planning and buying, paid digital and social media strategy, out-of-home advertising, print, broadcast, ethnic and in-language media, events, activations, workshops, community outreach, translation/transcreation, campaign tracking, performance reporting, and post-	72	72	2026-08-03 14:00:00	Sheila Layton

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					campaign evaluation. Contractor may also support SFE with multilingual and culturally competent outreach in languages including, but not limited to, Chinese, Spanish, Filipino, Vietnamese, and other languages as determined by campaign needs. Work will be authorized through written scopes of work or work orders that define the project scope, deliverables, timeline, budget, and not-to-exceed amount. Contractor shall not begin work until authorized in writing by the City.				
DHRPSC0006427 - v0.01	POL	New	\$270,000.00	\$270,000.00	The contractor will perform hair sample drug analysis to determine drug usage, historical patterns of drug usage of police officer, police reserve officer, police cadet, and police service aide employment applicants of the San Francisco Police Department. The vendor will screen samples for the presence of, including but not limited to, cocaine, opiates, phencyclidine, amphetamines, Adderall and marijuana.	36	36	2026-08-03 14:00:00	My Do-Kruse
DHRPSC0006367 - v0.01	PUC	New	\$30,000,000.00	\$30,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award up to five (5) agreements at \$6 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects. The programs/projects that will require CM services include, but are not limited to, the following: Sewer System Improvement Program (SSIP); Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and Wastewater Renewal & Replacement (R&R) Programs; Water System Improvement Program (WSIP); and other water, power, and wastewater construction projects. These CM services include, but are not limited to, the following: construction contract administration, construction change management; construction inspection; specialty inspection (e.g., coating, welding, geotechnical, marine, tunnel, etc.); environmental inspection; project	66	66	2026-08-03 14:00:00	Olga Mejia-Rocha

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					controls; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning; surveying; construction safety inspection; and technical data entry and document control including engineering archives.				
DHRPSC0006292 - v0.01	PUC	New	\$26,000,000.00	\$26,000,000.00	Provide Construction Management staff augmentation services for the Moccasin Dam and Reservoir Long-Term Improvement Project. As part of the SFPUC's Hetchy Capital Improvement Project, this project will help improve the operational use and safety of Moccasin Reservoir and Dam. The Construction Management staff augmentation services required for the Projects include, but are not limited to day to day, construction administration, construction inspection, construction contracts management, construction coordination, change order management, project documentation controls as well as archiving, and environmental services such as environmental inspection and biological oversight.	72	72	2026-08-03 14:00:00	Olga Mejia-Rocha
DHRPSC0006321 - v0.01	PUC	New	\$25,500,000.00	\$25,500,000.00	The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Southeast Water Pollution Control Plant (SEP) Facilities Improvements projects. These facilities improvements projects include SEP 550 Booster Station interim Improvements, Facilities Security Improvements, SEP 940 Maintenance Building Interim Office Renovation, SEP 516 and 516A Sodium Bisulfite Storage Tanks and Fill Station, SEP Secondary Clarifiers Rehabilitation, Wastewater Facilities Security Enhancements, Wastewater Facility Wide Distributed Control System (DCS), SEP Outfall Condition Assessment and Rehabilitation, and North Point Facility Primary Sedimentation Reliability Upgrades. As part of the SFPUC's Sewer System Improvement Program (SSIP), the existing facilities improvements are necessary to extend the useful life of these facilities, address health and safety improvements, enhance SEP facilities	84	84	2026-08-03 14:00:00	Olga Mejia-Rocha

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					security, and ensure consistent and reliable operating process control system through wastewater assets. The CM staff augmentation services required for the SEP Facilities Improvements include construction resident engineering, office engineering services, field contract administration, construction contract administration, construction inspection, and project controls services. Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and stormwater runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period. The SFPUC will manage the staff augmentation team during the construction phase for these facilities improvements projects.				
DHRPSC0006388 - v0.01	REC	New	\$300,000.00	\$300,000.00	Execute certain portions of a charter-mandated Recreation Assessment; specifically: 1) Lead a community outreach process, including a public survey and public focus groups to assess public opinion on RPD's recreational programming; 2) Engage Department staff in one on one interviews and staff focus groups to assess staff insights on successes and challenges in delivering recreational programs to meet public demand; 3) Perform analysis of existing facilities capacity,	12	12	2026-08-03 14:00:00	Sean McFadden

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					recreational programs, and staffing; identify redundancies and gaps and create an efficient staffing model for the future; 4) Research, analyze and provide a formal report on program delivery, portfolio development and cost/benefit/subsidy practices at five peer cities; 5) Facilitate RPD leadership staff in a SWOT analysis, and 6) Produce a summary report of all of the above to be submitted to the BOS.				
DHRPSC0006387 - v0.01	REC	New	\$250,000.00	\$250,000.00	The scope of work for this project includes assessment and technical analysis to help support the Coastal Development Permit renewal and the associated Pacifica Local Coastal Plan Compliance, as well as analyze a range of alternatives to form the basis for future planning for the Sharp Park Berm structure. As part of this (and to support our application), the consultant shall provide the analysis needed to understand coastal and flood hazards, and the identification and description of options to adapt to projected Sea Level Rise (SLR) in light of California Coastal Commission policies and the March 2025 City of Pacifica Local Coastal Land Use Plan (LCLUP) coastal hazard policies CR-I-19 through CR-I-37. This analysis should serve as a continuation of previous evaluations of the berm conducted by consultants in 2009 and 2023.	48	48	2026-08-03 14:00:00	Sean McFadden
DHRPSC0006430 - v0.01	SHF	New	\$210,000.00	\$210,000.00	The Sheriff's Office will utilize the drones in three (3) areas: 1) Complex Security: Utilize drone for rapid perimeter/yard overwatch, alarm response, and thermal sweeps (fence line, roof, brush) that will double as an early fire-notification layer at County Jail #3 located in San Bruno, CA. 2) Interior Security: Deploy at County Jail Facilities to stabilize incidents using perch-and-talk de-escalation, bird's eye view of disturbances for tactical planning and situational awareness. 3) Field Support: Deploy interior drone during evictions with pre-entry overwatch and post-action documentation. Routine security sweeps	24	24	2026-08-03 14:00:00	Henry Gong

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					and evacuation assistance (egress visibility). Provide security and situational awareness at events that are potential targets of domestic or international terrorists.				
DHRPSC0006416 - v0.01	TIS	New	\$40,000,000.00	\$40,000,000.00	The Department of Technology has projects underway in the areas of: upgrading Wide and Local Area Networks, migrating Telephony systems to the City's new Cisco Call Manager, and moving Departments to new office spaces. The Department of Technology will also begin a project to migrate approximately 15 separate Contact Centers to a unified Enterprise Contact Center system. The awarded Supplier will provide project services for the upgrade, move, and migration project areas utilizing following phased structure: 1) Discovery and Analysis, 2) Planning, 3) Upgrade/Migration, 4) Post Go-Live support and training for handoff to City staff. Supplemental services include reviewing current systems and environments, designing new networks and systems, developing migration plans, configuring, installing, and testing new systems, moving and installing networks in new locations, providing support and training City staff on how to maintain and operate new systems. The vendor is expected to provide expertise and consulting, to include, but not limited to 1. Network architectural designs and decisions, 2. Migrating a large-scale VPN solution that includes Active directory and radius, along with per user policies, 3. Large enterprise networks that consist MPLS (MPLS tagging and routing), multiple internet connections, and datacenters, 4. Assessing the current Avaya Juniper networks and providing documentation and recommendation to plan, implement/migrate to a cisco enterprise network,	60	60	2026-08-03 14:00:00	Jolie Gines

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					5. The City's external and internal Domain Name Service, 6. Implementing and troubleshooting the City's INFOBLOX appliances that consists DNS, DHCP, and NTP, 7. Assessing, planning, implementing, migrating, and troubleshooting routing protocols such as OSPF, iBGP, eBGP, and EIGRP with in the City's existing fiber WAN network, 8. Assessing, implementing, and troubleshooting the City's Cisco enterprise wireless solution, 9. Assessing, implementation, and troubleshooting firewalls such as Cisco and Palo Alto's firewalls, 10. Migrating between firewalls such as Palo Alto's to Cisco and Cisco to Palo Alto's, 11. Multi-factor authentications, 12. F5's GTM and LTM, 13. Datacenter migrations, 14. Provide knowledge transfer and documentation. Vendor will provide Cisco Professional Services Consulting and Training to assist City Staff with Network Infrastructure Maintenance and project assistance involving Cisco Hardware and Software. These services are needed to augment Cisco Smartnet Maintenance services to maintain and improve network efficiency throughout the City. These services are being requested by the Department of Technology on behalf of all City Departments as part of a Citywide Enterprise Agreement for Cisco Services. Services will be				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					used on an as-needed basis by Departments for their various Network Infrastructure Projects.				
TOTALS:			\$146,280,000.00	\$146,280,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	1	0	\$750,000.00	\$750,000.00
DPW	1	0	\$18,000,000.00	\$18,000,000.00
ENV	1	0	\$5,000,000.00	\$5,000,000.00
POL	1	0	\$270,000.00	\$270,000.00
PUC	3	0	\$81,500,000.00	\$81,500,000.00
REC	2	0	\$550,000.00	\$550,000.00
SHF	1	0	\$210,000.00	\$210,000.00
TIS	1	0	\$40,000,000.00	\$40,000,000.00
Column Total	11	0	\$146,280,000.00	\$146,280,000.00

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PSC Requests Scheduled for Hearing - 8/3/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0001694 - v2.01	AIR	Amendment	\$3,000,000.00	\$9,000,000.00	Original coordinator's email: cynthia.avakian@flysfo.com. The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks: 1. Geotechnical field investigation and geotechnical analysis 2. Topography and bathymetric surveys on active airfield 3. Schematic engineering, constructability review, and design concept review 4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses. 5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.	24	114	2026-08-03 14:00:00	Victor Madrigal
DHRPSC0001891 - v2.01	DEM	Amendment	\$7,617,606.00	\$16,617,606.00	Scope of Work — RAPID RESPONSE TEAM (Core/Expanded): HEART will be fully integrated into the DPH	24	84	2026-08-03 14:00:00	Thomas Chen

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Street Team's Rapid Response Team (RRT) across five geographic service areas: Tenderloin/Northern, Mission/Castro, Central/Southern, Bayview/Ingleside, and Richmond/Park/Taraval. Under the direction of DPH Street Team Leads and DEM/Department of Emergency Communications, HEART outreach workers respond to non-emergency 911 calls, SFPD/SFFD requests, and 311 encampment and homelessness tickets (assigned via the RRT queue). Teams conduct outreach at hotspot locations identified through non-emergency, 311 and DPH Street Teams leads, transport people to shelter, including transport services requested by the San Francisco Police Department and San Francisco Fire Department, perform in-field needs assessments and triage, facilitate coordinated entry connections, and coordinate warm handoffs to DPH clinical staff and the Shared Priority Team for high-acuity clients. Beginning July 2026, HEART will pilot expanded hours in the morning or evening to meet emerging and specialized operational needs. Scope of Work — TRANSPORTATION SERVICES (New): Provide transportation to shelter, sobering centers, detox and treatment programs, behavioral health services, medical appointments, and other placements. Lead specialized outreach efforts as requested by DPH Street Team. Prioritize transport requests from DPH Street Team Leads, SFPD, and SFFD/Community Paramedicine. In FY 2026–27, HEART and SF DPH Street Team will collaborate on centralized and coordinated DPH Street Team transportation framework. Scope of Work — COORDINATION & REPORTING: Participate in daily coordination with DPH Street				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Team Leads and HSOC dispatchers via tactical meetings, MS Teams and Connected Worker App. Attend required DPH Street Team meetings, training workgroups, and coordination calls. Submit monthly performance reports including contacts, transport, service linkages, 311 and non-emergency ticket closures, and outcome metrics as agreed with DPH. Comply with all City data standards.				
DHRPSC0003294 - v1.01	MTA	Amendment	\$200,000.00	\$300,000.00	We are seeking a Contractor that will provide glass removal and replacement services within San Francisco Municipal Transportation Agency (SFMTA's) subway stations.	0	60	2026-08-03 14:00:00	Amy Nuque
DHRPSC0003589 - v1.01	PUC	Amendment	\$5,500,000.00	\$7,045,332.00	Original coordinator's email: shale@sfwater.org. Provide emergency technical support 24-hours a day, maintenance, and remote monitoring of the Distributed Controls System (DCS) software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date, which will allow WWE to effectively manage the wastewater treatment systems.	60	101	2026-08-03 14:00:00	Olga Mejia-Rocha
TOTALS:			\$16,317,606.00	\$32,962,938.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
AIR	0	1	\$3,000,000.00	\$9,000,000.00
DEM	0	1	\$7,617,606.00	\$16,617,606.00
MTA	0	1	\$200,000.00	\$300,000.00
PUC	0	1	\$5,500,000.00	\$7,045,332.00
Column Total	0	4	\$16,317,606.00	\$32,962,938.00

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Letania Ferreira

Department Coordinator: Reanna Albert,
reanna.albert@sfdph.org

Project Manager: Samuel Hoffman

ServiceNow Number: DHRPSC0006353

Version: 0.01

Version Type: New

Brief description of proposed work: Provide rental of medical bed surfaces including specialty mattresses and support surfaces; deliver and properly set up the rented medical equipment; replace equipment as needed to ensure continuity of care for residents/patients.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will provide rental and delivery of specialty medical bed surfaces and support surfaces to ensure continuity of care for hospital residents/patients. This includes:

-Supply specialty medical rental bed surfaces, including specialty mattresses and support surfaces, that meet clinically identified needs as determined by hospital staff.

-Ensure uninterrupted availability of required bed surfaces throughout the duration of a resident's care. This includes maintaining appropriate inventory levels and providing timely

Post Union Notification

replacements or upgrades based on clinical necessity.

-Rental of the specialty surfaces. Provide bed surfaces that meet evidence based clinical standards, including pressure injury prevention, bariatric care, mobility assistance, or other specialized resident needs as indicated by clinical staff.

-Deliver all requested bed surfaces to hospital units within established timeframes. Urgent requests should be prioritized to support patient safety and clinical requirements.

-Provide bed surfaces that meet evidence based clinical standards, including pressure injury prevention, bariatric care, mobility assistance, or other specialized resident needs as indicated by clinical staff.

-Replace malfunctioning equipment promptly to avoid disruptions in patient care.

-Remove equipment within agreed-upon timelines once the rental period has ended or the equipment is no longer needed.

Why are these services required and what are the consequences of denial?: Services are required because specialty medical rental bed surfaces, including specialty mattresses and support surfaces, are essential to meet hospital-identified patient needs and ensure positive clinical outcomes for residents and patients.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: City employees have not been hired to perform these services because the specialty medical bed surfaces and support surfaces are rented equipment, and the contractor is responsible for providing, maintaining, and replacing fully functioning units. This ensures uninterrupted availability of clinically appropriate equipment for hospital patients and residents.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

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?: The services will be required on an as-needed, intermittent, and periodic basis because patient clinical needs for specialty bed surfaces fluctuate.

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

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

Specialized skills in providing rental of specialty beds and surfaces.

-Expertise in replacing rental equipment in need of maintenance to ensure continuity of care.

-Ability to perform maintenance and repairs on specialized bed surfaces at the contractor's facility.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: A new job classification is not feasible because the beds and surfaces are rented, and the contractor is responsible for replacing any rental equipment in need of maintenance to ensure continuity of care. Due to the specialized nature of the bed surfaces, all maintenance and repairs must be performed by the vendor at their facility.

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: Training is not a component of this contract.

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: The work will not be transitioned back to the city because the beds and surfaces are rented, and the contractor is responsible for replacing, maintaining, and repairing all equipment. The specialized nature of these bed surfaces requires vendor-performed service at their facility, making it impractical for the city to assume these functions.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7205 - Chief Stationary Engineer, 7120 - Bldgs & Grounds Maint Supt, 7203 - Bldg & Grounds Maint Sprv

Labor Unions: 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: cpark@local39.org

Union Review Sent On: 6/15/2026

Union Review End Date: 7/15/2026

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0006353

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000035523	3/1/2025	2/29/2028	\$2,160,000		Rental of Bariatric and Therapeutic Beds and Bed Support Surfaces

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Don Sy

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

Project Manager: Cathal Hennessy

ServiceNow Number: DHRPSC0006363

Version: 0.01

Version Type: New

Brief description of proposed work: As-Needed Infrastructure Engineering Support Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$18,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 72

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Consultants will perform highly specialized civil engineering and surveying tasks that include reviewing various agreements, project documents, standards, regulations, codes, Master Utility Plans, and various specifications. Services may include, but are not limited to:

- Preparing and processing mapping applications, Conditions of Approval related to Tentative Maps, Public Improvement Agreements related to Final Maps, lot line adjustments, mergers, transfers maps, and Final Map Applications;
- Reviewing of Boundary Surveys, American Land Title Association (ALTA) Surveys, and Records of Survey;
- Preparing Public Improvement Agreements, Acquisition Agreements, encroachments,

easement, and other map-related services;

- Reviewing cost estimates for bonding or acquisition purposes;
- Reviewing Planned Infrastructure Systems and identifying issues and conflicts at land transfers;
- Assisting with Bond reduction determinations;
- Assisting with determination of completeness of infrastructure systems; and
- Preparing documents for acceptance and acquisition of completed improvements;
- Coordinating shutdowns, relocations, and transitions of existing streets and utility systems;
- Providing technical support on infrastructure design issues and analyzing schedule impacts;
- Coordinating horizontal improvement changes resulting from vertical improvements.
- Updating entitlement documents;
- Facilitating the City Plan Review Process;
- Coordinating infrastructure and mapping meetings.

Consultants may provide limited construction-phase technical support directly related to infrastructure engineering, surveying, mapping, utility coordination, and acceptance of completed public improvements. This support may be provided for task force projects or other priority projects, as requested by Public Works.

Why are these services required and what are the consequences of denial?: Services are needed on as-needed basis to assist Public Works on difficult or unique projects that require specialized civil engineering and surveying expertise not consistently available within existing staff resources, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and 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 be required on an as-needed basis when specialized civil engineering or surveying services are needed, or when workload and project schedules exceed available Department resources.

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

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

Services require Professional Civil Engineers and Licensed Land Surveyors with knowledge, expertise, and experience in the following areas:

- Land development projects;
- Design, review, and coordination of public streets, streetscape, and utilities;
- Preparation and review agreements, project documents, Master Utility Plans, Infrastructure Plans, and land Transfers;
- San Francisco mapping and property records;
- California Subdivision Map Act; and
- Application of San Francisco Subdivision Code and Regulations.
- Preparing, reviewing, and processing subdivision map applications, including, but not limited to, Tentative Maps, Final Maps, lot line adjustments, and mergers;
- Preparing Public Improvement Agreements, Acquisition Agreements, encroachments, and easements;
- Coordinating horizontal improvement changes resulting from vertical improvements; and
- Reviewing of Boundary Surveys, ALTA Surveys, and Records of Survey.

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, 5216 - Chief Surveyor, 5504 - Project Manager 2, 5207 - Assoc Engineer, 5174 - Administrative Engineer, 5214 - Building Plans Engineer, 5502 - Project Manager 1

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

Q5c3) Why are they not able to perform the services?: The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contracts will only be utilized when and if the work cannot be prudently performed by internal staff.

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: City staff generally has the necessary expertise to perform the work, however, due to the fluctuating nature of development projects, the Department may experience an influx of project requests that exceeds available staff capacity, thus requiring short term external assistance to accommodate workload demands and maintain project schedules.

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, 5216 - Chief Surveyor, 5504 - Project Manager 2, 5207 - Assoc Engineer, 5174 - Administrative Engineer, 5214 - Building Plans Engineer, 5502 - Project Manager 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/15/2026

Union Review End Date: 6/25/2026

Union Review Duration Met On: 6/25/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ENV

Submitted By: Sheila Layton

Department Coordinator: Sheila Layton,
sheila.layton@sfgov.org

Project Manager: Gazelle Javantash

ServiceNow Number: DHRPSC0006361

Version: 0.01

Version Type: New

Brief description of proposed work: On-call, as-needed marketing, advertising, communications, research, media buying, multilingual outreach, creative production, campaign implementation, and evaluation services to support San Francisco Environment Department citywide sustainability programs and public education campaigns, including but not limited to Zero Waste, Climate Action, Clean Transportation, Energy Efficiency, Environmental Justice, and Public Education and Engagement.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$5,000,000

Does contract include items other than services?: Yes

- Advertising: \$500,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 72

Funding

Funding Source: Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor(s) shall provide full-service, on-call marketing, advertising, communications, and public education support for SFE programs and campaigns on an as-needed basis. Services may include campaign strategy, audience research, market analysis, behavioral insights, message development, creative direction, graphic design, copywriting, photography, video production, media planning and buying, paid

digital and social media strategy, out-of-home advertising, print, broadcast, ethnic and in-language media, events, activations, workshops, community outreach, translation/transcreation, campaign tracking, performance reporting, and post-campaign evaluation.

Contractor may also support SFE with multilingual and culturally competent outreach in languages including, but not limited to, Chinese, Spanish, Filipino, Vietnamese, and other languages as determined by campaign needs. Work will be authorized through written scopes of work or work orders that define the project scope, deliverables, timeline, budget, and not-to-exceed amount. Contractor shall not begin work until authorized in writing by the City.

Why are these services required and what are the consequences of denial?: Foremost, these services are required because of State and local laws/ordinances, federal, state, and regional grants, outreach and education mandates from CalRecycle, and the City's Refuse Rate Order. Additionally, one of the primary functions of the Departments is to implement the City's Climate Action Plan. Behavior change through public education and engagement is a key component for achieving the goals in the Climate Action Plan.

Examples of mandates and legislative priorities include (partial list):

- SB 1383 – Short lived Climate Pollutants Law:
- Jurisdictions are required to conduct outreach and education annually to all parties generating surplus food including businesses, edible food recovery organizations, and city/county department.
- San Francisco Refuse Rates (October 2025 - September 2026) | SF.gov
- Per the final 2025 Refuse Rate Order, SF Environment is funded to support the City's Zero Waste and toxics reduction goals.
- CalRecycle Beverage and Container Recycling Fund County Allocation
- The State provides us with funds to promote CRV redemption (bottle & can recycling) in the County, which includes marketing.
- CalRecycle's Used Oil Collection Program
- The State provides us with funds to promote and help maintain the collection and recycling of used oil and oil filters through outreach, communications, and various engagement tactics.
- Mandatory Recycling & Composting Ordinance | San Francisco Environment Department (SFE)
- Reducing material consumption and ensuring remaining discards go into the right bin requires significant public education and engagement.
- BAYREN (Welcome | Bay Area Regional Energy Network)
- As the local implementer of BAYREN, the Environment Department is routinely marketing and engaging communities to enroll qualified residents and businesses in a wide array of energy efficiency and utility, cost-reducing, programs.

These services are also required because SFE's public education, outreach, and behavior-change campaigns require specialized marketing, advertising, research, creative production, media buying, multilingual outreach, and campaign evaluation expertise that exceeds the Department's internal staffing capacity, abilities, and expertise. SFE programs require timely, accessible, and culturally relevant public communications to reach residents, businesses, property owners, contractors, and community partners across San Francisco on topics including recycling, waste reduction, toxics reduction, renewable energy, energy efficiency, environmental justice, clean

transportation, and climate change.

If these services are denied, SFE would have limited ability to plan and execute citywide or neighborhood-based public education campaigns; purchase and place paid media; conduct audience research, polling, focus groups, or campaign effectiveness studies; produce multilingual and culturally competent creative materials; support short-term outreach surges; or evaluate campaign performance. Denial would reduce the Department's ability to reach underserved, multilingual, and hard-to-reach communities and could delay or weaken public awareness campaigns tied to SFE's Zero Waste, Climate Action, Clean Transportation, Energy Efficiency, Environmental Justice, and Public Education goals. Finally, denial would jeopardize the Department's ability to fulfill outreach and marketing mandates as prescribed in State and local law (list is above).

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: There is not an active classification or resources to hire for the work that is required. Furthermore, this work is intermittent, meaning, outreach and engagement campaigns come and go. Contractor and subcontractors provide a wide range of specialized services especially for engagement/outreach projects that require considerable short-term resources that are no longer needed once a project concludes and would not merit full-time civil service employment. For example, in the case of conducting focus groups, special knowledge is required, and again duration and frequency of project do not merit creation of civil service class.

Relatedly, hiring internally, does not resolve the issue of equipment and facilities, which the City often does not have. Finally, hiring internally, does not solve the issues every City Department faces with contracting and purchasing (especially for media-buying) that outside vendors are better positioned to handle.

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: Contract will need to be approved by Commission of the Environment

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?:

Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing:

Federal, State, regional, and local mandates and programs requiring this work.

Examples of mandates and legislative priorities include (partial list):

- SB 1383 – Short lived Climate Pollutants Law:
- Jurisdictions are required to conduct outreach and education annually to all parties generating surplus food including businesses, edible food recovery organizations, and city/county department.
- San Francisco Refuse Rates (October 2025 - September 2026) | SF.gov
- Per the final 2025 Refuse Rate Order, SF Environment is funded to support the City's Zero Waste and toxics reduction goals.
- CalRecycle Beverage and Container Recycling Fund County Allocation
- The State provides us with funds to promote CRV redemption (bottle & can recycling) in the County, which includes marketing.
- CalRecycle's Used Oil Collection Program
- The State provides us with funds to promote and help maintain the collection and recycling of used oil and oil filters through outreach, communications, and various engagement tactics.
- Mandatory Recycling & Composting Ordinance | San Francisco Environment Department (SFE)
- Reducing material consumption and ensuring remaining discards go into the right bin requires significant public education and engagement.
- BAYREN (Welcome | Bay Area Regional Energy Network)
- As the local implementer of BAYREN, the Environment Department is routinely marketing and engaging communities to enroll qualified residents and businesses in a wide array of energy efficiency and utility, cost-reducing, programs.

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?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks the specialized media buying infrastructure, vendor relationships, production coordination systems, and platform access needed to directly purchase, place, traffic, optimize, and reconcile paid advertising across media outlets and advertising platforms. The City also does not generally have the ability to launch advertising through online portals using traditional credit card payment systems.

Contractors can coordinate media buying, media contracting, vendor stewardship, trafficking, placement approvals, production coordination, billing, and reporting, and can invoice the City for approved professional services, production costs, and media buy hard costs.

Additionally, the City often lacks physical equipment and facilities to do some aspects of this work, including locations for focus groups, telephone polling locations, and studios and equipment for photography and videography.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: The Department does not plan to acquire these facilities, systems, or payment capabilities because doing so would require funding the Department does not have.

Furthermore, it would require changes to City processes, payment policies, procurement practices, staffing, and platform access that can only be done at the Citywide level. In general, The Department also does not have the internal staffing structure or specialized media buying

capacity needed to manage these services directly on an ongoing basis. These needs are more efficiently and appropriately met through contractors with established advertising, media placement, billing, reporting, and campaign management infrastructure.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5638 - Environmental Assistant, 5642 - Sr. Environmental Spec, 5640 - Environmental Spec

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/29/2026

Union Review End Date: 7/9/2026

Union Review Duration Met On: 7/9/2026

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: POL

Submitted By: My Do-Kruse

Department Coordinator: My Do-Kruse,
my.do-kruse@sfgov.org

Project Manager: Matthew Ortega

ServiceNow Number: DHRPSC0006427

Version: 0.01

Version Type: New

Brief description of proposed work: Hair Sample Drug Testing. The contractor will perform hair sample drug analysis to determine drug usage and historical patterns of drug usage of police officer, police reserve officer, police cadet, and police service aide employment applicants of the San Francisco Police Department.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$270,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 36

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The contractor will perform hair sample drug analysis to determine drug usage, historical patterns of drug usage of police officer, police reserve officer, police cadet, and police service aide employment applicants of the San Francisco Police Department. The vendor will screen samples for the presence of, including but not limited to, cocaine, opiates, phencyclidine, amphetamines, Adderall and marijuana.

Why are these services required and what are the consequences of denial?: This service is necessary to screen for substance abuse patterns of applicants for safety sensitive employment

positions. Hair sample drug testing can detect the use of drugs beyond the three-day window through urinalysis and blood testing.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 2

Why have you not hired City employees to perform the services?: The scope of work/service is as-needed and does not require a full-time position. Also, the city does not have the requirements to perform the testing such as the specialized laboratory facilities and equipment used for this type of testing.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

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?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The City lacks the specialized laboratory facilities and equipment used to perform hair sample drug analysis.

Does the dept plan to acquire the facilities/equipment to perform the services?: No

Explain why: Acquiring and maintaining the specialized facilities and equipment is not cost effective for the City, as these services are only required on an as-needed basis.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2458 - Chief Forensic Toxicologist, 2457 - Forensic Toxicologist Supervis, 2456 - Forensic Toxicologist

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/27/2026

Union Review End Date: 7/7/2026

Union Review Duration Met On: 7/7/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Hair Sample Drug Testing

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$100,000

1. Description of Work

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

The contractor will perform hair sample drug analysis to determine drug usage, historical patterns of drug usage of police officer, police reserve officer, police cadet, and police service aide employment applicants of the San Francisco Police Department. The vendor will screen samples for the presence of, including but not limited to, cocaine, opiates, phencyclidine, amphetamines, Adderall and marijuana.

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

This service is necessary to screen for substance abuse patterns of applicants for safety sensitive employment positions. Hair sample drug testing can detect the use of drugs beyond the three-day window through urinalysis and blood testing.

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.
PSC 4127 - 08/09

D. Will the contract(s) be renewed?
Unknown at this time

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.
not applicable

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).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Services are as-needed. City lacks specialized facilities and equipment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must have the knowledge, experience and training to conduct hair sample drug analysis. Contractor must have licenses, certificates, and clearance from the following organizations: United States Food and Drug Administration, United States Department of Health and Human Services, College of American Pathologists (accreditation specific to hair drug testing) and the State of California Department of Public Health.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized laboratory facilities and equipment is used for this type of testing. All analyses will be performed at the contractor's site.

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

None. The City does not provide this service.

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

- A. Explain why civil service classes are not applicable.
This service is as-needed and does not require a position. Also, the City does not have the requirements to perform the testing.
- 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. Classifications already exist, but work is limited.

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. Training is not needed.
- 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 04/25/2019, 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: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35889 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/14/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

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

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

Type of Service: Hair Sample Drug Testing

Funding Source: General Fund

PSC Amount: \$99,900

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2026

1. Description of Work

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

The contractor will perform hair sample drug analysis to determine drug usage, historical patterns of drug usage of police officer, police reserve officer, police cadet, and police service aide employment applicants of the San Francisco Police Department. The vendor will screen samples for the presence of, including but not limited to, cocaine, opiates, phencyclidine, amphetamines, Adderall and marijuana

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

This service is necessary to screen for substance abuse patterns of applicants for safety sensitive employment positions. Hair sample drug testing can detect the use of drugs beyond the three-day window through urinalysis and blood testing.

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.

Services have been provided in the past through earlier PSC request. See 35889 - 18/19

D. Will the contract(s) be renewed?

Unknown at this time

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.
not applicable

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).

B. Explain the qualifying circumstances:

Hair sample drug testing services will be required as-needed.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have the knowledge, experience and training to conduct hair sample drug analysis. Contractor must have licenses, certificates, and clearance from the following organizations: United States Food and Drug Administration, United States Department of Health and Human Services, College of American Pathologists (accreditation specific to hair drug testing) and the State of California Department of Public Health.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Specialized laboratory facilities and equipment is used for this type of testing. All analyses will be performed at the contractor's site.

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

The scope of work is as-needed and does not require a full time position. The City does not have the requirements to perform the testing.

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

- A. Explain why civil service classes are not applicable.
This scope of work/service is as-needed and does not require a full-time position. Also, the City does not have the requirements to perform the testing.
- 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 required on an as-needed basis.

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. No training required
- 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 06/08/2023, 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: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 3rd St, 6th Fl San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31200 - 22/23

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/16/2023

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

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Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Melissa Ng

Department Coordinator: Olga Mejia-Rocha,
OMejiaRocha@sfgwater.org

Project Manager: Melissa Ng

ServiceNow Number: DHRPSC0006367

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0340 As-Needed Construction Management Staff Augmentation Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$30,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 66

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The San Francisco Public Utilities Commission (SFPUC) intends to award up to five (5) agreements at \$6 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects.

The programs/projects that will require CM services include, but are not limited to, the following: Sewer System Improvement Program (SSIP); Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and Wastewater Renewal & Replacement (R&R) Programs; Water System Improvement Program (WSIP); and other water, power, and wastewater construction projects.

These CM services include, but are not limited to, the following: construction contract

Post Union Notification

administration, construction change management; construction inspection; specialty inspection (e.g., coating, welding, geotechnical, marine, tunnel, etc.); environmental inspection; project controls; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning; surveying; construction safety inspection; and technical data entry and document control including engineering archives.

Why are these services required and what are the consequences of denial?: If these services are denied, there will be an impact to project CM staffing levels for the departmental programs and projects listed above, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC currently does not have sufficient staffing resources to handle peak workloads and specialized technical knowledge (e.g., coating, welding, geotechnical, marine, tunnel, etc.) to perform the work that will be required. The SFPUC continuously coordinates with San Francisco Public Works (SFPW) regarding its available staffing resources for SFPUC construction projects as well as continuing to fill vacancies in budgeted positions for CM services on construction projects. SFPW, too, does not have enough staff to fulfill the projections for the upcoming CM work and will continue to have periodic meetings between SFPUC and SFPW throughout life of the contract as staff becomes available.

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: Contracts over \$1,170,000

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?: To provide additional CM services for project CM teams that currently lack the required skills, knowledge, experience and technical expertise to manage and successfully deliver construction projects. Construction Management services are only needed for the duration of individual

construction projects. Once construction is complete, staff for that project are no longer needed.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: construction contract administration, construction change management; construction inspection (civil, mechanical, electrical, etc); specialty inspection (e.g., coating, welding, geotechnical, marine, tunnel, etc.); environmental inspection; environmental monitoring; project controls; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning; surveying; construction safety inspection; and technical data entry and document control including engineering archives.

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

Q5c1) Identify the classifications: 1823 - Senior Administrative Analyst, 5241 - Engineer, 5305 - Materials Testing Technician, 5216 - Chief Surveyor, 5298 - Planner 3-Environmental Review, 6130 - Safety Analyst, 6319 - Senior Const Inspector, 5602 - Utility Specialist, 5207 - Assoc Engineer, 1314 - Public Relations Officer

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

Q5c3) Why are they not able to perform the services?: Construction management services can and will be performed by City staff whenever possible. This request is meant to "augment" existing City staff on intermittent, short duration construction work when City staff is managing other construction projects. The level of CM resources required for the project is not a long-term need that would warrant the hiring of new SFPUC personnel; these CM resources are needed in part due to peak workload staffing requirements resulting from the influx of Capital Improvement Program and SSIP construction projects, among others. There is more construction management work than can be performed by in-house SFPUC personnel. If City staffing resources are confirmed to be available prior to the start of construction, then City staff will be prioritized. Once construction begins, and if an SFPUC or SFPW staff person becomes available, then that person may be assigned to the Project to gain experience and training for similar work on future construction projects.

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: Specialized training is not needed for these services. Only expertise knowledge in construction management services is needed.

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: The nature of this contract is on an as-needed basis. The services are specialized and/or required during peak construction demand. In addition, these contracting services temporarily provide augmentation of existing City staff resources.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 5241 - Engineer, 5305 - Materials Testing Technician, 5216 - Chief Surveyor, 5298 - Planner 3-Environmental Review, 6130 - Safety Analyst, 6319 - Senior Const Inspector, 5602 - Utility Specialist, 5207 - Assoc Engineer, 1314 - Public Relations Officer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/9/2026

Union Review End Date: 6/19/2026

Union Review Duration Met On: 6/19/2026



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Date: July 7, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: Union Objection for PSC # DHRPSC0006367

The San Francisco Public Utilities Commission's (SFPUC) Personal Services Contract (PSC) No. DHRPSC0006367 was submitted for IFPTE Local 21 Union ("Union") review on 6/9/2026.

- On 6/15/2026, the Union objected to the PSC and requested to meet within 10 days.
- On 6/15/2026, SFPUC responded to the Union's objection and provided meeting date options.
- On 6/16/2026, the Union and SFPUC agreed to meet on 7/1/26.
- On 6/18/2026, SFPUC responded to the Union's request for information via email.
- On 7/1/2026, the Union rescinded their objection to the PSC and the meeting between the Union and SFPUC was canceled.

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



From: [Ureel, Samantha M](#)
To: [Samuel Favela](#); [Duhe, Helen M](#); [Mejia Rocha, Olga](#); [Kyger, Todd](#)
Cc: [Alicia Flores](#); [Baker, Ethan J](#); [Sanchez, Daniel](#); [Ng, Melissa](#); [Stalfa, Gregory \(HRD\)](#)
Subject: RE: PUC [DHRPSC0006367] submitted for Union Review
Date: Wednesday, July 1, 2026 10:00:31 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Sam,

The SFPUC (City) acknowledges receipt of IFPTE Local 21 (Union) response. I will cancel the meeting scheduled for today. The City will move PSC [DHRPSC0006367] forward in accordance with the MOU language.

Thank you,

Samantha Ureel

Management Assistant
Workforce & Economic Program Services, Infrastructure
Cell: 628-251-4664
Pronouns: she/they
Connect with us [@MySFPUC](#) | [sfpuc.gov](#)



From: Samuel Favela <sfavela@ifpte21.org>
Sent: Wednesday, July 1, 2026 9:26 AM
To: Duhe, Helen M <HDuhe@sflower.org>; Ureel, Samantha M <SUreel@sflower.org>; Mejia Rocha, Olga <OMejiaRocha@sflower.org>; Kyger, Todd <TKyger@sflower.org>
Cc: Alicia Flores <aflores@ifpte21.org>; Baker, Ethan J <EBaker@sflower.org>; Sanchez, Daniel <DSanchez@sflower.org>; Ng, Melissa <MNg@sflower.org>
Subject: Re: PUC [DHRPSC0006367] submitted for Union Review

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Hello all,

Thank you for sending the requested information. Local 21 would like to rescind our objection.

Thank you to everyone for your work on this.

-Sam

Samuel Favela ([he/they/Sam](#))

SF Field Organizer, IFPTE Local 21

Main: (415) 914-7344

Join Us: www.ifpte21.org/join/



From: Duhe, Helen M <HDuhe@sfgwater.org>

Sent: Thursday, June 18, 2026 1:10 PM

To: Ureel, Samantha M <SUreel@sfgwater.org>; Samuel Favela <sfavela@ifpte21.org>; Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>; Kyger, Todd <TKyger@sfgwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Baker, Ethan J <EBaker@sfgwater.org>; Sanchez, Daniel <DSanchez@sfgwater.org>; Ng, Melissa <MNg@sfgwater.org>

Subject: RE: PUC [DHRPSC0006367] submitted for Union Review

Good afternoon, Sam,

Please see the PUC's response to the union's RFI. We look forward to meeting with you soon!

Thanks,

Helen

Helen Duhe

Regional and Disadvantaged Business Liaison

Workforce and Economic Program Services

Pronouns: she, her, hers

Ph: (628) 333-1138

sfpuc.org

From: Ureel, Samantha M <SUreel@sfgwater.org>

Sent: Wednesday, June 17, 2026 9:14 AM

To: Samuel Favela <sfavela@ifpte21.org>; Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>; Kyger,

Todd <TKyger@sfwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Duhe, Helen M <HDuhe@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Ng, Melissa <MNg@sfwater.org>

Subject: RE: PUC [DHRPSC0006367] submitted for Union Review

Good morning, Sam,

Thank you! I will be sending a meeting invite shortly. We are hoping to get the RFI responses to you this week.

Thanks,

Samantha Ureel

Management Assistant

Workforce & Economic Program Services, Infrastructure

Cell: 628-251-4664

Pronouns: she, they

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From: Samuel Favela <sfavela@ifpte21.org>

Sent: Tuesday, June 16, 2026 5:37 PM

To: Ureel, Samantha M <SUreel@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>; Kyger, Todd <TKyger@sfwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Duhe, Helen M <HDuhe@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Ng, Melissa <MNg@sfwater.org>

Subject: Re: PUC [DHRPSC0006367] submitted for Union Review

Hello Samantha,

Thank you for your response. Let's do Wednesday, 7/1, at 1p.

Thanks!

-Sam

Samuel Favela ([he/they/Sam](https://www.instagram.com/he_they_sam))

SF Field Organizer, IFPTE Local 21

Main: (415) 914-7344

Join Us: www.ifpte21.org/join/



From: Ureel, Samantha M <SUreel@sfwater.org>

Sent: Monday, June 15, 2026 5:44 PM

To: Mejia Rocha, Olga <OMejiaRocha@sfwater.org>; Samuel Favela <sfavela@ifpte21.org>; Kyger, Todd <TKyger@sfwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Duhe, Helen M <HDuhe@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Ng, Melissa <MNg@sfwater.org>

Subject: RE: PUC [DHRPSC0006367] submitted for Union Review

Hi Samuel,

The SFPUC (City) is in receipt of IFPTE Local 21 request to meet regarding the proposed Personal Services Contract (PSC) number [DHRPSC0006367] dated 6/15/2026. Per the Memorandum of Understanding (MOU) language, this meeting must be conducted within 10 calendar days of the Department's receipt. The contract owner is unavailable to meet the week of your suggested dates; the City is available to meet on the dates and times, within the 10 day requirement of the MOU, listed below:

- Thursday, 6/19, at 9a
- Thursday, 6/19, at 3p
- Thursday, 6/19, at 4p

If IFPTE Local 21 is unable to meet on the above dates, the City is available to meet on the dates and times, listed below, which are outside of the 10 calendar day window as required by the MOU. However, per the MOU, Article II, paragraph 115 b, because the City is not able to meet within the 10 calendar requirement, the Union's obligations to file a FactFinder request would be tolled until after a meeting was completed.

- Monday, 6/29, at 1p
- Monday, 6/29, at 2p
- Wednesday, 7/1, at 1p

Please respond to this email to schedule a meeting by Wednesday. If we do not receive a response, SFPUC will move this PSC forward in accordance with the MOU language.

Thank you,

Samantha Ureel

Management Assistant

Workforce & Economic Program Services, Infrastructure

Cell: 628-251-4664

Pronouns: she, they

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From: Mejia Rocha, Olga <OMejiaRocha@sfwater.org>
Sent: Monday, June 15, 2026 11:45 AM
To: Samuel Favela <sfavela@ifpte21.org>; Kyger, Todd <TKyger@sfwater.org>
Cc: Alicia Flores <aflores@ifpte21.org>; Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Ng, Melissa <MNg@sfwater.org>
Subject: RE: PUC [DHRPSC0006367] submitted for Union Review

Hi all - Adding in attachment that was included with Samuel's email.

From: Mejia Rocha, Olga
Sent: Monday, June 15, 2026 11:36 AM
To: 'Samuel Favela' <sfavela@ifpte21.org>; Kyger, Todd <TKyger@sfwater.org>
Cc: Alicia Flores <aflores@ifpte21.org>; Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Ng, Melissa <MNg@sfwater.org>
Subject: RE: PUC [DHRPSC0006367] submitted for Union Review

Hi Samuel,

I am copying Todd Kyger, PUC's Project Labor Agreement Administrator - he handles these requests and will be able to confirm meeting availability.

Todd, please see email below.

I am also copying some of my colleagues from the project team and contracts team for visibility. Please note that I will be out of the office 6/17 – 7/3, and Ethan Baker, copied as well, is the backup PUC PSC Coordinator.

Thank you,

Olga Mejia Rocha

Contract Administration Bureau

o: 415-934-5732 | **c:** 415-622-8435 | **e:** omejiarocha@sfwater.org

From: Samuel Favela <sfavela@ifpte21.org>
Sent: Monday, June 15, 2026 10:53 AM
To: Mejia Rocha, Olga <OMejiaRocha@sflower.org>
Cc: Alicia Flores <aflores@ifpte21.org>
Subject: Fw: PUC [DHRPSC0006367] submitted for Union Review

Hello Olga,

Local 21 would like to object to this PSC. Can we please schedule a meeting next week to discuss? We are free from 1-4pm, June 22nd-24th.

Can we please have these questions answered by Thursday EOD so we have time to look over it before the meeting:

- How many hours and the number of staff will this take to complete?
- What level of seniority will these contracted workers have? Will they manage anyone?
- If this work is long-term, why can't these workers be hired as City workers?
- 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.
- What city classifications, departments or entities performed this service in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.
- A list of department decision makers who determined the need to contract out this service.
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.

- Department budget for fiscal year 2025, 2026, 2027
- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.
- Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted
- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.

Thank you!

-Sam

Samuel Favela ([he/they/Sam](https://www.instagram.com/he_they_sam))
SF Field Organizer, IFPTE Local 21
Main: (415) 914-7344
Join Us: www.ifpte21.org/join/



From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, June 9, 2026 3:05 PM
To: Alicia Flores <aflores@ifpte21.org>; Samuel Favela <sfavela@ifpte21.org>
Cc: Mark Weirick <mweirick@ifpte21.org>
Subject: Fw: PUC [DHRPSC0006367] submitted for Union Review

Malika Demings
 Administrative/Organizing Assistant
 IFPTE Local 21
 Main: 415-864-2100

Direct: 415-914-7359
mdemings@ifpte21.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Tuesday, June 9, 2026 1:52 PM
To: DSanchez@sfgov.org <DSanchez@sfgov.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; ebaker@sfgov.org <ebaker@sfgov.org>; hduhe@sfgov.org <hduhe@sfgov.org>; TKyger@sfgov.org <TKyger@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; SUreel@sfgov.org <SUreel@sfgov.org>; MNg@sfgov.org <MNg@sfgov.org>; cityreq@sfgov.org <cityreq@sfgov.org>; OMejiaRocha@sfgov.org <OMejiaRocha@sfgov.org>
Subject: PUC [DHRPSC0006367] submitted for Union Review

Hello union representatives,

PUC is requesting your review of PSC [DHRPSC0006367]. 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 2026-06-19. 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: DHRPSC0006367 v 0.01

Description of Proposed Work: PRO.0340 As-Needed Construction Management Staff Augmentation Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: PUC

Dept PSC Coordinator: Olga Mejia-Rocha

Dept PSC Coordinator Email: OMejiaRocha@sfgov.org

Dept PSC Coordinator Phone: +1 (415) 558-4331

PSC Amount: \$30,000,000.00

PSC Duration (months): 66

Funding Source(s): City Funds

Scope of Work: The San Francisco Public Utilities Commission (SFPUC) intends to award up to five (5) agreements at \$6 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects. The programs/projects that will require CM services include, but are not limited to, the following: Sewer System Improvement Program (SSIP); Hetchy Capital Improvement Program (HCIP); Emergency Firefighting Water System (EFWS); Water and

Wastewater Renewal & Replacement (R&R) Programs; Water System Improvement Program (WSIP); and other water, power, and wastewater construction projects. These CM services include, but are not limited to, the following: construction contract administration, construction change management; construction inspection; specialty inspection (e.g., coating, welding, geotechnical, marine, tunnel, etc.); environmental inspection; project controls; supplier quality surveillance; special laboratory testing; testing, startup, and commissioning; surveying; construction safety inspection; and technical data entry and document control including engineering archives.

Job Class(es): 1823 - Senior Administrative Analyst, 5305 - Materials Testing Technician, 5216 - Chief Surveyor, 5298 - Planner 3-Environmental Review, 6130 - Safety Analyst, 6319 - Senior Const Inspector, 5602 - Utility Specialist, 5207 - Assoc Engineer, 1314 - Public Relations Officer, 5241 - Engineer

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:TIS6719721_DV1rY12f2JVFF85J5Qmh

Local 21 RFI for DHRPSC0006367

1. How many hours and the number of staff will this take to complete?

Response: This contract is on an as-needed basis to supplement and augment existing City staff. As-needed contracts do not have a set number of hours or staff. The need for construction management (CM) support services depends on various factors such as size and complexity of construction project, staffing availability, shifting construction schedules, regulatory deadlines, prioritizing of infrastructure repairs/upgrades, etc.

2. What level of seniority will these contracted workers have? Will they manage anyone?

Response: Contracted workers will not manage. The CM Teams are managed by City-staff leads.

3. If this work is long-term, why can't these workers be hired as City workers?

Response: These services are considered long-term as defined by the CSC. The work is not long term; however, the PSC form will only allow you to select short term in three instances such as emergency, urgent, or a transitional situation. This contract is on an as-needed basis to support numerous construction projects over the contract period of five years. Construction projects vary depending on size, needs, duration, complexity, etc. The as-needed support is intermittent and sporadic and only needed for the duration of individual construction projects.

4. 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.

Response: Please see the five (5) PRO.0233 as-needed contracts.

5. What city classifications, departments or entities performed this service in the past.

Response: Classifications 1823, 5241, 5305, 5216, 5298, 6130, 6319, 5602, 5207, 1314 from SFPUC and SFPW. Services are for staff augmentation on an as-needed basis when workloads peak due to high volume of projects.

6. Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.

Response: Please see SFPUC Construction Management Procedures - [CM-Procedures_CompGuide_Rev4.pdf](#).

7. A list of department decision makers who determined the need to contract out this service.

Response: SFPUC Construction Management Bureau (CMB): Algynon Collymore (CMB Manager) and CMB Construction Managers (Jeanne Sum, Jim Wang, Ryan Cayabyab, James Sakai)

8. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.

Response: Staffing forecasts are based on construction projects identified in the 10-year capital plan. Based on the current capital plan schedules, the demand for CM staffing exceeds current City staff availability.

9. Department budget for fiscal year 2025, 2026, 2027

Response: PUC Department budget, please note FY2027 has not been released <https://www.sfpuc.gov/about-us/reports/operating-and-capital-budgets>

10. Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.

Response: The Consultant Performance Evaluations assess the contractor's performance in evaluation categories including quality of service, schedule management, cost management, scope management, staff and resources, and value of services.

11. Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted

Response: Per DHR, the City's vacancy dashboard should be referred to for any inquiries related to vacancy reports.

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

Response: This contract is on an as-needed basis. The services are highly specialized and/or required during peak construction demand and do not include a knowledge transfer component. In addition, these contracting services temporarily

provide augmentation of existing City staff resources. Once these short-term, capital projects reach substantial completion, on-going CM services for these identified projects will no longer be required.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Lucas Hoffmann

Department Coordinator: Olga Mejia-Rocha,
OMejiaRocha@sfwater.org

Project Manager: Lucas Hoffmann

ServiceNow Number: DHRPSC0006292

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0371 Moccasin Dam & Reservoir Construction
Management Staff Augmentation Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$26,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 72

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide Construction Management staff augmentation services for the Moccasin Dam and Reservoir Long-Term Improvement Project. As part of the SFPUC's Hetchy Capital Improvement Project, this project will help improve the operational use and safety of Moccasin Reservoir and Dam. The Construction Management staff augmentation services required for the Projects include, but are not limited to day to day, construction administration, construction inspection, construction contracts management, construction coordination, change order management, project documentation controls as well as archiving, and environmental services such as environmental inspection and biological oversight.

Why are these services required and what are the consequences of denial?: If these services are denied, there will be an impact to project construction management staffing levels for the Moccasin Dam and Reservoir Long-Term Improvement Project, thus resulting in construction delays, unmanaged and uninspected construction work, significantly increased construction costs, increased risks to quality control and assurance compliance, as well as increased risk to project safety.

The workload for the proposed project will be heavily based on completing major construction activities during several multi-month planned water system outages of Moccasin Reservoir while limiting the operational impact to Hetch Hetchy Water and Power as it meets the water delivery demand to the Bay Area.

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: Contracts over \$1.170 Million

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?: No

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

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

Expertise in construction management processes, contract claims and change order management, scheduling, project controls, construction sequencing, construction techniques such as mass excavation, concrete placement for large water dam and reservoir control/transistion structures, utility relocation, roadway bridge erection, soil retaining wall structures, construction safety, environmental compliance, etc. Since the project involves work with dams, direct experience with dams or relatate water structures will be an experience

requirement.

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

Q5c1) Identify the classifications: 2483 - Biologist, 5241 - Engineer, 5203 - Assistant Engineer, 5278 - Planner 2, 6130 - Safety Analyst, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Q5c3) Why are they not able to perform the services?: The City currently does not have enough staff to effectively and efficiently provide construction management services for the Moccasin Dam and Reservoir Project. All current City Personnel are already or will be committed to other Hetchy Capital Improvement Projects. Since this request is a staff augmentation contract, if City personnel are available, then they will be used. It will be written in the RFP that the City have the first right of refusal for positions. In addition, as this is specialized dam work, not all City employees have the experience working with dams, therefore some outside services are requested.

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: Specialized training is not needed for these services. Only expertise knowledge in construction management services is needed. As the construction management services are for reservoir and dam improvements construction, company and personel experience with dams and other reservoir structures are highly emphasised. This project it is not something the PUC typically designs for and does not expect to design for any time soon once the project is complete, therefore, there is no required training for HHWP Operations as a result of this new structure.

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: No, these services won't be needed once the capital work has been completed.

Additional information to support your request (Optional): The Hetchy Capital Improvement Project is continuing to increase the amount of construction projects being planned and implemented. The 10-Year Capital Plan has increased to \$1.8 Billion. The increase of construction projects requires a temporary increase to the construction management team to administer the construction contracts. The construction contracts are in multiple remote construction sites, and heavily focused on completing construction activities during critical water infrastructure system shutdowns. The contract durations and construction costs of the Hetchy Improvement Projects is also increasing, thus requiring construction management services to be provided for the full duration of the construction projects.

All these aspects lead to needing a highly technical and larger construction management team to be able to deliver a fully operational project to Hetch Hetchy Water and Power.

Union Notifications

Job Class(es): 2483 - Biologist, 5241 - Engineer, 5203 - Assistant Engineer, 5278 - Planner 2,

6130 - Safety Analyst, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 5/15/2026

Union Review End Date: 5/25/2026

Union Review Duration Met On: 5/25/2026



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Date: July 6, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: Union Objection for PSC # DHRPSC0006292

The San Francisco Public Utilities Commission's (SFPUC) Personal Services Contract (PSC) No. DHRPSC0006292 was submitted for IFPTE Local 21 Union ("Union") review on 5/15/2026.

- On 5/25/2026, the Union objected to the PSC and requested to meet within 10 days.
- On 5/26/2026, SFPUC responded to the Union's objection and provided meeting date options.
- On 6/1/2026, SFPUC responded to the Union's questions via email.
- On 6/4/2026, SFPUC met with the Union.

The Union had five calendar days from the 6/4/2026 meeting date to request a Fact Finder (6/11/2026) and did not. Accordingly, the SFPUC moved the PSC to the next step of the process.

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



From: [Kyger, Todd](#)
To: [Alicia Flores](#); [Sanchez, Daniel](#); [Hoffmann, Lucas](#); [DHR-Personal Services Contracts](#); [Baker, Ethan J](#); [Duhe, Helen M](#); [L21PSC Review](#); [Ureel, Samantha M](#); [Mejia Rocha, Olga](#); [Ho, Michael C](#); [Kyger, Todd](#)
Subject: Re: PUC [DHRPSC0006292] submitted for Union Review
Date: Monday, June 1, 2026 1:54:21 PM
Attachments: [image](#)
[image001.png](#)
[26.6.1 Responses to Local 21 RFI for DHRPSC0005425.docx](#)
[Local 21 RFI - PRO.0371 Staffing Plan.pdf](#)

Alicia,

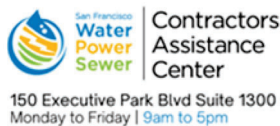
Please find the PUC's RFI responses attached. We look forward to reviewing with L21 on Thursday. Thank you!

Thanks, t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services



Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.gov/PLA | tkyger@sfwater.org

From: Alicia Flores <aflores@ifpte21.org>

Date: Monday, May 25, 2026 at 8:00 AM

To: Sanchez, Daniel <DSanchez@sfwater.org>, Hoffmann, Lucas <lhoffmann@sfwater.org>, DHR-Personal Services Contracts <dhr-personalservicescontracts@sfgov.org>, Baker, Ethan J <EBaker@sfwater.org>, Duhe, Helen M <HDuhe@sfwater.org>, Kyger, Todd <TKyger@sfwater.org>, L21PSC Review <L21PSCReview@ifpte21.org>, Ureel, Samantha M <SUreel@sfwater.org>, Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: Re: PUC [DHRPSC0006292] submitted for Union Review

This Message Is From an External Sender

This message came from outside your organization. Hello,

[Report Suspicious](#)

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 this week and I'll share the availability with our team.

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

1. A list of department decision makers who determined the need to contract

- out this service.
2. Provide any documentation that a decision maker may have put together to justify the PSC.
 3. Please provide documentation of the first right of refusal within the department and citywide departments.
 - a. For example, please provide what teams within PUC that were reached out to and was DPW reached out to, and please provide documentation of their response.
 4. 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 with the following information:
 - a. Date the position was vacant
 - b. Current hiring plan to fill the position
 5. 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.
 6. Please provide a cost breakdown of City resources in going forward on the contract including what tasks, specifically a staffing plan.
 7. Please provide the methodology that was used to arrive at the amount of \$26,000,000 and any 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,

Alicia Flores (*She/her*)
Representative/Organizer
IFPTE Local 21
Direct: 415-914-7342

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Friday, May 15, 2026 9:07 AM
To: DSanchez@sfgov.org; lhoffmann@sfgov.org; DHR-PersonalServicesContracts@sfgov.org; ebaker@sfgov.org; hduhe@sfgov.org; TKyger@sfgov.org; L21PSC Review <L21PSCReview@ifpte21.org>; SUREEL@sfgov.org; OMejiaRocha@sfgov.org
Subject: PUC [DHRPSC0006292] submitted for Union Review

Hello union representatives,

PUC is requesting your review of PSC [DHRPSC0006292]. 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 2026-05-25. 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: DHRPSC0006292 v 0.01

Description of Proposed Work: PRO.0371 Moccasin Dam & Reservoir Construction Management Staff Augmentation Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: PUC

Dept PSC Coordinator: Olga Mejia-Rocha

Dept PSC Coordinator Email: OMejiaRocha@sfwater.org

Dept PSC Coordinator Phone: +1 (415) 558-4331

PSC Amount: \$26,000,000.00

PSC Duration (months): 72

Funding Source(s): City Funds

Scope of Work: Provide Construction Management staff augmentation services for the Moccasin Dam and Reservoir Long-Term Improvement Project. As part of the SFPUC's Hetchy Capital Improvement Project, this project will help improve the operational use and safety of Moccasin Reservoir and Dam. The Construction Management staff augmentation services required for the Projects include, but are not limited to day to day, construction administration, construction inspection, construction contracts management, construction coordination, change order management, project documentation controls as well as archiving, and environmental services such as environmental inspection and biological oversight.

Job Class(es): 5241 - Engineer, 5207 - Assoc Engineer, 5203 - Assistant Engineer, 6318 - Construction Inspector, 6319 - Senior Const Inspector, 6130 - Safety Analyst, 2483 - Biologist, 5278 - Planner 2

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

PSC Justification(s)

=====

✔ Services requiring specialized expertise, knowledge experience

Ref:TIS6664362_GkRJ9KeVLLi6dqivzNpi

Local 21 RFI for DHRPSC0006292

1. A list of department decision makers who determined the need to contract out this service.

Response: SFPUC Construction Management Bureau (CMB): Algynon Collymore (CMB Manager) and Lucas Hoffmann (Regional Construction Manager for Hetchy Capital Improvement Project on behalf of Hetch Hetchy Water & Power)

2. Provide any documentation that a decision maker may have put together to justify the PSC.

Response: The proposed construction project is part of the 10-year capital plan for the Hetchy Capital Improvement Project approved by the SFPUC Commission. The duration of the project, an alternative delivery CM/GC project, has a construction duration of potentially for 4-5 years.

3. Please provide documentation of the first right of refusal within the department and citywide departments.

For example, please provide what teams within PUC that were reached out to and was DPW reached out to, and please provide documentation of their response.

Response: SFPUC is providing in-house staffing resources for the overall contract management (CM) oversight and administrative staff roles to support this Project, which consists of demolition and reconstruction of a new dam auxiliary spillway for a critical operational reservoir for Hetch Hetchy Water & Power. Additionally, in-house staffing resources will be used for overall safety and environmental oversight.

SFPUC Project Controls is not providing in-house staffing resources for scheduling support. In addition, other City departments do not have the in-house staffing resources and therefore HHWP require the need to contract out for scheduling support, and other supporting roles such as specialized experience in management and inspection expertise for heavy civil projects, in particular with dam spillways and overhead bridge construction.

The SFPUC's Construction Management Bureau (CMB) Manager regularly meets with SFPW's Infrastructure Design & Construction Deputy Director every two weeks to discuss staffing resources, availability, and overall general agency support for construction projects. When this Project was presented, PW did not provide any available, full-time staff to augment the SFPUC's existing project CM team.

MTA does not have the staff with experience of heavy civil construction, in particular with dam spillway construction, and DPW focuses more on roadwork as well as building/high-rise construction, rather than heavy civil construction.

Furthermore, this project is located in Moccasin, CA, located approximately 3 hours or 140 miles east of San Francisco, making remote support from downtown SF impractical. Historically, relocating existing employees for daily onsite work has been successful for limited or intermittent support, but this project will be several years long. Once complete, the specialized knowledge and experience specific to this project will no longer be required.

4. 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 with the following information:

- a. Date the position was vacant
- b. Current hiring plan to fill the position

Response: Per DHR, the City's vacancy dashboard should be referred to for any inquiries related to vacancy reports

5. 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.

Response: See staffing plan. In-house staff are assigned to:

- a. *The Regional Construction Manager provides overall project construction management operational oversight of the construction management team and construction project. Also, the Regional Construction Manager has financial oversight of the construction management contract and construction project. Support will be provided on a daily basis.*
- b. *Operational Administration support for the construction management contract and construction project. Support will be provided on a daily basis.*
- c. *Overall safety operational management of the construction management team and construction project. Support will be provided on a weekly basis at minimum, but also as-needed as well.*
- d. *Overall environmental oversight will be performed by the Environmental Project Manager and Environmental Construction Compliance Coordinator on a weekly and daily basis, respectively.*

6. Please provide a cost breakdown of City resources in going forward on the contract including what tasks, specifically a staffing plan.

Response: See staffing plan. In-house staff are assigned the overall project construction management operational oversight and administration as well as the overall safety management and environmental oversight.

7. Please provide the methodology that was used to arrive at the amount of \$26,000,000 and any documents that support this.

Response: See staffing plan. This Project is seeking CM staff augmentation resources.

Labor costs are calculated by estimated number of hours needed during the design review phase, CM/GC management and trade package setup phase, construction phase and project close out phase, with estimated hourly billing rates. Additional costs include direct reimbursable expenses and additional as-needed costs to cover extended shift work. Inflation for cost of living rises were also accounted for since the construction project spans 4-5 years.

In House Total CM Dollars	\$1,004,843.04	30.26
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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Jim Wang

Department Coordinator: Olga Mejia-Rocha,
OMejiaRocha@sfwater.org

Project Manager: Jim Wang

ServiceNow Number: DHRPSC0006321

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0351: SEP Facilities Improvements - Construction Management Staff Augmentation Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$25,500,000

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: The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Southeast Water Pollution Control Plant (SEP) Facilities Improvements projects. These facilities improvements projects include SEP 550 Booster Station interim Improvements, Facilities Security Improvements, SEP 940 Maintenance Building Interim Office Renovation, SEP 516 and 516A Sodium Bisulfite Storage Tanks and Fill Station, SEP Secondary Clarifiers Rehabilitation, Wastewater Facilities Security Enhancements, Wastewater Facility Wide Distributed Control System (DCS), SEP Outfall Condition Assessment and Rehabilitation, and North Point Facility Primary Sedimentation Reliability Upgrades. As part of the

SFPUC's Sewer System Improvement Program (SSIP), the existing facilities improvements are necessary to extend the useful life of these facilities, address health and safety improvements, enhance SEP facilities security, and ensure consistent and reliable operating process control system through wastewater assets. The CM staff augmentation services required for the SEP Facilities Improvements include construction resident engineering, office engineering services, field contract administration, construction contract administration, construction inspection, and project controls services.

Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and stormwater runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period.

The SFPUC will manage the staff augmentation team during the construction phase for these facilities improvements projects.

Why are these services required and what are the consequences of denial?: If these services are denied, there will be an impact to Project construction management staffing levels for the projects identified, thus resulting in construction delays, unmanaged and uninspected work, significantly increased construction costs, increased risks to quality control and assurance compliance, increased risk to personnel safety, as well as managing and mitigating public concerns.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 3

Why have you not hired City employees to perform the services?: The SFPUC continuously coordinates with San Francisco Public Works (SFPW) regarding its available staffing resources for SFPUC construction projects as well as continuing to fill vacancies in budgeted positions. The SFPUC does not have the staff resources to perform the required work. These services are needed to ensure compliance with contract specifications, drawings and procedures. Due to the unique complexities of the design and construction required for the Project, the City has determined that the Project requires specialized expertise and skill. If denied, there would not be adequate staff and the necessary CM expertise to manage the construction of this new treatment plant, thus increasing the overall likelihood of poor construction and inadequate performance of the Projects identified.

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: Over Threshold

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: 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 services are required on an as-needed, intermittent, and periodic basis to help accommodate PUC peak construction workload demands on various short-term capital projects in addition to providing expertise for the anticipated construction work.

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

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

Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and stormwater runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period.

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

Q5c1) Identify the classifications: 5241 - Engineer, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Q5c3) Why are they not able to perform the services?: Construction management services can and will be performed by City staff whenever possible. This request is meant to "augment" existing City staff on intermittent, short duration construction work when City staff is managing

other construction projects. The level of CM resources required for the project is not a long-term need that would warrant the hiring of new SFPUC personnel; these CM resources are needed in part due to peak workload staffing requirements resulting from the influx of Capital Improvement Program and SSIP construction projects, among others. There is more construction management work than can be performed by in-house SFPUC personnel. If City staffing resources are confirmed to be available prior to the start of construction, then City staff will be prioritized. Once construction begins, and if an SFPUC or SFPW staff person becomes available, then that person may be assigned to the Project to gain experience and training for similar work on future construction projects. Furthermore, this approach helps eliminate the need to contract out additional professional CM services.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: The SFPUC intends to address future, underdeveloped CM skill sets by directing the contractor to provide training in the areas of construction scheduling and/or cost estimation. The occupational types of City employees that will receive the training are primarily engineers (in all disciplines) and construction inspectors.

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: This is a one-time construction project, and the CM staff augmentation services supporting the Project will not be needed once it's completed.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 6319 - Senior Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/9/2026

Union Review End Date: 6/19/2026

Union Review Duration Met On: 6/19/2026

List of Previously Approved Contracts for Similar Services (Measured 3 years from the PSC Submission Date)

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Olga Mejia Rocha
PSC Coordinator Email:	OMejiaRocha@sfwater.org
PSC ServiceNow Record No.:	DHRPSC0006321

PSC Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000035018	11/26/2024	2/25/2029	\$ 10,720,500	42294 - 23/24	The construction management staff augmentation services required for the New CDD Campus at 2000 Marin Project included, but were not limited to, construction administration, construction inspection, construction contracts management, and project controls.
1000037681	12/18/2025	4/17/2029	\$ 4,985,000	DHRPSC0005085	The construction management staff augmentation services required for the Harrison/Treat Box Sewer Construction Management included, but were not limited to, construction administration, construction inspection, construction contracts management, and project controls.
1000038017	2/27/2026	6/27/2029	\$ 7,700,000	DHRPSC0005353	The construction management staff augmentation services required for the SEP-7 Operations, Engineering, and Maintenance Buildings Construction Management included, but were not limited to, construction administration, construction inspection, construction contracts management, and project controls.



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Date: July 8, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: Union Objection for PSC # DHRPSC0006321

The San Francisco Public Utilities Commission's (SFPUC) Personal Services Contract (PSC) No. DHRPSC0006321 was submitted for IFPTE Local 21 Union ("Union") review on 6/9/2026.

- On 6/15/2026, the Union objected to the PSC and requested to meet within 10 days.
- On 6/15/2026, SFPUC responded to the Union's objection and the SFPUC and Union agreed to meet on 6/24/2026.
- On 6/18/2026, SFPUC responded to the Union's request for information via email.
- On 6/24/2026, SFPUC and the Union met.

The Union had five calendar days from the 6/24/2026 meeting date to request a Fact Finder (7/1/2026) and did not. Accordingly, the SFPUC moved the PSC to the next step of the process.

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



From: [Kyger, Todd](#)
To: [Mejia Rocha, Olga](#); [Samuel Favela](#)
Cc: [Alicia Flores](#); [Duhe, Helen M](#); [Ureel, Samantha M](#); [Baker, Ethan J](#); [Kwon, Daniel](#); [Wang, Jim](#); [Ng, Melissa](#); [Hoffmann, Lucas](#); [Sanchez, Daniel](#)
Subject: RE: PUC [DHRPSC0006321] submitted for Union Review
Date: Thursday, June 18, 2026 2:49:12 PM
Attachments: [PRO.0351 Personal Service Contract Summary \(PSC Form 1\) Pre-Union.pdf](#)
[PRO.0351_PSC Submission List of Previously Approved Contracts.xlsx](#)
[PRO.0351 schedule 6-15-26.pdf](#)
[PRO.0328 - NCA \(Revised\) \(002\).pdf](#)
[PRO.0328+List+of+Prime+and+Subcontractors.pdf](#)
[PRO.0239 - NCA.pdf](#)
[PRO.0239+List+of+Prime+and+Subcontractors.pdf](#)
[PRO.0239+Supplier.pdf](#)
[Local 21 RFI for DHRPSC 0006321.pdf](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Sam,

Please see the PUC's response and other attachments which address the union's RFI.

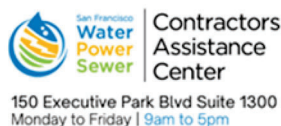
We look forward to meeting with Local 21 on **Wednesday, June 24, at 1 PM** to discuss the information and answer any other questions or concerns. Thank you!

Thanks, t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services



Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfgwater.org

From: Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>

Sent: Monday, June 15, 2026 11:46 AM

To: Samuel Favela <sfavela@ifpte21.org>; Kyger, Todd <TKyger@sfgwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Duhe, Helen M <HDuhe@sfgwater.org>; Ureel, Samantha M <SUreel@sfgwater.org>; Baker, Ethan J <EBaker@sfgwater.org>; Kwon, Daniel <DKwon@sfgwater.org>; Wang, Jim <JWang@sfgwater.org>; Ng, Melissa <MNg@sfgwater.org>; Hoffmann, Lucas <lhoffmann@sfgwater.org>

Subject: RE: PUC [DHRPSC0006321] submitted for Union Review

Hi all - Adding in attachments that were included with Samuel's email.

From: Mejia Rocha, Olga

Sent: Monday, June 15, 2026 11:39 AM

To: Samuel Favela <sfavela@ifpte21.org>; Kyger, Todd <TKyger@sfwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>; Duhe, Helen M <HDuhe@sfwater.org>; Ureel, Samantha M <SUreel@sfwater.org>; Baker, Ethan J <EBaker@sfwater.org>; Kwon, Daniel <DKwon@sfwater.org>; Wang, Jim <JWang@sfwater.org>; Ng, Melissa <MNg@sfwater.org>; Hoffmann, Lucas <lhoffmann@sfwater.org>

Subject: RE: PUC [DHRPSC0006321] submitted for Union Review

Hi Samuel,

I am copying Todd Kyger, PUC's Project Labor Agreement Administrator - he handles these requests and will be able to confirm meeting availability.

Todd, please see email below.

I am also copying some of my colleagues from the project team and contracts team for visibility. Please note that I will be out of the office 6/17 – 7/3, and Ethan Baker, copied as well, is the backup PUC PSC Coordinator.

Thank you,

Olga Mejia Rocha

Contract Administration Bureau

o: 415-934-5732 | **c:** 415-622-8435 | **e:** omejiarocha@sfwater.org



From: Samuel Favela <sfavela@ifpte21.org>

Sent: Monday, June 15, 2026 10:50 AM

To: Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Cc: Alicia Flores <aflores@ifpte21.org>

Subject: Fw: PUC [DHRPSC0006321] submitted for Union Review

This Message Is From an External Sender

This message came from outside your organization.

[Report Suspicious](#)



Hello Olga,

Local 21 would like to object to this PSC. Can we please schedule a meeting next week to discuss? We are free from 1-4pm, June 22nd-24th.

Can we please have these questions answered by Thursday EOD so we have time to look over it before the meeting:

- How many hours and the number of staff will this take to complete?
- What level of seniority will these contracted workers have? Will they manage anyone?
- If this work will take around 7 years, why can't these workers be hired for two cycles as Cat18 workers for the City?
- 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.
- What city classifications, departments or entities performed this service in the past.
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services.
- A list of department decision makers who determined the need to contract out this service.
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- Department budget for fiscal year 2025, 2026, 2027
- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables.
- Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted
- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how.

Thank you!

-Sam

Samuel Favela ([he/they/Sam](#))
SF Field Organizer, IFPTE Local 21
Main: (415) 914-7344
Join Us: www.ifpte21.org/join/



From: L21PSC Review <L21PSCReview@ifpte21.org>
Sent: Tuesday, June 9, 2026 10:58 AM
To: Samuel Favela <sfavela@ifpte21.org>; Alicia Flores <aflores@ifpte21.org>
Cc: Mark Weirick <mweirick@ifpte21.org>
Subject: Fw: PUC [DHRPSC0006321] submitted for Union Review

Malika Demings
Administrative/Organizing Assistant
IFPTE Local 21
Main: 415-864-2100
Direct: 415-914-7359
mdemings@ifpte21.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Tuesday, June 9, 2026 10:00 AM
To: JWang@sfgov.org <JWang@sfgov.org>; DSanchez@sfgov.org <DSanchez@sfgov.org>; lhoffmann@sfgov.org <lhoffmann@sfgov.org>; DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; ebaker@sfgov.org <ebaker@sfgov.org>; hduhe@sfgov.org <hduhe@sfgov.org>; TKyger@sfgov.org <TKyger@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; SUreel@sfgov.org <SUreel@sfgov.org>; MNg@sfgov.org <MNg@sfgov.org>; OMejiaRocha@sfgov.org <OMejiaRocha@sfgov.org>
Subject: PUC [DHRPSC0006321] submitted for Union Review

Hello union representatives,

PUC is requesting your review of PSC [DHRPSC0006321]. 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 2026-06-19. 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: DHRPSC0006321 v 0.01

Description of Proposed Work: PRO.0351: SEP Facilities Improvements - Construction Management Staff Augmentation Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: PUC

Dept PSC Coordinator: Olga Mejia-Rocha

Dept PSC Coordinator Email: OMejiaRocha@sfwater.org

Dept PSC Coordinator Phone: +1 (415) 558-4331

PSC Amount: \$25,500,000.00

PSC Duration (months): 84

Funding Source(s): City Funds

Scope of Work: The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of a qualified Proposer to provide construction management (CM) staff augmentation services for the Southeast Water Pollution Control Plant (SEP) Facilities Improvements projects. These facilities improvements projects include SEP 550 Booster Station interim Improvements, Facilities Security Improvements, SEP 940 Maintenance Building Interim Office Renovation, SEP 516 and 516A Sodium Bisulfite Storage Tanks and Fill Station, SEP Secondary Clarifiers Rehabilitation, Wastewater Facilities Security Enhancements, Wastewater Facility Wide Distributed Control System (DCS), SEP Outfall Condition Assessment and Rehabilitation, and North Point Facility Primary Sedimentation Reliability Upgrades. As part of the SFPUC's Sewer System Improvement Program (SSIP), the existing facilities improvements are necessary to extend the useful life of these facilities, address health and safety improvements, enhance SEP facilities security, and ensure consistent and reliable operating process control system through wastewater assets. The CM staff augmentation services required for the SEP Facilities Improvements include construction resident engineering, office engineering services, field contract administration, construction contract administration, construction inspection, and project controls services. Construction management skills include contract administration, inspection services, contracts management, and project controls with expertise in wastewater treatment facility construction, specifically treatment plant construction, including: contractor means and methods, safety regulations, water quality standards, compliance with State and Federal regulations applicable to the treatment and disposal of sewage and stormwater runoff, system shutdowns and start-up procedures, equipment and performance testing, compliance with the latest building codes, and claims expertise. These specialized skills and knowledge

are essential for building the wastewater treatment plant and maintaining treatment services for San Francisco customers during the overall construction period. The SFPUC will manage the staff augmentation team during the construction phase for these facilities improvements projects.

Job Class(es): 6318 - Construction Inspector, 6319 - Senior Const Inspector, 5241 - Engineer, 5207 - Assoc Engineer

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:TIS6718516_y6VX82jTNadlXzXANXvc

Please see response notes of the Union questions per our discussion. I'm also attaching my response to the As-Needed PSC. I'll submit my responses to WEPS tomorrow morning.

- How many hours and the number of staff will this take to complete? **Response: See staffing plan of projects listed for PRO.0351. Labor costs are calculated by estimated number of hours needed during the construction projects, which include construction and project close out phases.**
- What level of seniority will these contracted workers have? Will they manage anyone? **Contracted workers will not manage. The CM Teams are managed by City-staff Leads.**
- If this work will take around 7 years, why can't these workers be hired for two cycles as Cat18 workers for the City? **Construction project duration + closeout + actively preventing delays. Most construction projects are either currently active or pending NTP. Driving duration for 7 years is an existing design build project with a projected end date of April 2032.**
- 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. **Please see 3 similar contracts – PRO.0239, PRO.0271, PRO.0328.**
- What city classifications, departments or entities performed this service in the past. **Response: SFPUC and DPW; (CMB classifications: 6318/6319, 5203, 5207, 5241)**
- Any department documents including strategic plans, department policies and procedures, legal and funding requirements, audits, etc that led to the decision to contract out said services. **Response: Please see SFPUC Construction Management Procedures - sfpuc.gov/sites/default/files/construction-and-contracts/CM-Procedures_CompGuide_Rev4.pdf.**
- A list of department decision makers who determined the need to contract out this service. **Response: SFPUC Construction Management Bureau (CMB): Algynon Collymore (CMB Manager) and Jim Wang (Regional Construction Manager for SEP, North Point Facilities and Treasure Island Facilities).**
- Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future. **Response: Staffing forecasts are based on construction projects identified in the 10-year capital plan. Based on the current capital plan schedules, the demand for CM staffing exponentially exceeds the availability of City staff.**

- Department budget for fiscal year 2025, 2026, 2027: **Response:** PUC Department budget, please note FY2027 has not been released <https://www.sfpuc.gov/about-us/reports/operating-and-capital-budgets>
- Evaluation metrics and impact analysis conducted to assess the contractor's performance and service deliverables. **Response:** The Consultant Performance Evaluations assess the contractor's performance in evaluation categories including quality of service, schedule management, cost management, scope management, staff and resources, and value of services.
- Timeline for hiring the city positions needed to carry out this work at the conclusion of the PSC, if these positions have been budgeted and approved for hiring, and the status of the positions being posted **Response:** Per DHR, the City's vacancy dashboard should be referred to for any inquiries related to vacancy reports.
- Timeline for knowledge transfer of work to city employees, including what employees or positions would receive it and how. **Response:** The SFPUC intends to address future underdeveloped CM skill sets by directing the contractor to provide training in the areas of construction scheduling and/or cost estimation. The occupational types of City employees that will receive the training are primarily engineers (in all disciplines) and construction inspectors.

Contract No.	Project Title	Mar-17	Thru	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Thru	Aug-26	Sep-26	Thru	Aug-27	Sep-27	Thru	Oct-28	Nov-28	Dec-28	Jan-29	Feb-29	Mar-29	Apr-29	May-29	Jun-29	Jul-29	Thru	Feb-30	Mar-30	Thru	Apr-32	May-32	
WW-767R	SEP Booster Station Interim Improvements																																			
WW-789R	SEP 516 and 516A Sodium Bisulfite Storage Tanks (outdated)																																			
WW-758	SEP Maint. Bldg Interim Office Improvements																																			
DB-126	Treatment Plants DCS support & Upgrades Project																																			
DB-140	Secondary Clarifiers (SEP 230)																																			
DB-136	SEP, Booster Station, and BFS Security Enhancement																																			
WW-800	North Point Facility Primary Sedimentation Reliability Upgrades																																			

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: REC

Submitted By: Bridget Webster

Department Coordinator: Sean McFadden,
sean.mcfadden@sfgov.org

Project Manager: Taylor Emerson

ServiceNow Number: DHRPSC0006388

Version: 0.01

Version Type: New

Brief description of proposed work: Execute certain portions of a charter-mandated Recreation Assessment; specifically: 1) Lead a community outreach process, including a public survey and public focus groups to assess public opinion on RPD's recreational programming; 2) Engage Department staff in one on one interviews and staff focus groups to assess staff insights on successes and challenges in delivering recreational programs to meet public demand; 3) Perform analysis of existing facilities capacity, recreational programs, and staffing; identify redundancies and gaps and create an efficient staffing model for the future; 4) Research, analyze and provide a formal report on program delivery, portfolio development and cost/benefit/subsidy practices at five peer cities; 5) Facilitate RPD leadership staff in a SWOT analysis, and 6) Produce a summary report of all of the above to be submitted to the BOS.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$300,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 12

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Execute certain portions of a charter-mandated Recreation Assessment; specifically: 1) Lead a community outreach process,

Post Union Notification

including a public survey and public focus groups to assess public opinion on RPD's recreational programming; 2) Engage Department staff in one on one interviews and staff focus groups to assess staff insights on successes and challenges in delivering recreational programs to meet public demand; 3) Perform analysis of existing facilities capacity, recreational programs, and staffing; identify redundancies and gaps and create an efficient staffing model for the future; 4) Research, analyze and provide a formal report on program delivery, portfolio development and cost/benefit/subsidy practices at five peer cities; 5) Facilitate RPD leadership staff in a SWOT analysis, and 6) Produce a summary report of all of the above to be submitted to the BOS.

Why are these services required and what are the consequences of denial?: To meet the requirements of the San Francisco Charter, Park Code Section 3.18, RPD is required to conduct a formal Recreation Assessment every five years to understand the public's opinion of programs, facility conditions, and the need for, and priority of, changes to programs, parks, and facilities. In a time of scarce resources, understanding the public's priorities will facilitate efficient resource allocation and maximize customer satisfaction within our current and future funding capacity. Without this assessment, the Department will not be able to 1) improve its program delivery to meet current public demand and priorities; 2) improve allocation of staff and space resources to more efficiently deliver recreational services; and 3) make investment and funding decisions that are informed by public priorities

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: No

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?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: This is a significant, one-time, specialized project requiring a range of skills and knowledge. Park Code 3.18(c) envisions performance of this mandate by a contractor by saying, "(c) The Recreation and Park Department shall include the cost of the survey in its budget estimate for the fiscal year in which the survey will be conducted." As such, RPD has added the cost to our FY27 budget

proposal. Although a variety of staff may be able to contribute to this effort, the ability to assess and provide recommendations from a third party perspective is imperative to move the program forward

Q5c) How will you ensure the services aren't needed once this PSC request has ended?:

Assessment is needed once every five years.

Q5d) Describe the required skills and expertise needed to perform the services: Survey development and analysis of results; facilitation skills; expertise in culturally relevant outreach in a wide array of communities; knowledge of and familiarity with complex parks and recreation systems; complex data analysis with large data sets; expertise with financial modeling and resource allocation; knowledge of Geographic Information Systems (GIS); research and analysis skills; report production + visualizations

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsherriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 6/4/2026

Union Review End Date: 6/11/2026

Union Review Duration Met On: 6/11/2026

DHRPSC0006388 REC Assessment Project Memo

Why no job classes can do this work:

This is a significant, one-time, specialized project requiring a range of skills and knowledge. Park Code 3.18(c) envisions performance of this mandate by a contractor by saying, “(c) The Recreation and Park Department shall include the cost of the survey in its budget estimate for the fiscal year in which the survey will be conducted.” As such, RPD has added the cost to our FY27 budget proposal. Although a variety of staff may be able to contribute to this effort, the ability to assess and provide recommendations from a third party perspective is imperative to move the program forward.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: REC

Submitted By: Sean McFadden

Department Coordinator: Sean McFadden,
sean.mcfadden@sfgov.org

Project Manager: Felix Tong

ServiceNow Number: DHRPSC0006387

Version: 0.01

Version Type: New

Brief description of proposed work: The scope of work for this project includes assessment and technical analysis to help support the Coastal Development Permit renewal and the associated Pacifica Local Coastal Plan Compliance, as well as analyze a range of alternatives to form the basis for future planning for the SHarp Park Berm structure. As part of this (and to support our application), the consultant shall provide the analysis needed to understand coastal and flood hazards, and the identification and description of options to adapt to projected Sea Level Rise (SLR) in light of California Coastal Commission policies and the March 2025 City of Pacifica Local Coastal Land Use Plan (LCLUP) coastal hazard policies CR-I-19 through CR-I-37. This analysis should serve as a continuation of previous evaluations of the berm conducted by consultants in 2009 and 2023.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$250,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The scope of work for this project includes assessment and technical analysis to help support the Coastal Development

Permit renewal and the associated Pacifica Local Coastal Plan Compliance, as well as analyze a range of alternatives to form the basis for future planning for the Sharp Park Berm structure. As part of this (and to support our application), the consultant shall provide the analysis needed to understand coastal and flood hazards, and the identification and description of options to adapt to projected Sea Level Rise (SLR) in light of California Coastal Commission policies and the March 2025 City of Pacifica Local Coastal Land Use Plan (LCLUP) coastal hazard policies CR-I-19 through CR-I-37. This analysis should serve as a continuation of previous evaluations of the berm conducted by consultants in 2009 and 2023.

Why are these services required and what are the consequences of denial?: The Coastal Development Permit for the berm expires in 2027, and a renewal permit is required to continue operation.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: Marine Coastal engineering is a specialized engineering discipline that is only occasionally required for projects under Recreation and Park oversight. Public Works does not have staff with experience in this discipline.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

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?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: Required for renewal of Coastal Development Permit.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: Permit will be renewed and a long term plan will be implemented.

Q5d) Describe the required skills and expertise needed to perform the services: Extensive Marine Coastal Engineering expertise related to structural and potential sea level rise conditions.
Q5e) Does the Department have employees with the required skills and expertise?: No
Q5f) not needed
Q5g) Will the services terminate upon resolution of the situation?: Yes

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5212 - Engineer/Architect Principal, 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: 6/3/2026

Union Review End Date: 6/13/2026

Union Review Duration Met On: 6/13/2026

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Henry Gong

Department Coordinator: Henry Gong,
henry.gong@sfgov.org

Project Manager: Johnathan Worthge

ServiceNow Number: DHRPSC0006430

Version: 0.01

Version Type: New

Brief description of proposed work: Sheriff's Office is proposing to procure drones for perimeter and yard overwatch, thermal sweeps, and situational awareness. The drones comes with ancillary software licenses, services and subscription associated with the support deployment, in-person training and Drone as First Responder Solution. The drones will be off-the-shelf and does not require software customization beyond support.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$210,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$101,000
- Cloud-Based Software Licenses and Support (without Professional Services): \$58,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

Funding

Funding Source: State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Sheriff's Office will utilize the drones in three (3) areas:

- 1) Complex Security: Utilize drone for rapid perimeter/yard overwatch, alarm response, and thermal sweeps (fence line, roof, brush) that will double as an early fire-notification layer at County Jail #3 located in San Bruno, CA.

Post Union Notification

- 2) Interior Security: Deploy at County Jail Facilities to stabilize incidents using perch-and-talk de-escalation, bird's eye view of disturbances for tactical planning and situational awareness.
- 3) Field Support: Deploy interior drone during evictions with pre-entry overwatch and post-action documentation. Routine security sweeps and evacuation assistance (egress visibility). Provide security and situational awareness at events that are potential targets of domestic or international terrorists.

Why are these services required and what are the consequences of denial?: The consequences of denying the procurement of the drones by the Sheriff's Office would result in diminished tactical awareness, slower response times to critical jail incidents or community operations, and reduced capabilities during natural disaster response. Drones allows the Department to safely track, monitor, and de-escalate dangerous events without direct physical confrontation.

The Sheriff's Office will be exposed to higher levels of danger when entering unknown, barricaded, or high-risk situations.

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: No

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?: Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org,

Post Union Notification

jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 6/30/2026

Union Review End Date: 7/7/2026

Union Review Duration Met On: 7/7/2026



MEMORANDUM

Sole Source Justification

Submitted by: Skydio, Inc.

Submitted to: San Francisco Sheriff's Office

Date: February 10, 2026

I. Purpose of Memorandum

Skydio, Inc. ("Skydio") submits this Memorandum in support of a request by the City of San Francisco Sheriff's Office ("SFSO") for approval of a sole source procurement of an integrated, autonomous aerial response capability consisting of the Skydio® X10 Unmanned Aerial System (UAS), Skydio R10 UAS, Skydio Dock, and Skydio DFR Command software.

This Memorandum provides specific and comprehensive information demonstrating that the described goods and services are available from only one manufacturer and/or contain essential design, performance, and proprietary features that cannot be reasonably satisfied by alternative manufacturers.

II. Scope of Goods and Services

The scope of this sole source justification is limited to the following Skydio products and services, which together comprise an integrated autonomous aerial response capability:

- **Skydio X10 UAS**, for outdoor operations;
- **Skydio R10 UAS**, for indoor and confined-space operations;
- **Skydio Dock**, enabling autonomous launch, charging, and readiness; and
- **Skydio DFR Command software**, including capabilities integral to operate, manage, and update such platforms.



This justification does not extend to unrelated Skydio product lines or future platforms.

III. Applicable Legal Authority

This procurement qualifies for sole source treatment under the following provisions of the San Francisco Administrative Code:

- **§21.5(b) – Sole Source**, where goods or services are available from only one source or where essential design or performance features cannot be satisfied by alternatives; and
- **§21.30(d) – Software-Related Sole Source**, where proprietary software and related support may only be provided by a single entity.

IV. Basis for Sole Source Determination

A. Proprietary AI-Based Autonomy and Obstacle Avoidance

Description of Technology

The Skydio X10 incorporates a proprietary, onboard, artificial intelligence (AI) and computer-vision system utilizing multiple navigation cameras to generate a real-time, 360-degree spatial model of the operating environment. This enables the UAS to detect, classify, and avoid obstacles (such as buildings, bridges, trees, wires, and other hazards) autonomously, without reliance on human pilot input.

The Skydio R10 incorporates the same proprietary, onboard AI and computer-vision autonomy stack as the X10, specifically adapted for indoor and confined-space operations. Using an integrated array of navigation cameras, the R10 generates a real-time, 180-degree spatial model optimized for hallways, stairwells, and cluttered interior environments where GPS is unavailable and obstacles are in close proximity. This enables autonomous obstacle detection and avoidance in



environments where manual flight presents elevated risks to public safety officers and occupants.

The autonomy operates entirely onboard the UAS, without dependence on remote processing or remote sensors.

Operational Requirement for SFSO

SFSO intends to operate X10 UAS assets in dense urban environments, often in proximity to people, infrastructure, and other aircraft.

Autonomous obstacle avoidance materially reduces collision risk, mitigates risk to the public, and reduces reliance on highly specialized pilot skills. This capability is particularly critical for emergency response missions where pilot workload, stress, and environmental complexity are often elevated.

SFSO intends to operate R10 UAS assets in complex indoor environments, including multi-story buildings, custodial facilities, stairwells, hallways, and other confined spaces encountered during warrant service, barricaded subject incidents, and related operations.

In these environments, manual UAS flight would significantly increase the risk of collision, loss of UAS, and related failure to achieve operational objectives. Autonomous obstacle avoidance is therefore a necessity, not an optional feature.

Sole Source Justification

While other manufacturers offer limited obstacle sensing or pilot-assistance features, Skydio's fully autonomous, onboard, AI-driven obstacle avoidance system is proprietary and protected by multiple patents held by Skydio. No other manufacturer offers a comparable system that enables sustained autonomous navigation through dense urban and indoor environments without continuous pilot obstacle management.



Skydio's request for sole-source procurement is based on a demonstrable combination of (1) discrete, novel inventions that are protected by issued patents and published patent applications owned or exclusively licensed to Skydio, and (2) a production-grade, system-level Autonomy Core that Skydio maintains as confidential trade secret. The combination of patented technology and trade-secret engineering is not substitutable by off-the-shelf components, third-party modules, or competitor implementations. For these reasons, no other manufacturer currently offers a single, production-deployed ecosystem that provides the same set of capabilities across both outdoor and indoor/confined environments while also providing dock-based readiness and the integrated command-and-control functionality required for DFR operations.

Skydio has attached a supporting Appendix, entitled "Appendix — Intellectual Property Supporting Sole Source Procurement," which identifies some of Skydio's key proprietary capability areas and provides a non-exhaustive list of representative U.S. issued patents and published U.S. patent applications that protect those capabilities.

B. Autonomous Navigation to Incident Locations ("Pathfinder")

Description of Technology

The Skydio X10 also integrates proprietary autonomy software that combines onboard computer vision with outdoor terrain, mapping, and geo-operational constraints to plan and execute flight paths from a launch location to a designated destination and return, without real-time pilot navigation or intervention.

Operational Requirement for SFSO

Rapid response to incidents across the city is a core operational requirement. Autonomous navigation allows UAS to reach incident locations more quickly and consistently than manual flight, particularly when operating beyond visual line of sight (BVLOS) or when pilots are managing multiple, concurrent tasks.



Sole Source Justification

This autonomous dispatch-to-destination capability is natively integrated and cannot be replicated through third-party software or retrofitted onto other platforms. No alternative vendor provides an operationally comparable, production-deployed system capable of autonomous end-to-end navigation in dense urban environments.

C. Nighttime Autonomous Operation Using Infrared and/or Visible Spectrum Light (“NightSense”)

Description of Technology

The Skydio X10 is capable of autonomous navigation and obstacle avoidance in low-light and near-darkness conditions through the use of infrared (IR) sensing integrated into its onboard autonomy stack.

The Skydio R10 also incorporates this capability as a native, integrated component of its autonomy system. It uses visible-light based perception to enable autonomous obstacle detection and avoidance in low-light and near-darkness environments commonly encountered in indoor and confined-space operations, including structures without ambient lighting, and enclosed areas where the use of visible illumination may be impractical or tactically undesirable.

In both platforms, NightSense operates entirely onboard the UAS and does not rely on external lighting, GPS, or remote processing.

Operational Requirement for SFSO

Many law enforcement operations occur during nighttime hours or in environments with limited or no lighting. Manual flight in such conditions presents heightened risks of collision, loss of UAS, or injury to persons.

NightSense-enabled autonomous navigation materially improves operational safety by allowing both Skydio X10 and Skydio R10 UAS to detect and avoid obstacles without reliance on pilot vision or external illumination.



Sole Source Justification

Skydio's NightSense capability, providing autonomous obstacle avoidance in low-light and zero-light conditions using onboard infrared and/or visible light perception, is proprietary and integrated directly into the flight control systems of the Skydio X10 and Skydio R10 UAS. While other manufacturers may offer thermal imaging for observation, no alternative platform provides autonomous navigation and obstacle avoidance in darkness for both outdoor urban environments and confined indoor spaces as part of a single, production-deployed platform.

As a result, this capability cannot be substituted, replicated, or provided through third-party software or hardware and is available only from Skydio.

D. Dock-Based Autonomous Launch

Description of Technology

The Skydio Dock for X10 is an integrated hardware system that enables autonomous UAS launch, landing, charging, environmental protection, and data transfer without on-site human interaction.

Operational Requirement for SFSO

Dock-based operations are essential for rapid deployment, near-continuous availability, and reduced staffing requirements. Autonomous docking enables UAS to remain ready and available at pre-planned locations and deployed immediately in response to incidents.

Sole Source Justification

The Skydio Dock is designed exclusively for the X10 UAS and relies on proprietary hardware, firmware, and autonomy software. Dock-based autonomous operations cannot be achieved through third-party docking solutions or with other manufacturers' equipment.



E. Skydio DFR Command Software (Proprietary Control and Management Platform)

Description of Technology

Skydio DFR Command is the proprietary software platform required to remotely operate, manage, and update Skydio X10 UAS, Skydio R10 UAS, and Dock systems. Capabilities include secure, remote control over the internet, fleet management, native integrations with third-party public safety systems to enable operational workflows and data exchange, airspace awareness, software updates, and one-to-many operator control.

No third-party or alternative software platform is capable of operating or managing these systems or deploying required software updates and security patches.

Operational Requirement for SFSO

DFR Command is required to enable remote operations, centralized fleet oversight, and compliance with aviation safety requirements. It is also a mechanism through which Skydio deploys software updates and security patches.

Sole Source Justification

DFR Command is proprietary software licensed and supported solely by Skydio. Under Administrative Code §21.30(d), proprietary software and related support that can only be provided by the manufacturer qualifies for sole source procurement.

F. Manufacturer-Provided Maintenance, Warranty, and Support

Description of Services

Skydio provides warranty coverage, replacement services, and maintenance for the Skydio X10, Skydio R10, and Skydio X10 Dock systems. Certain repairs and maintenance actions must be performed by Skydio-trained personnel to preserve airworthiness and warranty coverage.



Operational Requirement for SFSO

UAS platforms are safety-critical systems. Manufacturer-provided maintenance ensures reliability, regulatory compliance, and operational continuity.

Sole Source Justification

Maintenance and warranty services for proprietary hardware and software must be performed by or through the manufacturer. Alternative service providers cannot perform these services without voiding warranties or compromising system integrity.

V. Efforts to Identify Alternatives

Skydio is aware of other UAS manufacturers in the public safety market. However, Skydio is not aware of any that offers a single, production-deployed UAS ecosystem capable of meeting SFSO's operational requirements across both outdoor and indoor environments.

Specifically, potential alternatives do not provide a unified platform that combines all of the following, required capabilities:

- Fully onboard, AI-based autonomous obstacle avoidance for both dense urban outdoor environments and GPS-denied indoor or confined spaces;
- Autonomous navigation to and from incident locations without continuous pilot intervention;
- Autonomous operation in low-light and no-light conditions using onboard infrared and/or visible-light based perception for both outdoor and interior missions;
- Dock-based autonomous launch, recovery, charging, and persistent readiness for rapid response; and
- A single, integrated, proprietary command-and-control software platform required to operate, manage, secure, and update all UAS assets within the system.



www.skydio.com

Skydio, Inc.
3000 Clearview Way,
San Mateo, CA 94402
650-485-3890

As such, no alternative manufacturer can reasonably meet SFSO's operational requirements.

VI. Conclusion

For the reasons described above, the Skydio X10 UAS, Skydio R10 UAS, Skydio Dock, and Skydio DFR Command software satisfy the requirements of a sole source procurement under San Francisco Administrative Code Chapter 21. We therefore respectfully request approval of this sole source justification.



Appendix A – Intellectual Property Supporting Sole Source Procurement

This appendix summarizes representative United States patents and published patent applications that cover key proprietary capabilities described in the Memorandum. These patents demonstrate that the cited capabilities are protected by Skydio-owned intellectual property and are not reasonably available from alternative manufacturers.

A. Autonomous Navigation and Obstacle Avoidance

- US 11,858,628
- US 11,126,182
- US 12,416,918
- US 12,367,670
- US 12,271,208

B. Autonomous Dispatch and Route Planning (Pathfinder)

- US 10,599,161
- US 11,017,679
- US 12,397,938
- US 12,282,989
- US 9,406,237

C. Nighttime and Low-Light Autonomous Operation (Infrared-Based)

- US 12,266,131
- US 12,249,139
- US 11,861,896
- US 11,906,639
- US 12,292,520

D. Dock-Based Autonomous Launch, Recovery, and Charging

- US 12,296,981
- US 12,378,002
- US 12,409,949



- US 11,755,041
- US 12,296,951
- US 12,548,327

E. Remote Command, Fleet Management, and Control Software (DFR Command)

- US 12,007,763
- US 11,610,495
- US 10,755,585
- US 12,230,149
- US 11,915,598
- US 12,292,737
- US 11,897,607

Note: This list is representative and non-exhaustive. Additional U.S. patents and applications further protect the cited capabilities. All referenced intellectual property is owned by Skydio, Inc.



Q-845156-46162.JP

Issued: 05/20/2026

Quote Expiration: 06/30/2026

Estimated Contract Start Date: 08/01/2026

Account Number: 133567

Payment Terms: N30

Mode of Delivery: AUTO-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
San Francisco County Sheriff's Dept. - CA 1 Moreland Dr San Bruno, CA 94066-1670 USA	San Francisco County Sheriff's Dept. - CA 1 CARLTON B GOODLETT PL SAN FRANCISCO CA 94102-4605 USA Email:	Megan Hardisty Phone: +1 4802537854 Email: mhardisty@axon.com Fax:	Henry Gong Phone: (415) 554-7241 Email: henry.gong@sifgov.org Fax: (415) 554-7050

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Quote Summary

Program Length	24 Months
TOTAL COST	\$201,044.58
ESTIMATED TOTAL W/ TAX	\$209,737.08

Discount Summary

Average Savings Per Year	\$5,002.27
TOTAL SAVINGS	\$10,004.54

Payment Summary

Date	Subtotal	Tax	Total
Jul 2026	\$100,522.29	\$4,346.25	\$104,868.54
Jul 2027	\$100,522.29	\$4,346.25	\$104,868.54
Total	\$201,044.58	\$8,692.50	\$209,737.08

Quote Unbundled Price: \$211,049.12
 Quote List Price: \$211,049.12
 Quote Subtotal: \$201,044.58

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
102471	AXON AIR - SKYDIO R10 PATROL HW KIT	4			\$8,000.00	\$7,600.00	\$30,400.00	\$2,850.00	\$33,250.00
102768	AXON AIR - SKYDIO X10 DOCK DFR HW KIT	1			\$65,600.00	\$62,320.00	\$62,320.00	\$5,842.50	\$68,162.50
A la Carte Software									
102639	AXON AIR - SKYDIO CONNECT FUSION+ FOR X10	1	24		\$81.60	\$81.60	\$1,958.40	\$0.00	\$1,958.40
102656	AXON AIR - AXON EVIDENCE UNLIMITED DATA STORAGE PER DRONE	5	24		\$35.70	\$33.92	\$4,069.80	\$0.00	\$4,069.80
102766	AXON AIR - SKYDIO X10 DOCK DFR SUBSCRIPTION PLAN W/ DATA	1	24		\$2,273.33	\$2,159.66	\$51,831.92	\$0.00	\$51,831.92
A la Carte Services									
12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1			\$2,500.00	\$2,375.00	\$2,375.00	\$0.00	\$2,375.00
102527	AXON AIR - SKYDIO PARACHUTE PLAN FOR X10	1	24		\$132.60	\$125.97	\$3,023.28	\$0.00	\$3,023.28
101246	AXON AIR - SKYDIO X10 IN-PERSON TRAINING	1			\$9,000.00	\$9,000.00	\$9,000.00	\$0.00	\$9,000.00
102666	AXON AIR - SKYDIO X10 DOCK DFR SERVICES - PREMIUM SOLUTION	1	24		\$1,581.85	\$1,502.76	\$36,066.18	\$0.00	\$36,066.18
Total							\$201,044.58	\$8,692.50	\$209,737.08

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	102471	AXON AIR - SKYDIO R10 PATROL HW KIT	4	1	07/01/2026
A la Carte	102768	AXON AIR - SKYDIO X10 DOCK DFR HW KIT	1	1	07/01/2026

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	102639	AXON AIR - SKYDIO CONNECT FUSION+ FOR X10	1	08/01/2026	07/31/2028
A la Carte	102656	AXON AIR - AXON EVIDENCE UNLIMITED DATA STORAGE PER DRONE	5	08/01/2026	07/31/2028
A la Carte	102766	AXON AIR - SKYDIO X10 DOCK DFR SUBSCRIPTION PLAN W/ DATA	1	08/01/2026	07/31/2028

Services

Bundle	Item	Description	QTY
A la Carte	101246	AXON AIR - SKYDIO X10 IN-PERSON TRAINING	1

Services

Bundle	Item	Description	QTY
A la Carte	102527	AXON AIR - SKYDIO PARACHUTE PLAN FOR X10	1
A la Carte	102666	AXON AIR - SKYDIO X10 DOCK DFR SERVICES - PREMIUM SOLUTION	1
A la Carte	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	1 Moreland Dr	San Bruno	CA	94066-1670	USA

Payment Details

Jul 2026					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Annual Payment 1	101246	AXON AIR - SKYDIO X10 IN-PERSON TRAINING	1	\$4,500.00	\$4,500.00
Annual Payment 1	102471	AXON AIR - SKYDIO R10 PATROL HW KIT	4	\$15,200.00	\$16,625.00
Annual Payment 1	102527	AXON AIR - SKYDIO PARACHUTE PLAN FOR X10	1	\$1,511.64	\$1,511.64
Annual Payment 1	102639	AXON AIR - SKYDIO CONNECT FUSION+ FOR X10	1	\$979.20	\$979.20
Annual Payment 1	102656	AXON AIR - AXON EVIDENCE UNLIMITED DATA STORAGE PER DRONE	5	\$2,034.90	\$2,034.90
Annual Payment 1	102666	AXON AIR - SKYDIO X10 DOCK DFR SERVICES - PREMIUM SOLUTION	1	\$18,033.09	\$18,033.09
Annual Payment 1	102766	AXON AIR - SKYDIO X10 DOCK DFR SUBSCRIPTION PLAN W/ DATA	1	\$25,915.96	\$25,915.96
Annual Payment 1	102768	AXON AIR - SKYDIO X10 DOCK DFR HW KIT	1	\$31,160.00	\$34,081.25
Annual Payment 1	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$1,187.50	\$1,187.50
Total				\$100,522.29	\$104,868.54

Jul 2027					
Invoice Plan	Item	Description	Qty	Subtotal	Total
Annual Payment 2	101246	AXON AIR - SKYDIO X10 IN-PERSON TRAINING	1	\$4,500.00	\$4,500.00
Annual Payment 2	102471	AXON AIR - SKYDIO R10 PATROL HW KIT	4	\$15,200.00	\$16,625.00
Annual Payment 2	102527	AXON AIR - SKYDIO PARACHUTE PLAN FOR X10	1	\$1,511.64	\$1,511.64
Annual Payment 2	102639	AXON AIR - SKYDIO CONNECT FUSION+ FOR X10	1	\$979.20	\$979.20
Annual Payment 2	102656	AXON AIR - AXON EVIDENCE UNLIMITED DATA STORAGE PER DRONE	5	\$2,034.90	\$2,034.90
Annual Payment 2	102666	AXON AIR - SKYDIO X10 DOCK DFR SERVICES - PREMIUM SOLUTION	1	\$18,033.09	\$18,033.09
Annual Payment 2	102766	AXON AIR - SKYDIO X10 DOCK DFR SUBSCRIPTION PLAN W/ DATA	1	\$25,915.96	\$25,915.96
Annual Payment 2	102768	AXON AIR - SKYDIO X10 DOCK DFR HW KIT	1	\$31,160.00	\$34,081.25
Annual Payment 2	12021	AXON AIR - PROFESSIONAL IMPLEMENTATION	1	\$1,187.50	\$1,187.50
Total				\$100,522.29	\$104,868.54

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Rewrite Estimates

Estimated Amounts and Contract Terminations. Any amounts stated as due under existing or terminated contracts — including contract transfer balances carried forward to new or pending contracts — are estimates based on payments received as of the calculation date. These estimates may be adjusted if new contracts are not executed on the anticipated dates or if expected payments are not made.

Refresh Shipment Timing

Technology Assurance Plan (TAP) Refresh Prior to Renewal. For Customers with expiring agreements that include TAP refresh rights, Axon may, in its discretion, ship refresh hardware under the existing contract while renewal or replacement agreements are in progress. Any such shipments will be deemed made under the terms of the existing contract until the new contract is fully executed, after which any applicable updates, fees, or adjustments will apply.

Shipment Timing

Shipment Variance. Estimated shipment dates are provided for planning purposes only and are not guarantees. Axon may ship hardware before or after the estimated shipment date, and failure to meet an estimated shipment date will not, by itself, constitute a breach, provided Axon uses commercially reasonable efforts to meet estimated shipment dates.

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Signature

Date Signed

5/20/2026



Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: TIS

Submitted By: Ken Edhammer

Department Coordinator: Jolie Gines,
jolie.gines@sfgov.org

Project Manager: Glacier Ybanez

ServiceNow Number: DHRPSC0006416

Version: 0.01

Version Type: New

Brief description of proposed work: Technological Professional Services for Cisco Systems, Consulting, Pre-sales design, advanced maintenance and support, and Training Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$40,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$15,000,000
- On-premise Software Licenses: \$5,000,000
- On-premise Software Support (without Professional Services): \$5,000,000
- Cloud-Based Software Licenses and Support (without Professional Services): \$5,000,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The Department of Technology has projects underway in the areas of: upgrading Wide and Local Area Networks, migrating Telephony systems to the City's new Cisco Call Manager, and moving Departments to new office spaces. The Department of Technology will also begin a project to migrate approximately 15 separate Contact Centers to a unified Enterprise Contact Center system. The awarded Supplier will provide project services for the upgrade, move, and migration project

areas utilizing following phased structure: 1) Discovery and Analysis, 2) Planning, 3) Upgrade/Migration, 4) Post Go-Live support and training for handoff to City staff. Supplemental services include reviewing current systems and environments, designing new networks and systems, developing migration plans, configuring, installing, and testing new systems, moving and installing networks in new locations, providing support and training City staff on how to maintain and operate new systems.

The vendor is expected to provide expertise and consulting, to include, but not limited to

1. Network architectural designs and decisions,
2. Migrating a large-scale VPN solution that includes Active directory and radius, along with per user policies,
3. Large enterprise networks that consist MPLS (MPLS tagging and routing), multiple internet connections, and datacenters,
4. Assessing the current Avaya Juniper networks and providing documentation and recommendation to plan, implement/migrate to a cisco enterprise network,
5. The City's external and internal Domain Name Service,
6. Implementing and troubleshooting the City's INFOBLOX appliances that consists DNS, DHCP, and NTP,
7. Assessing, planning, implementing, migrating, and troubleshooting routing protocols such as OSPF, iBGP, eBGP, and EIGRP with in the City's existing fiber WAN network,
8. Assessing, implementing, and troubleshooting the City's Cisco enterprise wireless solution,
9. Assessing, implementation, and troubleshooting firewalls such as Cisco and Palo Alto's firewalls,
10. Migrating between firewalls such as Palo Alto's to Cisco and Cisco to Palo Alto's,
11. Multi-factor authentications,
12. F5's GTM and LTM,
13. Datacenter migrations,
14. Provide knowledge transfer and documentation.

Vendor will provide Cisco Professional Services Consulting and Training to assist City Staff with Network Infrastructure Maintenance and project assistance involving Cisco Hardware and Software. These services are needed to augment Cisco Smartnet Maintenance services to maintain and improve network efficiency throughout the City. These services are being requested by the Department of Technology on behalf of all City Departments as part of a Citywide Enterprise Agreement for Cisco Services. Services will be used on an as-needed basis by Departments for their various Network Infrastructure Projects.

Why are these services required and what are the consequences of denial?: The city has an enterprise citywide agreement for Cisco products which is expiring in October 2026. Denial of the continuation of support, advanced maintenance, 24x7 call back and 4-8hr onsite response could severely harm the city's network infrastructure due to extensive downtime and halt city operations until service is restored.

DT's Civil Servants operated the day-to-day operations, this contract is for hardware, software, maintenance, support, pre-sales design, and consultation services to ensure that the city is spending its valuable dollars in the appropriate places and not overspending on needless upgrades. Without the continued support the city would risk network failure.

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: Department does not have a Commission

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: One master contract for 5 years and \$40M will go in front of the BOS once a vendor has been selected from an RFP process.

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 maintenance is only needed when the network fails. Pre-sales and consultation support is at the design phase when a department is building out a new network or data center. These are all on an as-needed basis.

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

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

Extensive knowledge in emerging Cisco hardware, software, switches, PE's, CE's, and architecture of data centers. SmartNet and Flex maintenance provides premium 24x7 support to the network and NOC teams.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: We have current 104X engineers that provide day-to-day operations and trouble shoot as needed, this is for advance maintenance and support 24x7 as well as consultation services to help architect new networks and data centers, which then DT staff will manage and maintain.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Access to all Cisco training modules, Cisco credits to attend conferences, as well as in person training on new and emerging software and hardware so that the team can take over and trouble shoot and operate once installed.

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: This is for long term advanced maintenance, support, design and consultation services.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1042 - IS Engineer-Journey, 1041 - IS Engineer-Assistant, 1044 - IS Engineer-Principal, 1043 - IS Engineer-Senior

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/22/2026

Union Review End Date: 7/2/2026

Union Review Duration Met On: 7/2/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS Dept. Code: TISType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Telephony, Upgrade the Network, Network Moves, and Contact Center Migration Project ServicesFunding Source: General Funds

PSC Duration: 9 years

PSC Amount: \$9,500,000PSC Est. Start Date: 01/02/2019 PSC Est. End Date: 12/31/2027**1. Description of Work****A. Scope of Work:**

The Department of Technology has projects underway in the areas of: upgrading Wide and Local Area Networks, migrating Telephony systems to the City's new Cisco Call Manager, and moving Departments to new office spaces. The Department of Technology will also begin a project to migrate approximately 15 separate Contact Centers to a unified Enterprise Contact Center system. The awarded Supplier will provide project services for the upgrade, move, and migration project areas utilizing following phased structure: 1) Discovery and Analysis, 2) Planning, 3) Upgrade/Migration, 4) Post Go-Live support and training for handoff to City staff. Supplemental services include reviewing current systems and environments, designing new networks and systems, developing migration plans, configuring, installing, and testing new systems, moving and installing networks in new locations, providing support and training City staff on how to maintain and operate new systems.

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

This service is necessary for timely completion of projects in critical areas of Wide and Local Area Network upgrades (Upgrade the Network), Voice Over Internet Protocol Migration, and Contact Center Migration. Denying this service will cause significant delays in migrating outdated network and telephony systems to newer, more stable platforms. Significant degradations in service will occur due to delays and may result in outages of critical network, contact center, and telephony systems. Departments will also be delayed in moving to new office space locations.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The service is being provided by a supplier for whom a solicitation was issued to the City's Technology Marketplace.

D. Will the contract(s) be renewed? Yes, there is a possibility that the contract will be extended or renewed be**2. Union Notification:** On 08/28/2018, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 44536 - 18/19

DHR Analysis/Recommendation:

11/19/2018

Commission Approval Required

DHR Approved for 11/19/2018

Approved by Civil Service Commission

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor must be a Cisco Gold Level Partner and have at least two Master Certifications from the following list: Collaboration, Cloud Builder, Networking, or Security. Staff working on the projects must have knowledge and experience with Cisco Wide and Local Area Networks, Telephony, and Contact Center systems in subject areas such as scoping, architecture, design, development, configuration, installation, and support. Specific projects will require additional Certifications such as Cisco Certified Network Professional, Cisco Certified Design

B. Which, if any, civil service class(es) normally perform(s) this work?

1041,1042,1043,1044,1053,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Although City has employees with some of the certifications, no City employee has Master Certifications nor the highly specialized skills to complete a Citywide level Wide and Local Area Networks, Telephony and Contact Center Migration Projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the classifications exist, but no City employee holds the Master Certifications that is needed for these high level projects.

5. Additional Information (if "yes", attach explanation)

YES NO

- | | | |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | ☐ | ☒ |
| B. Will the contractor train City and County employee?
Training will vary from project to project but will likely involve 20-40 hours o | ☒ | ☐ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☒ |
| D. Are there federal or state grant requirements regarding the use of
contractual services? | ☐ | ☒ |
| E. Has a board or commission determined that contracting is the most effective
way to provide this service? | ☐ | ☒ |
| F. Will the proposed work be completed by a contractor that has a current PSC
contract with your department? | ☐ | ☒ |

☐ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 10/15/2018 BY:

Name: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave., 2nd Floor San Francisco, CA 94103

DHRPSC0006416 List of contracts for the same or similar services in the last three years

<u>Manufacturer</u>	<u>Vendor</u>	Contract ID:
Cisco	ConvergeOne	1000016323

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Victor Madrigal

Department Coordinator: Victor Madrigal,
Victor.Madrigal@flysfso.com

Project Manager: Rinaldi Wibowo

ServiceNow Number: DHRPSC0001694

Version: 2.01

Version Type: Amendment

Legacy PSC #: 42654-18/19

Brief description of proposed work: Engineering Support for Environmental Permitting Process

Reason for the Request for Amendment: Environmental review and permitting are taking longer durations with the review and permit agencies. Request for amendment to continue engineering support for the anticipated duration through the end of 2028.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$6,000,000

Increase Amount: \$3,000,000

Why are you requesting the PSC amount to be increased?: Environmental review and permitting are taking longer durations with the review and permit agencies. Request for amendment to continue engineering support for the anticipated duration through the end of 2028.

Total Amended Amount: \$9,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 90

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: The environmental review and permitting process is complex and requires more time for review by permit agencies.

Total Amended Duration (months): 114

First Contract Start Date: 1/24/2020

PSC Duration End Date: 7/25/2029

Funding

Funding Source: City Funds

Post Union Notification

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: cynthia.avakian@flysfo.com.

The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks:

1. Geotechnical field investigation and geotechnical analysis
2. Topography and bathymetric surveys on active airfield
3. Schematic engineering, constructability review, and design concept review
4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses.
5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.

Has your response to any of the following questions changed?: No

Why are these services required and what are the consequences of denial?: The most current (2015) FEMA Flood Insurance Rate Map (FIRM) map shows the airport property to be almost entirely within a Special Flood Hazard Area. The Airport needs to extend and replace existing seawall and embankments to address SFO's risk of flooding from storms and sea-level rise. The Airport has developed alternatives for modifying the shoreline protection system to meet FEMA's requirements and to address the risk associated with sea-level rise. These alternatives will be submitted for review as part of CEQA and NEPA environmental permitting process. The CEQA and NEPA review of the plans and approved permits are required before the seawall and embankments making up the shoreline protection system can be repaired and built.

A plan to prevent flooding at SFO due to a storm or sea level rise is critical to the operation of the Airport. A shutdown of airport operations due to flooding would be costly, have severe impacts on the region, and disrupt the national and international air travel systems. Airport staff from the following sections: planning, engineering and project management, and surveying are leading the project and a consultant with airport shoreline environment expertise is needed to augment Airport staff to ensure proper and timely development and

implementation of tasks to support the CEQA and NEPA permitting process. Denial will cause delays in the shoreline protection project, and not allow the Airport to address current flooding risks from storm and sea-level rise, which will affect airport operations and safety.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The Airport has a 5506 Project Manager to support this program. The program is currently funded only for planning and environmental review. Upon completion of NEPA and the permitting, the Airport is submitting in the next capital program funding for early construction phase. During that time the Airport will actively seek to fill additional project manager position as well as construction inspection position to provide support for the Program during construction .

Board and Commission Approvals

Has your response to any of the following questions changed?: No

Will any contracts under this PSC require department Commission approval: Yes

Provide details related to contracts for which dept comm approval required: Since this is a formal contract, this contract will require Airport Commission approval.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:
No

Has your response to any of the following questions changed?: 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?: No

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Yes, the services require specialized expertise, knowledge, and experience. Marine and Coastal engineering are specialized fields essential for the proposed shoreline protection systems

including seawall and embankment to design them to withstand storm surges and rising sea levels. The Federal Emergency Management Agency (FEMA) and other regulatory bodies have strict requirement for flood risk mitigation. And engineers experienced in National Environmental Policy Act (NEPA) are essential for navigating the environmental review process and ensure compliance with requirements. Furthermore, implementation of such systems on a live 24-7 airfield requires integrating the planning, design and phasing to work around existing airfield flight operations to ensure careful coordination to minimize delays to airfield operations. This requiring airspace engineering specialty and the ability to work with FAA on their technical feasibility study during this phase to ensure airfield operations are not disrupted when the program is being constructed.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: The existing civil service classifications do not have the required expertise and specialized skills related to the coastal and marine engineering specialty design and analysis; hydraulic modeling for overtopping, drainage, hydrology, and conveyance; airspace engineering and planning.

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: None. While City staff will work with the contractor on NEPA environmental review and FAA technical studies while working alongside and supervising the contractor, there will be no formal training as part of this contract.

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: Hiring professional specialized skilled consultant offers the flexibility to scale resources as needed, and manage project demands efficiently, all without the long-term commitment of internal staff. This approach also results in cost savings for the City as program such as the Airports Shoreline Protection Program is a one off program. We are only building one set of shoreline protection for storm surges and against rising sea level.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 5241 - Engineer, 5314 - Survey Associate, 5364 - Engineering Associate 1, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5216 - Chief Surveyor, 5506 - Project Manager 3, 5207 - Assoc Engineer, 5218 - Structural Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 6/2/2026

Union Review End Date: 6/12/2026

Union Review Duration Met On: 6/12/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Victor Madrigal

Department Coordinator: Victor Madrigal,
Victor.Madrigal@flysfso.com

Project Manager: Rinaldi Wibowo

ServiceNow Number: DHRPSC0001694

Version: 1.01

Version Type: Amendment

Legacy PSC #: 42654-18/19

Brief description of proposed work: Engineering Support for Environmental Permitting Process

Reason for the Request for Amendment: Request for amendment to increase the duration to the end of 2026

Amount

Previously Approved Amount: \$6,000,000

Increase Amount: \$0

Why are you requesting the PSC amount to be increased?:

Total Amended Amount: \$6,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 66

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: The duration increase request is because the scope of service includes work coordination with outside agencies such as the FAA and FEMA. Due to the technical complexity and breadth of the work, the duration of the work is increased to the end of 2026.

Total Amended Duration (months): 90

First Contract Start Date: 1/24/2020

PSC Duration End Date: 7/25/2027

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email:

cynthia.avakian@flysfo.com.

The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks:

1. Geotechnical field investigation and geotechnical analysis
2. Topography and bathymetric surveys on active airfield
3. Schematic engineering, constructability review, and design concept review
4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses.
5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.

Why are these services required and what are the consequences of denial?: The most current (2015) FEMA Flood Insurance Rate Map (FIRM) map shows the airport property to be almost entirely within a Special Flood Hazard Area. The Airport needs to extend and replace existing seawall and embankments to address SFO's risk of flooding from storms and sea-level rise. The Airport has developed alternatives for modifying the shoreline protection system to meet FEMA's requirements and to address the risk associated with sea-level rise. These alternatives will be submitted for review as part of CEQA and NEPA environmental permitting process. The CEQA and NEPA review of the plans and approved permits are required before the seawall and embankments making up the shoreline protection system can be repaired and built. A plan to prevent flooding at SFO due to a storm or sea level rise is critical to the operation of the Airport. A shutdown of airport operations due to flooding would be costly, have severe impacts on the region, and disrupt the national and international air travel systems. Airport staff from the following sections: planning, engineering and project management, and surveying are leading the project and a consultant with airport shoreline environment expertise is needed to augment Airport staff to ensure proper and timely development and implementation of tasks to support the CEQA and NEPA permitting process. Denial will cause delays in the shoreline protection project, and not allow the Airport to address current flooding risks from storm and sea-level rise, which will affect airport operations and safety.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The Airport has a 5506 Project Manager to support this program. The program is currently funded only for planning and environmental review. Upon completion of NEPA and the permitting, the Airport is submitting in the next capital program funding for early construction phase. During that time the Airport will actively seek to fill additional project manager position as well as construction inspection position to provide support for the Program during construction .

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: Since this is a formal contract, this contract will require Airport Commission approval.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

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?: No

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Yes, the services require specialized expertise, knowledge, and experience. Marine and Coastal engineering are specialized fields essential for the proposed shoreline protection systems including seawall and embankment to design them to withstand storm surges and rising sea levels. The Federal Emergency Management Agency (FEMA) and other regulatory bodies have strict requirement for flood risk mitigation. And engineers experienced in National Environmental Policy Act (NEPA) are essential for navigating the environmental review process and ensure compliance with requirements. Furthermore, implementation of such systems on a live 24-7 airfield requires integrating the planning, design and phasing to work around existing airfield flight operations to ensure careful coordination to minimize delays to airfield operations. This requiring airspace engineering specialty and the ability to work with FAA on their technical feasibility study during this phase to ensure airfield operations are not disrupted when the program is being constructed.

Q5c) Does City have classifications with the required specialized skills or expertise?: No

Q5c1) Should City develop a classification to perform these services?: No

Q5c2) Explain why new a job classification is not feasible: The existing civil service

classifications do not have the required expertise and specialized skills related to the coastal and marine engineering specialty design and analysis; hydraulic modeling for overtopping, drainage, hydrology, and conveyance; airspace engineering and planning.

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: None. While City staff will work with the contractor on NEPA environmental review and FAA technical studies while working alongside and supervising the contractor, there will be no formal training as part of this contract.

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: Hiring professional specialized skilled consultant offers the flexibility to scale resources as needed, and manage project demands efficiently, all without the long-term commitment of internal staff. This approach also results in cost savings for the City as program such as the Airports Shoreline Protection Program is a one off program. We are only building one set of shoreline protection for storm surges and against rising sea level.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 5241 - Engineer, 5314 - Survey Associate, 5364 - Engineering Associate 1, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5216 - Chief Surveyor, 5506 - Project Manager 3, 5207 - Assoc Engineer, 5218 - Structural Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/30/2024

Union Review End Date: 11/6/2024

Union Review Duration Met On: 11/6/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 42654 - 18/19)

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

Type of Service: Engineering Support for Environmental Permitting Process

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$2,600,000

PSC Original Approved Duration: 07/01/19 - 06/30/22 (3 years)

PSC Mod#1 Amount: \$3,400,000

PSC Mod#1 Duration: 06/30/22-12/31/24 (2 years 26 weeks)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 5 years 26 weeks

1. Description of Work

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

The Airport is preparing a Shoreline Protection Plan to mitigate the effects of storms and rising sea levels on the airport campus. The shoreline protection system construction design must pass the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) environmental permitting process before construction can start. The consultant will provide engineering support to the Airport Shoreline Protection Program during its environmental permitting process. The consultant will prepare and perform the following tasks:

1. Geotechnical field investigation and geotechnical analysis
2. Topography and bathymetric surveys on active airfield
3. Schematic engineering, constructability review, and design concept review
4. Hydraulic and hydrologic and coastal engineering study to support the Airport in obtaining a Federal Emergency Management Agency (FEMA) Conditional Letter of Map Revision (CLOMR). This includes coastal, upland engineering and hydrodynamic sediment transport analyses.
5. As-needed: FAA (Federal Aviation Administration) Navigational Aids (NAVAIDS) flight analysis; engineering support for Advance Mitigation Conceptual Planning; engineering study for flood protection and sea-level rise solutions along the Airport and HWY-101; and environmental factors for construction documents.

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

The most current (2015) FEMA Flood Insurance Rate Map (FIRM) map shows the airport property to be almost entirely within a Special Flood Hazard Area. The Airport needs to extend and replace existing seawall and embankments to address SFO's risk of flooding from storms and sea-level rise. The Airport has developed alternatives for modifying the shoreline protection system to meet FEMA's requirements and to address the risk associated with sea-level rise. These alternatives will be submitted for review as part of CEQA and NEPA environmental permitting process. The CEQA and NEPA review of the plans and approved permits are required before the seawall and embankments making up the shoreline protection system can be repaired and built. A plan to prevent flooding at SFO due to a storm or sea level rise is critical to the operation of the Airport. A shutdown of airport operations due to flooding would be costly, have severe impacts on the region, and disrupt the national and international air travel systems. Airport staff from the following sections: planning, engineering and project management, and surveying are leading the project and a consultant with airport shoreline environment expertise is needed to augment Airport staff to ensure proper and timely development and implementation of tasks to support the CEQA and NEPA permitting process. Denial will cause delays in the shoreline protection project, and not allow the Airport to address current flooding risks from storm and sea-level rise, which will affect airport operations and safety.

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.

PSC 42654-18/19

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for this service at SFO.

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:

Need to align the approval with the contract duration.

2. Reason(s) for the Request

A. Display all that apply

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

The Airport Shoreline Protection Project is a short term capital project which requires expertise in coastal flood protection; and the CEQA and NEPA permitting process.

B. Reason for the request for modification:

Need to align the approval with the contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Civil and coastal engineering firms with specialized experience in coastal flood protection and FEMA and US Army Corps of Engineering standards; geotechnical engineering and seismic analysis; FAA design standards and NAVAIDS evaluation; drainage system evaluation; hydrologic and

hydraulic evaluations; and environmental mitigation strategies.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5218, Structural Engineer; 5241, Engineer; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1;

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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

The existing civil service classifications do not have the required expertise and specialized skills related to the coastal and marine engineering specialty design and analysis; geotechnical engineering and seismic analysis; hydraulic modeling for overtopping, drainage, hydrology, and conveyance; and bathymetric surveys.

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, as this is a short term capially funded project.

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.
None. While City staff will learn about the CEQA and NEPA permitting procession while working alongside and supervising the consultant, there will be no formal training as part of this contract.

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.
Yes, COWI-TERRA Joint Venture

7. Union Notification: On 09/15/20, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21;

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

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42654 - 18/19

DHR Analysis/Recommendation:

10/19/2020

Commission Approval Required

Approved by Civil Service Commission

10/19/2020 DHR Approved for 10/19/2020

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below, do not change or alter this template.

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Victor M. Madrigal Jr.
PSC Coordinator Email:	victor.madrigal@nyiso.com
PSC ServiceNow Record Number:	DIRPSC00001694

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEM

Submitted By: Thomas Chen

Department Coordinator: Thomas Chen,
Thomas.Chen@sfgov.org

Project Manager: Lauren Bell

ServiceNow Number: DHRPSC0001891

Version: 2.01

Version Type: Amendment

Legacy PSC #: 46164-21/22

Brief description of proposed work: Professional Services

Reason for the Request for Amendment: DPH is requesting an amendment to increase the PSC amount by \$8,712,871 (\$7,617,606 service costs + \$1,095,265 contingency) to fund HEART's expanded role under the DPH Street Team / Rapid Response Team (RRT) framework. Effective July 1, 2026, all street outreach teams are consolidated under DPH leadership. This amendment continues HEART's police alternatives efforts, expands HEART's, RRT outreach hours to support specialized engagement project, and expands HEART's role within a developing centralized transportation model. A contingency of \$1,095,265 is included to address emerging operational needs over the amendment period (FY 2026–27 and FY 2027–28).

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Scope

Amount

Previously Approved Amount: \$9,000,000

Increase Amount: \$7,617,606

Why are you requesting the PSC amount to be increased?: The City's adoption of the DPH Street Team Model requires HEART to continue its police alternatives efforts, expand its rapid response outreach capacity to support linkages to shelter, sobering centers, and treatment programs, and expand HEART's role in a centralized transportation model that supports DPH Street Teams and broader system of care. The Rapid Response Team service line reflects HEART's integration into the RRT vertical under DPH Street Team Lead direction across five geographic areas, including time-limited care coordination, proactive hotspot outreach, and response to non-emergency, 311, SFPD, and SFFD requests. HEART has been an indispensable partner, effectively meeting police alternatives services requirements, along with productively engaging with people who have complex health needs and supporting connections to the right level of care.

Total Amended Amount: \$16,617,606

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: This amendment adds funding effective July 1, 2026. The amendment period covers FY 2026–27 through FY 2027-28.

Total Amended Duration (months): 84

First Contract Start Date: 5/1/2023

PSC Duration End Date: 4/30/2030

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: Yes

Clearly describe scope and detail the services to be performed: Scope of Work — RAPID RESPONSE TEAM (Core/Expanded):

HEART will be fully integrated into the DPH Street Team's Rapid Response Team (RRT) across five geographic service areas: Tenderloin/Northern, Mission/Castro, Central/Southern, Bayview/Ingleside, and Richmond/Park/Taraval. Under the direction of DPH Street Team Leads and DEM/Department of Emergency Communications, HEART outreach workers respond to non-emergency 911 calls, SFPD/SFFD requests, and 311 encampment and homelessness tickets (assigned via the RRT queue). Teams conduct outreach at hotspot locations identified through non-emergency, 311 and DPH Street Teams leads, transport people to shelter, including transport services requested by the San Francisco Police Department and San Francisco Fire Department, perform in-field needs assessments and triage, facilitate coordinated entry connections, and coordinate warm handoffs to DPH clinical staff and the Shared Priority Team for high-acuity clients. Beginning July 2026, HEART will pilot expanded hours in the morning or evening to meet emerging and specialized operational needs.

Scope of Work — TRANSPORTATION SERVICES (New):

Provide transportation to shelter, sobering centers, detox and treatment programs, behavioral health services, medical appointments, and other placements. Lead specialized outreach efforts as requested by DPH Street Team. Prioritize transport requests from DPH Street Team Leads, SFPD, and SFFD/Community Paramedicine. In FY 2026–27, HEART and SF DPH Street Team will collaborate on centralized and coordinated DPH Street Team transportation framework.

Scope of Work — COORDINATION & REPORTING:

Participate in daily coordination with DPH Street Team Leads and HSOC dispatchers via tactical

meetings, MS Teams and Connected Worker App. Attend required DPH Street Team meetings, training workgroups, and coordination calls. Submit monthly performance reports including contacts, transport, service linkages, 311 and non-emergency ticket closures, and outcome metrics as agreed with DPH. Comply with all City data standards.

Has your response to any of the following questions changed?: Yes

Why are these services required and what are the consequences of denial?: There is no other non-law-enforcement team with the bandwidth, community trust, and operational capacity to fulfill HEART's role within the DPH Street Team / RRT model. Without HEART, public calls for service would go unanswered, the City's ability to implement the RRT model would be critically impaired, and DPH clinical staff would lack needed capacity to engage pre-contemplative individuals who aren't acute enough for clinical, shared priority services but who need an effective community driven engagement. HEART meets and exceeds contract requirements and is uniquely positioned to meet police alternatives and human services requirements.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The HEART team possesses a unique combination of police alternatives experience, lived experience across public health, homelessness and criminal justice systems, deep community relationships, and expertise in rapid response and care coordination for high-acuity individuals. A community-based organization is uniquely positioned to build the trust required for effective outreach, particularly for individuals with behavioral health and substance use disorders. City classifications in health worker and social work series cannot replicate this community-rooted model that toggles police alternatives and human services. It is also more cost-effective to contract these services.

Board and Commission Approvals

Has your response to any of the following questions changed?: No

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

Q1 - Are there any regulatory or legal requirements supporting outsourcing of this work?:

No

Has your response to any of the following questions changed?: Yes

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?: No

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

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

- Highly skilled at operating at the intersection of police alternatives and outreach and engagement services.
- Lived experience with homelessness and/or behavioral health challenges, enabling authentic engagement with people in crisis.
- History of multi-department collaboration including with DPH, emergency communications, and 911/311 call centers.
- Expertise using City data systems (ONE, OWT, Connected Worker App, Zendesk) for coordinated field response and client tracking.
- Deep knowledge of San Francisco's DPH behavioral health services, shelter system, and community-based resources.
- Experience providing safe transportation for high-acuity individuals to shelter, treatment, and medical facilities.
- Trauma-informed, harm-reduction, client-centered approach to services.
- Ability to collaborate professionally with DPH clinical staff, partner agencies, and public safety partners.

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

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2586 - Health Worker 2, 2585 - Health Worker 1

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

Q5c3) Why are they not able to perform the services?: Specialized skills, lived experience, community rootedness, and CBO accountability are required to perform services effectively under the DPH Street Team Model. Balancing police alternatives work along with outreach, engagement within a public health model is difficult and most fitting for a CBO that can effectively and seamlessly deliver results on both fronts. It is also more cost-effective to contract the service. The Department does not plan, nor has the budget bandwidth to hire employees in these classifications for this work.

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. City worker will not have the skills, past experiences nor resources to perform this work.

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: No. HEART's role as a community-based partner is integral to the DPH Street Team / RRT design and cannot be internalized by City staff. Funding is provided for the term of this contract; there is no plan to

transition.

Additional information to support your request (Optional): Since contract inception, HEART has responded to thousands of calls, successfully linking individuals to shelter, behavioral health services, and other resources. Under the DPH Street Team / RRT model, HEART's blend of lived experience, rapid response expertise, and community relationships is essential to the City's homelessness response. This amendment sustains and expands a partnership with HEART through FY 2027–28.

Union Notifications

Have the Job Classes/Labor Unions changed?: Yes

Job Class(es): 2587 - Health Worker 3, 2586 - Health Worker 2, 2585 - Health Worker 1

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 6/18/2026

Union Review End Date: 6/28/2026

Union Review Duration Met On: 6/28/2026

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

Do not use this document to list contracts let under this PSC record; those will be tracked separately in the PSC record itself at the end of each fiscal year. Rather, use this template to identify other contracts executed by your department for the services now being requested with this PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

Dept Acronym:	DEM
Dept Name:	Dept of Emergency Management
PSC Coordinator Name:	Thomas Chen
PSC Coordinator Email:	Thomas.Chen@sfgov.org
PSC ServiceNow Record No.:	DHRPSC0001891

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEM

Submitted By: Thomas Chen

Department Coordinator: Thomas Chen,
Thomas.Chen@sfgov.org

Project Manager: Thomas Chen

ServiceNow Number: DHRPSC0004149

Version: 0.01

Version Type: New

Brief description of proposed work: 42720 - 23/24 - Professional Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: In 2023, DEM, in partnership with Urban Alchemy, the organization selected through a competitive bid process, launched a pilot year of what is called the Homeless Engagement Assistance Response Team (HEART). The pilot year was extremely successful with UA/HEART responding to almost triple the volume of calls anticipated by DEM. HEART has quickly become fully integrated into SF's Department of Emergency Communication's work flow and the SF Coordinated Street Response Program (the network of all street response teams).

Unique from other street response services, HEART provides "rapid response" to third party calls from the public related to concerns with the needs of people experiencing homelessness. The public submits requests through the non-emergency number and 311, requests for HEART to engage with small encampments, and people experiencing homelessness. HEART assesses for ADA compliance, assesses needs, brokers services, transports and closely coordinates with other street teams. Prior to HEART there was no, non-law-enforcement team dedicated to these calls from the public and calls could sit for long periods of time as law enforcement responded to an array of other calls involving crimes and violence.

To continue to meet the services demands of the city, DEM seeks to expand the funding authority of this contract and (contingent on RFP limits) and the duration timeline as detailed above.

Why are these services required and what are the consequences of denial?: There is no other non-law enforcement team that is dedicated to or has the bandwidth to be dedicated to these third party calls from the public. SFPD does not either. Thousands of calls from the public regarding concerns with the needs of people experiencing homelessness would go unanswered.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The HEART team possesses a unique blend of personal experience with homelessness, emergency communications and outreach and engagement skills, and coming from a non-profit agency, helps to break down structural barriers that sometimes exist between an extremely vulnerable, homeless population and city services. HEART is a tremendous bridge between people in distress on the streets and city service.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

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?: No

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

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

Willingness to work in collaboration with social services, and infrequently, but sometimes necessarily with law enforcement to meet the needs of people experiencing homelessness – adults and their children. • History participating in a multi-department collaboration to meet the needs of people experiencing homelessness. • History of working with a department of communications/911 call center. • History of working with 311 call center and queues; experience using the Verint ticket system. • History of using staffed channel radios. • Expertise in working with people experiencing homelessness and linking them to services. • Knowledge of human and homelessness services network in San Francisco. • Ability to interact professionally, as needed with business owners and the public when performing duties. • Compassionate and client-centered services approach.

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

Q5c1) Identify the classifications: 2586 - Health Worker 2

Q5c2) Does the Department have employees in these classifications?: No

Q5c3) Will you be hiring employees in these classifications?: No

Q5c4) Explain why you are not hiring in these classifications: Specialized skills and community resources are required to perform the services. Also, it is more cost effective to contract the service out than hiring city employees.

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. City worker will not have the skills, past experiences nor resources to perform this work.

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: No plan. The project success is depending on benefit from an organization that is rooted in a community that is most impacted by street level crisis and by hiring people whose life experiences makes them more proximate to the needs of people and communities who will be served through this work and more proximate to expedited solutions. In addition, there is only funding for two additional years.

Additional information to support your request (Optional): The HEART team possesses a unique blend of personal experience with homelessness, emergency communications and outreach and engagement skills, and coming from a non-profit agency helps to break down structural barriers that sometimes exist between an extremely vulnerable, homeless population and city services. The current model and framework has demonstrated its value and impact on people in distress and the city at large. HEART collaborates regularly with other civil service positions, a partnership grounded in shared goals. The work requires specialized skills and experiences from a community organization that is rooted in the community, and it will not be

efficient for city employees can perform. In addition, the project is temporary as the funding is only for two year; not ongoing.

Union Notifications

Job Class(es): 2586 - Health Worker 2

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: SF-DHR-Info@seiu1021.org, pcamarillo_seiu@sbcglobal.net, david.canham@seiu1021.org, najuawanda.daniels@seiu1021.org, Jennifer.Esteen@seiu1021.org, oumar.fall@seiu1021.org, wendy.frigillana@seiu1021.org, wendy.frigillana@seiu1021.org, carlos.gabriel@seiu1021.org, kristin.hardy@seiu1021.org, jason.klumb@seiu1021.org, xiumin.li@seiu1021.org, julie.meyers@sfgov.org, max.porter@seiu1021.org, jegy.sering@seiu1021.org, jtanner940@aol.com, matthew.torres@seiu1021.org, thomas.vitale@seiu1021.org, sarah.wilson@seiu1021.org, ted.zarzecki@seiu1021.net

Union Review Sent On: 5/23/2024

Union Review End Date: 7/22/2024

Union Review Duration Met On: 7/24/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DEM

Submitted By: Thomas Chen

Department Coordinator: Thomas Chen,
Thomas.Chen@sfgov.org

Project Manager: Lauren Bell

ServiceNow Number: DHRPSC0001891

Version: 1.01

Version Type: Amendment

Legacy PSC #: 46164-21/22

Brief description of proposed work: Professional Services

Reason for the Request for Amendment: The contractor delivers on San Francisco's police alternatives efforts. Services include rapid responses to third party calls from the public regarding the needs of people experiencing homelessness in SF. Calls originate from the 911 Call Center and 311 Call Center. Teams conduct needs assessments, conduct in the field services triaging, transport people to available services and may provide light clean up in identified areas. Teams coordinate closely with the SF Coordinated Street Response Program in an effort to increase service linkage efficiencies. Daily conversations regarding calls, weekly program meetings and monthly reports are required. Due to funding uncertainty, DEM is modifying the PSC for the second time as DEM just recieved additional \$6M in FY25 for FY 25 and FY26 (\$3M each year) during the budget process.

DEM inadvertently submitted the PSC as a new request under PSC# DHRPSC0004149 v 0.01 instead of another mod. This was questioned by CSC commission meeting on 8/19/2024. The Commission approved the PSC request, but asked to DEM to change the new PSC to a modification request. The former PSC 46164-21/22 for \$4,490,000.00 for 53 months was modified to \$9M with an added duration of 60 months.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$4,490,000

Increase Amount: \$4,510,000

Why are you requesting the PSC amount to be increased?: DEM recieved additional \$6M in FY25 budget from Mayor's Budget Office to continue this service due to its success.

Total Amended Amount: \$9,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 53

Duration Increase (months): 7

Why are you requesting the PSC duration to be increased: DEM recieved additional \$6M in FY25 budget from Mayor's Budget Office to continue this service due to its success.

Total Amended Duration (months): 60

First Contract Start Date: 5/1/2023

PSC Duration End Date: 4/30/2028

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: Thomas.Chen@sfgov.org.

Neighborhood Solutions Pilot – DEM will contract with a CBO that has expertise in responding to non-emergency street crisis and street condition calls for service. The CBO will fully collaborate with the City's Street Response teams in responding to 3-1-1 street conditions calls and other non-emergency requests to support the needs of people in crisis on the street. The teams will provide a client-centered approach to resolution, focusing on the needs of the person, seeking to achieve a rapid resolution, and assessing if an additional call for assistance is needed. DEM expects to launch the competitive bid for services on Aug. 1, 2022

Why are these services required and what are the consequences of denial?: There is no other non-law enforcement team that is dedicated to or has the bandwidth to be dedicated to these third party calls from the public. SFPD does not either. Thousands of calls from the public regarding concerns with the needs of people experiencing homelessness would go unanswered.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: The HEART team possesses an unique blend of personal experience with homelessness, emergency communications and outreach and engagement skills, and coming from a non-profit agency, helps to break down structural barriers that sometimes exist between an extremely vulnerable, homeless population and city services. HEART is a tremendous bridge between people in distress on the streets and city service.

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

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?: No

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

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

Willingness to work in collaboration with social services, and infrequently, but sometimes necessarily with law enforcement to meet the needs of people experiencing homelessness – adults and their children. • History participating in a multi-department collaboration to meet the needs of people experiencing homelessness. • History of working with a department of communications/911 call center. • History of working with 311 call center and queues; experience using the Verint ticket system. • History of using staffed channel radios. • Expertise in working with people experiencing homelessness and linking them to services. • Knowledge of human and homelessness services network in San Francisco. • Ability to interact professionally, as needed with business owners and the public when performing duties. • Compassionate and clientcentered services approach.

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

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2930 - Behavioral Health Clinician, 2586 - Health Worker 2, 2913 - Program Specialist, 2585 - Health Worker 1, 2920 - Medical Social Worker

Q5c2) Does the Department have employees in these classifications?: No

Q5c3) Will you be hiring employees in these classifications?: No

Q5c4) Explain why you are not hiring in these classifications: Specialized skills and community resources are required to perform the services. Also, it is more cost effective to contract the service out than hiring city employees.

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. City worker will not have the skills, past experiences nor resources to perform this work.

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

Post Union Notification

Q5f1) Explain why the work will not be transitioned back to the City: No plan. The project success is depending on benefit from an organization that is rooted in a community that is most impacted by street level crisis and by hiring people whose life experiences makes them more proximate to the needs of people and communities who will be served through this work and more proximate to expedited solutions. In addition, there is only funding for two additional years.

Additional information to support your request (Optional): The HEART team possesses a unique blend of personal experience with homelessness, emergency communications and outreach and engagement skills, and coming from a non-profit agency helps to break down structural barriers that sometimes exist between an extremely vulnerable, homeless population and city services. The current model and framework has demonstrated its value and impact on people in distress and the city at large. HEART collaborates regularly with other civil service positions, a partnership grounded in shared goals. The work requires specialized skills and experiences from a community organization that is rooted in the community, and it will not be efficient for city employees can perform. In addition, the project is temporary as the funding is only for two year; not ongoing.

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2587 - Health Worker 3, 2930 - Behavioral Health Clinician, 2586 - Health Worker 2, 2913 - Program Specialist, 2585 - Health Worker 1, 2920 - Medical Social Worker

Labor Unions: 535 - SEIU 1021, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: SF-DHR-Info@seiu1021.org, SF-DHR-Info@seiu1021.org

Union Review Sent On: 5/23/2024

Union Review End Date: 7/22/2024

Union Review Duration Met On: 7/24/2024

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Letty Kwok

Department Coordinator: Amy Nuque,
Amy.Nuque@sfmta.com

Project Manager: John Becker

ServiceNow Number: DHRPSC0003294

Version: 1.01

Version Type: Amendment

Legacy PSC #: 35731-23/24

Brief description of proposed work: SFMTA subway glass replacement

Reason for the Request for Amendment: Additional glass panels broken, require addition as-needed replacement services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$100,000

Increase Amount: \$200,000

Why are you requesting the PSC amount to be increased?: additional subway station glass panels are broken and require replacement

Total Amended Amount: \$300,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$150,000

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 60

Duration Increase (months): 0

Total Amended Duration (months): 60

First Contract Start Date: 1/25/2024

PSC Duration End Date: 1/24/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Post Union Notification

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: We are seeking a Contractor that will provide glass removal and replacement services within San Francisco Municipal Transportation Agency (SFMTA's) subway stations.

Why are these services required and what are the consequences of denial?: it is a public safety concern if the SFMTA subway station damage glass panels are not replace.

Has your department contracted out these services in the last three years?: Yes. See attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 1

Why have you not hired City employees to perform the services?: City and County of San Francisco employees refuse to perform this service

Board and Commission Approvals

Will any contracts under this PSC require department Commission approval: No

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

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?: Temporary Basis

Q5a) Explain the Temporary basis of the services: Services needed to address a transitional or short-term situation

Q5b) Why do you believe this to be a transitional or short-term situation?: This is an as-needed situation when glass panels are broken and require replacement

Q5c) How will you ensure the services aren't needed once this PSC request has ended?:
none

Q5d) Describe the required skills and expertise needed to perform the services: glass glazing experience

Q5e) Does the Department have employees with the required skills and expertise?: Yes

Q5f) Explain why the employees are not able to perform these services: city employees refuse this work

Q5g) Will the services terminate upon resolution of the situation?: unknown

Q5h) Explain why: This request is to repair broken glass panels. We cannot determine any additional glass panels will break or not in future, it an unforeseen circumstances.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 7326 - Glazier, 7233 - Glazier Supervisor 1

Labor Unions: 718 - Glaziers, Local 718

Labor Union Email Addresses: nick@dc16.us

Union Review Sent On: 6/25/2026

Union Review End Date: 7/2/2026

Union Review Duration Met On: 7/2/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: SFMTA subway glass replacement

Funding Source: Operating Funds

PSC Duration: 4 years 50 weeks

PSC Amount: \$100,000

1. Description of Work

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

We are seeking a Contractor that will provide glass removal and replacement services within San Francisco Municipal Transportation Agency (SFMTA's) subway stations.

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

This service is essential in keeping SFMTA's subway stations secure and safe for the public.

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, SFMTA and DPW's glass shop provided this service to us.

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.
not applicable

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).

B. Explain the qualifying circumstances:

Service is required if City departments refuse to perform glass work for Mechanical System Program (MSP) unit.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Glazier expertise and skills in cutting, installing, and removing glass.

B. Which, if any, civil service class(es) normally perform(s) this work? 7233, Glazier Supervisor 1; 7326, Glazier;

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?

We have reached out to both DPW and MTA glass shop. Both departments refused to perform our request glass job. We have no option but to seek service from a private industry contractor.

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

A. Explain why civil service classes are not applicable.

N/A. Civil service class can perform this work.

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.

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. This service does not require contractor to provide training to City employees.

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 12/20/2023, the Department notified the following employee organizations of this PSC/RFP request:

Glazier, Local 718

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

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 So. Van Ness Avenue, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35731 - 23/24

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/03/2024

Instructions:

- Step 1: Download and save this template to your desktop.
- Step 2: Complete the fields below.
- Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

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Other than completing the blank fields below and adding row at the bottom, do not change or alter this template.

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Laura Wen

Department Coordinator: Olga Mejia-Rocha,
OMejiaRocha@sfwater.org

Project Manager: Laura Wen

ServiceNow Number: DHRPSC0003589

Version: 1.01

Version Type: Amendment

Legacy PSC #: 47933-23/24

Brief description of proposed work: Maintenance, hardware & software upgrades and 24-hours support to maintain the DCS system (CS-

Reason for the Request for Amendment: The original CS-1248 support contract for the WWE Foxboro Distributed Control System (DCS) is ending on 12/31/26 and needs to be extended so we can continue to access maintenance and upgrade services for the system. The Foxboro DCS is the primary control system used by Operations for the wastewater process monitoring and control. The Foxboro DCS is a proprietary hardware and software system that can only be maintained and upgraded by its manufacturer. The contract extension needs to be accompanied by a corresponding contract value increase for the maintenance and system upgrades.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$1,545,332

Increase Amount: \$5,500,000

Why are you requesting the PSC amount to be increased?: Schneider Electric Services without Tax for 5-years = \$3,213,664.00

Capacity for upgrades over 5 years = Approx. \$2M

Total Contract Capacity = Approx. \$5.5M

Total Amended Amount: \$7,045,332

Does contract include items other than services?: Yes

- Commodities & Equipment: \$2,000,000
- On-premise Software Licenses: \$100,000
- On-premise Software Support (without Professional Services): \$2,750,000
- Online content, periodicals and journals: \$25,000

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 41

Duration Increase (months): 60

Why are you requesting the PSC duration to be increased: The original CS-1248 support contract for the WWE Foxboro Distributed Control System (DCS) is ending on 12/31/26. The Foxboro DCS is the primary control system used by Operations for the wastewater process monitoring and control. The support contract needs to be extended with corresponding cost for maintenance and system upgrades.

Total Amended Duration (months): 101

First Contract Start Date: 1/1/2024

PSC Duration End Date: 6/1/2032

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Are you making substantive changes to the scope of work last approved?: No

Clearly describe scope and detail the services to be performed: Original coordinator's email: shale@sfgwater.org.

Provide emergency technical support 24-hours a day, maintenance, and remote monitoring of the Distributed Controls System (DCS) software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date, which will allow WWE to effectively manage the wastewater treatment systems.

Why are these services required and what are the consequences of denial?: The current DCS is a proprietary system, and is used for the wastewater process control at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the support/maintenance service is denied, then WWE cannot keep the system up-to-date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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: Contract amount is over the threshold amount of \$1.170 M.

Will any contracts under this PSC require Board of Supervisors approval: No

Justification

Has your response to Q1 changed?: No

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?: Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): -None- - None Selected

Labor Unions: No Union Selected -

Labor Union Email Addresses: anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, jvarga@ibt856.org, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsherriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, Louis@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, pmendeziamaw@comcast.net, dvickers@iam1414.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, staff@sfmea.com, mleach@ibt856.org, ibew6@ibew6.org, oashworth@ibew6.org, sfdpoa@yahoo.com, pmendez@ncscarpenters.org, SMcgarry@ncscarpenters.org

Union Review Sent On: 7/1/2026

Union Review End Date: 7/8/2026

Union Review Duration Met On: 7/8/2026

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Maintenance, hardware & software upgrades and 24-hours support to maintain the DCS system (CS-

Funding Source: Wastewater Revenue & Bond Funds

PSC Duration: 3 years 21 weeks

PSC Amount: \$1,545,332

1. Description of Work

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

Provide emergency technical support 24-hours a day, maintenance, and remote monitoring of the Distributed Controls System (DCS) software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date, which will allow WWE to effectively manage the wastewater treatment systems.

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

The current DCS is a proprietary system, and is used for the wastewater process control at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the support/maintenance service is denied, then WWE cannot keep the system up-to-date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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.

Service has been provided in the past through earlier PSC request. See 4092-10/11

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.

N/A

2. Reason(s) for the Request

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

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

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

B. Explain the qualifying circumstances:

The software licenses and hardware for the DCS system are proprietary and therefore it is not possible for the City to upgrade the program codes and patches.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires specialized knowledge of the existing proprietary DCS and SCADA systems (hardware and software).

B. Which, if any, civil service class(es) normally perform(s) this work? none

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?

Not applicable. The proprietary DCS software provides the WWE DCS Group with the tools to develop in-house control logic and graphics for wastewater process control, and the proprietary DCS hardware is used to interface the process with the software. As the DCS software platform and hardware is proprietary, the WWE DCS Group will not perform the services that are provided by this maintenance contract.

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

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the software licenses and hardware for DCS systems are proprietary. The DCS software system is a copyrighted intellectual property and therefore it is not possible for WWE to upgrade the program codes and patches. The DCS is jointly maintained by the Vendor and the in-house WWE DCS Group. The Vendor maintenance contracts that we've had in the past provides us with DCS software platform updates and patches, system backups, hardware replacements and upgrades, tech support and deep troubleshooting. The WWE DCS Group is trained and experienced in working with the DCS and provides daily corrective maintenance, and quarterly and as-needed preventative maintenance (cleaning control cabinets, check status of hardware and software, contact Vendor if needed). Additionally, a large part of what the DCS Group does is in-house engineering and in-house software programming for process control as needed by R&R and Capital projects and Maximo work orders. The proprietary DCS software provides the WWE DCS Group with the tools to develop in-house control logic and graphics for wastewater process control, and the proprietary DCS hardware is used to interface the process with the software. As the DCS software platform and hardware is proprietary, the WWE DCS Group will not perform the services that are provided by this maintenance contract.

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 DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WWE to upgrade the program codes and patches.

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. One 7336, Electronic Instrumentation technician and one 1042, IS Engineer will receive emergency training up to 40 hours/year each. The training session will cover the software applicability as it relates to DCS maintenance and operation.
- 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.
Yes. CS-318 Schneider Electric Systems USA, Inc.

7. Union Notification: On 10/19/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47933 - 23/24

DHR Analysis/Recommendation:

action date: 11/20/2023

Commission Approval Required

Approved by Civil Service Commission

11/20/2023 DHR Approved for 11/20/2023

Schneider Electric Systems USA, Inc.
Sole Sourced Provider of
EcoStruxure Foxboro DCS Customer First Authorized Support

Schneider Electric's technical and service personnel are the only individuals authorized by Schneider Electric to provide service to our branded products which are the subject of your Customer First Support Services Agreement for the EcoStruxure Foxboro Distributed Control System (DCS). As Schneider Electric is the owner and sole source provider of its branded hardware and software and only its personnel perform the Customer First Services, it will meet any requirement(s) SFPUC might have as a sole source provider.

1. The level of training and certification of our service technicians and engineers is unique to Schneider Electric.
2. Schneider Electric is the only manufacturer of EcoStruxure Foxboro DCS parts. Under the Customer First Agreement (CFA) replacement parts are included at no additional cost. Without an agreement in place, as parts transition into each Lifecycle Phase, Mature and Lifetime with the exception of the Obsolete Phase, they will only be available through the agreement being proposed by Schneider Electric. The parts that are no longer available are offered at a significant discount and can be ordered through the Customer First Agreement.
3. To Maximize Support for the City, Schneider Electric provides a 24/7 call in center to provide technical phone support and for dispatching of service technicians as required.
4. Schneider Electric has an on-line Knowledge Base Web Site for in depth technical information on their System, available 24/7.