

CSC RECEIPT STAMP

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PSC Requests Scheduled for Hearing - 10/5/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006542 - v0.01	ADM	New	\$600,000.00	\$600,000.00	The scope is to develop and deliver outreach services that improve paid sick leave (PSL) access and protections for the approximately 10,000 domestic workers in San Francisco. By providing outreach, education, and support to workers and employers, the contract will focus on creating and implementing an outreach program that provides educational materials and trainings explaining PSL rights, accrual, and use, and also inform workers about other applicable employee rights to help ensure they understand the full range of protections available to them.	36	36	2026-10-05 14:00:00	Amanda Wentworth
DHRPSC0006480 - v0.01	AIR	New	\$9,500,000.00	\$9,500,000.00	The Airport's Design & Construction Division's Architecture staff lead and manage a broad portfolio of construction projects across the Airport campus under the Airport's Capital Improvement Program and Facility Maintenance Projects. The Project Delivery Partners will provide overall project management expertise and oversight of the architecture and construction projects. The services will supplement Architecture staff resources and support the delivery of projects within scope, budget, and schedule. Services include: - Program & Project Management: Planning, scheduling, budgeting, risk management, project reporting, and multi-phase coordination - Stakeholder & Design Management: Integration of airport systems, electrical, mechanical, plumbing, and low-voltage system designs; coordination with Airport operations to avoid service disruptions and coordination management with other active projects	72	72	2026-10-05 14:00:00	Victor Madrigal

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					- Design Management: Planning and scheduling of the design team, and ensuring milestone deliveries are met - Construction Management: Oversight of installation, system integration, field testing, progress reporting, and operational continuity, including coordination with stakeholders involved - Project Controls & Contract Administration: Management of cost, schedule, reporting, procurement support, contract compliance, and change management - Cost Estimating: Preparing independent estimates for various project scopes - Project Scheduling: Review and coordination of construction schedules - Sustainability Coordination: Support, coordination, and ensure compliance with environmental sustainability requirements for the projects - Commissioning, Activation & Simulation (CAS): Coordination of commissioning of airport special systems— safety & security, fire alarm, smoke control, electrical, mechanical, plumbing, and low-voltage—and developing test plans, inspections, and software/hardware activation for projects				
DHRPSC0006569 - v0.01	MTA	New	\$1,000,000.00	\$1,000,000.00	1. Introduction This Scope of Work defines the requirements for an On-Call Contract for professional transit consulting services. The primary objective is to secure assistance in two critical areas: (A) Transit Scheduling, Analysis, and Efficiency, and (B) Strategic Service Planning, Design, and Optimization. Consultants awarded this contract must demonstrate the ability to execute services within contractual set	36	36	2026-10-05 14:00:00	Amy Nuque

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					terms, timelines, and budget constraints, providing technical expertise to improve operational efficiency, maximize resource utilization, and enhance service quality and equity. 2. Scope of Work — Task Area A: Transit Scheduling and Operational Analysis The Consultant shall provide specialized expertise in the development, analysis, and optimization of transit schedules, encompassing both vehicle and crew movements. - Schedule Development and Optimization The Consultant must possess knowledge of scheduling principles and Computer-Aided Scheduling (CAS) software to perform the following core tasks: - Schedule Building: Development of efficient base schedules, including capacity and running time calibration and optimization. - Vehicle Scheduling (Blocking): Optimization of vehicle blocks (trip linking/hooking), block interlining, division assignment, and analysis of non-revenue service (pull-out/deadhead) requirements, including assessment of new or reconfigured division locations. - Operator Scheduling (Run cutting) and Rostering: Skilled application of run cutting principles to efficiently divide vehicle blocks into optimal crew shifts (runs) and development of equitable and efficient operator rosters and bid preparation materials. - Labor Contract Alignment: Reviewing the transit agency's collective bargaining agreements and applying all relevant labor rules, constraints, and policies during the scheduling and rostering process.				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					- Scheduling Efficiency and Cost Reduction Analysis The Consultant shall perform a detailed analysis of current schedules to identify opportunities for significant operational cost savings and productivity improvement. - Travel Time and Recovery Time Analysis: Through analysis of scheduled travel times and recovery times (layover) across all routes and modes to ensure reliability while identifying and eliminating excess non-revenue time. - Operational Key Performance Indicator (KPI) Review: Evaluation of performance metrics (e.g., span of service, service speed, revenue miles/hours per vehicle, etc.) to determine areas for "lean" scheduling strategies to maximize output with existing resources. "What If" Scenario Testing: Modeling and simulation of potential scheduling changes to quantify resulting operational impacts, including changes to total revenue hours, crew requirements, and associated labor costs. - Best Practice Review: Conducting performance analytics and technology tool optimization reviews to ensure the unit is leveraging scheduling technology effectively. - Specialized Scheduling Support - Fallback Operations: Development and documentation of fallback schedules for Bus, rail, and CC operations. - Diverse Scheduling Forms: Providing expertise across different types of scheduling, including fixed-route, express, demand-response, and specialized services. 3. Scope of Work — Task Area B: Strategic				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Service Planning and Optimization The Consultant shall provide comprehensive service planning expertise to design, evaluate, and implement service changes that align with community needs, equity goals, and fiscal responsibility. • Service Design and Delivery • Transit Service Planning Principles: Applying foundational principles of transit service planning, including route structure design, network connectivity, crowding standards, and service frequency determination. • Comprehensive Service Analysis: Performing technical evaluations, Comprehensive Operations Analyses (COA), and system-wide service reviews to assess current network performance and identify service gaps. • Budgetary Scaling and Optimization: Assisting the agency in analyzing existing service and developing service expansion or reduction scenarios that work within strict budgetary and funding constraints, ensuring maximum value from available capital. • Equity, Access, and Crowding Analysis • Service Equity: Utilizing data to analyze and report on service distribution, specifically focusing on placing service in areas of the city where crowding is magnified or where transit dependency is highest, supporting the agency's commitment to equitable access. • Demand Analysis: Employing transportation demand analysis to estimate passenger flows, ridership projections, and service needs for both existing corridors and proposed expansion areas. 4. Deliverables (Typical Tasks)				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					The Consultant shall deliver task-specific work products, which may include, but are not limited to: - Optimized Crew and Vehicle Files (compatible with agency CAS software). - Detailed Schedule Analysis Reports (including efficiency scores and cost savings quantification). - Service Planning Reports and Communication Materials using agency brand standards (i.e. memos, maps, graphics, dashboards, etc.) with phased implementation strategies (short-range, long-range). - Documentation of fallback/contingency service plans. 5. Required Consultant Qualifications Key personnel must possess demonstrable experience in: - Transit Scheduling Software Proficiency: Expertise in industry-standard Computer-Aided Software (CAS) platforms (e.g., Hastus-GIRO, Trapeze). - Labor Contract Interpretation: Proven ability to translate complex Collective Bargaining Agreements into scheduling rules. - Data Analysis: Strong capability in utilizing Geographic Information System (GIS)/Aeronautical Reconnaissance Coverage Geographic Information System (ArcGIS) Online, Automatic Vehicle Location (AVL)/Automatic Passenger Count (APC) data, programming languages (Python, R, etc.), Tableau/Power BI, and performance indicators (KPIs) to drive analytical conclusions for both scheduling and service planning.				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					- Mapping & Graphics: Strong capacity in utilizing Adobe Creative Suite products to create maps and other collateral to illustrate analytical conclusions for use with internal and external audiences. - Implementation Track Record: Experience in successfully implementing recommended schedule changes and service plans in large- or medium-sized transit agencies. - Training Capabilities: Ability to provide on-site or remote training in basic and advanced scheduling and service analysis techniques to agency staff.				
DHRPSC0006402 - v0.01	PUC	New	\$3,800,000.00	\$3,800,000.00	The proposed work will modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, site verification, system design, equipment procurement, delivery, installation, integration, configuration, programming, cable management, testing, commissioning, staff training, documentation, warranty support, and ongoing technical support. Work may include displays, cameras, microphones, speakers, control systems, scheduling panels, conferencing systems, software licensing, and remote monitoring. Services will be performed as needed through authorized purchase orders for specific rooms, locations, and project phases. The total estimated value of services in this contract is \$3.8 million, the amount for which this PSC approval is being requested. If any inside electrical work is needed, the Department of Tehnology will be engaged. The PUC has alerted the Department of Technology regarding the intent and scope of this project and potential identification of need for DT's services in electrical, network cabling, and/or conduit services. We confirm that during the execution of the scope of work for this project, any activities involving network cabling, electrical wiring, and/or conduit	24	24	2026-10-05 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
					have been identified and communicated to the appropriate in-house facilities and IT departments. In accordance with site policy, these departments will coordinate and engage qualified union contractors to perform all eligible work to ensure compliance with safety standards, building codes, and labor requirements. The contractor will not perform electrical, network cabling, conduit, or other work reserved for City staff or separately contracted union trades unless specifically authorized through the appropriate City processes and agreements.				
DHRPSC0006557 - v0.01	REC	New	\$1,000,000.00	\$1,000,000.00	Design and construction administrative services for the Portsmouth Square Improvement Project. This is a continuation of original project (PSC# 44918-13/14) - additional professional services have been required to respond to evolving project requirements, regulatory and permitting coordination, owner-initiated changes, and changes to the project schedule and construction delivery.	36	36	2026-10-05 14:00:00	Sean McFadden
DHRPSC0006545 - v0.01	REC	New	\$2,500,000.00	\$2,500,000.00	The Recreation and Park Department is undertaking a wholesale renovation of Kezar Pavilion and replacement of the annex building, located at 755 Stanyan Street, San Francisco, CA. The project is funded in part by the Earthquake Safety and Emergency Response Bond. This PSC is for structural engineering services only for the project. The Public Works-Bureau of Architecture will serve as project lead and provide architectural services from concept design through construction documentation and construction administration of the project. In addition, other City and private consultants have been retained to provide design and engineering services for the project.	60	60	2026-10-05 14:00:00	Sean McFadden
TOTALS:			\$18,400,000.00	\$18,400,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ADM	1	0	\$600,000.00	\$600,000.00

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
AIR	1	0	\$9,500,000.00	\$9,500,000.00
MTA	1	0	\$1,000,000.00	\$1,000,000.00
PUC	1	0	\$3,800,000.00	\$3,800,000.00
REC	2	0	\$3,500,000.00	\$3,500,000.00
Column Total	6	0	\$18,400,000.00	\$18,400,000.00

Generated on: 9/18/2026, 10:14:56 AM by Suzanne Choi

PSC Requests Scheduled for Hearing - 10/5/2026

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0006037 - v1.01	LIB	Amendment	\$0.00	\$1,725,000.00	BiblioCommons is a "Soft ware as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.	36	185	2026-10-05 14:00:00	Shirley Yoshida
DHRPSC0003901 - v2.01	REC	Amendment	\$650,000.00	\$1,100,000.00	Original coordinator's email: sean.mcfadden@sfgov.org. As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: - Certified Arborist - ISA Qualified Tree Risk Assessor - Registered Consulting Arborist	24	96	2026-10-05 14:00:00	Sean McFadden
TOTALS:			\$650,000.00	\$2,825,000.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
LIB	0	1	\$0.00	\$1,725,000.00
REC	0	1	\$650,000.00	\$1,100,000.00
Column Total	0	2	\$650,000.00	\$2,825,000.00

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: ADM

Submitted By: Krystal Rogers

Department Coordinator: Amanda Wentworth,
Amanda.Wentworth@sfgov.org

Project Manager: Hallie Albert

ServiceNow Number: DHRPSC0006542

Version: 0.01

Version Type: New

Brief description of proposed work: Domestic Workers Outreach and Education on San Francisco Paid Sick Leave Laws.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$600,000

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 scope is to develop and deliver outreach services that improve paid sick leave (PSL) access and protections for the approximately 10,000 domestic workers in San Francisco. By providing outreach, education, and support to workers and employers, the contract will focus on creating and implementing an outreach program that provides educational materials and trainings explaining PSL rights, accrual, and use, and also inform workers about other applicable employee rights to help ensure they understand the full range of protections available to them.

Why are these services required and what are the consequences of denial?: If these services are denied or not provided, domestic service workers employers would not know their legal

obligation to provide their employees with paid sick leave. In addition, many domestic workers will continue to lack access to paid sick leave, putting them at risk of working while sick, and experiencing preventable economic hardship. As the target work community is substantially comprised of immigrant workers, and undocumented workers, this population is often hesitant to interact with a government enforcement agency, so having trusted organizations who can engage the workers in their first language and with cultural competencies allows a bridge to enforcement.

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?: 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?:

Funding for these services was issued via work order to OLSE from OEWD specifically to support domestic worker and employer outreach on paid sick leave rights. Due to the limited, dedicated funding allocated, no extension of services is currently anticipated.

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

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

Services require staff capable of creating and implementing educational materials and trainings that address paid sick leave rights including but not limited to its use, accrual and process for raising concerns should an issue arise. It is imperative that a trusted, non-governmental entity facilitate this work as domestic workers are less inclined to confide in or report concerns to a government agency, which could impede the effectiveness of these services.

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: It is imperative that a trusted, non-governmental entity facilitate this work as domestic workers are less inclined to confide in or report concerns to a government agency, which could impede the effectiveness of the education and outreach services.

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: This work is inherently challenging, as domestic workers are often difficult to reach as work is primarily done in private residents. Workers are also reluctant to engage directly with a government agency regarding complaints. Facilitating this work through an external organization will help build trust with domestic workers and more effectively address their needs; no training of city employees is required.

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: Many domestic workers, particularly those from immigrant communities, may be uncomfortable raising concerns directly with a government agency, so partnering with community-based organizations is essential to effectively reach and support them.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 1823 - Senior Administrative Analyst, 2978 - Contract Compliance Officer II, 2992 - Contract Compliance Officer 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 9/1/2026

Union Review End Date: 9/11/2026

Union Review Duration Met On: 9/11/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: AIR

Submitted By: Victor Madrigal

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

Project Manager: Victor Madrigal

ServiceNow Number: DHRPSC0006480

Version: 0.01

Version Type: New

Brief description of proposed work: The Airport's Design & Construction Division manages a diverse portfolio of capital improvement and facility maintenance projects. The Project Delivery Partners will supplement Airport staff by providing project management and technical expertise to support successful project delivery. Services include project, design, and construction management, project controls, cost estimating, scheduling, sustainability coordination, and commissioning, activation, and simulation (CAS) support.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,500,000

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: The Airport's Design & Construction Division's Architecture staff lead and manage a broad portfolio of construction projects across the Airport campus under the Airport's Capital Improvement Program and Facility Maintenance Projects.

The Project Delivery Partners will provide overall project management expertise and oversight of

the architecture and construction projects. The services will supplement Architecture staff resources and support the delivery of projects within scope, budget, and schedule.

Services include:

- Program & Project Management: Planning, scheduling, budgeting, risk management, project reporting, and multi-phase coordination
- Stakeholder & Design Management: Integration of airport systems, electrical, mechanical, plumbing, and low-voltage system designs; coordination with Airport operations to avoid service disruptions and coordination management with other active projects
- Design Management: Planning and scheduling of the design team, and ensuring milestone deliveries are met
- Construction Management: Oversight of installation, system integration, field testing, progress reporting, and operational continuity, including coordination with stakeholders involved
- Project Controls & Contract Administration: Management of cost, schedule, reporting, procurement support, contract compliance, and change management
- Cost Estimating: Preparing independent estimates for various project scopes
- Project Scheduling: Review and coordination of construction schedules
- Sustainability Coordination: Support, coordination, and ensure compliance with environmental sustainability requirements for the projects
- Commissioning, Activation & Simulation (CAS): Coordination of commissioning of airport special systems— safety & security, fire alarm, smoke control, electrical, mechanical, plumbing, and low-voltage—and developing test plans, inspections, and software/hardware activation for projects

Why are these services required and what are the consequences of denial?: The Airport requires facility upgrades and terminal renovations to improve operational efficiency, ensure safety/security, maintain code requirements, and meet the forecast demand of customers.

Denial will cause project delays, which will impact customer service, delay the implementation of Transportation Security Administration security measures, delay life and safety improvements, and may result in lost revenues from customer dissatisfaction and lowered guest experience.

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: The formal contract will require Airport Commission approval.

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?:

These services are needed intermittently because certain projects require urgent support. When these situations arise, City staff may not have the available capacity to respond in time. Without prompt attention, these issues could significantly impact ongoing Airport operations.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The projects require a specialized, multidisciplinary team with expertise in project management, risk assessment, design, cost, and schedule controls. The team must manage complex airport projects involving forensic investigation of aging facilities, development of code-compliant solutions, and delivery within aggressive schedules. Experience implementing technically complex work in fully operational, high-occupancy environments while maintaining continuous life safety systems is essential. Success also requires extensive coordination with Airport stakeholders, system experts, and Authorities Having Jurisdiction (AHJs), along with strong troubleshooting and problem-solving capabilities.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5203 - Assistant Engineer, 5366 - Engineering Associate 2, 5364 - Engineering Associate 1, 5268 - Architect, 5266 - Architectural Associate 2, 6319 - Senior Const Inspector, 5504 - Project Manager 2, 5207 - Assoc Engineer, 5265 - Architectural Associate 1, 5502 - Project Manager 1, 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 intends for these services to be performed by City employees whenever possible. However, the need for these services will arise intermittently, and there may be periods when City staff do not have the available capacity or the specialized skill set required to provide the expertise outlined in this scope of services.

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 formal training will be provided. City architects and engineers would gain experience working alongside the consultant.

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 specialized staffing is necessary to scale operations dynamically, ensuring the successful execution and timely delivery of architectural projects within established performance schedules. These services are needed on an as-needed basis. The intermittent nature of the work would not support a full-

time positions at this time. We will continue to explore if positions can be supported in the future and if so, the department will transition this work to permanent staff.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5366 - Engineering Associate 2, 5364 - Engineering Associate 1, 5362 - Engineering Assistant, 5268 - Architect, 5266 - Architectural Associate 2, 6319 - Senior Const Inspector, 5504 - Project Manager 2, 5207 - Assoc Engineer, 5265 - Architectural Associate 1, 5502 - Project Manager 1, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 7/15/2026

Union Review End Date: 7/25/2026

Union Review Duration Met On: 7/25/2026

NOTICE OF INTENT

DATE: June 5, 2026

TO: Port of San Francisco, San Francisco Municipal Transportation Agency, San Francisco Public Utilities Commission, San Francisco Public Works

SUBJECT: **NOTICE OF INTENT FOR: Contract No. 12359.41 Project Delivery Partners for Architecture Construction Projects**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **June 26, 2026**

The San Francisco International Airport's (Airport) Design & Construction Division is seeking project management support for Architecture Construction Projects as indicated below.

PROJECT BACKGROUND:

The Airport's Design & Construction Division's Architecture staff leads and manages a broad portfolio of construction projects across the airport campus, including: the Terminal 1 Boarding Area C Roof and Exterior Upgrades; Rental Car Center Improvements; West Campus Fitness Center; and Airport-Wide Office Improvements, as well as various renovation projects.

This Contract will provide Project Delivery Partners to assist Airport staff in delivering Architecture Construction Projects. The services would supplement Architecture staff resources and support the delivery of projects within scope, budget, and schedule.

SUMMARY OF SERVICES REQUESTED:

The Project Delivery Partners will provide overall project management expertise and oversight of the Architecture Construction Projects. The scope of services for the Contract will include, but is not limited to, project management, design management, construction management, project controls, contract administration, cost estimating, scheduling, field coordination and inspections, testing and project commissioning, reporting and stakeholder engagement necessary to deliver the projects within active terminals and airside environments.

Estimated duration of the Project Delivery Partners contract: November 2026 - October 2031

NOTICE OF INTENT for 12359.41 PDP for Architecture Construction Projects

June 5, 2026

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Please complete the Notice of Intent Response Form on the following page. Check one of the applicable boxes, sign, date, and email back by the requested response date noted above. If the Airport does not receive a response from your department by the requested response date, it shall be assumed that your staff is not available to perform these services, and the Airport will procure a contract for completion of these services.

Questions regarding this request should be directed to the Airport Contract Manager, Wendy Cheng at wendy.w.cheng@flysfo.com or at (650) 821-7709 or Alice Lau at alice.lau@flysfo.com or at (650) 821-7821.

Thank you in advance for your consideration.

Sincerely,

Wendy Cheng
Airport Contract Manager
Design & Construction Division
San Francisco International Airport

cc: Alice Lau, Director of Architecture
SFO Procurement and Contracts Section

**SAN FRANCISCO INTERNATIONAL AIRPORT
DESIGN & CONSTRUCTION DIVISION**

NOTICE OF INTENT RESPONSE FORM

Please check one of the applicable boxes below, sign, date, and email back by the requested response date. If the Airport does not receive a response from your department by the requested response date, it shall be assumed that your staff is not available to perform these services, and the Airport will procure a contract for completion of these services.

☐

Our department is interested.

If your department is interested in providing these services, the Airport Contract Administrator will contact you for further discussions.

☐

Our department is not interested in or available to provide these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

DATE: _____

MEMORANDUM

TO: Civil Service Commission

FROM: Airport Commission – Design & Construction

DATE: September 9, 2026

SUBJECT: PSC 6480 – IFPTE Local 21 Review and Objection

PURPOSE

This memo summarizes the Airport's communications with IFPTE Local 21 regarding PSC 6480, including the Union's objection, subsequent information requests, the Airport's responses, and the current status.

The complete email thread between the Airport and Local 21 is attached to this memorandum for reference and provides the supporting correspondence for the communications summarized below.

BACKGROUND

PSC 6480 is a proposed \$9.5 million, 72-month Personal Services Contract for Project Delivery Partner services. The contract will supplement Airport staff with project management and technical expertise to support Airport capital improvement and facility maintenance projects. Services include program and project management, stakeholder and design management, construction management, project controls and contract administration, cost estimating, project scheduling, sustainability coordination, and commissioning, activation, and simulation (CAS) support.

PSC 6480 was submitted to Local 21 for review on July 15, 2026, with the review period ending July 25, 2026. On July 25, Local 21 submitted an objection and requested additional information regarding the PSC and the Airport's staffing and transition plans.

SUMMARY OF COMMUNICATIONS

September 9, 2026: Five business days have passed since the Airport provided its supplemental responses to Local 21. The Airport has not received any further response from the Union. Accordingly, the Airport is moving forward with scheduling PSC 6480 for consideration on the Civil Service Commission calendar.

August 31, 2026: The Airport provided supplemental responses to Local 21's renewed questions. The Airport explained that it does not have a detailed breakdown of each instance during the prior three years when urgent or immediate support that was needed. Additional support may be required due to workload, project schedules, urgent operational needs, or specialized expertise that may not be available in-house at the time. The Airport also clarified that PSC 6480 is intended to supplement, rather than replace, City staff.

The Airport further explained that, over the prior two years, D&C requested 30 Architecture, Engineering, and Project Management positions, all of which were approved. These positions were used to fill vacancies and maintain existing staffing levels rather than provide additional capacity for fluctuations in workload.

The Airport also clarified that the three categories discussed during the August 12 meeting, including Architecture, Engineering, and Project Management, did not represent a minimum of three positions.

Regarding transition planning, the Airport explained that it does not currently have a plan to transition the entire PSC 6480 scope to a specific number of Local 21 positions by the end of the contract because not all services have been determined to be permanent staffing needs. The Airport will continue to evaluate staffing needs and hire City employees as positions are authorized and appropriate.

August 13, 2026: Following the August 12 meeting, Local 21 renewed several of its information requests and stated that portions of the Airport's July 31 responses did not fully answer its questions. The Union again requested information regarding historical staffing needs, specialized expertise, hiring of Local 21 classifications, and a detailed transition plan.

August 12, 2026: The Airport and Local 21 met virtually to discuss the Union's questions regarding in-house staffing, hiring, specialized expertise, and transition and knowledge transfer.

August 11, 2026: The Airport proposed a new meeting date, and the parties confirmed the August 12 meeting.

August 5, 2026: The scheduled meeting was cancelled by the Airport due to an unforeseen circumstance. The Airport advised Local 21 that it would coordinate internally and follow up with new dates.

August 4, 2026: Local 21 requested a meeting to discuss the Airport's hiring and knowledge-transfer plans in greater detail. The Airport agreed to meet.

July 31, 2026: The Airport provided written responses to Local 21's questions regarding prior contracting, in-house staffing capacity, specialized expertise, hiring, and transition planning.

July 25, 2026: Local 21 submitted its objection and requested additional information regarding PSC 6480 and the Airport's staffing and transition plans.

July 15, 2026: PSC 6480 was submitted to Local 21 for review. The review period was established through July 25, 2026.

CURRENT STATUS

The Airport has responded to Local 21's objection, met with the Union, and provided supplemental responses to its follow-up questions. As of September 9, 2026, the Airport has not received a further response from Local 21 following its August 31 supplemental responses.

The Airport is moving forward with scheduling PSC 6480 for consideration on the Civil Service Commission calendar.

From: [Victor Madrigal \(AIR\)](#)
To: ["Emily Wallace"](#); [DHR-Personal Services Contracts](#); [L21PSC Review](#); [Isen, Carol \(HRD\)](#)
Cc: [Christopher DiPrima \(AIR\)](#); [Colton Yee \(AIR\)](#); [Shayna Lee \(AIR\)](#); [Pratik Pramanik \(AIR\)](#); [Zack Kremnitser \(AIR\)](#)
Subject: RE: AIR [DHRPSC0006480] submitted for Union Review
Date: Monday, August 31, 2026 11:44:00 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Emily,

Thank you for the follow-up. This confirms receipt of Local 21's renewed requests for information regarding PSC 6480.

We reviewed the additional questions and have provided the Airport's responses below. Since the email thread is getting lengthy, I've included the questions and responses below for ease of reference. The Airport's latest responses, dated August 31, 2026, are highlighted in yellow. Please let me know if you have any questions.

Thank you,

Victor

Questions below:

Request for Information on PSC 6480

RFI – Q1:

7/25/26: Does this PSC include items other than professional services? If so, please describe those items.

- **7/31/26: (AIR)**

No.

- **8/13/26: (L21)**

Received.

RFI – Q2:

7/25/26: Have these services been contracted out in the last 3 years? If yes, how often have the consultant(s) been engaged in this scope of work for the Department during the last 3 years? The PSC submission states "These services are needed on an as-needed basis", and we request a detailed description of how often the consultants were engaged in this scope of

work during the prior PSC term.

- **7/31/26: (AIR)**

Project-specific services have been contracted out during the past three years. However, no services were contracted on an as-needed basis during that period.

- **8/13/26: (L21)**

Received.

RFI – Q3:

7/25/26: With the understanding that the Department has major capital development needs over the next 20 years, we believe the scope of work described in this PSC is a long-term and ongoing need. What portions of the PDP work can be performed by in-house staff? Which portions of this work, if any, cannot be performed by in-house staff? Please describe.

- **7/31/26: (AIR)**

Major capital projects within the Department are approved and planned in advance and are performed and/or managed by City employees. However, **there are times when services are needed intermittently because certain projects may require urgent, immediate support, or the volume of workload exceeds staff availability.** When these situations arise, City staff may not have sufficient available capacity to respond to meet the urgency of the need.

- **8/13/26: (L21)**

1. We appreciate this context, however, the Airport's answer is unresponsive to Local 21's request. To better understand the Airport's stated need for ongoing staff augmentation under this PSC, how many times during the previous 3-year period has this situation occurred? Local 21 requests a detailed breakdown showing the number of times during the previous 3-year period where there was an urgent need for immediate support on a project. We request a description that clarifies which Airport staff were asked, but were unable, to perform the work in question. For each incident during the previous 3-year period, please indicate whether staff's inability to perform the work in question was due to the specialized skills required for the project, and/or if the volume of work exceeded Airport staff's capacity. For each incident during the previous 3-year period, please describe the specific type of work that urgently needed to be performed (e.g. costing, scheduling, project management, etc.)
2. Local 21 is renewing our request for a detailed description that clarifies which portions of the work described in PSC 6480 can be performed by in-house staff, and which portions, if any, cannot be performed by in-house staff.

- **8/31/26: (AIR)**

The Airport does not have a detailed breakdown of each time urgent or immediate support was needed over the past three years.

The Airport is a 24/7 operational facility with a large capital program. City staff continues to manage and oversee Airport projects. There are times when additional support is needed because of workload, project schedules, urgent operational needs, or because specialized expertise is needed that may not be available in-house at that time.

Many of the services under PSC 6480, such as project management, engineering, cost estimating, scheduling, and project controls, can also be performed by qualified City staff. However, whether City staff can perform the work at a particular time depends on available staffing, workload, project schedules, and the specific expertise needed.

Over the last two years, the Airport requested 30 Architecture, Engineering, and Project Management positions, and all were approved. It takes, on average, approximately six months to hire new staff in these classifications. However, these positions were used to fill vacancies and maintain existing staffing levels; they did not provide additional staffing capacity to address the ebb and flow of project needs described above. In addition, the time required to hire permanent staff does not always align with short-term or immediate project needs.

PSC 6480 provides the Airport with the ability to supplement, rather than replace, City staff when additional capacity or specialized expertise is needed. City staff will continue to manage and oversee Airport projects.

Additional information on specialized services is provided in the Airport's response to Question 4.

RFI – Q4:

7/25/26: A detailed description of the technical expertise required for this PSC's scope of work. The PSC submission states that the work requires "expertise in project management, risk assessment, design, cost, and schedule controls", but this expertise exists within many of our City classifications, and it is unclear why this scope of work is being characterized as highly specialized.

- **7/31/26: (AIR)**

These services require technical expertise that aligns with the unique scope of each capital

project. While the City has classifications with general or even airport-specific project, design and cost management skills, **this work often requires specialized, project-specific experience beyond that of our current staff.** This type of specialized expertise is intermittent and varies from one project to another based on project need and current staff workload.

- **8/13/26: (L21)**

The Airport's answer is unresponsive to Local 21's request. We are resubmitting our request for a detailed description of the specialized skills and the project-specific experience that existing Airport employees do not have.

- **8/31/26: (AIR)**

Independent services like Special Inspection, Cost Estimate, Scheduling, and surge of expertise needs to manage Alternate Project Delivery and/or complex construction phasing within the Architecture section.

RFI – Q5:

7/25/26: Prior actions taken by the Department to have the work in this PSC request performed by City employees.

- **7/31/26: (AIR)**

As part of the Airport's process, before advertising any professional services or design and construction contract, a Notice of Intent (NOI) is issued to all City departments, informing them of our intent to procure those services and requesting that they indicate interest or availability to perform any portion of the work.

- **8/13/26: (L21)**

Received.

RFI – Q6:

7/25/26: 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.

- **7/31/26: (AIR)**

The City intends for these services to be performed by City employees whenever possible. However, there are times when services are needed intermittently because certain projects require urgent, immediate support outside of the Department's major planned development. In these situations, **City staff may not have sufficient available capacity or the specialized expertise required to respond promptly.** These services are necessary to ensure critical airport needs are addressed without delay.

- **8/13/26: (L21)**

We appreciate this context, however, the Airport's answer is unresponsive to Local 21's request. To better understand the Airport's stated need for ongoing staff augmentation under this PSC, how many times during the previous 3-year period has this situation occurred? Local 21 requests a detailed breakdown showing the number of times during the previous 3-year period where there was an urgent need for immediate support on a project. We request a description that clarifies which Airport staff were asked, but were unable, to perform the work in question. For each incident during the previous 3-year period, please indicate whether staff's inability to perform the work in question was due to the specialized skills required for the project, and/or if the volume of work exceeded Airport staff's capacity. For each incident during the previous 3-year period, please describe the specific type of work that urgently needed to be performed (e.g. costing, scheduling, project management, etc.)

- **8/31/26: (AIR)**

See response to RFI-Q3 above

RFI – Q7:

7/25/26: Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied, and when the Department was informed if they were approved or denied.

- **7/31/26: (AIR)**

It is the Airport's understanding that the Department of Human Resources (DHR) has provided Local 21 with a response regarding how departments are coordinating with the Mayor's Office on such requests.

- **8/13/26: (L21)**

1. The Airport's answer is unresponsive to Local 21's request. We are renewing our request for this information. Please confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied, and when the Department was informed if they were approved or denied.
2. During our PSC review meeting on August 12, 2026, the Airport indicated they would likely need to hire a minimum of 3 new positions to absorb this PSC's scope of work, but did not provide us with classification numbers for these 3 positions. In addition to the information we've requested about the

Airport's hiring efforts to date, Local 21 requests the list of specific job codes and the associated headcount that would be needed for the Airport to transition this PSC's scope of work back to in-house staff prior to the PSC's end-date.

- **8/31/26: (AIR)**

The Airport has continued to hire D&C staff despite two Mayor-directed hiring freezes. During the hiring freezes, D&C has requested and received exceptions to fill positions needed to support the Airport's capital program.

The use of PSC 6480 does not mean that the Airport has stopped hiring City employees or is using consultants in place of City staff. D&C has continued to recruit and hire employees when positions are authorized.

To clarify a point from the August 12, 2026, meeting, the Airport stated that it would be hiring within three categories: 1) Architecture, 2) Engineering, and 3) Project Management, not that a minimum of three positions would be hired.

Over the last two years, the Airport requested 30 positions within Architecture, Engineering, and Project Management, and all were approved. These positions were used to fill vacancies and maintain existing staffing levels rather than provide additional capacity to address the fluctuations in project workload described in Response 3.

D&C's staffing needs depend on the number and timing of projects, workload, available staff, specialized expertise, authorized positions, and City hiring requirements. It takes, on average, approximately six months to hire staff in these classifications. As a result, permanent hiring does not always align with immediate or short-term project needs or periods of peak workload.

PSC 6480 is intended to supplement, rather than replace, the Airport's City workforce when additional capacity or specialized expertise is needed. The Airport will continue to evaluate its staffing needs and hire City staff through the City's hiring process.

RFI – Q8:

7/25/26: Please provide a detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

- **7/31/26: (AIR)**

For all projects, City staff across the multiple Airport Divisions are actively involved throughout

the life of the project. This includes Project Management (in a leading role), Architecture/Engineering, Operations, Facilities, ITT, Accounting, Finance, Legal, and the Procurement and Contract Section (PCS), among others. To prepare Airport staff to receive the completed work, each Project goes through simulation plans, trials, facility familiarization walks, and a robust training program. Upon completion, projects are turned over to Airport staff for ongoing operation and maintenance.

- **8/13/26: (L21)**

The Airport's answer is unresponsive to Local 21's request. To clarify, we are not requesting information about the process that the Airport's consultants use to turn in their completed project deliverables; we are requesting a detailed description of the Airport's knowledge transfer plan that will permanently return this PSC's scope of work to Local 21's bargaining unit prior to the PSC's end-date. We are renewing our request for a detailed description of the Airport's knowledge transfer plan, and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

- **8/31/26: (AIR)**

The Airport does not currently have a plan to transition the entire scope of PSC 6480 to a specific number of Local 21 positions by the end of the contract. The Airport has not determined that all of the services covered by the PSC represent permanent staffing needs.

PSC 6480 provides additional support based on project workload, schedules, available City staffing, and specialized expertise. City employees will continue to manage and oversee the Airport's capital projects throughout the term of the PSC.

The Airport also continues to recruit and hire City employees based on staffing and operational needs. This has continued during the Mayor-directed hiring freezes, including through approved hiring exceptions.

As positions are filled and City staff have capacity, some work that may otherwise be supported by consultants can be performed in-house. There may also continue to be times when project workload, schedules, or specialized needs require additional consultant support.

The Airport will continue to evaluate its staffing needs and work with DHR as appropriate on classifications, recruitment, and hiring.

From: Emily Wallace <ewallace@ifpte21.org>

Sent: Thursday, August 13, 2026 3:06 PM

To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>; Colton Yee (AIR) <Colton.Yee@flysfo.com>; Shayna Lee (AIR) <Shayna.Lee@flysfo.com>; Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>; Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>

Subject: Re: AIR [DHRPSC0006480] submitted for Union Review

Importance: High

Hi Victor,

Thanks again to you and your team for taking the time to hold this PSC review meeting with Local 21 yesterday. We appreciated the opportunity to discuss our concerns with Airport leadership in greater depth.

The *Agreement Regarding Personal Services Contract Pilot Program Procedures* states, “the Union may request pertinent background and/or documentation related to the PSC request as it relates to the classifications the Union represents. ERD will facilitate discussions between the Union and City department when disputes regarding the relevance of information requested arise.”

As we discussed during yesterday’s meeting, Local 21 is renewing our request for information on several items that we submitted with our objection to PSC 6480 on July 25, 2026. Our renewed requests for information are copied below, in [blue](#).

If you have any questions about our request for information, please let me know. We look forward to hearing back from you.

Kindly respond to confirm receipt.

For the Union,

Emily Wallace (she/her)
IFPTE Local 21 Representative
Main: (415) 864-2100
Direct: (415) 914-7343
Join Us: <https://ifpte21.org/join/>

Request for Information on PSC 6480

7/25/26: Does this PSC include items other than professional services? If so, please describe those items.

7/31/26: No.

- **8/13/26:** Received.

7/25/26: Have these services been contracted out in the last 3 years? If yes, how often have the consultant(s) been engaged in this scope of work for the Department during the last 3 years? The PSC

submission states “These services are needed on an as-needed basis”, and we request a detailed description of how often the consultants were engaged in this scope of work during the prior PSC term.

7/31/26: Project-specific services have been contracted out during the past three years. However, no services were contracted on an as-needed basis during that period.

- **8/13/26:** Received.

7/25/26: With the understanding that the Department has major capital development needs over the next 20 years, we believe the scope of work described in this PSC is a long-term and ongoing need. What portions of the PDP work can be performed by in-house staff? Which portions of this work, if any, cannot be performed by in-house staff? Please describe.

7/31/26: Major capital projects within the Department are approved and planned in advance and are performed and/or managed by City employees. However, **there are times when services are needed intermittently because certain projects may require urgent, immediate support, or the volume of workload exceeds staff availability.** When these situations arise, City staff may not have sufficient available capacity to respond to meet the urgency of the need.

- **8/13/26:** We appreciate this context, however, the Airport’s answer is unresponsive to Local 21’s request. To better understand the Airport’s stated need for ongoing staff augmentation under this PSC, how many times during the previous 3-year period has this situation occurred? Local 21 requests a detailed breakdown showing the number of times during the previous 3-year period where there was an urgent need for immediate support on a project. We request a description that clarifies which Airport staff were asked, but were unable, to perform the work in question. For each incident during the previous 3-year period, please indicate whether staff’s inability to perform the work in question was due to the specialized skills required for the project, and/or if the volume of work exceeded Airport staff’s capacity. For each incident during the previous 3-year period, please describe the specific type of work that urgently needed to be performed (e.g. costing, scheduling, project management, etc.)
- **8/13/26:** Local 21 is renewing our request for a detailed description that clarifies which portions of the work described in PSC 6480 can be performed by in-house staff, and which portions, if any, cannot be performed by in-house staff.

7/25/26: A detailed description of the technical expertise required for this PSC’s scope of work. The PSC submission states that the work requires “expertise in project management, risk assessment, design, cost, and schedule controls”, but this expertise exists within many of our City classifications, and it is unclear why this scope of work is being characterized as highly specialized.

7/31/26: These services require technical expertise that aligns with the unique scope of each capital project. While the City has classifications with general or even airport-specific project, design and cost management skills, **this work often requires specialized, project-specific experience beyond that of our current staff.** This type of specialized expertise is intermittent and varies from one project to another based on project need and current staff workload.

- **8/13/26:** The Airport’s answer is unresponsive to Local 21’s request. We are resubmitting our request for a detailed description of the specialized skills and the project-specific experience that

existing Airport employees do not have.

7/25/26: Prior actions taken by the Department to have the work in this PSC request performed by City employees.

7/31/26: As part of the Airport's process, before advertising any professional services or design and construction contract, a Notice of Intent (NOI) is issued to all City departments, informing them of our intent to procure those services and requesting that they indicate interest or availability to perform any portion of the work.

- **8/13/26:** Received.

7/25/26: 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.

7/31/26: The City intends for these services to be performed by City employees whenever possible. However, there are times when services are needed intermittently because certain projects require urgent, immediate support outside of the Department's major planned development. In these situations, **City staff may not have sufficient available capacity or the specialized expertise required to respond promptly.** These services are necessary to ensure critical airport needs are addressed without delay.

- **8/13/26:** We appreciate this context, however, the Airport's answer is unresponsive to Local 21's request. To better understand the Airport's stated need for ongoing staff augmentation under this PSC, how many times during the previous 3-year period has this situation occurred? Local 21 requests a detailed breakdown showing the number of times during the previous 3-year period where there was an urgent need for immediate support on a project. We request a description that clarifies which Airport staff were asked, but were unable, to perform the work in question. For each incident during the previous 3-year period, please indicate whether staff's inability to perform the work in question was due to the specialized skills required for the project, and/or if the volume of work exceeded Airport staff's capacity. For each incident during the previous 3-year period, please describe the specific type of work that urgently needed to be performed (e.g. costing, scheduling, project management, etc.)

7/25/26: Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied, and when the Department was informed if they were approved or denied.

7/31/26: It is the Airport's understanding that the Department of Human Resources (DHR) has provided Local 21 with a response regarding how departments are coordinating with the Mayor's Office on such requests.

- **8/13/26:** The Airport's answer is unresponsive to Local 21's request. We are renewing our request for this information. Please confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied, and when the Department was informed if they were approved or denied.

- **8/13/26:** During our PSC review meeting on August 12, 2026, the Airport indicated they would likely need to hire a minimum of 3 new positions to absorb this PSC's scope of work, but did not provide us with classification numbers for these 3 positions. In addition to the information we've requested about the Airport's hiring efforts to date, Local 21 requests the list of specific job codes and the associated headcount that would be needed for the Airport to transition this PSC's scope of work back to in-house staff prior to the PSC's end-date.

7/25/26: Please provide a detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

7/31/26: For all projects, City staff across the multiple Airport Divisions are actively involved throughout the life of the project. This includes Project Management (in a leading role), Architecture/Engineering, Operations, Facilities, ITT, Accounting, Finance, Legal, and the Procurement and Contract Section (PCS), among others. To prepare Airport staff to receive the completed work, each Project goes through simulation plans, trials, facility familiarization walks, and a robust training program. Upon completion, projects are turned over to Airport staff for ongoing operation and maintenance.

- **8/13/26:** The Airport's answer is unresponsive to Local 21's request. To clarify, we are not requesting information about the process that the Airport's consultants use to turn in their completed project deliverables; we are requesting a detailed description of the Airport's knowledge transfer plan that will permanently return this PSC's scope of work to Local 21's bargaining unit prior to the PSC's end-date. We are renewing our request for a detailed description of the Airport's knowledge transfer plan, and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

From: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>

Date: Tuesday, August 11, 2026 at 5:14 PM

To: Emily Wallace <ewallace@ifpte21.org>, DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>, L21PSC Review <L21PSCReview@ifpte21.org>, Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>, Colton Yee (AIR) <Colton.Yee@flysfo.com>, Shayna Lee (AIR) <Shayna.Lee@flysfo.com>, Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>, Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>

Subject: RE: AIR [DHRPSC0006480] submitted for Union Review

Hi Emily - Wonderful! I'll send an invite for 3:30 PM tomorrow. Please feel free to forward the invitation to anyone else who should join.

Thanks!

From: Emily Wallace <ewallace@ifpte21.org>

Sent: Tuesday, August 11, 2026 5:08 PM

To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>; Colton Yee (AIR) <Colton.Yee@flysfo.com>; Shayna Lee (AIR) <Shayna.Lee@flysfo.com>; Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>; Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>

Subject: Re: AIR [DHRPSC0006480] submitted for Union Review

Hi Victor,

Thanks for circling back about this. Tomorrow (8/12) at 3:30pm will work for me for a virtual PSC review meeting. I'll need to coordinate availability with our members, and I will get back to you tomorrow with the list of meeting attendees who will need release time.

Thanks again for meeting with us - we look forward to discussing this PSC with you and your team tomorrow.

For the Union,

Emily Wallace (she/her)
IFPTE Local 21 Representative
Main: (415) 864-2100
Direct: (415) 914-7343
Join Us: <https://ifpte21.org/join/>

From: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>

Date: Tuesday, August 11, 2026 at 11:31 AM

To: Emily Wallace <ewallace@ifpte21.org>, DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>, L21PSC Review <L21PSCReview@ifpte21.org>, Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>, Colton Yee (AIR) <Colton.Yee@flysfo.com>, Shayna Lee (AIR) <Shayna.Lee@flysfo.com>, Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>, Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>

Subject: RE: AIR [DHRPSC0006480] submitted for Union Review

Hi Emily,

Would tomorrow, Wednesday, August 12th, work for you? We are available anytime between 3:15 and 4:00 p.m. Please let me know if that works for your schedule.

Thanks,

Victor

From: Emily Wallace <ewallace@ifpte21.org>
Sent: Wednesday, August 5, 2026 11:19 AM
To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>
Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>; Colton Yee (AIR) <Colton.Yee@flysfo.com>; Shayna Lee (AIR) <Shayna.Lee@flysfo.com>; Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>; Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>
Subject: Re: AIR [DHRPSC0006480] submitted for Union Review

Hi Victor,

That's no problem, thanks for the heads up. We look forward to receiving additional dates/times next week to reschedule this PSC review meeting.

Thanks again,
Emily

From: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>
Date: Wednesday, August 5, 2026 at 9:55 AM
To: Emily Wallace <ewallace@ifpte21.org>, DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>, L21PSC Review <L21PSCReview@ifpte21.org>, Isen, Carol (HRD) <carol.isen@sfgov.org>
Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>, Colton Yee (AIR) <Colton.Yee@flysfo.com>, Shayna Lee (AIR) <Shayna.Lee@flysfo.com>, Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>, Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>
Subject: RE: AIR [DHRPSC0006480] submitted for Union Review

Hi Emily - unfortunately, we'll need to cancel today's meeting due to an unforeseen circumstance. We'll coordinate internally and follow up next week with a few proposed dates and times to reschedule.

Thank you for your understanding and flexibility. We appreciate it, and I apologize for the inconvenience. I look forward to reconnecting next week.

Victor

From: Victor Madrigal (AIR)
Sent: Tuesday, August 4, 2026 5:23 PM
To: 'Emily Wallace' <ewallace@ifpte21.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol

(HRD) <Carol.Isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>; Colton Yee (AIR) <colton.yee@flysfo.com>; Shayna Lee (AIR) <shayna.lee@flysfo.com>; Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>; Zack Kremnitser (AIR) <zack.kremnitser@flysfo.com>

Subject: RE: AIR [DHRPSC0006480] submitted for Union Review

Hi Emily,

I will be sending a Teams meeting invitation for tomorrow at 4:00 p.m. and will include everyone on this email thread.

Thank you.

Victor

From: Emily Wallace <ewallace@ifpte21.org>

Sent: Tuesday, August 4, 2026 4:28 PM

To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc: Christopher DiPrima (AIR) <christopher.diprima@flysfo.com>; Colton Yee (AIR) <Colton.Yee@flysfo.com>; Shayna Lee (AIR) <Shayna.Lee@flysfo.com>; Pratik Pramanik (AIR) <pratik.pramanik@flysfo.com>; Zack Kremnitser (AIR) <Zack.Kremnitser@flysfo.com>

Subject: Re: AIR [DHRPSC0006480] submitted for Union Review

Importance: High

Hi Victor,

Thanks for coordinating a day/time for this meeting. Local 21 would like to meet virtually at 4:00PM tomorrow (Wednesday 8/5) to discuss the Department's knowledge transfer plan and the hiring timeline in more detail. Can you please provide us with a virtual meeting link?

I am looping in our Local 21 Airport delegates on this email for their awareness. I am still finalizing our list of attendees for tomorrow's meeting, so I will follow-up with a separate request for release time as soon as I've confirmed which of our Airport members will be attending tomorrow's meeting.

Thanks again - we look forward to meeting with you to discuss this scope of work.

Kindly respond to confirm receipt.

Best,
Emily

From: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>

Date: Friday, July 31, 2026 at 11:42 AM

To: Emily Wallace <ewallace@ifpte21.org>, DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>, L21PSC Review <L21PSCReview@ifpte21.org>, Isen, Carol (HRD) <carol.isen@sfgov.org>

Subject: RE: AIR [DHRPSC0006480] submitted for Union Review

Hi Emily,

Thank you for your email. I have reviewed your questions and provided responses to each of them below. For ease, my responses are shown in red.

With respect to your request for a meeting, if, after reviewing SFO's responses, you believe a meeting is needed, we are available to virtually meet on Wednesday, August 5th, at 4:00 p.m.

Thank you,



Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Emily Wallace <ewallace@ifpte21.org>

Sent: Saturday, July 25, 2026 9:00 AM

To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Subject: Re: AIR [DHRPSC0006480] submitted for Union Review

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

Hi Victor,

Local 21 objects to this PSC proceeding for Civil Service Commission approval, as the PSC's responses for a hiring plan and transition plan do not provide an adequate explanation for how the Department intends to have this work transitioned back to the City's workforce at the conclusion of the duration of the PSC.

Local 21 requests the following information related to this PSC submission:

- Does this PSC include items other than professional services? If so, please describe those items.

No.

- Have these services been contracted out in the last 3 years? If yes, how often have the consultant(s) been engaged in this scope of work for the Department during the last 3 years? The PSC submission states “These services are needed on an as-needed basis”, and we request a detailed description of how often the consultants were engaged in this scope of work during the prior PSC term.

Project-specific services have been contracted out during the past three years. However, no services were contracted on an as-needed basis during that period.

- With the understanding that the Department has major capital development needs over the next 20 years, we believe the scope of work described in this PSC is a long-term and ongoing need. What portions of the PDP work can be performed by in-house staff? Which portions of this work, if any, cannot be performed by in-house staff? Please describe.

Major capital projects within the Department are approved and planned in advance and are performed and/or managed by City employees. However, there are times when services are needed intermittently because certain projects may require urgent, immediate support, or the volume of workload exceeds staff availability. When these situations arise, City staff may not have sufficient available capacity to respond to meet the urgency of the need.

- A detailed description of the technical expertise required for this PSC’s scope of work. The PSC submission states that the work requires “expertise in project management, risk assessment, design, cost, and schedule controls”, but this expertise exists within many of our City classifications, and it is unclear why this scope of work is being characterized as highly specialized.

These services require technical expertise that aligns with the unique scope of each capital project. While the City has classifications with general or even airport-specific project, design and cost management skills, this work often requires specialized, project-specific experience beyond that of our current staff. This type of specialized expertise is intermittent and varies from one project to another based on project need and current staff workload.

- Prior actions taken by the Department to have the work in this PSC request performed by City employees.

As part of the Airport’s process, before advertising any professional services or design and construction contract, a Notice of Intent (NOI) is issued to all City departments, informing them of our intent to procure those services and requesting that they indicate interest or availability to perform any portion of the work.

- 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.

The City intends for these services to be performed by City employees whenever possible. However, there are times when services are needed intermittently because certain projects require urgent, immediate support outside of the Department’s major planned development. In these situations, City staff may not have sufficient available capacity or the specialized expertise required to respond promptly. These services are necessary to ensure critical airport needs are addressed without delay.

- Confirm if the Department has requested approval from the Mayor’s office to hire Local 21 classifications to

perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied, and when the Department was informed if they were approved or denied.

It is the Airport's understanding that the Department of Human Resources (DHR) has provided Local 21 with a response regarding how departments are coordinating with the Mayor's Office on such requests.

- Please provide a detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

For all projects, City staff across the multiple Airport Divisions are actively involved throughout the life of the project. This includes Project Management (in a leading role), Architecture/Engineering, Operations, Facilities, ITT, Accounting, Finance, Legal, and the Procurement and Contract Section (PCS), among others. To prepare Airport staff to receive the completed work, each Project goes through simulation plans, trials, facility familiarization walks, and a robust training program. Upon completion, projects are turned over to Airport staff for ongoing operation and maintenance.

Local 21 reserves the right to request to meet upon receiving this information. I will be unavailable from July 27th-31st but can be available for a virtual PSC meeting at 4:00pm on Monday August 3rd, or at 4:00pm on Tuesday August 4th.

Kindly respond to confirm receipt.

For the Union,

Emily Wallace (she/her)
IFPTE Local 21 Representative
Main: (415) 864-2100
Direct: (415) 914-7343
Join Us: <https://ifpte21.org/join/>

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

Sent: Wednesday, July 15, 2026 5:26 PM

To: DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>;
L21PSC Review <L21PSCReview@ifpte21.org>; Victor.Madrigal@flysfo.com
<Victor.Madrigal@flysfo.com>

Subject: AIR [DHRPSC0006480] submitted for Union Review

Hello union representatives,

AIR is requesting your review of PSC [DHRPSC0006480]. 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 2026-07-25. 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: DHRPSC0006480 v 0.01

Description of Proposed Work: The Airport's Design & Construction Division manages a diverse portfolio of capital improvement and facility maintenance projects. The Project Delivery Partners will supplement Airport staff by providing project management and technical expertise to support successful project delivery. Services include project, design, and construction management, project controls, cost estimating, scheduling, sustainability coordination, and commissioning, activation, and simulation (CAS) support.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔CSC Approval by Amount

Submitting Department: AIR

Dept PSC Coordinator: Victor Madrigal

Dept PSC Coordinator Email: Victor.Madrigal@flysfo.com

Dept PSC Coordinator Phone: +1 (650) 821-5324

PSC Amount: \$9,500,000.00

PSC Duration (months): 72

Funding Source(s): City Funds

Scope of Work: The Airport's Design & Construction Division's Architecture staff lead and manage a broad portfolio of construction projects across the Airport campus under the Airport's Capital Improvement Program and Facility Maintenance Projects. The Project Delivery Partners will provide overall project management expertise and oversight of the architecture and construction projects. The services will supplement Architecture staff resources and support the delivery of projects within scope, budget, and schedule. Services include: - Program & Project Management: Planning, scheduling, budgeting, risk management, project reporting, and multi-phase coordination - Stakeholder & Design Management: Integration of airport systems, electrical, mechanical, plumbing, and low-voltage system designs; coordination with Airport operations to avoid service disruptions and coordination management with other active projects - Design Management: Planning and scheduling of the design team, and ensuring milestone deliveries are met - Construction Management: Oversight of installation, system integration, field testing, progress reporting, and operational continuity, including coordination with stakeholders involved - Project Controls & Contract Administration: Management of cost, schedule, reporting, procurement support, contract compliance, and change management - Cost Estimating: Preparing independent estimates for various project scopes - Project Scheduling: Review and coordination of construction schedules - Sustainability Coordination: Support, coordination, and ensure compliance with environmental sustainability requirements for the projects - Commissioning, Activation & Simulation (CAS): Coordination of commissioning of airport special systems— safety & security, fire alarm, smoke control, electrical, mechanical, plumbing, and low-voltage—and developing test plans, inspections, and software/hardware activation for projects

Job Class(es): 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5241 - Engineer, 5265 - Architectural Associate 1, 5266 - Architectural Associate 2, 5268 - Architect, 5362 - Engineering Assistant, 5364 - Engineering Associate 1, 5366 - Engineering Associate 2, 5502 - Project Manager 1, 5504 - Project Manager 2, 6318 - Construction Inspector, 6319 - Senior Const Inspector

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:TIS6802224_4nPXsullbJrSHtHJ81KU

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Marilou Perez

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

Project Manager: Marilou Perez

ServiceNow Number: DHRPSC0006569

Version: 0.01

Version Type: New

Brief description of proposed work: "To seek an on-call consultant to provide professional transit planning, scheduling, and operational support services.

The consultant will assist the agency with improving transit operations, optimizing service delivery, analyzing system performance, and developing strategies to increase efficiency and effectiveness. Responsibilities include transit scheduling, workforce and vehicle planning, operational analysis, service planning, performance evaluation, and the development of recommendations to improve service quality while managing costs.

The consultant will also support long-range and strategic planning efforts by evaluating transit demand, assessing service needs, promoting equitable access to transportation, and helping the agency implement service improvements that align with operational goals, community priorities, and budget constraints."

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,000,000

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: 1. Introduction

Post Union Notification

This Scope of Work defines the requirements for an On-Call Contract for professional transit consulting services. The primary objective is to secure assistance in two critical areas: (A) Transit Scheduling, Analysis, and Efficiency, and (B) Strategic Service Planning, Design, and Optimization.

Consultants awarded this contract must demonstrate the ability to execute services within contractual set terms, timelines, and budget constraints, providing technical expertise to improve operational efficiency, maximize resource utilization, and enhance service quality and equity.

2. Scope of Work — Task Area A: Transit Scheduling and Operational Analysis

The Consultant shall provide specialized expertise in the development, analysis, and optimization of transit schedules, encompassing both vehicle and crew movements.

- Schedule Development and Optimization

The Consultant must possess knowledge of scheduling principles and Computer-Aided Scheduling (CAS) software to perform the following core tasks:

- Schedule Building: Development of efficient base schedules, including capacity and running time calibration and optimization.
- Vehicle Scheduling (Blocking): Optimization of vehicle blocks (trip linking/hooking), block interlining, division assignment, and analysis of non-revenue service (pull-out/deadhead) requirements, including assessment of new or reconfigured division locations.
- Operator Scheduling (Run cutting) and Rostering: Skilled application of run cutting principles to efficiently divide vehicle blocks into optimal crew shifts (runs) and development of equitable and efficient operator rosters and bid preparation materials.
- Labor Contract Alignment: Reviewing the transit agency's collective bargaining agreements and applying all relevant labor rules, constraints, and policies during the scheduling and rostering process.

- Scheduling Efficiency and Cost Reduction Analysis

The Consultant shall perform a detailed analysis of current schedules to identify opportunities for significant operational cost savings and productivity improvement.

- Travel Time and Recovery Time Analysis: Through analysis of scheduled travel times and recovery times (layover) across all routes and modes to ensure reliability while identifying and eliminating excess non-revenue time.
- Operational Key Performance Indicator (KPI) Review: Evaluation of performance metrics (e.g., span of service, service speed, revenue miles/hours per vehicle, etc.) to determine areas for "lean" scheduling strategies to maximize output with existing resources.
- "What If" Scenario Testing: Modeling and simulation of potential scheduling changes to quantify resulting operational impacts, including changes to total revenue hours, crew requirements, and associated labor costs.
- Best Practice Review: Conducting performance analytics and technology tool optimization reviews to ensure the unit is leveraging scheduling technology effectively.
- Specialized Scheduling Support
- Fallback Operations: Development and documentation of fallback schedules for Bus, rail, and CC operations.
- Diverse Scheduling Forms: Providing expertise across different types of scheduling, including

fixed-route, express, demand-response, and specialized services.

3. Scope of Work — Task Area B: Strategic Service Planning and Optimization

The Consultant shall provide comprehensive service planning expertise to design, evaluate, and implement service changes that align with community needs, equity goals, and fiscal responsibility.

- Service Design and Delivery
- Transit Service Planning Principles: Applying foundational principles of transit service planning, including route structure design, network connectivity, crowding standards, and service frequency determination.
- Comprehensive Service Analysis: Performing technical evaluations, Comprehensive Operations Analyses (COA), and system-wide service reviews to assess current network performance and identify service gaps.
- Budgetary Scaling and Optimization: Assisting the agency in analyzing existing service and developing service expansion or reduction scenarios that work within strict budgetary and funding constraints, ensuring maximum value from available capital.
- Equity, Access, and Crowding Analysis
- Service Equity: Utilizing data to analyze and report on service distribution, specifically focusing on placing service in areas of the city where crowding is magnified or where transit dependency is highest, supporting the agency's commitment to equitable access.
- Demand Analysis: Employing transportation demand analysis to estimate passenger flows, ridership projections, and service needs for both existing corridors and proposed expansion areas.

4. Deliverables (Typical Tasks)

The Consultant shall deliver task-specific work products, which may include, but are not limited to:

- Optimized Crew and Vehicle Files (compatible with agency CAS software).
- Detailed Schedule Analysis Reports (including efficiency scores and cost savings quantification).
- Service Planning Reports and Communication Materials using agency brand standards (i.e. memos, maps, graphics, dashboards, etc.) with phased implementation strategies (short-range, long-range).
- Documentation of fallback/contingency service plans.

5. Required Consultant Qualifications

Key personnel must possess demonstrable experience in:

- Transit Scheduling Software Proficiency: Expertise in industry-standard Computer-Aided Software (CAS) platforms (e.g., Hastus-GIRO, Trapeze).
- Labor Contract Interpretation: Proven ability to translate complex Collective Bargaining Agreements into scheduling rules.
- Data Analysis: Strong capability in utilizing Geographic Information System (GIS)/ Aeronautical Reconnaissance Coverage Geographic Information System (ArcGIS) Online, Automatic Vehicle Location (AVL)/Automatic Passenger Count (APC) data, programming languages (Python, R,

etc.), Tableau/Power BI, and performance indicators (KPIs) to drive analytical conclusions for both scheduling and service planning.

- Mapping & Graphics: Strong capacity in utilizing Adobe Creative Suite products to create maps and other collateral to illustrate analytical conclusions for use with internal and external audiences.
- Implementation Track Record: Experience in successfully implementing recommended schedule changes and service plans in large- or medium-sized transit agencies.
- Training Capabilities: Ability to provide on-site or remote training in basic and advanced scheduling and service analysis techniques to agency staff.

Why are these services required and what are the consequences of denial?: The contract services are required to supplement limited staffing capacity and ensure the agency can continue to meet existing service and scheduling demands. The contract is structured as an on-call service, providing the agency with the flexibility to utilize contracted resources when needed based on staffing availability, operational requirements, and ridership demand. Because the service is on-call, the agency can request assistance only when it is needed. This allows the agency to maximize available resources, address operational gaps, and maintain service reliability while using contract services in a targeted and cost-effective manner.

The consequences of denial is the agency will not have sufficient staffing capacity to consistently deliver the required level of service. Without the flexibility provided by the on-call contract, staffing shortages and increased scheduling demands may result in the inability to cover all scheduled service. The denial of the contract would limit the agency's ability to maintain reliable service and meet existing operational and scheduling requirements with the resources currently 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: The contract will provide specialized technical expertise and support for transit scheduling, service planning, operational analysis, and service optimization. Services will be provided on an intermittent and as-needed basis to address workload demands and specialized needs that cannot be consistently accommodated by existing Department staffing resources.

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?: As needed basis due to unpredictable workload, flexibility, specialized expertise and cost.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: • Transit Scheduling Software Proficiency: Expertise in industry-standard CAS platforms (e.g., Hastus-GIRO, Trapeze).

- Labor Contract Interpretation: Proven ability to translate complex Collective Bargaining Agreements into scheduling rules.
- Data Analysis: Strong capability in utilizing GIS/ArcGIS Online, AVL/APC data, programming languages (Python, R, etc.), Tableau/Power BI, and performance indicators (KPIs) to drive analytical conclusions for both scheduling and service planning.
- Mapping & Graphics: Strong capacity in utilizing Adobe Creative Suite products to create maps and other collateral to illustrate analytical conclusions for use with internal and external audiences.
- Implementation Track Record: Experience in successfully implementing recommended schedule changes and service plans in large- or medium-sized transit agencies.
- Training Capabilities: Ability to provide on-site or remote training in basic and advanced scheduling and service analysis techniques to agency staff.

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

Q5c1) Identify the classifications: 5290 - Transportation Planner IV, 5289 - Transportation Planner III, 1241 - Human Resources Analyst, 1824 - Pr Administrative Analyst, 5320 - Illustrator and Art Designer

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

Q5c3) Why are they not able to perform the services?: The Department does not have sufficient staffing capacity and specialized resources to perform these services on an as-needed basis while continuing to meet ongoing operational responsibilities. The need for transit consulting services is intermittent and varies based on workload, projects, and operational priorities. The on-call contract will provide access to specialized expertise and additional resources when needed, without requiring the Department to maintain permanent staffing for workload that may fluctuate over time.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Provide on-site or remote training in basic and advanced scheduling and service analysis techniques to agency staff.

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

Q5f1) Describe the transition plan, including the anticipated timeline: Staff will receive training from the consultant and absorb the work internally

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5290 - Transportation Planner IV, 1232 - Training Officer, 5289 - Transportation Planner III, 1241 - Human Resources Analyst, 1824 - Pr Administrative Analyst, 5320 - Illustrator and Art Designer

Labor Unions: 021 - Prof & Tech Eng, Local 21, 022 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org, L21pscreview@ifpte21.org

Union Review Sent On: 9/4/2026

Union Review End Date: 9/14/2026

Union Review Duration Met On: 9/14/2026

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Elliot Yu

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

Project Manager: Javier Tous

ServiceNow Number: DHRPSC0006402

Version: 0.01

Version Type: New

Brief description of proposed work: To modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, system design, equipment procurement, installation, integration, testing, training, documentation, warranty support, and ongoing technical support. Work will be authorized on an as-needed basis through purchase orders for specific locations and rooms.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$3,800,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$4,400,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

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 proposed work will modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, site verification, system design, equipment procurement, delivery, installation, integration, configuration, programming, cable management, testing, commissioning, staff training, documentation, warranty support, and ongoing technical support. Work may include displays, cameras,

microphones, speakers, control systems, scheduling panels, conferencing systems, software licensing, and remote monitoring. Services will be performed as needed through authorized purchase orders for specific rooms, locations, and project phases.

The total estimated value of services in this contract is \$3.8 million, the amount for which this PSC approval is being requested. If any inside electrical work is needed, the Department of Tehnology will be engaged.

The PUC has alerted the Department of Technology regarding the intent and scope of this project and potential identification of need for DT's services in electrical, network cabling, and/or conduit services. We confirm that during the execution of the scope of work for this project, any activities involving network cabling, electrical wiring, and/or conduit have been identified and communicated to the appropriate in-house facilities and IT departments. In accordance with site policy, these departments will coordinate and engage qualified union contractors to perform all eligible work to ensure compliance with safety standards, building codes, and labor requirements. The contractor will not perform electrical, network cabling, conduit, or other work reserved for City staff or separately contracted union trades unless specifically authorized through the appropriate City processes and agreements.

Why are these services required and what are the consequences of denial?: These services are required to replace aging and inconsistent audio-visual equipment, install new audio-visual systems as needed, and provide reliable meeting, training, and collaboration technology across Public Utilities Commission facilities. The work supports staff communication, hybrid meetings, presentations, operational coordination, and use of modern conferencing platforms. If denied, existing rooms would continue to rely on outdated or unreliable systems, resulting in poor meeting functionality, service disruptions, increased support needs, inconsistent user experience across facilities, and delays in planned technology refresh work. Denial would also limit the department's ability to standardize equipment, maintain systems, and support effective in-person and remote collaboration.

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: Over Threshold 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?: Yes

Q4a) What facilities or equipment does the City lack that contractor possesses?: The city lacks the specialized audio-visual (AV) and unified communications (UC) system design, integration, installation, programming, commissioning, support, and maintenance expertise required to implement and support the full breadth of conference room modernization projects across SFPUC Facilities. The contractor will provide access to specialized equipment, certified personnel, manufacturer-trained resources, and project management capabilities necessary to successfully deliver these services.

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

Explain why: Installing and providing, programming, commissioning, and supporting audio-visual systems across all of SFPUC conference rooms require specialized certified personnel and manufacturer-trained subject matter experts whose expertise is not available within City staffing classifications and resources.

SFPUC and the City do not have the capacity nor expertise to coordinate and service across all locations and provide required support/maintenance requests as needed.

Systems and equipment installed under this contract will include applicable manufacturer warranties and any additional warranty coverage specific in the authorized purchase order, up to seven (7) years where available.

Throughout the duration of the contract, AVI-SPL (Audio Visual Innovations - Signal Perfection Limited, Inc.) will provide support, maintenance, technical documentation, and training to City staff to assist with the operation and basic troubleshooting of installed systems.

AVI-SPL will provide procurement, configuration, and installation services for authorized audio-visual equipment. All equipment purchased under this contract will be owned by the SFPUC and will remain the property of the SFPUC following contract completion.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7318 - Electronic Maintenance Tech

Labor Unions: 006 - Electrical Workers, Local 6

Labor Union Email Addresses: ibew6@ibew6.org, oashworth@ibew6.org

Union Review Sent On: 7/21/2026

Union Review End Date: 8/20/2026

Union Review Duration Met On: 8/20/2026



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Date: September 8, 2026

MEMORANDUM

To: Civil Service Commission

Through: Sandra Eng

From: San Francisco Public Utilities Commission

RE: PSC # DHRPSC0006402 – Summary of Union Objection

The San Francisco Public Utilities Commission's (SFPUC) Personal Services Contract (PSC) No. DHRPSC0006402 was submitted for International Brotherhood of Electrical Workers (IBEW) Local 6 ("Union") review on 7/21/2026.

- On 7/21/2026, the Union requested to meet regarding the PSC and SFPUC responded the same day to the meeting request with some available times.
- On 7/30/2026, the Union responded with availability and a meeting was set up for 8/5/2026.
- On 8/5/2026, SFPUC met with the Union.
- On 8/10/2026, SFPUC followed up with the Union.
- **On 8/18/2026, the Union confirmed they did not have any objection.**

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: [Osha Ashworth](#)
To: [Yu, Elliot](#); [Kyger, Todd](#); [Tous, Javier](#); [Mejia Rocha, Olga](#)
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review
Date: Tuesday, August 18, 2026 2:12:54 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

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Hi Elliott,

IBEW6 does not have any objection at this time.

Osha Ashworth
Assistant Business Manager
IBEW Local 6

From: Yu, Elliot <EYu@sfwater.org>
Sent: Monday, August 10, 2026 10:22 AM
To: Kyger, Todd <TKyger@sfwater.org>; Osha Ashworth <oashworth@ibew6.org>; Tous, Javier <JTous@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Hello Everyone,

Thank you for taking the time to meet last week to go over these questions.

Given that we have answered your questions and clarified regarding the scope of work on this PSC, is there any chance we can progress the submission to the next step in the workflow?

PSC Management
DHRPSC0006402 v 0.01

[Draft](#) [PSC Coordinator Review](#) [Union Review](#) [PSC Coordinator Approval](#) [DHR Admin](#) [CSC Admin](#) [Completed](#) [Rejected/Denied](#) [Cancelled](#) [Retired](#) [Withdrawn](#)

 **Personal Service Contracts (PSC) Request Form**

Number: DHRPSC0006402

* Requester:  

* Submitting Department: 

* Dept PSC Coordinator:  

* Dept Project Manager:  

Version: 

Initial Approval FY:

Request Type:

Request Status:

Opened:

Opened by: 

CSC Review Required: ☒

Watch list:

* Brief description of proposed work:

Amount | Duration | Funding | Scope of Work | Board and Commission Approvals | Justification | **Union Notifications** | Mandatory Documents | Dept PSC Coordinator | DHR Admin | CSC Admin | **CSC Review Reason** | Activities

* Job Class(es):

Labor Unions:

Labor Union Email Addresses:

Union Review Required: ☒

Union Notification Duration in Days:

Union Notification Sent: ☒

Union Review Sent On:

Union Review End Date:

Union Review Duration Met: ☐

Union Review Duration Met On:

Thank you,

Elliot Yu
Administrative Analyst
Information Technology Services
San Francisco Public Utilities Commission

(628) 251-6657 | eyu@sfwater.org

From: Kyger, Todd <TKyger@sfwater.org>

Sent: Tuesday, August 4, 2026 1:56 PM

To: Osha Ashworth <oashworth@ibew6.org>; Yu, Elliot <EYu@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

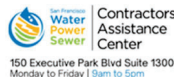
Thank you very much for highlighting the areas of concern. We will be prepared to address your questions.

Thanks, t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure

Workforce & Economic Program Services



Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfwater.org

From: Osha Ashworth <oashworth@ibew6.org>

Sent: Tuesday, August 4, 2026 1:54 PM

To: Kyger, Todd <TKyger@sfwater.org>; Yu, Elliot <EYu@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Hi Todd,

The yellow highlighting is what we are looking to verify falls within the scope highlighted in green. The procurement of equipment is not an issue. The installation and maintenance of it is.

"The proposed work will modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, site verification, system design, equipment procurement, delivery, installation, integration, configuration, programming, cable management, testing, commissioning, staff training, documentation, warranty support, and ongoing technical support. Work may include displays, cameras, microphones, speakers, control systems, scheduling panels, conferencing systems, software licensing, and remote monitoring. Services will be performed as needed through authorized purchase orders for specific rooms, locations, and project phases. The total estimated value of services in this contract is \$3.8 million, the amount for which this PSC approval is being requested. If any inside electrical work is needed, the Department of Technology will be engaged. The PUC has alerted the Department of Technology regarding the intent and scope of this project and potential identification of need for DT's services in electrical, network cabling, and/or conduit services. We confirm that during the execution of the scope of work for this project, any activities involving network cabling, electrical wiring, and/or conduit have been identified and communicated to the appropriate in-house facilities and IT departments. In accordance with site policy, these departments will coordinate and engage qualified union contractors to perform all eligible work to ensure compliance with safety standards, building codes, and labor requirements. The contractor will not perform electrical, network cabling, conduit, or other work reserved for City staff or separately contracted union trades unless specifically authorized through the appropriate City processes and agreements."

The A/V cabling/cable management and equipment installation would be appropriately assigned to the 7308, although there may be some overlap in equipment installation with the 7345. Any conduit installation or power would be appropriately assigned to the 7345.

Thank you,

Osha Ashworth

Assistant Business Manager

IBEW Local 6

From: Kyger, Todd <TKyger@sfwater.org>

Sent: Tuesday, August 4, 2026 11:39 AM

To: Osha Ashworth <oashworth@ibew6.org>; Yu, Elliot <EYu@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

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Hi Osha,

In advance of our call Wednesday, can you please provide a few of your questions so we can be sure to have with us any of the necessary information to respond to

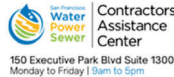
your concerns? Thanks again!

- The work described would fall within the scope of the 7345 electrician and
- a portion of the work would be appropriately assigned to the 7308 cable splicer classification

Thanks, t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services



Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfwater.org

From: Osha Ashworth <oashworth@ibew6.org>

Sent: Thursday, July 30, 2026 4:16 PM

To: Kyger, Todd <TKyger@sfwater.org>; Yu, Elliot <EYu@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Wednesday at 2:30 works for me.

Thank you,

Osha Ashworth

Assistant Business Manager

IBEW Local 6

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From: Kyger, Todd <TKyger@sfwater.org>

Sent: Thursday, July 30, 2026 4:11 PM

To: Osha Ashworth <oashworth@ibew6.org>; Yu, Elliot <EYu@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

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Thanks Osha, I'll be OOO tomorrow. How is Tuesday from 1-1:30 PM, or 3:00 to 3:30 PM, look for you next week?

Alternatively, we could meet on Wednesday between 9-10 AM, or anytime after 2:30PM. 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@sfwater.org

From: Osha Ashworth <oashworth@ibew6.org>

Sent: Thursday, July 30, 2026 4:06 PM

To: Yu, Elliot <EYu@sfwater.org>; Kyger, Todd <TKyger@sfwater.org>; Tous, Javier <JTous@sfwater.org>

Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>

Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Apologies, these went into the spam folder. I just pulled them out. I can meet tomorrow after 1pm, if that works on your side.

Osha Ashworth
Assistant Business Manager
IBEW Local 6

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From: Yu, Elliot <EYu@sfwater.org>
Sent: Thursday, July 30, 2026 3:53 PM
To: Kyger, Todd <TKyger@sfwater.org>; Tous, Javier <JTous@sfwater.org>; Osha Ashworth <oashworth@ibew6.org>; ibew6 <ibew6@ibew6.org>
Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

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Hello Osha,

Please let us know if you will be available sometime soon to discuss this PSC request.

We would appreciate getting together as quick as possible to answer any questions you may have, so that we can proceed with next steps for this contract.

Thank you,

Elliot Yu
Administrative Analyst
Information Technology Services
San Francisco Public Utilities Commission
(628) 251-6657 | eyu@sfwater.org

From: Kyger, Todd <TKyger@sfwater.org>
Sent: Thursday, July 30, 2026 10:16 AM
To: Tous, Javier <JTous@sfwater.org>; Osha Ashworth <oashworth@ibew6.org>; ibew6 <ibew6@ibew6.org>; Yu, Elliot <EYu@sfwater.org>
Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>
Subject: Re: PUC [DHRPSC0006402] submitted for Union Review

Hi Osha,

Checking in. Thanks!

Thanks, t
Todd Kyger

Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services



150 Executive Park Blvd Suite 1300
Monday to Friday 9am to 5pm

Cell: 415-308-0839

Pronouns: he, him, his

sfpub.gov/PLA | tkyger@sfwater.org

From: Tous, Javier <JTous@sfwater.org>
Date: Tuesday, July 28, 2026 at 8:36 AM
To: Kyger, Todd <TKyger@sfwater.org>; Osha Ashworth <oashworth@ibew6.org>; ibew6 <ibew6@ibew6.org>; Yu, Elliot <EYu@sfwater.org>
Cc: Ureel, Samantha M <SUreel@sfwater.org>; Duhe, Helen M <HDuhe@sfwater.org>; Sanchez, Daniel <DSanchez@sfwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Good Morning,

Checking in on this. Would it be possible to meet this week?

Thank you,

Javier Tous
Project Director
Information Technology Services
Office: (415) 640-9730 | jtous@sfgwater.org

San Francisco Water, Power, and Sewer | Services of the San Francisco Public Utilities Commission



From: Kyger, Todd <TKyger@sfgwater.org>
Sent: Wednesday, July 22, 2026 1:18 PM
To: Osha Ashworth <oashworth@ibew6.org>; ibew6 <ibew6@ibew6.org>; Tous, Javier <JTous@sfgwater.org>; Yu, Elliot <FYu@sfgwater.org>
Cc: Ureel, Samantha M <SUreel@sfgwater.org>; Duhe, Helen M <HDuhe@sfgwater.org>; Sanchez, Daniel <DSanchez@sfgwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Following up. If tomorrow doesn't workout, let me know how next week looks for you.

Thanks, t

Todd Kyger
Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services



From: Kyger, Todd
Sent: Tuesday, July 21, 2026 2:18 PM
To: Osha Ashworth <oashworth@ibew6.org>; ibew6 <ibew6@ibew6.org>; Tous, Javier <JTous@sfgwater.org>; Yu, Elliot <FYu@sfgwater.org>
Cc: Ureel, Samantha M <SUreel@sfgwater.org>; Duhe, Helen M <HDuhe@sfgwater.org>; Sanchez, Daniel <DSanchez@sfgwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Hi Osha,

I can assist with setting up a Zoom meeting. Please let me know if you have time this **Thursday afternoon at 3PM**.

Alternatively, we could meet next Monday at 2:30PM, or Tuesday at 2PM. Thank you!

Thanks, t

Todd Kyger
Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services



From: Osha Ashworth <oashworth@ibew6.org>
Sent: Tuesday, July 21, 2026 2:10 PM
To: CCSF IT Service Desk <ccsfdt@service-now.com>; Sanchez, Daniel <DSanchez@sfgwater.org>; DHR-PersonalServicesContracts@sfgov.org; ibew6 <ibew6@ibew6.org>; Duhe, Helen M <HDuhe@sfgwater.org>; Kyger, Todd <TKyger@sfgwater.org>; Ureel, Samantha M <SUreel@sfgwater.org>; Tous, Javier <JTous@sfgwater.org>; Mejia Rocha, Olga <OMejiaRocha@sfgwater.org>; Yu, Elliot <FYu@sfgwater.org>
Subject: RE: PUC [DHRPSC0006402] submitted for Union Review

Good afternoon,

IBEW Local 6 is requesting to meet regarding this PSC. The work described would fall within the scope of the 7345 electrician and a portion of the work would be appropriately assigned to the 7308 cable splicer classification.

Please provide some dates that the city is available to meet.

Thank you,

Osha Ashworth
Assistant Business Manager
IBEW Local 6

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From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Tuesday, July 21, 2026 12:58 PM
To: DSanchez@sfgov.org; DHR-PersonalServicesContracts@sfgov.org; ibew6@ibew6.org; hduhe@sfgov.org; TKyger@sfgov.org; SUreel@sfgov.org; JTous@sfgov.org; Osha Ashworth <oashworth@ibew6.org>; OMejiaRocha@sfgov.org; FYu@sfgov.org
Subject: PUC [DHRPSC0006402] submitted for Union Review

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]

Hello union representatives,

PUC is requesting your review of PSC [DHRPSC0006402]. 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 2026-08-20.**

PSC Summary

=====

Record Number: DHRPSC0006402 v 0.01

Description of Proposed Work: To modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, system design, equipment procurement, installation, integration, testing, training, documentation, warranty support, and ongoing technical support. Work will be authorized on an as-needed basis through purchase orders for specific locations and rooms.

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: \$3,800,000.00

PSC Duration (months): 24

Funding Source(s): City Funds

Scope of Work: The proposed work will modernize audio-visual systems in conference rooms, training rooms, and collaboration spaces across Public Utilities Commission facilities. Services include room assessments, site verification, system design, equipment procurement, delivery, installation, integration, configuration, programming, cable management, testing, commissioning, staff training, documentation, warranty support, and ongoing technical support. Work may include displays, cameras, microphones, speakers, control systems, scheduling panels, conferencing systems, software licensing, and remote monitoring. Services will be performed as needed through authorized purchase orders for specific rooms, locations, and project phases. The total estimated value of services in this contract is \$3.8 million, the amount for which this PSC approval is being requested. If any inside electrical work is needed, the Department of Tehnology will be engaged. The PUC has alerted the Department of Technology regarding the intent and scope of this project and potential identification of need for DT's services in electrical, network cabling, and/or conduit services. We confirm that during the execution of the scope of work for this project, any activities involving network cabling, electrical wiring, and/or conduit have been identified and communicated to the appropriate in-house facilities and IT departments. In accordance with site policy, these departments will coordinate and engage qualified union contractors to perform all eligible work to ensure compliance with safety standards, building codes, and labor requirements. The contractor will not perform electrical, network cabling, conduit, or other work reserved for City staff or separately contracted union trades unless specifically authorized through the appropriate City processes and agreements.

Job Class(es): 7318 - Electronic Maintenance Tech

Labor Unions: 006 - Electrical Workers, Local 6

PSC Justification(s)

=====

✔ Service for which City lacks the necessary facilities/equipment

Ref:TIS6814133_3syviDGOPMfvqa1iEGyo

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: Noah Levy

ServiceNow Number: DHRPSC0006557

Version: 0.01

Version Type: New

Brief description of proposed work: Design and construction administrative services for the Portsmouth Square Improvement Project. This is a continuation of original project (PSC# 44918-13/14) - additional professional services have been required to respond to evolving project requirements, regulatory and permitting coordination, owner-initiated changes, and changes to the project schedule and construction delivery.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,000,000

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: Design and construction administrative services for the Portsmouth Square Improvement Project. This is a continuation of original project (PSC# 44918-13/14) - additional professional services have been required to respond to evolving project requirements, regulatory and permitting coordination, owner-initiated changes, and changes to the project schedule and construction delivery.

Why are these services required and what are the consequences of denial?: Project has

started and more needs have been identified: evolving project requirements, regulatory and permitting coordination, owner-initiated changes, and changes to the project schedule and construction delivery.

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: Any increase over 10% of original agreement for formal contracts.

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?: Portsmouth renovation project is set to be completed by 2029.

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

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

Architectural & Engineering services include Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, Plumbing, Irrigation, Community Outreach Facilitation, Historic Resource Evaluation, Construction Administration and Warranty Phases.

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, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5274 - Landscape Architect, 5214 - Building Plans Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/27/2026

Union Review End Date: 9/6/2026

Union Review Duration Met On: 9/6/2026

44918 - 13/14

Posted March 7, 2014 - 15:22 by [sean mcfadden](#)

Type of Approval and Title

Type of Approval: REGULAR

Omit Posting: no

Auto Generated PSC: 44918 - 13/14

I need to recreate and existing PSC: no

PSC Part 1

Withdraw PSC: Not withdrawn

Postpone PSC: Not Postponed

PSC Coordinator initiated status (NOTE: Expedited PSC REQUIRE Union Notification): Start union notification (see minimum requirements)

DHR Approval State: Initial

Date: March 7, 2014

Department Name: RECREATION AND PARK COMMISSION -- REC

Dept Designation (FAMIS): REC

Dept Coordinator: [sean mcfadden](#)

Type of Service: Landscape Architecture, Engineering, and Outreach Services

Category of Service: Engineering, Public Works/Utilities

Type Of Request: Initial Request

NOTE: If this is a modification to an existing PSC, please [follow this link to find the original PSC request number](#). If you cannot find the original PSC, you must enter the original PSC into the system before you can submit a modification.

PSC Estimated Start Date: July 1, 2014

PSC Estimated End Date: July 1, 2019

PSC Amount: \$2000000.00

Funding Source: Transit Center Dev Impact Fees

PSC Coordinator Address for PSC Form Line 1: 501 Stanyan Street

PSC Coordinator Address For PSC Form Line 2: San Francisco, CA 94117

PSC Part 2

Concise Description of Proposed Work:

Provide full Landscape Architectural, Architectural, Engineering, and Outreach services for the Portsmouth Square Renovation. This includes all services necessary for all phases of project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid, construction administration, and closeout. Scope will also include facilitation of broad community and stakeholder outreach process in multiple languages. A/E firm shall also provide cost estimating services during the course of the project.

Explain why this service is necessary and the consequences of denial: This service is a necessary part of the use of impact fees allocated to Chinatown parks from the Transit Center development project.

Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission): These services have been provided in the past through the Bureau of Architecture and private consultants. An example is PSC#4047-10/11 FOR RHAA for Mission Dolores Park and PSC#4046 FOR ELS/Kuth Raineri Joint venture for the Balboa Park Pool.

Will the contract(s) be renewed?: No.

Specify required skills and/or expertise: Architectural & Engineering services include Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, Plumbing, Irrigation, Community Outreach Facilitation, Historic Resource Evaluation, specification writing & cost estimating throughout the permit and bidding, Construction Administration and Warranty Phases.

Which, if any, civil service class normally performs this work?: 5203

5211

5212

5214

5268

5274

What efforts has the department made to obtain these services through available resources within the City?: Project involves extensive revision of high-profile, culturally and historically significant park design and program, beyond in kind replacement. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process in English, Mandarin, and Cantonese, with broad, diverse stakeholder groups.

Select Unions to Notify (use CTRL/click to select multiple unions): Architect & Engineers, Local 21

email union list: L21PSCReview@ifpte21.org

Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:: No.

Explain why civil services classes are not applicable: Project involves extensive revision of high-profile, culturally and historically significant park design and program, beyond in kind replacement. As park is located in Chinatown neighborhood, consultant team must conduct comprehensive community outreach process in English, Mandarin, and Cantonese, with broad, diverse stakeholder groups.

Would it be practical to adopt a new civil service class to perform this work? Explain: No, as outlined in 4A, Recreation and Park Department is seeking a design firm to achieve this need.

Name and contact information for the project manager/lead of this proposed work: Steve Korovesis - 415-581-2547

Will the contractor directly supervise City and County employees?: no

Will the contractor train City and County employees?: no

Are there legal mandates requiring the use of contractual services?: no

Are there federal or state grant requirements regarding the use of contractual services?: no

Has a board or commission determined that contracting is the most effective way to provide this service?: no

Will the proposed work be completed by a contractor that has a current personal services contract with your department: no

PSC Part 3

Reason for Request: Short-term or capital projects defined by the Local 21/PUC Capital Improvement Program, requiring diverse skills, expertise and/or knowledge (CIP Program per Appendix C, 1.3 of Local 21 MOU).

What specific support will the Department provide to help build internal capacity to do this work? : The Recreation and Park Department (RPD) does not have architectural or engineering staff to perform this work. We rely on Department of Public Works (DPW) staff to perform on these types of projects. RPD utilizes DPW staff when available if they can demonstrate that they have the capacity and the expertise required to perform.

Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not: RPD utilizes DPW staff when appropriate.

Dept Coordinator Email: sean.mcfadden@sfgov.org

Other: off

Date Stamp for Union Notification: March 11, 2014

Link to create PDF Forms

[Open PSC Form 1 to View Prior to Submitting](#)

McFadden, Sean (REC)

From: McFadden, Sean (REC)
Sent: Tuesday, January 22, 2019 9:12 AM
To: McFadden, Sean (REC)
Subject: FW: 7 Day Notice Review Period Over - Ready for DHR Approval Modification 44918 - 13/14 - MODIFICATIONS

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of sean.mcfadden@sfgov.org
Sent: Friday, January 18, 2019 10:02 PM
To: McFadden, Sean (REC) <sean.mcfadden@sfgov.org>; Wanless, Annie (HRD) <annie.wanless@sfgov.org>; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; McFadden, Sean (REC) <sean.mcfadden@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: 7 Day Notice Review Period Over - Ready for DHR Approval Modification 44918 - 13/14 - MODIFICATIONS

PSC No: 44918 - 13/14 - MODIFICATIONS

Requesting Department: RECREATION AND PARK COMMISSION -- REC

Type of Request: - Modification

Type of Service: Landscape Architecture, Engineering, and Outreach Services

PSC Amount: \$6,017,719

PSC Duration: 02/10/2019 – 02/10/2024

The 7 day review period for expedited PSC modifications has now ended. Any further questions about the services should be directed to the Department directly.

NOTE: Requests for any contract amount over a \$100,000 requires a 60 Day Notification period for SEIU if SEIU represented classes were identified in the initial PSC request.

<http://apps.sfgov.org/dhrdrupal/node/12428>

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: Alexis Ward

ServiceNow Number: DHRPSC0006545

Version: 0.01

Version Type: New

Brief description of proposed work: The Recreation and Park Department is undertaking a wholesale renovation of Kezar Pavilion and replacement of the annex building, located at 755 Stanyan Street, San Francisco, CA. The project is funded in part by the Earthquake Safety and Emergency Response Bond. This PSC is for structural engineering services only for the project. The Public Works-Bureau of Architecture will serve as project lead and provide architectural services from concept design through construction documentation and construction administration of the project. In addition, other City and private consultants have been retained to provide design and engineering services for the project.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$2,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 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 Recreation and Park Department is undertaking a wholesale renovation of Kezar Pavilion and replacement of the annex building, located at 755 Stanyan Street, San Francisco, CA. The project is funded in part by the Earthquake Safety and Emergency Response Bond. This PSC is for structural engineering

services only for the project. The Public Works-Bureau of Architecture will serve as project lead and provide architectural services from concept design through construction documentation and construction administration of the project. In addition, other City and private consultants have been retained to provide design and engineering services for the project.

Why are these services required and what are the consequences of denial?: The Public Works Bureau of Engineering has declined work on the MEP and structural portions of this project, but will provide structural peer review services. The Public Works-Bureau of Architecture will serve as project lead and provide architectural services from concept design through construction documentation and construction administration of the project. City and private consultants have been retained to provide design and engineering services for the project.

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: This PSC is for (1) contract for Structural Engineering services. It will be above the formal professional services threshold and requires REC Commission approval.

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 lack 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 PSC is for the Kezar Renovation project. Public Works declined the structural engineering component of this project.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: This PSC is for the Kezar Renovation project only.

Q5d) Describe the required skills and expertise needed to perform the services: Structural design and engineering.

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): 5219 - Senior Strucutral Engineer, 5218 - Structural Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/21/2026

Union Review End Date: 8/31/2026

Union Review Duration Met On: 8/31/2026

From: [Rudnick, Kelli \(REC\)](#)
To: [Ward, Alexis \(REC\)](#)
Cc: [Bradley, Stacy \(REC\)](#)
Subject: FW: A couple of project issues
Date: Monday, August 11, 2025 2:10:56 PM

Great news below!

I can respond acknowledging receipt and that you'll follow up on peer review.

Kelli Rudnick (she/her/hers)
Deputy Director of Capital
San Francisco Recreation and Park Department | City & County of San Francisco
(415) 919-7498 | kelli.rudnick@sfgov.org

From: Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>
Sent: Monday, August 11, 2025 1:29 PM
To: Rudnick, Kelli (REC) <kelli.rudnick@sfgov.org>
Cc: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>; Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>
Subject: RE: A couple of project issues

Hi Kelly,

Apologies for the late response. Ok to go with a consultant for MEP and structural. We would like to offer structural peer review services.

Thanks

Patrick Rivera, PE (he/him)
Bureau Manager

Bureau of Engineering | San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave., Suite #835 | San Francisco, CA 94103 | (628) 271-2456 | [sfpw.org](https://www.sfpw.org) ·
twitter.com/sfpublicworks

From: Rudnick, Kelli (REC) <kelli.rudnick@sfgov.org>
Sent: Tuesday, July 29, 2025 5:44 PM
To: Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>
Cc: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>
Subject: RE: A couple of project issues

Hi Patrick, checking in on follow up to our Kezar conversation. We are hoping to get the CMGC RFP out soon and the decision on MEP design build is needed to issue the RFP.

FYI the PW / RPD Monthly meeting is tomorrow (after a long hiatus) and I won't bring this up.

Hope to hear from you soon,
Kelli

Kelli Rudnick (she/her/hers)

Deputy Director of Capital

San Francisco Recreation and Park Department | City & County of San Francisco

(415) 919-7498 | kelli.rudnick@sfgov.org

From: Rudnick, Kelli (REC)

Sent: Monday, July 21, 2025 10:27 AM

To: Rivera, Patrick (DPW) <patrick.rivera@sfdpw.org>

Cc: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>

Subject: RE: A couple of project issues

Hi Patrick, yes, please. I'm free tomorrow at 9 or 1. Or later today after 4:30p. Do any of those times work for you?

Kelli Rudnick (she/her/hers)

Deputy Director of Capital

San Francisco Recreation and Park Department | City & County of San Francisco

(415) 919-7498 | kelli.rudnick@sfgov.org

From: Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>

Sent: Monday, July 21, 2025 10:13 AM

To: Rudnick, Kelli (REC) <kelli.rudnick@sfgov.org>

Cc: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>

Subject: FW: A couple of project issues

Hi Kelli,

Reference Email chain below. Should I speak with you regarding Kezar?

Thanks

Patrick Rivera, PE (he/him)

Bureau Manager

Bureau of Engineering | San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave., Suite #835 | San Francisco, CA 94103 | (628) 271-2456 | [sfpublishworks.org](https://www.sfpublishworks.org) ·
twitter.com/sfpublishworks

From: Rivera, Patrick (DPW)

Sent: Monday, July 21, 2025 10:12 AM
To: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>
Cc: Ko, Albert (DPW) <albert.j.ko@sfdpw.org>
Subject: FW: A couple of project issues

Hi Stacey,

In Albert's absence, would like to have a quick meeting with you regarding Kezar. Sharing my availability this week.

Monday, 7/21 1:00-1:30; 4:00-4:30
Tuesday, 7/22 8:30-9:00; 10:00-11:00; 1:00-3:00; 3:30-4:30
Wednesday, 7/22 8:30-9:00; 10:30-12:00; 1:30-4:30
Thursday, 7/23 8:30-9:00; 10:00-4:00

Thanks

Patrick Rivera, PE (he/him)
Bureau Manager

Bureau of Engineering | San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave., Suite #835 | San Francisco, CA 94103 | (628) 271-2456 | sfpw.org ·
twitter.com/sfpwpublicworks

From: Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>
Sent: Friday, July 11, 2025 11:52 AM
To: Lui, Raymond (DPW) <Raymond.Lui@sfdpw.org>
Cc: Rivera, Patrick (DPW) <Patrick.Rivera@sfdpw.org>
Subject: FW: A couple of project issues

Ray,
Let's talk quickly on this one to make sure we're on the same page. Please take a look at the Kezar comments.
Thanks,
Albert

Albert Ko, PE
City Engineer & Deputy Director

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103 | (628) 271-2772 |

From: Bradley, Stacy (REC) <stacy.bradley@sfgov.org>

Sent: Friday, July 11, 2025 11:47 AM

To: Ko, Albert (DPW) <Albert.J.Ko@sfdpw.org>

Subject: RE: A couple of project issues

Hi Albert,

Following up on the below issues at India Basin & Kezar. We may have resolved the India Basin issues – still working on the issue with Kevin, so the Kezar one is more pressing. Do you want to meet to discuss services on Kezar?

Thanks,
Stacy

Stacy Radine Bradley, AICP

Director of Capital and Planning

San Francisco Recreation and Park Department | City & County of San Francisco

415.823.9120 cell | 628.652.6610 office | stacy.bradley@sfgov.org

From: Bradley, Stacy (REC)

Sent: Thursday, July 3, 2025 2:05 PM

To: Ko, Albert (DPW) <albert.j.ko@sfdpw.org>

Subject: A couple of project issues

Hi Albert,

Hope you're doing well! Our teams have been working closely on resolving some issues and I'd like to touch base with you to make sure we get to a quick resolution. Happy to chat or meet next week. Whatever is easiest for you.

1. **India Basin SIP** – Patrick will be reaching out to you on Kevin Jensen's concerns around additional vegetation near the Shipwrights Cottage to address a drop in elevation that he noted on his last visit to the site. This one issue is now holding up the SIP and Final Certificate of Occupancy. We've discussed the resolution, which is on RPD property with DBI who has confirmed that the solution is appropriate.
2. **India Basin Regulatory Affairs** – This one may already be resolved, but I wanted to touch base if needed. Boris entered our permits into RAMS and identified some areas

where the specs should be updated. These are noted and we will work closely with the contractor to ensure compliance.

3. **Kezar Structural & MEP** – as I noted earlier, we would like your confirmation that we are good to move forward with Design Build for our CM/GC contract for MEP services. However, we would like to revisit the structural component. Upon further consideration, we believe that it would be better to only include MEP as design/build, not structural. Our experience to date has been challenging on the structural design and we think this is a key area for cost reduction and would like to add structural to our external design services. For both of these disciplines, we would like to engage PW for design review services to provide oversight to the consultants.

Thanks!

Stacy

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: LIB

Submitted By: Shirley Yoshida

Department Coordinator: Shirley Yoshida,
Shirley.Yoshida@sfpl.org

Project Manager: Alicia Wong

ServiceNow Number: DHRPSC0006037

Version: 1.01

Version Type: Amendment

Legacy PSC #: 04056-13/14

Brief description of proposed work: BiblioCommons is a "Soft ware as a Service" soluti on to deliver a "social discovery" experience and a much improvedsearch to public library Catalog users. "Social discovery" allows users to comment on materials in the collecti on.BiblioCommons employees will review comments fl agged by users and implement next steps, which may includenoti fi cati on and removal.

Reason for the Request for Amendment: The library is amending the Contract to add 3 years.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Duration

Amount

Previously Approved Amount: \$1,725,000

Increase Amount: \$0

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

Total Amended Amount: \$1,725,000

Does contract include items other than services?: Yes

- Cloud-Based Software Licenses and Support (without Professional Services): \$45,000

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 149

Duration Increase (months): 36

Why are you requesting the PSC duration to be increased: BiblioCommons, Soft ware as a service is a core service to the library.

Total Amended Duration (months): 185

First Contract Start Date: 2/27/2014

PSC Duration End Date: 7/29/2029

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: BiblioCommons is a "Software as a Service" solution to deliver a "social discovery" experience and a much improved search to public library Catalog users. "Social discovery" allows users to comment on materials in the collection. BiblioCommons employees will review comments flagged by users and implement next steps, which may include notification and removal.

Why are these services required and what are the consequences of denial?:

BiblioCommons provides an existing public-facing digital library platform that is integrated with SFPL's Integrated Library System (ILS) and supports patron access to library collections and related online services. The requested amendment extends the current contract without a change in scope so that SFPL can maintain continuity of these services.

SFPL's ILS team serves as the front-end administrator for the service and is responsible for local configuration, integration, administration, and coordination with the vendor.

BiblioCommons provides the underlying proprietary software platform, hosting, maintenance, software updates, technical support, and other vendor-level services necessary to operate the product.

Denial of the amendment would jeopardize continuity of the existing service and could result in disruption or loss of access to the BiblioCommons platform and its integrations with SFPL systems. SFPL would also need to identify, procure, implement, configure, integrate, and test an alternative platform. Such a transition would require significant staff resources and could cause service interruptions for library patrons.

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 are already assigned to administer and support this service. SFPL's ILS team provides front-end administration, configuration, integration support, troubleshooting, and ongoing management of the BiblioCommons product.

The contracted services are not a substitute for City staff. BiblioCommons is the provider and owner of a proprietary software platform and provides services associated with operating and maintaining that platform, including hosting, software maintenance, upgrades, product

development, and vendor-level technical support. These functions require access to and expertise in BiblioCommons' proprietary systems and cannot reasonably be performed by a City employee simply by adding a City position.

Hiring additional City staff would therefore not eliminate the need for the BiblioCommons contract. City staff and the vendor perform separate and complementary roles: SFPL staff administer the service on behalf of the Library, while BiblioCommons maintains and supports the underlying proprietary platform.

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?: 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): 1460 - Legal Secretary 2

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 8/25/2026

Union Review End Date: 9/4/2026

Union Review Duration Met On: 9/4/2026

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]

November 3, 2025

San Francisco Public Library
100 Larkin Street
San Francisco, CA, 94102

To whom it may concern:

BiblioCommons owns the proprietary rights to the BiblioCommons software BiblioCore. This application is available exclusively via software as a service (SaaS) through agreements directly with BiblioCommons Corp. and is not available through any reseller. Many of the features of the catalog are provided by no other supplier, and enable public libraries to achieve critical strategic goals.

BiblioCore provides an ILS-agnostic catalog product for public libraries. This is made possible by proprietary connector technology BiblioCommons has developed for all major ILSs, including Sierra, Polaris, Symphony, Horizon, Evergreen, and Carl.X. This ILS interoperability gives the library the unique possibility of changing its underlying ILS without changing the patron experience.

BiblioCommons is the only catalog supplier which supports:

- The ability for users to search the catalog using natural language queries,
- A unique public library platform of community contributed content—with the reviews, ratings, and lists only contributed by public library patrons and public library staff validated with an active library account upon log-in,
- Readers advisory and list-making functionality that is dynamically promoted across all libraries that use BiblioCore, including prominent display of your library's staff created lists on the bibliographic record pages of every listed title,
- "While You Wait" suggestion feature that displays read-alikes in-line for titles in search results for which no copies are currently available,
- A built-in Awards and Bestsellers database, with full historical data for awards.

BiblioCore provides a legal framework for community contributions that includes:

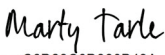
- Patron-facing Terms of Use that secure a license from the patron to display the contributions they mark as public,
- A First-Amendment-compliant system for flagging and removing unprotected, inappropriate speech, and
- Patron-validation that is aligned with the federal requirements of COPPA (the Child Online Privacy Protection Act).

These features allow libraries to comply:

- With ALA principles addressing patron privacy;
- With First Amendment requirements regarding free expression; and
- With FTC best practices for serving users under the age of 14.

BiblioCommons software fees are determined on a fixed pricing model based on the legal service population of the library.

Sincerely,

Signed by:

C6D28C6D380B43A...
Marty Tarle

General Manager, BiblioCommons Corp.

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: Eric Andersen

ServiceNow Number: DHRPSC0003901

Version: 2.01

Version Type: Amendment

Legacy PSC #: 44144-20/21

Brief description of proposed work: Forestry Risk Assessment

Reason for the Request for Amendment: The Recreation and Park Department (RPD) is responsible for approximately 125,000 trees. Our current effort has been focused on risk assessment and inventory of trees as projects arise. This amendment will allow RPD to inventory, assess and map all trees in the system to facilitate more effective management and planning.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount
- Requires CSC Approval by Duration
- Requires CSC Approval by legal requirement changes

Amount

Previously Approved Amount: \$450,000

Increase Amount: \$650,000

Why are you requesting the PSC amount to be increased?: The additional cost will allow RPD to inventory and map all trees in the system.

Total Amended Amount: \$1,100,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 72

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: The need for tree management risk assessments will continue for all project areas and inventory.

Total Amended Duration (months): 96

First Contract Start Date: 7/14/2021

PSC Duration End Date: 7/14/2029

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: sean.mcfadden@sfgov.org.

As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include:

- Certified Arborist
- ISA Qualified Tree Risk Assessor
- Registered Consulting Arborist

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

Why are these services required and what are the consequences of denial?: The Park system has continuous need for tree assessment work to protect the well being of the park trees and ensure the life and safety of park users.

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?: Inconsistent need and small scale projects.

Board and Commission Approvals

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

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

Provide details related to contracts for which dept comm approval required: Formal professional services contract will require REC Commission approval.

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

Justification

Has your response to Q1 changed?: Yes

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?: 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?: Assessment to address identified hazards and current inventory of RPD trees.

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

There will always be some need, but RPD staff will manage inventory once mapped.

Q5d) Describe the required skills and expertise needed to perform the services: Skills required to complete as-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Required certifications include:

- Certified Arborist
- ISA Qualified Tree Risk Assessor
- Registered Consulting Arborist

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: Assessments are best accomplished by 3rd party who specialize in hazardous conditions and can offer a non-biased assessment that meets both Department and community expectations.

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

Q5h) Explain why: Our park system is in need of continual assessment for hazardous conditions.

Additional information to support your request (Optional): Our original approach was to perform risk/hazard assessments and inventory as need arises. All projects require risk assessment for areas adjacent. We have approximately 130,000 trees in the system. This increase will allow us to continue assessments and complete system inventory. Once inventory is complete that aspect will be managed by City staff.

Union Notifications

Have the Job Classes/Labor Unions changed?: No

Job Class(es): 3434 - Arborist Technician, 3435 - Urban Forestry Inspector

Labor Unions: 261 - Laborers Int, Local 261

Post Union Notification

Labor Union Email Addresses: laborers261@gmail.com

Union Review Sent On: 8/11/2026

Union Review End Date: 8/18/2026

Union Review Duration Met On: 8/18/2026

[Home](#) > Civil Service: 44144 - 20/21 -- 12/31/1969

Civil Service: 44144 - 20/21 -- 12/31/1969

Posted March 25, 2021 - 13:23 by [suzanne.choi](#)

PSC Number (initial or modification): [44144 - 20/21](#)

Modification Request Date and Number: not necessary to enter

Postponed: no

Continued: no

Commission Hearing Date: April 19, 2021

Action Taken: Approved by Civil Service Commission

Commission Action Date: April 19, 2021

Conditions of CSC Approval:

Date for report back to the commission:

Service Type: Forestry Risk Assessment

Department: RECREATION AND PARK COMMISSION -- REC

Date Stamp Union Notification: 12/07/2020

Date Stamp Ready for DHR: 01/21/2021

From: dhr-psccordinator@sfgov.org
To: laborers261@gmail.com; [McFadden, Sean \(REC\)](#); [McFadden, Sean \(REC\)](#)
Subject: Notice of Civil Service Action – PSC # Civil Service: 44144 - 20/21 -- 12/31/1969
Date: Tuesday, April 20, 2021 4:12:26 PM

The Commission adopted the following action at its meeting of April, 19, 2021:

Approved by Civil Service Commission of PSC# 44144 - 20/21, with no conditions with notice to the Office of the Controller and the Office of Contract Administration.

<http://apps.sfgov.org/dhrdrupal/node/15790>

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: Kelly Cornell

ServiceNow Number: DHRPSC0003901

Version: 1.01

Version Type: Amendment

Legacy PSC #: 44144-20/21

Brief description of proposed work: Forestry Risk Assessment

Reason for the Request for Amendment: Continuing need for services.

Amount

Previously Approved Amount: \$300,000

Increase Amount: \$150,000

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

Total Amended Amount: \$450,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 48

Duration Increase (months): 24

Why are you requesting the PSC duration to be increased: Continued need .

Total Amended Duration (months): 72

First Contract Start Date: 7/14/2021

PSC Duration End Date: 7/14/2027

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: sean.mcfadden@sfgov.org.

As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for

remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include:

- Certified Arborist
- ISA Qualified Tree Risk Assessor
- Registered Consulting Arborist

Why are these services required and what are the consequences of denial?: The Park system has continuous need for tree assessment work to protect the well being of the park trees and ensure the life and safety of park users.

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?: Inconsistent need and small scale projects.

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?: Assessment to address identified hazards.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: There will always be some need.

Q5d) Describe the required skills and expertise needed to perform the services: Skills required to complete as-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize

accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Required certifications include:

- Certified Arborist
- ISA Qualified Tree Risk Assessor
- Registered Consulting Arborist

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: Assessments are best accomplished by 3rd party who specialize in hazardous conditions and can offer a non-biased assessment that meets both Department and community expectations.

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

Q5h) Explain why: Our park system is in need of continual assessment for hazardous conditions.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 3434 - Arborist Technician, 3435 - Urban Forestry Inspector

Labor Unions: 261 - Laborers Int, Local 261

Labor Union Email Addresses: laborers261@gmail.com

Union Review Sent On: 9/7/2025

Union Review End Date: 9/14/2025

Union Review Duration Met On: 9/14/2025

[Home](#) > Civil Service: 44144 - 20/21 -- 12/31/1969

Civil Service: 44144 - 20/21 -- 12/31/1969

Posted March 25, 2021 - 13:23 by [suzanne.choi](#)

PSC Number (initial or modification): [44144 - 20/21](#)

Modification Request Date and Number: not necessary to enter

Postponed: no

Continued: no

Commission Hearing Date: April 19, 2021

Action Taken: Approved by Civil Service Commission

Commission Action Date: April 19, 2021

Conditions of CSC Approval:

Date for report back to the commission:

Service Type: Forestry Risk Assessment

Department: RECREATION AND PARK COMMISSION -- REC

Date Stamp Union Notification: 12/07/2020

Date Stamp Ready for DHR: 01/21/2021

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.

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.

REC
Recreation and Park
Sean McFadden
sean.mcfadden@sfrgov.org
DHRPSC0003901

Page 78

From: [Theresa Foglio](#)
To: [McFadden, Sean \(REC\)](#)
Cc: [Andersen, Eric \(REC\)](#); [Theresa Foglio-Ramirez](#); [David, Rich \(REC\)](#)
Subject: Re: REC [DHRPSC0003901] submitted for Union Review
Date: Wednesday, September 9, 2026 5:26:48 PM
Attachments: [image001.png](#)
[image002.png](#)

Greetings,

After further review, the Union is retracting its request to meet regarding the proposed contract.

Thank you.

On Wed, Sep 9, 2026 at 10:34 AM McFadden, Sean (REC) <sean.mcfadden@sfgov.org> wrote:

Hi Theresa:

Do either of these work for you at this point...?

- September 11 between 9:00 am or 1:30 pm
- September 15 – 10:00 am

Thanks.

Sean

Sean McFadden

Manager, Purchasing and Contract Administration

San Francisco Recreation and Park Department | City & County of San Francisco

McLaren Lodge in [Golden Gate Park](#) | [501 Stanyan Street](#) | [San Francisco, CA](#) | [94117](#)

[\(415\) 831-2779](tel:(415)831-2779) | sean.mcfadden@sfgov.org

From: Theresa Foglio <tfoglio@liuna261.org>
Sent: Wednesday, September 2, 2026 5:49 PM
To: McFadden, Sean (REC) <sean.mcfadden@sfgov.org>
Cc: Andersen, Eric (REC) <eric.andersen@sfgov.org>; Theresa Foglio-Ramirez <laborers261@gmail.com>; David, Rich (REC) <rich.david@sfgov.org>
Subject: Re: REC [DHRPSC0003901] submitted for Union Review

Greetings,

The Mayor's proposal has created a bit of a backlog as we prioritize those discussions, and I apologize for the delay.

My current availability is as follows. Please note that these dates and times are **subject to change based on ongoing discussions with the Mayor's Office, and some of this availability has also been provided to other departments:**

- **September 9** – Open
- **September 11** – 8:00–10:00 a.m. and 1:00–3:00 p.m.
- **September 15** – Open
- **September 16** – Available until noon
- **September 17** – Open

Please let me know if any of these dates and times work for you. If not, I am happy to provide additional availability.

In the meantime, please provide the following information and documentation for the Union's review:

1. The Department's **Prop J submission**;
2. The complete **Controller's cost analysis and certification**;
3. All spreadsheets, calculations, assumptions, and supporting documentation used to compare the cost of City employees performing the work against the proposed contractor;
4. The **Administrative Code § 2.15 supplemental report**;
5. The **Board of Supervisors file number** and the proposed and/or adopted **Prop J resolution**;

6. The date of **Board of Supervisors approval**;
7. The City classification(s) and **FTEs** utilized in the City-cost calculation;
8. The proposed contractor's **scope of work and associated costs**;
9. Confirmation as to whether this is a **new Prop J certification or the renewal/continuation of a previously approved contracted service**; and
10. Any **prior Prop J certifications, Controller analyses, or Board approvals** covering the same or substantially similar work.

Thank you.

On Wed, Aug 26, 2026 at 2:35 PM McFadden, Sean (REC) <sean.mcfadden@sfgov.org> wrote:

Hi Theresa:

I am following up on the meeting request. I will submit the PSC on Tuesday. Let us know. If you still want to have a meeting on this effort.

Thanks.

Sean

Sean McFadden

Mgr., Purchasing & Contracts

Recreation and Park Department

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From: Andersen, Eric (REC) <eric.andersen@sfgov.org>

Sent: Wednesday, 19 August 2026 13:24:09

To: Theresa Foglio <tfoglio@liuna261.org>; Theresa Foglio-Ramirez <laborers261@gmail.com>

Cc: David, Rich (REC) <rich.david@sfgov.org>; McFadden, Sean (REC) <sean.mcfadden@sfgov.org>

Subject: FW: REC [DHRPSC0003901] submitted for Union Review

Hi Theresa,

Just checking back on this.

Feel free to work with Rich on scheduling, at your convenience.

Thanks

Eric

Eric Andersen

Director of Operations

San Francisco Recreation and Park Department | City & County of San Francisco

McLaren Lodge in [Golden Gate Park](#) | [501 Stanyan Street](#) | [San Francisco, CA](#) | [94117](#)

[\(415\) 831-6818](#) | eric.andersen@sfgov.org



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From: Andersen, Eric (REC)

Sent: Friday, August 14, 2026 2:22 PM

To: 'Theresa Foglio-Ramirez' <laborers261@gmail.com>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; McFadden, Sean (REC) <sean.mcfadden@sfgov.org>; David, Rich (REC) <rich.david@sfgov.org>; Jou, Dianna (REC) <Dianna.Jou@sfgov.org>

Subject: RE: REC [DHRPSC0003901] submitted for Union Review

Hi Theresa,

Let's schedule a time.

Would one of the following work for you to meet with Sean, Rich and I.

- 8/18 9-11
- 8/19 9-10:30

Thanks

Eric

Eric Andersen

Director of Operations

San Francisco Recreation and Park Department | City & County of San Francisco

McLaren Lodge in [Golden Gate Park](#) | [501 Stanyan Street](#) | [San Francisco, CA](#) | [94117](#)

[\(415\) 831-6818](tel:(415)831-6818) | eric.andersen@sfgov.org



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Watch us on [sfRecParkTV](#)

Sign up for our [e-News](#)

From: Theresa Foglio-Ramirez <laborers261@gmail.com>
Sent: Wednesday, August 12, 2026 9:19 AM
To: DT Service Now (TIS) <ccsfdt@service-now.com>
Cc: DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Andersen, Eric (REC) <eric.andersen@sfgov.org>; McFadden, Sean (REC) <sean.mcfadden@sfgov.org>
Subject: Re: REC [DHRPSC0003901] submitted for Union Review

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

Greetings,

The Union requests to meet and confer over this proposed service contract.

Pax et bonum!

Theresa Foglio-Ramirez

Public Sector Business Agent
LiUNA!, Local 261

[3271 18th Street](#)
[San Francisco, CA 94110](#)

[\(415\) 823-7566](#) cell
[\(415\) 826-4550](#) office
[\(415\) 826-1948](#) fax
<http://twitter.com/theresafoglio>

On Tue, Aug 11, 2026 at 10:03 PM CCSF IT Service Desk <ccsfdt@service-now.com> wrote:

Hello union representatives,

REC is requesting your review of PSC [DHRPSC0003901]. 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 2026-08-18.**

PSC Summary

=====

Record Number: DHRPSC0003901 v 2.01

Description of Proposed Work: Forestry Risk Assessment

Request Type: Amendment

Reason for the Request for Amendment: The Recreation and Park Department (RPD) is responsible for approximately 125,000 trees. Our current effort has been focused on risk assessment and inventory of trees as projects arise. This amendment will allow RPD to inventory, assess and map all trees in the system to facilitate more effective management and planning.

Approval Type: CSC Approval

CSC Review Reason(s):



CSC Approval by Amount



CSC Approval by Duration



CSC Approval by Legal Requirement Changes

Submitting Department: REC

Dept PSC Coordinator: Sean McFadden

Dept PSC Coordinator Email: sean.mcfadden@sfgov.org

First Contract Start Date: 2021-07-14

Previously Approved Amount: \$450,000.00

Increase Amount: \$650,000.00

Total Amended Amount: \$1,100,000.00

Previously Approved Duration (Months): 72

Duration Increase (Months): 24

Total Amended Duration (Months): 96

Funding Source(s): City Funds

Scope of Work: Original coordinator's email: sean.mcfadden@sfgov.org. As-needed assessment of the health and structural condition of trees located through the Recreation and Park Department park system. Assessment should utilize accepted urban forestry techniques such as a hazard rating system including site by site recommendations for remediation. Provide management plans that includes a set of recommendations for the healthy and sustainable long term management for sites assessed. Required skills include: • Certified Arborist • ISA Qualified Tree Risk Assessor • Registered Consulting Arborist

Job Class(es): 3435 - Urban Forestry Inspector, 3434 - Arborist Technician

Labor Unions: 261 - Laborers Int, Local 261

PSC Justification(s)

=====



Temporary services needed to address a transitional or short-term situation

Ref:TIS6870503_EZhLZaacdM6K1YvkOH4G