

**CSC RECEIPT STAMP**

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PSC Submissions

**New**

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## PSC Requests Scheduled for Hearing - 10/20/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005722 - v0.01	DPH	New	\$920,000.00	\$920,000.00	Provide removal of the Heston cookline front manifold gas supply and disassembly of the heated kitchen appliances at Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH), including 4 griddles, 3 fryers, 3 spreader tables, and an oven, to allow them to be moved away from the wall. This will enable thorough cleaning and inspection of the back wall and appliance sections, followed by pressure washing of the floor and wall. Additionally, the work will involve reassembly, reconnection, welding, and testing of equipment to ensure proper functionality for kitchen production. Preventive maintenance will also be completed, including degreasing and cleaning the equipment's open compartments and components to address fire hazards and prevent excessive grease buildup on heated and temperature-neutral surfaces.	36	36	2025-10-20 14:00:00	My Lan Do Nguyen
DHRPSC0005635 - v0.01	PUC	New	\$45,000,000.00	\$45,000,000.00	This contract provides support to HHWP for engineering planning and design of HHWP projects under five million dollars. The contractor may perform work on a portion of a project, for an entire project or work as part of a project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Planning and Design Services; and Category II, Staff Augmentation. No construction management services may be requested under this contract. The only services that are allowed during construction phase are engineering design support during construction. Construction management and construction work, as well as design services for Capital Projects greater than five million dollars, will be supported by other SFPUC contracts.	60	60	2025-10-20 14:00:00	Shawndrea Hale
					The Engineering Planning and Design Services consist of providing planning, and/or detail design and analysis for multidiscipline work as described				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					below. Staff Augmentation consists of providing personnel to support this work, including coordination and staff engineers. Each task and schedule will be determined by HHWP when engineering services are needed.				
DHRPSC0005604 - v0.01	RNT	New	\$845,000.00	\$845,000.00	This project will focus on design, development, and implementation of an entirely new case management system for the Rent Board. The Rent Board performed numerous business process discovery and optimization efforts internally and drafted an RFP which went live on SF City Partner Portal on 7/15/2024, the sourcing event ID is 0000009574. The selected Contractor shall deliver a fully functional, production-ready software solution, including user interfaces, administrative dashboards, and backend infrastructure necessary to support features and capabilities such as Online Registration and Role Management, Online Petition Filing, Case Management, and Petition Tracking, Document Capture and Management, Date and Time Stamping and Users' Log Management, Customizable Search Features, Mass Notice Generation, Hearing Scheduling and Hearing Calendar Management, Customizable Data Access Management, Task Assignment and Notification Management, Reminders and Calendar Management, Commenting and Note Taking, Contacts Management, Text Message and Email Notifications, Customizable Reporting, API with Other City Departments, Integration with Microsoft Office Suite, and Integration with Microsoft Active Directory.	18	18	2025-10-20 14:00:00	Amir Omidvari
TOTALS:			\$46,765,000.00	\$46,765,000.00					

### Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	1	0	\$920,000.00	\$920,000.00
PUC	1	0	\$45,000,000.00	\$45,000,000.00
RNT	1	0	\$845,000.00	\$845,000.00



Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
Column Total	3	0	\$46,765,000.00	\$46,765,000.00

Generated on: 10/3/2025, 11:31:10 AM by Suzanne Choi

## PSC Requests Scheduled for Hearing - 10/20/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0002029 - v2.01	ADM	Amendment	\$4,800,000.00	\$8,000,000.00	Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.	0	60	2025-10-20 14:00:00	Lynn Khaw
DHRPSC0002019 - v1.01	LIB	Amendment	\$454,702.00	\$800,000.00	Original coordinator's email: MSingleton@sfppl.org. Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSICat MARC records for Library's catalog. Contractor shall provide administrative tools through MUSICat that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.	36	115	2025-10-20 14:00:00	Shirley Yoshida
DHRPSC0001851 - v1.01	PRT	Amendment	\$500,000.00	\$60,492,357.00	Original coordinator's email: lavena.holmes@sfpport.com. Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The	0	120	2025-10-20 14:00:00	Alysabeth Alexander-Tut

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
TOTALS:			\$5,754,702.00	\$69,292,357.00	Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.				

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ADM	0	1	\$4,800,000.00	\$8,000,000.00
LIB	0	1	\$454,702.00	\$800,000.00
PRT	0	1	\$500,000.00	\$60,492,357.00
Column Total	0	3	\$5,754,702.00	\$69,292,357.00

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** DPH

**Submitted By:** Reanna Albert

**Department Coordinator:** My Lan Do Nguyen,  
mylando.nguyen@sfdph.org

**Project Manager:** William Lam

**ServiceNow Number:** DHRPSC0005722

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** Deep Kitchen Cleaning

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$920,000

**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:** Provide removal of the Heston cookline front manifold gas supply and disassembly of the heated kitchen appliances at Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH), including 4 griddles, 3 fryers, 3 spreader tables, and an oven, to allow them to be moved away from the wall. This will enable thorough cleaning and inspection of the back wall and appliance sections, followed by pressure washing of the floor and wall. Additionally, the work will involve reassembly, reconnection, welding, and testing of equipment to ensure proper functionality for kitchen production. Preventive maintenance will also be completed, including degreasing and cleaning the equipment's open compartments and components to address fire hazards and prevent excessive grease buildup on heated and temperature-neutral surfaces.

**Why are these services required and what are the consequences of denial?:** Service is required to ensure kitchen equipment is properly cleaned and maintained, to prevent fire hazards, and to ensure compliance with State Health Department standards.

**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?:** The services involve specialized tasks such as the disassembly, degreasing, and cleaning of kitchen appliances, which must be done periodically to ensure fire prevention and maintain proper cleanliness.

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

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

Specialized advanced knowledge of and mapping of kitchen ventilation systems and the use of specialized tools for cleaning. Additionally, the work requires expertise in industrial degreasing processes for fire hazard prevention. The work also requires certifications and proficiency in handling specific kitchen equipment brands, as well as specialized industrial knowledge, which current City employees do not possess. The supplier will also have to be certified in welding.

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

**Q5c1) Identify the classifications:** 2604 - Food Service Worker

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

**Q5c3) Why are they not able to perform the services?:** The work requires specialized expertise in handling specific kitchen equipment brands, industrial degreasing processes, welding, and kitchen ventilation systems, which are outside the scope of their regular duties and skill sets. Additionally, the work requires certifications and knowledge that City employees do not possess.

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** No

**Q5e1) Explain why training of City employees is not required:** The services require bi-annual

disassembly of kitchen appliances, which require certifications across several brands of kitchen equipment that current employees do not have.

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

**Q5f1) Explain why the work will not be transitioned back to the City:** The work will not be transitioned back to the City because it requires specialized expertise and certifications in handling specific kitchen equipment and industrial degreasing processes, which are not part of the regular duties of City employees.

**Additional information to support your request (Optional):**

**Union Notifications**

**Job Class(es):** 2604 - Food Service Worker

**Labor Unions:** 250 - SEIU 1021

**Labor Union Email Addresses:** PSCreview@seiu1021.org

**Union Review Sent On:** 9/11/2025

**Union Review End Date:** 9/21/2025

**Union Review Duration Met On:**

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**RE: DPH [DHRPSC0005722] submitted for Union Review**

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**From** Daniel Becker <Daniel.Becker@seiu1021.org>  
**Date** Mon 9/15/2025 3:29 PM  
**To** Albert, Reanna (DPH) <reanna.albert@sfdph.org>  
**Cc** Oumar Fall <oumar.fall@seiu1021.org>

Hi Reanna,

SEIU 1021 is withdrawing this. You can move forward with the contract.

Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

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**From:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>  
**Sent:** Monday, September 15, 2025 10:10 AM  
**To:** Daniel Becker <Daniel.Becker@seiu1021.org>; DT Service Now (TIS) <ccsfedt@service-now.com>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Bowling, Candice (ADM) <Candice.Bowling@sfgov.org>; Lam, William (DPH) <william.lam1@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Jenkins, Michael (DPH) <michael.a.jenkins@sfdph.org>  
**Cc:** Barros, Brenda (DPH) <brenda.barros@sfdph.org>; Kristin Hardy <Kristin.Hardy@seiu1021.org>; Cobb, Ingrid (DPH) <ingrid.cobb@sfdph.org>; Nguyen, My Lan Do (DPH) <mylando.nguyen@sfdph.org>; Dubois, Jeff (DPH) <jeff.dubois1@sfdph.org>; Cheung, Fung (DPH) <fungchu.cheung@sfdph.org>  
**Subject:** Re: DPH [DHRPSC0005722] 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.

Hi Daniel,

Thank you for reaching out regarding the Deep Kitchen Cleaning PSC. Below is staff availability for an in-person meeting at 101 Grove Street. Please let us know what works best for SEIU.

Weds 9/17 - 4pm  
Thurs 9/18 - 4pm  
Fri 9/19 - 3pm  
Mon 9/22 - 4pm

Thanks,  
Reanna

**Reanna Albert (she/her)**  
Pre-Award Unit Analyst | PSC Coordinator  
SFDPH Office of Contracts Management & Compliance

101 Grove Street, Room 410  
San Francisco, CA 94102  
[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)  
628-271-6178

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**From:** Daniel Becker <[Daniel.Becker@seiu1021.org](mailto:Daniel.Becker@seiu1021.org)>

**Sent:** Friday, September 12, 2025 2:59 PM

**To:** DT Service Now (TIS) <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>; DHR-Personal Services Contracts <[DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org)>; Bowling, Candice (ADM) <[Candice.Bowling@sfgov.org](mailto:Candice.Bowling@sfgov.org)>; Lam, William (DPH) <[william.lam1@sfdph.org](mailto:william.lam1@sfdph.org)>; PSCreview <[PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org)>; Albert, Reanna (DPH) <[reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)>

**Cc:** Barros, Brenda (DPH) <[brenda.barros@sfdph.org](mailto:brenda.barros@sfdph.org)>; Kristin Hardy <[Kristin.Hardy@seiu1021.org](mailto:Kristin.Hardy@seiu1021.org)>; Cobb, Ingrid (DPH) <[ingrid.cobb@sfdph.org](mailto:ingrid.cobb@sfdph.org)>

**Subject:** RE: DPH [DHRPSC0005722] submitted for Union Review

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

SEIU 1021 would like to meet and confer over this PSC. Please let us know your availability.

Thanks,  
Daniel

Daniel Becker  
Field Representative  
SEIU Local 1021  
350 Rhode Island, Suite 100 South Bldg., San Francisco, CA 94103

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**From:** CCSF IT Service Desk <[ccsfdt@service-now.com](mailto:ccsfdt@service-now.com)>

**Sent:** Thursday, September 11, 2025 12:28 PM

**To:** [DHR-PersonalServicesContracts@sfgov.org](mailto:DHR-PersonalServicesContracts@sfgov.org); [Candice.Bowling@sfgov.org](mailto:Candice.Bowling@sfgov.org); [william.lam1@sfdph.org](mailto:william.lam1@sfdph.org); PSCreview <[PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org)>; [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)

**Subject:** DPH [DHRPSC0005722] 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,

DPH is requesting your review of PSC [DHRPSC0005722]. 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 2025-09-21. 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

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**Record Number:** DHRPSC0005722 v 0.01

**Description of Proposed Work:** Deep Kitchen Cleaning

**Request Type:** New



**Approval Type:** CSC Approval

**CSC Review Reason(s):**

✓CSC Approval by Amount

**Submitting Department:** DPH

**Dept PSC Coordinator:** Reanna Albert

**Dept PSC Coordinator Email:** [reanna.albert@sfdph.org](mailto:reanna.albert@sfdph.org)

**Dept PSC Coordinator Phone:** +1 (415) 557-6693

**PSC Amount:** \$920,000.00

**PSC Duration (months):** 36

**Funding Source(s):** City Funds

**Scope of Work:** Provide removal of the Heston cookline front manifold gas supply and disassembly of the heated kitchen appliances at Zuckerberg San Francisco General (ZSFG) and Laguna Honda Hospital (LHH), including 4 griddles, 3 fryers, 3 spreader tables, and an oven, to allow them to be moved away from the wall. This will enable thorough cleaning and inspection of the back wall and appliance sections, followed by pressure washing of the floor and wall. Additionally, the work will involve reassembly, reconnection, welding, and testing of equipment to ensure proper functionality for kitchen production. Preventive maintenance will also be completed, including degreasing and cleaning the equipment's open compartments and components to address fire hazards and prevent excessive grease buildup on heated and temperature-neutral surfaces.

**Job Class(es):** 2604 - Food Service Worker

**Labor Unions:** 250 - SEIU 1021

**PSC Justification(s)**

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✓Services required on an as-needed, intermittent, or periodic basis

✓Services requiring specialized expertise, knowledge experience

Ref:TIS6127572\_7LXkk0gbgaYZb1M60bqd

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** PUC

**Submitted By:** Deborah Tanko

**Department Coordinator:** Shawndrea Hale,  
SHale@sfgwater.org

**Project Manager:** Blake Rothfuss

**ServiceNow Number:** DHRPSC0005635

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** PRO.0347, As-Needed Engineering Services for Hetch Hetchy Water and Power, Rehabilitation and Replacement Services: Operational and Maintenance.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$45,000,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 60

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** This contract provides support to HHWP for engineering planning and design of HHWP projects under five million dollars. The contractor may perform work on a portion of a project, for an entire project or work as part of a project team to deliver the project. The scope of the work is divided into two categories: Category I, Engineering Planning and Design Services; and Category II, Staff Augmentation. No construction management services may be requested under this contract. The only services that are allowed during construction phase are engineering design support during construction. Construction management and construction work, as well as design services for Capital Projects greater than five million dollars, will be supported by other SFPUC contracts.

## Post Union Notification

The Engineering Planning and Design Services consist of providing planning, and/or detail design and analysis for multidiscipline work as described below. Staff Augmentation consists of providing personnel to support this work, including coordination and staff engineers. Each task and schedule will be determined by HHWP when engineering services are needed.

**Why are these services required and what are the consequences of denial?:** Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services include, but are not limited to: water supply development to meet contractual obligations; Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance; hazardous materials and waste management and planning; soils and groundwater sampling and testing; natural resources management and species monitoring; and planning and design services to support these functions. Denial of these contracted services could lead to fines from regulatory agencies and other civil penalties.

**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?:** 5

**Why have you not hired City employees to perform the services?:** These projects are small, short-term, and technically highly specialized work. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest relevant gaps are with mechanical engineers and electrical engineers.

### Board and Commission Approvals

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

**Provide details related to contracts for which dept comm approval required:** Contracts over the threshold of \$1,170,000

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

### Justification

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

No

**Q2 - Does performing these services cause a conflict of interest?:** No

**Q3 - Are these proprietary services City is not authorized to do?:** No

**Q4 - Does City lacks necessary facilities/equipment?:** No

**Q5 - Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis

**Q5a) Are the services required on an as-needed, intermittent, or periodic basis?:** Yes

**Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:**

These projects are small, short-term, and technically highly specialized work.

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

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

Specialized and technical skills related to water utility operations and

management including hydrological modeling, electrical engineering, mechanical engineering, surveying,

waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset

management, performance assessment and health and safety services; and engineering and design services

for rehabilitation and replacement, operating, regulatory, and emergency repair projects to support HHWP

operations and management.

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

**Q5c1) Identify the classifications:** 5241 - Engineer, 5362 - Engineering Assistant, 5211 -

Eng/Arch/Landscape Arch Sr, 5312 - Survey Assistant II, 5310 - Survey Assistant I, 5602 - Utility Specialist, 5207 - Assoc Engineer

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

**Q5c3) Why are they not able to perform the services?:** PRO.0347 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0347 will be used to augment HHWP staff in meeting its operational obligation.

**Q5d) Will contractor directly supervise City employees?:** No

**Q5e) Will contractor train City employees?:** Yes

**Q5e1) Clearly describe and detail the training activities:** Our largest gaps are with information technology staff, mechanical engineers and electrical engineers. This contract provides staff augmentation services and will provide training activities for incoming staff who are replacing vacated positions due to retirement.

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

**Q5f1) Describe the transition plan, including the anticipated timeline:** Our plans are to have the areas of work dedicated to staff augmentation in this PSC to be transitioned back to City staff as more hires are brought on board. We have several positions we are currently filling, and others which we anticipate to fill during this current budget cycle. Future staff requests are targeted for the next budget cycle.

**Additional information to support your request (Optional):**

## Union Notifications

**Job Class(es):** 5241 - Engineer, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5312 - Survey Assistant II, 5310 - Survey Assistant I, 5602 - Utility Specialist, 5207 - Assoc Engineer

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

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

**Union Review Sent On:** 9/12/2025

**Union Review End Date:** 9/22/2025

**Union Review Duration Met On:** 9/22/2025

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

### Instructions:

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

### Document Content:

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

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

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	<a href="mailto:shale@stwater.org">shale@stwater.org</a>
PSC ServiceNow Record Number:	DHRPSC0005635

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000026963 (A)	9/19/2022	9/18/2027	\$ 7,500,000	PSC#41948 - 21/22	PRO.0167 A-D, AM 2 - Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. In addition, the Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety.
1000027061 (B)	9/29/2022	9/28/2027	\$ 7,500,000	PSC#41948 - 21/22	PRO.0167 A-D, AM 2 - Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. In addition, the Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety.
1000024342 (C)	1/18/2022	1/17/2027	\$ 7,500,000	PSC#41948 - 21/22	PRO.0167 A-D, AM 2 - Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. In addition, the Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety.
1000026923 (D)	9/21/2022	9/20/2027	\$ 7,500,000	PSC#41948 - 21/22	PRO.0167 A-D, AM 2 - Work will consist of as-needed specialized and technical services and as-needed engineering and design services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP). The as-needed services sought through this PSC will be used to meet HHWP operational needs when existing staff resources are exceeded. In addition, the Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety.

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** RNT

**Submitted By:** Amir Omidvari

**Department Coordinator:** Amir Omidvari,  
amir.omidvari@sfgov.org

**Project Manager:** Amir Omidvari

**ServiceNow Number:** DHRPSC0005604

**Version:** 0.01

**Version Type:** New

**Brief description of proposed work:** The Rent Board team has been running in-depth business process re-engineering efforts to modernize its operations to increase workflow efficiency and productivity. We are planning to design, develop and implement a brand-new case management system which will be public facing to improve the service that we provide to the people of San Francisco. The purpose of this project is to design, develop, and implement a secure, reliable, and role-based web-based Case Management and Petition Filing System for the San Francisco Rent Board. This system will enable online interactions with constituents, streamline internal workflows, and improve efficiency, transparency, and accessibility of rent-related case processing.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**PSC Amount:** \$845,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**PSC Duration (Months):** 18

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Scope of Work

**Clearly describe scope and detail the services to be performed:** This project will focus on design, development, and implementation of an entirely new case management system for the Rent Board. The Rent Board performed numerous business process discovery and optimization efforts internally and drafted an RFP which went live on SF City Partner Portal on 7/15/2024, the



sourcing event ID is 0000009574. The selected Contractor shall deliver a fully functional, production-ready software solution, including user interfaces, administrative dashboards, and backend infrastructure necessary to support features and capabilities such as Online Registration and Role Management, Online Petition Filing, Case Management, and Petition Tracking, Document Capture and Management, Date and Time Stamping and Users' Log Management, Customizable Search Features, Mass Notice Generation, Hearing Scheduling and Hearing Calendar Management, Customizable Data Access Management, Task Assignment and Notification Management, Reminders and Calendar Management, Commenting and Note Taking, Contacts Management, Text Message and Email Notifications, Customizable Reporting, API with Other City Departments, Integration with Microsoft Office Suite, and Integration with Microsoft Active Directory.

**Why are these services required and what are the consequences of denial?:** The current manual system used by the department has led to significant operational inefficiencies, including extensive manual labor, frequent data entry errors, and a lack of transparency and accessibility for customers. Petitioners and other stakeholders are unable to track the status of their cases or access related documents, resulting in increased inquiries, delays, and frustration. Internally, staff must rely on time-consuming processes to manage cases, schedule hearings, and maintain records, which hampers productivity and increases the risk of lost or inconsistent data. If this project is not approved, these issues will continue to escalate, undermining the quality and timeliness of service delivery, eroding public trust, and preventing the Rent Board from operating at a modern, efficient, and accountable standard. Implementing this system is critical to ensuring accurate data management, improved service for the public, and streamlined internal operations.

**Has your department contracted out these services in the last three years?:** No

### Board and Commission Approvals

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

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

### Justification

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

No

**Q2 - Does performing these services cause a conflict of interest?:** No

**Q3 - Are these proprietary services City is not authorized to do?:** No

**Q4 - Does City lacks necessary facilities/equipment?:** No

**Q5 - Are the services required on a temporary basis or on a long-term basis?:** Temporary Basis

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

**Q5b) Why do you believe this to be a transitional or short-term situation?:** This is a



transitional situation because the current Rent Board operations rely heavily on manual processes, which are not sustainable or scalable. The lack of an automated system has led to extensive administrative labor, frequent data entry errors, delays in petition handling, and a lack of transparency and access for the public. This short-term phase—prior to the deployment of the new system—is necessary to maintain operations while transitioning to a modern, automated platform. Once the new system is implemented, it will replace outdated manual workflows, reduce error rates, improve internal efficiency, and provide better service to the public.

**Q5c) How will you ensure the services aren't needed once this PSC request has ended?:** The development of the required system and the delivery of the project will not take more than 24 months according to the Rent Board analysis of the requirements.

**Q5d) Describe the required skills and expertise needed to perform the services:** This project requires a multidisciplinary team with expertise in full-stack software development, Cloud implementation, UI/UX design, and agile project management. Key skills include business analysis to translate Rent Board workflows into user stories, secure database design, and integration with Microsoft Office, Active Directory, and other City systems. Strong knowledge of Role-Based Access Control (RBAC), data encryption, and audit logging is essential for security. The team should also be skilled in document management, communication systems (text/email notifications), customizable reporting, quality assurance testing, DevOps for deployment, and creating user training and documentation.

**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):** 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 1093 - IT Operations Support Admn III, 1071 - IS Manager, 1051 - IS Business Analyst-Assistant, 1041 - IS Engineer-Assistant, 1070 - IS Project Director, 1095 - IT Operations Support Admin V, 1092 - IT Operations Support Admin II, 1044 - IS Engineer-Principal, 1054 - IS Business Analyst-Principal, 1094 - IT Operations Support Admin IV, 1091 - IT Operations Support Admin I, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

**Labor Union Email Addresses:** L21pscreview@ifpte21.org, staff@sfmea.com

**Union Review Sent On:** 8/18/2025

**Union Review End Date:** 9/17/2025

**Union Review Duration Met On:** 9/17/2025

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** ADM

**Submitted By:** Zoe Ellis-Sutton

**Department Coordinator:** Lynn Khaw,  
lynn.khaw@sfgov.org

**Project Manager:** Zoe Ellis-Sutton

**ServiceNow Number:** DHRPSC0002029

**Version:** 2.01

**Version Type:** Amendment

**Legacy PSC #:** 48513-22/23

**Brief description of proposed work:** As-needed Generator Maintenance and Testing

**Reason for the Request for Amendment:** The current PSC amount covered the previous scope of work for as needed generator maintenance and testing services in buildings only under the Real Estate Division's (RED) purview. The scope of work has since now been expanded to include all City Department buildings, not just those under RED. This increase in the PSC amount is to account for the increase in departmental buildings requiring potential generator maintenance and testing services. Additionally, the contract will be awarded to four vendors with the same not-to-exceed (NTE) amount. As a result, the requested PSC amount is higher, although the actual spending will be lower.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**Previously Approved Amount:** \$3,200,000

**Increase Amount:** \$4,800,000

**Why are you requesting the PSC amount to be increased?:** The current PSC amount covered the previous scope of work to cover buildings under RED's purview. The scope of work has since been expanded to include all Citywide buildings. This has caused for a necessary increase in the PSC amount to account for the significant increase in buildings requiring service. Additionally, the contract will be awarded to four vendors with the same not-to-exceed (NTE) amount. As a result, the requested PSC amount is higher, although the actual spending will be lower.

**Total Amended Amount:** \$8,000,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 60

**Duration Increase (months):** 0

**Total Amended Duration (months):** 60

## Post Union Notification

**First Contract Start Date:** 5/20/2024

**PSC Duration End Date:** 5/20/2029

## 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:** Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.

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

**Why are these services required and what are the consequences of denial?:** Without repair, maintenance and testing of emergency generators, there is more potential for them to be less effective or inoperable when they are needed.

**Has your department contracted out these services in the last three years?:** No

## Board and Commission Approvals

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

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

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

## Justification

**Has your response to Q1 changed?:** No

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

**Has your response to any of the following questions changed?:** 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 contractor(s) possesses specialized equipment required to do load testing for the generators.

## Post Union Notification

Also, if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

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

**Explain why:** Work is performed on an as-needed basis, so it is not practical for the City to acquire the necessary work to perform this work.

**Additional information to support your request (Optional):**

**Union Notifications**

**Have the Job Classes/Labor Unions changed?:** No

**Job Class(es):** 7484 - Sr Power Generation Tech

**Labor Unions:** 006 - Electrical Workers, Local 6

**Labor Union Email Addresses:** ibew6@ibew6.org

**Union Review Sent On:** 8/22/2025

**Union Review End Date:** 8/29/2025

**Union Review Duration Met On:** 8/29/2025

**Report Title:** PSC Management Details  
**Run Date and Time:** 2025-08-14 11:23:17 Pacific Daylight Time  
**Run by:** Zoe Ellis-Sutton  
**Table name:** u\_oca\_psc\_management

PSC Management

Number:	DHRPSC0002029	Version:	2.0
Legacy PSC #:	48513-22/23	Initial Approval FY:	2023 - 2024
Requester:	Zoe Ellis-Sutton	Request Type:	Amendment
Submitting Department:	ADM	Request Status:	Completed
Dept PSC Coordinator:	Lynn Khaw	Withdrawn By:	
Dept Project Manager:	Zoe Ellis-Sutton	Withdrawn On:	
		Awaiting Info From:	
		Awaiting Info Reason:	
		PSC Formal Approval Date:	2025-02-20
		Opened:	2024-12-17 14:19:15
		Opened by:	Zoe Ellis-Sutton
		CSC Review Required:	false
		Watch list:	
		Cancelled On:	

Brief description of proposed work:

As-needed Generator Maintenance and Testing

Reason for the Request for Amendment:

The usage of the contracts are expanding to all City buildings and facilities for over 100 generators rather than for Real Estate Division (RED) maintained buildings. The scope of services, NTE, and duration will remain the same.

Withdraw Reason:

Reason for Cancellation:

Retire Reason/Comments:

Has this record ever gone through CSC Approval?:	Conditional Approval Edit Invoked By:
--------------------------------------------------	---------------------------------------

Amount

PSC Amount:	\$0.00	Does contract include items other than services?:	No
Previously Approved Amount:	\$3,200,000.00	1 - Commodities & Equipment:	false
Increase Amount:	\$0.00	Estimated NTE Amount (1):	\$0.00
Why are you requesting the PSC amount to be increased?:		2 - On-premise Software Licenses:	false
Total Amended Amount:	\$3,200,000.00	Estimated NTE Amount (2):	\$0.00
Current Cumulative Approved Amount (Digitized Only):	\$0.00	3 - On-Premise Software Support (w/out Prof Services):	false
Last Cumulative CSC Approved Amount (Digitized Only):	\$0.00	Estimated NTE Amount (3):	\$0.00
Last CSC Approved Amount:	\$3,200,000.00	4 - Cloud-Based Software Licenses and Support (w/out Prof Services):	false

Total Non-CSC Approved Amount :	\$0.00	Estimated NTE Amount (4):	\$0.00
Amt Increase % (From last CSC approval):	0	5 - Online content, periodicals and journals:	false
		Estimated NTE Amount (5):	\$0.00
		6 - Advertising:	false
		Estimated NTE Amount (6):	\$0.00
		7 - Construction:	false
		Estimated NTE Amount (7):	\$0.00

Calculated Amounts Explanation:

\*\*\*\* PREV APPRD REC INFO \*\*\*\*  
Version Type: digitize  
Prior Version was CSC Approved? false  
Record Sys\_id: dba175501bdb8690a835a687624bcb87  
Record version: 1.0  
PSC Amount: \$0.00  
PSC Total Amended Amount: \$0.00  
Digitized Previously Approved Amount: \$3200000.00  
Last CSC Approved Amount: \$0.00  
Digitized Last CSC Approved Duration: 60 months  
PSC Duration: 0 months  
Total Amended Duration: 0 months  
Digitized Previously Approved Duration: 60 months  
\*\*\*\* END PREV APPRD REC INFO \*\*\*\*  
  
\*\*\*\* PREVIOUSLY APPROVED AMOUNT \*\*\*\*  
Digitize, Digitized Previously Approved Amount: \$3200000.00  
\*\*\*\* END PREVIOUSLY APPROVED AMOUNT \*\*\*\*  
  
\*\*\*\* TOTAL AMENDED AMOUNT \*\*\*\*  
Previously Approved Amount: \$3200000.00 + Increase Amount: \$0.00 = \$3200000.00  
\*\*\*\* END TOT AMENDED AMOUNT \*\*\*\*  
  
\*\*\*\* LAST CSC APPR AMT \*\*\*\*  
Prior version was Digitize, Using Digitized Last CSC Approved Amount: \$3200000.00  
Last CSC Approved Amount: \$3200000.00  
\*\*\*\* END LAST CSC APPR AMT \*\*\*\*  
  
\*\*\*\* TOTAL NON CSC APPR AMOUNT \*\*\*\*  
Prior was Digitize using Total Amended Amount - Last CSC Approved Amount : \$0.00  
\*\*\*\* END TOTAL NON CSC APPR AMOUNT \*\*\*\*  
  
\*\*\*\* TOTAL INCREASE AMOUNT % \*\*\*\*  
Tot Non CSC Approvd Amount: \$0.00 / Last CSC Approved Amount: \$3200000.00 = 0%  
\*\*\*\* END TOTAL INCREASE AMOUNT % \*\*\*\*

Duration			
Is PSC by Duration or Continuing? :	Duration	Last CSC Approved Duration (Months):	60
PSC Duration (Months):		Total Non-CSC Approved Duration (Months):	0
Previously Approved Duration (Months):	60	First Contract Start Date:	2024-05-20
Duration Increase (Months):	0		

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

Total Amended Duration (Months): 60

Current Cumulative Approved Duration in Months (Digitized Only):

First PSC Approval Date (CSC or DHR - Digitized Only):

Last Cumulative CSC Approved Duration in Months (Digitized Only):

Last PSC Approval Date (CSC or DHR - Digitized Only):

First Contract Not Yet Issued: false

First Contract Start Date Exception (Override by OCA/DHR): false

PSC Duration End Date: 2029-05-20

Initial PSC Formal Approval Date:

Initial PSC use by date (18 month expiration):

Continuing Justification:

Calculated Durations Explanation:

\*\*\*\* PREV APPRD REC INFO \*\*\*\*

Version Type: digitize

Prior Version was CSC Approved? false

Record Sys\_id: dba175501bdb8690a835a687624bcb87

Record version: 1.0

PSC Amount: \$0.00

PSC Total Amended Amount: \$0.00

Digitized Previously Approved Amount: \$3200000.00

Last CSC Approved Amount: \$0.00

Digitized Last CSC Approved Duration: 60 months

PSC Duration: 0 months

Total Amended Duration: 0 months

Digitized Previously Approved Duration: 60 months

\*\*\*\* END PREV APPRD REC INFO \*\*\*\*

\*\*\*\* PREVIOUSLY APPROVED DURATION CALCULATION \*\*\*\*

Version Type: DIGITIZE

Using Digitized Previously Approved Duration: 60 months

\*\*\*\* END OF CALCULATION \*\*\*\*

\*\*\*\* TOTAL AMENDED DURATION \*\*\*\*

Previously Approved Duration: 60 months + Increase Duration: 0 months = 60 months

\*\*\*\* END TOTAL AMENDED DURATION \*\*\*\*

\*\*\*\* LAST CSC APPROVED DURATION \*\*\*\*

Version Type: DIGITIZE, CSC Approved: false

Last CSC Approved Duration: 60 months

\*\*\*\* END LAST CSC APPROVED DURATION \*\*\*\*

\*\*\*\* TOTAL NON-CSC APPROVED DURATION CALCULATION \*\*\*\*

\*Digitize Total Non-CSC Approved Duration: 60 - 60Total Non-CSC Approved Duration: 0 months

\*\*\*\* END OF CALCULATION \*\*\*\*

## Funding

Funding Source (select all that apply): City Funds

Special circumstances related to funding that the Commission should consider? : No

Explain the special circumstances:

## 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:

Repair, maintenance, and testing of emergency generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or need repairs and basic maintenance, the City's mission to provide Emergency Operations Centers and continue supplying City services is compromised by any failure of this equipment.

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

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

Without repair, maintenance and testing of emergency generators, there is more potential for them to be less effective or inoperable when they are needed.

Has your department contracted out these services in the last three years?: No

How many contracts?:

Why have you not hired City employees to perform the services?:

## Board and Commission Approvals

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

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

Provide details related to contracts for which dept comm approval req'd:

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

Provide details related to contracts for which BOS approval will be required?:

## Justification

Has your response to Q1 changed?: No

Q1 - Any regulatory or legal requirements supporting outsourcing of this work?: No

Clearly describe & cite the regulatory/legal requirements to support outsourcing:

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

Q2 - Does performing these services cause a conflict of interest?: No

Clearly describe the circumstances and the conflict of interest:

Q3 - Are these proprietary services City is not authorized to do?: No

Q4 - Does City lack necessary facilities/equipment?: Yes



What facilities or equipment does the City lack that contractor possesses?:

The contractor(s) possesses specialized equipment required to do load testing for the generators. Also, if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

Does the dept plan to acquire the facilities/equipment to perform the services?:

No

Provide plan and timeline to secure what is required to perform the services:

Explain why:

Work is performed on an as-needed basis, so it is not practical for the City to acquire the necessary work to perform this work.

Q5 - Are the services required on a temporary basis or on a long-term basis?:

Explain the Temporary basis of the services:

What department(s) have declared this emergency?:

Why do you believe this to be a transitional or short-term situation?:

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

How many days do you anticipate this situation to last?:

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

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

Explain why the employees are not able to perform these services:

Will the services terminate upon resolution of the situation?:

Explain why:

Are the services required on an as-needed, intermittent, or periodic basis?:

Why are the services required on an as-needed, intermittent and periodic basis?:

Do the services require specialized expertise, knowledge, and/or experience?:

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

Does City have classifications that can perform these services?:

Identify the classifications:

Does the Department have employees in these classifications?:

Why are they not able to perform the services?:

Will you be hiring employees in these classifications?:

Describe your hiring plan and timeline:

Explain why you are not hiring in these classifications:

Should City develop a classification to perform these services?:

What steps have been taken to establish a new classification?:

Explain why new a job classification is not feasible:

Will contractor directly supervise City employees?:

Explain why the contractor must supervise City employees:

Will contractor train City employees?:

Clearly describe and detail the training activities:

Explain why training of City employees is not required:

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

Describe the transition plan, including the anticipated timeline:

Explain why the work will not be transitioned back to the City:

Additional information to support your request (Optional):

Summary of changes made on PSC Justification tab:

### Union Notifications

Have the Job Classes/Labor Unions changed?:		Union Notification Sent:	true
Job Class(es):	7484 - Sr Power Generation Tech	Union Review Sent On:	2025-02-11
Labor Unions:	006 - Electrical Workers, Local 6	Union Review End Date:	2025-02-18
Labor Union Email Addresses:	ibew6@ibew6.org	Union Review Duration Met:	true
		Union Review Duration Met On:	2025-02-18

Union Review Required:	true
Union Notification Duration in Days:	7

**Mandatory Documents**

PSC Summary (Form 1) – Post Union Notification:	ADMDHRPSC0002029 Summary (Form 1) - Post Union.pdf	CSC Bundle:	ADMDHRPSC0002029 CSC Bundle.pdf
All Prior Approved PSC Summaries (Form 1) for this PSC record, newest on top:	CSC approval PSC 48513 22.23.pdf		
List of contracts for the same or similar services in the last three years:			
Proprietary Services Letter:			
Union Waiver and Correspondence:			
Additional documents (Optional):			
PSC Summary (Form 1) – Pre Union Notification:	ADM DHRPSC0002029 Summary (Form 1) - Pre Union.pdf		

**Dept PSC Coordinator**

Hold for Union Discussions:	false	Dept PSC Coordinator Decision:	Review Completed/Send to DHR
Union Discussions Reason:		Dept PSC Coordinator Decision Date:	2025-02-19
Placed on Hold Date for Union Discussions :		Dept PSC Coordinator Comments:	Approved and submitted for DHR review.
Union notification waived:	false		
Union Notification Waived Reason:			
Union notification waived on:			

**Union Identification and Notification Explanation:**

Processing job classification 51c64863dbe98a505d57c359139619f5

Added labor union based on job class 51c64863dbe98a505d57c359139619f5: 0fd94767dbfc42105d57c3591396193b

Updated max duration to 7 days, based on union 0fd94767dbfc42105d57c3591396193b

**DHR Admin**

DHR Reviewer:	Suzanne Choi	DHR Reviewer Decision:	Review Completed
Fact-finder Review:	false	DHR Review Decision Date:	2025-02-20
Fact-finder Review Start:		DHR Reviewer Comments:	
Fact-finder Review End:			
CSC Review Requested by DHR:	false		

**DHR Admin Reason for Requesting CSC Review:****CSC Admin**

CSC Reviewer:	CSC Reviewer Decision:
PSC Ready to Calendar?:	Report Back Date:
Hearing Date:	Report Back Reason:
CSC Hearing Location:	CSC Reviewer Decision Date:

CSC Hearing Completed?:	CSC Reviewer Comments:
-------------------------	------------------------

5 Year Report

5 Year Report Back Date:	5 Year Report Received:
5 Year Report Addl Question(s):	

CSC Review Reason

Requires CSC Approval by Amount?:	false	Requires CSC Approval by Duration?:	false
Requires CSC Approval by Scope?:	false	Requires CSC Approval by legal requirement changes?:	false
Requested by DHR Admin:	false		

Activities

DT ADMIN CONFIG

CSC Review Required for Any Reason:	false	State:	Closed Complete
New/Initial Exceeds Approval Threshold:	false	PSC Core Workflow Run:	true
New/Initial Exceeds Union Notification Threshold:	false	Original SysID:	dba175501bdb8690a835a687624bcb87
Awaiting Info:	false	Base Version:	DHRPSC0002029 v 1.0
Bulk Upload:	false	Latest:	false
In flight Record from Drupal:	false	Submitted On:	2025-02-11 13:26:57
Amended from Digitized:	true	Completed On:	2025-02-20 19:26:51
Amended When First Contract Not Yet Issued :	false	Retired On:	
Amendment Total Amend Amount Exceeds Approval Threshold:	true	Ad hoc notification to Union sent on:	
Amendment Previously Approved Amount Exceeds Approval Threshold:	true	UNS (Pre/Post):	true
Amendment Total Non-CSC Approved Duration Exceeds Threshold:	false	Conditional Approval Edit Count:	
Amendment Total Increase Percent Exceeds Threshold:	false		
Amendment Exceeds Union Notification Threshold:	true		
Union Notification Designation:	A1-DHR (CSC Prev)		

Calculated Workflow Values Explanation:

\*\*\*\* TOTAL AMENDED AMOUNT EXCEEDS UNION NOTIFICATION THRESHOLD \*\*\*\*  
Total Amended Amount: \$3200000.00  
Union Notification Threshold: \$100000.00  
Exceeds Threshold: true  
\*\*\*\* END THRESHOLD CHECK \*\*\*\*

\*\*\*\* PREVIOUSLY APPROVED AMOUNT EXCEEDS APPROVAL THRESHOLD \*\*\*\*  
Previously Approved Amount: \$3200000.00

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** LIB

**Submitted By:** Marcus Lange

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

**Project Manager:** Marcus Lange

**ServiceNow Number:** DHRPSC0002019

**Version:** 1.01

**Version Type:** Amendment

**Legacy PSC #:** 48316-18/19

**Brief description of proposed work:** Customization of website with some financial admin

**Reason for the Request for Amendment:** The City lacks resources to provide service, i.e., to develop an online sharable music platform. Modification is sought to increase funding and extend time of PSC.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

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

## Amount

**Previously Approved Amount:** \$345,298

**Increase Amount:** \$454,702

**Why are you requesting the PSC amount to be increased?:** Preparing Contract Amendment to add time and funds to current Contract.

**Total Amended Amount:** \$800,000

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 79

**Duration Increase (months):** 36

**Why are you requesting the PSC duration to be increased:** Extending the current Contract with an Amendment.

**Total Amended Duration (months):** 115

**First Contract Start Date:** 3/1/2019

**PSC Duration End Date:** 9/29/2028

## Funding

**Funding Source:** City Funds

**Special circumstances related to funding:** No

## Post Union Notification

## 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: MSingleton@sfpl.org.

Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSICat MARC records for Library's catalog. Contractor shall provide administrative tools through MUSICat that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.

**Why are these services required and what are the consequences of denial?:** Library wishes to continue establishing partnerships with new stakeholders, attract new users, and support the local music community. Library staff does not have the time or training required to build a unique platform such as this. Without this product, the library won't be able to continue to provide this unique service to our users and community.

**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?:** It is beyond the scope of City resources to develop a sharable music platform, such as the authentication of patrons through Library cards, the musician submittal forms, the graphical interface with a library look and feel, the ability to upload various music files, etc. These features require extensive development investments. This specific library music platform is now considered a best practice in the Public Library community.

## 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?:** Yes

**Q4a) What facilities or equipment does the City lack that contractor possesses?:** The City

lacks resources to provide service, i.e., to develop an online sharable music platform.

Modification is sought to increase funding and extend time of PSC.

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

**Explain why:** It is beyond the scope of City resources to develop a sharable music platform, such as the authentication of patrons through Library cards, the musician submittal forms, the graphical interface with a library look and feel, the ability to upload various music files, etc.

These features require extensive development investments. This specific library music platform is now considered a best practice in the Public Library community.

**Additional information to support your request (Optional):**

### Union Notifications

**Have the Job Classes/Labor Unions changed?:**

**Job Class(es):** 1062 - IS Programmer Analyst, 1071 - IS Manager, 1070 - IS Project Director, 1064 - IS Prg Analyst-Principal, 1063 - IS Programmer Analyst-Senior

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc

**Labor Union Email Addresses:** L21pscreview@ifpte21.org, staff@sfmea.com

**Union Review Sent On:** 9/17/2025

**Union Review End Date:** 9/27/2025

**Union Review Duration Met On:** 9/27/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC LIBRARY

Dept. Code: LIB

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48316 - 18/19)

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

Type of Service: Customization of website with some financial admin

Funding Source: Library Preservation Fund

PSC Original Approved Amount: \$163,400 PSC Original Approved Duration: 08/01/19 - 12/31/23 (4 years 21 weeks)

PSC Mod#1 Amount: \$181,898 PSC Mod#1 Duration: 01/01/24-03/01/26 (2 years 8 weeks)

PSC Cumulative Amount Proposed: \$345,298 PSC Cumulative Duration Proposed: 6 years 30 weeks

**1. Description of Work**

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

Contractor shall build and maintain a Local Music Collection Site for San Francisco Public Library that provides streams and downloads of music content in multiple digital formats. Contractor shall provide means for the authentication of Library cardholders for downloading or streaming content according to Library's licensing agreements with artists, and provide interfaces for the export of and access to MUSICat MARC records for Library's catalog. Contractor shall provide administrative tools through MUSICat that support and streamline Library's implementation of and processes for collection development, licensing, and promotion, as well as displaying usage statistics and providing administrative and technical support for Library's staff and community of users. Contractor shall serve as payor to musicians that the Library contracts with for the non-exclusive use of their recordings, and will charge the Library \$20 service fee per \$200 payment.

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

Library wishes to establish partnerships with new stakeholders, attract new users, and support the local music community. Library staff does not have the time or training to build a unique platform such as this, -without this product the Library won't be able to provide this unique service to our community.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes, Contract #1000016809

**D. Will the contract(s) be renewed?**

Yes, if the program is successful.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**

This is a unique platform that helps the Library to continually attracts new partnerships and users. It also helps to support the local music community. It offers a great opportunity to engage with the local communities.

**2. Reason(s) for the Request**

**A. Display all that apply**

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

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

**Explain the qualifying circumstances:**

The Contractor has developed a very specific website using open source code which enables public libraries to host local music and to authenticate patron library cards so that patrons can download content. The code needs to be customized to the SFPL's own website and the Contractor's staff have the expertise to do so. It is not practical for City workers to build such a website when one already exists.



B. Reason for the request for modification:

Due to the pandemic, the library did not successfully launch the program, we would like to give it another try. The Library wishes to continue establishing partnerships with new stakeholders, attract new users, and support the local music community. Library staff does not have the time or training required to build a unique platform such as this. Without this product, the Library won't be able to provide this unique service to our community.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Expertise building a music website for Public Libraries with capability to authenticate Library patrons through unique library card id; experience working with other large urban public libraries setting up music websites, including media hosting and delivery; skills to maintain the software including public and administrative interfaces, and technical support; provide online forms for musicians to submit, upload content & sign licenses; pay multiple musicians honorariums for rights to use music.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal; 1070, IS Project Director; 1071, IS Manager;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will use its computers, servers, and code to develop the specific instance (version) of the music platform for the Public Library.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The Library and other City departments do not employ software engineers, or software developers with an expertise in music streaming and downloading. The MUSICat code is open source, but it is not "packaged", meaning the Contractor hasn't yet built the infrastructure that would make it possible for another team to replicate the entire MUSICat environment in an orderly way to create their own MUSICat site. It would be onerous for an outside team to get all of these tools up and running on their own.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the service is based on a code that hasn't yet been built out and it is beyond the scope of City resources to develop a music platform with the specialized features that the Contractor has developed. This is a short term project developing a website that won't be used by other City departments.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
There will be very minimal training on how to use the platform either written instructions or webinar, including how to navigate the administrative module in order to download music files, interact with musicians via the site, and gather musician info. Library staff has capability to work with the website once it has been customized.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
due to the pandemic, we didn't have a chance to launch program

7. **Union Notification:** On 09/12/22, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Municipal Executive Association; Management & Superv Local 21; Architect & Engineers, Local 21;

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

Name: marcus lange Phone: 415-557-4214 Email: marcus.lange@sfpl.org

Address: 100 Larkin Street, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48316 - 18/19

DHR Analysis/Recommendation:

10/17/2022

Commission Approval Required

Approved by Civil Service Commission

10/17/2022 DHR Approved for 10/17/2022

**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]

**Kelly Hiser**

Rabble Co-founder and CEO  
7 N. Pinckney St. Suite 300  
Madison, WI 53703  
kelly@therabble.co



20 December 2019

To Whom It May Concern,

This letter is to confirm that MUSICat is a sole source custom software product, developed, sold, and distributed exclusively by Rabble LLC. Rabble LLC works extensively with public librarians to develop MUSICat for their purposes of collecting, curating, licensing, and sharing local music collections and related works online.

To our knowledge, MUSICat is the only platform that enables libraries to: manage a community driven juried process, license works directly from local artists, customize their unique collection website at a library controlled secure domain as well as communication to artists including emails and licenses. In addition, Rabble makes the open source MUSICat code base available to customers, optionally handles musician payments, and provides a dedicated server infrastructure solution for each MUSICat collection.

No division of Rabble LLC, nor any other company, makes a comparable product. MUSICat subscriptions must be purchased directly from Rabble LLC. There are no agents or dealers authorized to represent this product.

If you desire further information, don't hesitate to contact me personally at 724-355-3546 or visit our website at [musicat.co](http://musicat.co). Thank you for your interest in MUSICat.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Hiser", with a stylized, flowing script.

Kelly Hiser

Rabble LLC Co-founder and CEO

# Personal Service Contract Summary (PSC Form 1)

## PSC Basic Information

**Submitting Department:** PRT

**Submitted By:** Alysabeth Alexander-Tut

**Department Coordinator:** Alysabeth Alexander-

Tut,

alysabeth.alexander-tut@sfport.com

**Project Manager:** Steven Reel

**ServiceNow Number:** DHRPSC0001851

**Version:** 1.01

**Version Type:** Amendment

**Legacy PSC #:** 45567-16/17

**Brief description of proposed work:** Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project

**Reason for the Request for Amendment:** To continue to provide services needed to advance work on the United States Army Corps of Engineers Flood Study due to be completed in 2026.

## Review Type and Reason

**CSC Review Required:** Yes

**CSC Review Reason(s):**

- Requires CSC Approval by Amount

## Amount

**Previously Approved Amount:** \$59,992,357

**Increase Amount:** \$500,000

**Why are you requesting the PSC amount to be increased?:** To continue to provide services needed to advance work on the United States Army Corps of Engineers Flood Study due to be completed in 2026.

**Total Amended Amount:** \$60,492,357

**Does contract include items other than services?:** No

## Duration

**Is PSC by Duration or Continuing:** Duration

**Previously Approved Duration (months):** 120

**Duration Increase (months):** 0

**Total Amended Duration (months):** 120

**First Contract Start Date:** 10/2/2017

**PSC Duration End Date:** 10/2/2027

## 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: lavena.holmes@sfport.com.

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

**Why are these services required and what are the consequences of denial?:** The fill the gap until the next contract is executed in early 2026. Denial could jeopardize completion of the Flood Study.

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

**How many contracts?:** 1

**Why have you not hired City employees to perform the services?:** The Port has a work order with the Planning Department to support these services.

## 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:** Amendments to contracts require Port Commission approval.

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

## Justification

**Has your response to Q1 changed?:** No

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

**Q2 - Does performing these services cause a conflict of interest?:** No

**Q3 - Are these proprietary services City is not authorized to do?:** No

**Q4 - Does City lacks necessary facilities/equipment?:** No

**Q5 - Are the services required on a temporary basis or on a long-term basis?:** 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?:** The Flood Study will be completed in 2026.

**Q5c) How will you ensure the services aren't needed once this PSC request has ended?:** The Flood Study will be completed in 2026.

**Q5d) Describe the required skills and expertise needed to perform the services:** Expertise and experience working on the Floody Study.

**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?:** No

**Q5h) Explain why:** A new contract will be executed in 2026.

**Additional information to support your request (Optional):**

### Union Notifications

**Have the Job Classes/Labor Unions changed?:**

**Job Class(es):** 5241 - Engineer, 5212 - Engineer/Architect Principal, 5268 - Architect, 5274 - Landscape Architect, 5207 - Assoc Engineer

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

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

**Union Review Sent On:** 9/18/2025

**Union Review End Date:** 9/28/2025

**Union Review Duration Met On:** 9/28/2025



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

Type of Service: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resilience Project

Funding Source: PRT General Fund; Harbor Fund; and other TBD PSC Duration: 10 years 1 day

PSC Amount: \$40,000,000

**1. Description of Work**

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

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

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

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

The Seawall is over 100 years old and has not been significantly modified or reconstructed. In the recent past, other City departments have procured services for major seismic improvement programs using private consultants (e.g. the PUC Water System Improvement Program (WSIP) and Sewer System Improvement Program (SSIP)). It is also common for the Port to procure private consultant services for design of major new or complex marine infrastructure (e.g. Brannan Street Wharf, Pier 43 Bay Trail Link, Justin Herman Cruise Terminal, and the Seawall Earthquake Vulnerability Study).

**D. Will the contract(s) be renewed?**

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract at this time.



- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

This is a major infrastructure Project with an estimated duration of 10 years. This contract will provide services needed throughout the Project including services for planning, preliminary design, environmental review, and final design/construction review. It is important to keep a single integrated team together throughout the Project to ensure efficiency, timeliness, and quality. This is an earthquake and flood safety project, staying on schedule is important for life safety and maintaining critical City functions.

**2. Reason(s) for the Request**

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

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

**B. Explain the qualifying circumstances:**

This is an urgent earthquake safety and flood protection Project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, limit suffering, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. Major improvements to the Seawall were not included in the Port and City's 10 year Capital Plan until this year, but need to take place within the next decade. Port and City have not staffed for this major public works Project. Project execution requires specialized engineering expertise and experience in the fields of earthquake engineering, coastal engineering, environmental analysis, and marine construction. Earthquake behavior of existing waterfront structures, seawalls, filled lands, and utilities is an evolving field with worldwide expertise and knowledge continually improving through University, government, and private research and study after each new earthquake. Geotechnical understanding of earthquake hazards such as liquefaction, lateral spreading, slope stability, and settlement is also highly specialized. Construction techniques to improve soils and to strengthen, retrofit, or replace coastal structures are also unique with equipment and techniques rapidly changing. Getting the engineering, science, and constructability right is essential to minimizing cost and achieving a schedule that meets the goals of public safety and protection of critical assets. Opportunities for Port and City Staff during Planning, Preliminary Design, and Environmental Review Phases: The Seawall Project will create the following Port positions: Project Manager III, Principle Administrative Analyst, Public Relations Officer, Planner V, and Mayor's Senior Fellow. In addition, existing Port staff will be assigned to assist the Project in the areas of Structural Engineering, Civil Engineering, Utility Engineering, Environmental Planning, Waterfront Planning, Architecture, ADA coordination, Real Estate, Legal, and facility Operations and Maintenance. City Staff opportunities include CEQA Analysis (Planning Department), Transportation Planning/Engineering (MTA), Utility Planning/Engineering (SFPUC, SFPW), and Civil Engineering (SFPW). Opportunities for Port and City Staff during Final Design and Construction Phase: The overall Project will create significant opportunities for Port and City staff during final design and construction phases. Extent of projects and delivery type will not be known until planning and preliminary design work is nearing completion. Likely final design and construction work includes utility engineering, civil engineering, traffic engineering, structural engineering, landscape architecture, architecture, and construction management. The Port will engage Port Staff and City Departments as opportunities become evident in order to forecast work type, amount, and dates for resource planning to maximize opportunity.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Planning and program development for reconstruction/replacement of major infrastructure, Urban Planning, Environmental analysis for waterfront construction including CEQA and NEPA, Coastal Engineering, Planning and Design of Flood Protection Infrastructure, Marine Structural Engineering, Geotechnical Engineering, Earthquake Engineering, Civil Engineering, Utility Engineering, Marine Construction, Cost Estimating, Transportation Engineering and Planning, Historic Architecture and Preservation, Biological and Bay Habitat, Marine Science.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5207, Assoc Engineer; 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector; 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

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

Significant expertise is needed in the initial engineering areas related complex marine infrastructure given the stakeholders, project complexity, and location. The greatest opportunity for the use of City services will take place during the final design and construction phases. Preliminary contact with City Departments has taken place, and Port plans to meet with City Departments to forecast potential work types and available resources.

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

**A. Explain why civil service classes are not applicable.**

The existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.

**B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, seawall replacement/reconstruction only occurs every 50 to 100 years.**

**6. Additional Information**

**A. Will the contractor directly supervise City and County employee? If so, please include an explanation.**  
No.

**B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.**  
Yes. Training workshops will be developed for seismic analysis and design of waterfront structures that will be useful for both Port and Public Works Engineering in designing other City projects. While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops with 16 hours of preparation materials for each workshop.

**C. Are there legal mandates requiring the use of contractual services?**  
No.

**D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.**  
No.

**E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.**  
Yes. See attached Port Commission Resolution.

**F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.**  
No.

**7. Union Notification: On 03/20/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Building Inspectors - 6331, 6333; Operating Engineers, Local 3; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21**

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

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2017

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lavena.holmes@sfport.com](mailto:lavena.holmes@sfport.com)  
**To:** [Holmes, Lavena \(PRT\); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorcell \(PRT\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Holmes, Lavena (PRT); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorcell (PRT); DHR-PSCCoordinator, DHR (HRD)@sfport.com)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17  
**Date:** Monday, March 20, 2017 11:59:21 AM

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[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 45567 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 45567 - 16/17 for \$40,000,000 for Initial Request services for the period 07/01/2017 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/8655> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** Braganza, Lorceli (PRT)  
**To:** "dgossman@oe3.org"; teamsters@ibt856.org  
**Cc:** Holmes, Lavena (PRT); Choi, Suzanne (HRD); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17  
**Date:** Monday, March 20, 2017 12:40:00 PM  
**Attachments:** image001.png  
**Importance:** High

---

Hello,

As an fyi... please see below Union Notification for submitted PSC **45567 - 16/17**

Thank you,  
*Lorceli Braganza*



Lorceli Braganza  
Human Resources  
Port of San Francisco  
Work: 415-274-0424  
Fax: 415-274-0583

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

**From:** dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of lavena.holmes@sfport.com  
**Sent:** Monday, March 20, 2017 11:59 AM  
**To:** Holmes, Lavena (PRT); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45567 - 16/17

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 45567 - 16/17 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)  
45567 - 16/17 for \$40,000,000 for Initial Request services for the period  
07/01/2017 – 06/30/2027. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/8655> For union notification, please see the  
TO: field of the email to verify receipt. If you do not see all the unions you intended to contact,  
the PSC Coordinator must change the state back to NOT READY, make sure the classes and  
unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of  
unions and emails. EDIT the document again, change the state back START UNION  
NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as  
intended

# **Additional Attachment(s)**



## **MEMORANDUM**

March 9, 2017

**TO:** MEMBERS, PORT COMMISSION  
Hon. Willie Adams, President  
Hon. Kimberly Brandon, Vice President  
Hon. Leslie Katz  
Hon. Eleni Kounalakis  
Hon. Doreen Woo Ho

**FROM:** Elaine Forbes  
Executive Director

**SUBJECT:** Request Approval to Issue a Request for Proposals for Program Management / Engineering Consultant Services to Support the Seawall Resiliency Project

**DIRECTOR'S RECOMMENDATION:** Approve the Attached Resolution

### **EXECUTIVE SUMMARY**

Port staff is seeking the Port Commission's authorization to advertise a Request for Proposals ("RFP") for a Program Management / Engineering Consultant ("PMEC") services to lead the Seawall Resiliency Project (the "Project").

This high profile and critical Project for the Port and City requires a wide array of specialized engineering, planning, and environmental expertise in the fields of civil works program development and planning, seismology, marine structural engineering, coastal engineering, civil engineering, geotechnical engineering, utility engineering, historic preservation and architecture, economic analysis, urban design, constructability evaluation, cost estimating, environmental review, and environmental permitting. The PMEC will be chosen based upon qualifications and the final contract scope and fee will be negotiated. It is anticipated that this contract will last 10 years with a budget estimate of \$40M. The contract will be phased and include specific tasks during the major phases of the Project (planning, preliminary design & entitlement, and final design and construction). Phases will be awarded as funding allows. The intent of the RFP

**THIS PRINT COVERS CALENDAR ITEM NO. 13A**

is to procure the specialized services needed to complete planning and preferred alternative, advance Project engineering and design to 35% of completion, complete CEQA/NEPA approval, advance environmental and other permitting for construction, develop and recommend final design and construction delivery methods, and to assist with managing and review of final design and construction of the project.

## **STRATEGIC OBJECTIVE**

This contract opportunity will support the goals of the Port's Strategic Plan as follows:

### Engagement:

By promoting seawall knowledge using various media and outreach efforts, and by leading an inclusive stakeholder process to develop goals, values, and ensure consideration of all issues during development and implementation of the Seawall improvement program.

### Livability:

By increasing the proportion of funds spent by the Port on LBEs and micro-LBEs contracts.

### Resiliency:

By leading the City's efforts to address threats from earthquakes and flood risk through research and infrastructure improvements to the Seawall and Port property.

### Sustainability:

By enhancing the quality of the Bay water and habitat with the improvements, by limiting construction impacts and waste, and by sustainable design and construction best management practices.

### Stability:

By seeking traditional and innovative funding solutions and by maximizing external investment.

## **BACKGROUND**

The Seawall, which stretches approximately three miles from Pier 45 at Fisherman's Wharf to the north bank of Mission Creek at the 3<sup>rd</sup> St Bridge (Lefty O'Doul Bridge), is vulnerable to damage in the next major earthquake, an earthquake the USGS predicts has a 72% chance of occurring by 2044. During a major earthquake, damage is expected to occur from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall.

Earthquake damage to the Seawall is likely to exacerbate damage to adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery.

In addition to earthquakes, portions of the Seawall have settled compromising flood protection to portions of the City including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond.

The Port of San Francisco, in partnership with the City and County of San Francisco, has formed a team to plan, design, entitle, and implement measures that will significantly improve earthquake safety and performance of the Seawall and associated assets over the next 10 years. In addition, the team will develop strategies and the long term plans to improve flood protection over the next 100 years based on best available science for sea level rise and climate change projections. To assist with this effort, the Port envisions the following consulting opportunities:

<b>Contract Type</b>	<b>Scope</b>	<b>Value (\$M)</b>	<b>Term (Years)</b>
Program Management/ Engineering	Program management and controls, engineering, urban planning & design, environmental analysis, CEQA & NEPA Support.	\$ 40.0	<10
Communications	Marketing and advertising, strategic communications and public relations, public outreach and project engagement, innovative engagement, photography, graphic design, collateral production and distribution, and translation services.	\$ 1.7	5
Final Design	Final Design & Engineering, Bidding, and Design Construction Support for specific projects (multiple).	TBD	2-6
Construction	Construction contracts for specific projects (multiple). Contracts may include traditional Design/Bid/Build, Design/Build, CM/GC.	TBD	2-6
Construction Management	Construction management, testing, and inspection services.	TBD	2-6

### Schedule and Budget – Initial \$500M Investment

Improvements to address immediate life safety risk are estimated to cost \$500 million over the next 10 years.

<u>Phase</u>	<u>Budget</u>	<u>Duration</u>	<u>Start</u>	<u>Finish</u>
Vulnerability Study	\$1.0 M	1.5 yr	January 2015	COMPLETE
Planning	\$8.5 M	2.5 yr	July 2016	December 2018
Preliminary Design & Environmental	\$ 25.5 M	2.0 yr	January 2019	December 2020
Final Design & Construction	\$465.0 M	5 yr	January 2021	December 2025

Vulnerability Study: The Vulnerability Study Phase is complete and includes both an Earthquake Vulnerability Study<sup>1</sup> (Port Commission Meeting, 4/13/2016) and Sea Level Rise Vulnerability Study<sup>2</sup> (Port Commission Meeting, 3/22/2016). Information from both of these studies and from Port and City Staff evaluations have been used to advance the Project including budget and scope estimates.

Phase 1 - Planning Phase: The Planning Phase will advance and complete a multi-hazard feasibility study, develop Project alternatives, and culminate in a recommended Project alternative for the initial phase of improvements. The Planning Phase will also advance and recommend an overall vision for subsequent phases and for long-term improvements necessary to protect against sea level rise. Current total estimated costs for long term improvements range from \$2 Billion to \$5 Billion and total estimated costs for initial improvements is \$500 Million. The Planning Phase will advance and potentially alter these estimates. Project funding will be sought and secured during the Planning Phase including a \$350 M General Obligation Bond that will go to San Francisco voters in November 2018.

Phase 2 – Preliminary Design & Environmental Approval: This phase will advance the preferred alternatives for initial improvements to 35% design level. It will also start and complete compliance with both the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). At this point, it is expected that a programmatic (or phased) approach will be used to consider improvements to the entire Seawall on a high level, and then to specifically analyze the initial phase improvements. This strategy will be subject to further consideration and review as the Project advances. Background studies

<sup>1</sup><http://sfport.com/sites/default/files/Commission/Documents/Commission%20Meeting%20Staff%20Reports/2016%20Commission%20Meeting%20Items/APR12/Item%2011A%20Seismic%20Study.pdf>

<sup>2</sup>[http://sfport.com/sites/default/files/Executive/Docs/Commission/Item%2012A%20-%20Sea%20Level%20Rise%20Action%20Plan%20Final\\_1.pdf](http://sfport.com/sites/default/files/Executive/Docs/Commission/Item%2012A%20-%20Sea%20Level%20Rise%20Action%20Plan%20Final_1.pdf)

and engagement with regulatory agencies for environmental permits and approvals will continue during this phase including coordination with the Bay Conservation and Development Commission (BCDC), U. S. Army Corps of Engineers (USACE), San Francisco Bay Regional Water Quality Control Board (Water Board), National Marine Fisheries Service (NMFS), and US and California Fish & Wildlife. It is expected that permits will be secured for project(s) during Phase 3.

Phase 3 – Final Design & Construction: This phase will advance and complete the design, permitting, and construction of the initial improvements. This may be accomplished with a variety of projects and delivery methods (design/bid/build, design/build, CM/GC) that have been established in Phase 2. A goal will include pilot projects that can inform final design/construction (potentially included in Phase 2) and to break out early win projects that can be executed quickly to reduce safety hazards.

## **CONTRACT SCOPE**

The intended scope for the PMEC Contract is to provide the specialized and expert services needed to complete planning studies, develop and assess alternatives, select and define a preferred alternative, advance engineering and design to 35%, complete CEQA/NEPA approval, advance environmental and other permitting for construction, develop and recommend final design and construction project(s) delivery methods, and to assist with managing and review of final design and construction of the project(s). Final design, construction, and construction management will be handled via separate contracts.

The PMEC contract is expected to include the following services:

### Phase 0: Program Management and Controls (10 years)

Support the Port's Project Management team by providing the following services:

- Consultant Team Project Manager, single point of contact.
- Technical Team Leaders for: Structural Engineering, Coastal Engineering, Geotechnical Engineering, Civil Engineering, Utility Engineering, Transportation Engineering, Urban Planning and Design, Historic Preservation, Environmental Planning and Permitting
- Quarterly Project Reports
- Monthly Project Updates
- Meeting scheduling and minutes
- Develop and maintain a Risk Register
- Assist the Port in refining and actively managing the Project Management Plan

### Phase 1: Planning (2 years)

Lead and carry out all work necessary to complete a multi-hazard feasibility study of the seawall that culminates in a framework to address the dual threats of

seismic and flood risk and a recommendation for initial improvements to be implemented by this Project. Include conceptual designs, cost estimates, construction impacts and schedule, environmental impacts and benefits, economic impacts and benefits.

- Feasibility Study (including USACE requirements)
  - Identify problems and opportunities
  - Inventory and forecast conditions
  - Formulate alternatives
  - Evaluate alternatives
  - Compare alternatives
  - Select a recommended program for initial improvements and a framework for responding to the dual threat of seismic and flood risk.
- Supporting Studies and Scope
  - Condition Assessment of Bulkhead Wall & Wharves, Embarcadero Promenade and Roadway, Light Rail, Utilities.
  - Advance existing screening level earthquake vulnerability assessment including developing and implementing a subsurface exploration program.
  - Advance existing flood assessment including developing coastal modeling, transects for wave run-up and effects, and consideration of sea level rise and other climate change impacts such as storm intensity.
  - Assessing existing environmental conditions and potential impacts and benefits with various improvement concepts.
  - Constructability analysis and impact assessment of various improvement concepts
  - Economic analysis with direct and indirect considerations of various improvement concepts.
  - Developing and supporting the Port to complete a stakeholder engagement process that includes public workshops, engages Port tenants, and key stakeholders.
  - Cost estimating
  - Implementing a project area specific HAZUS analysis with customized inputs for piers, wharves, bulkhead buildings, shed buildings, seawall and geotechnical conditions.

#### Phase 2: Preliminary Design & Entitlements (2 years)

During this Phase, the consultant will advance design of initial improvements to 35% level and complete both CEQA and NEPA. Specific scope tasks will include:

- CEQA, Programmatic and Initial Improvements
- NEPA, Programmatic and Initial Improvements
- Advance Design & Engineering of Initial Improvements to 35% Level, including Plans, Specifications, Estimate, and supporting Design & Engineering Documents



- Constructability Review and Analysis
- Value Engineering
- Design and Construction Delivery Options and Recommendations
- Develop an approach to permitting pilot studies and initial improvements, develop alternatives analysis, environmental mitigation and enhancement concepts, generate information needed for permitting construction; apply for permits and approvals from BCDC, Water Board, USACE and resource protection agencies. Finalizing environmental permits for construction is expected to continue through Final Design
- Continuation of stakeholder engagement

### Phase 3: Final Design and Construction (6 years)

During this Phase, the PMEC consultant will support the Port as other consultants and contractors complete final design, permitting, construction, and mitigation and monitoring plans. Others will also provide construction management services.

- Review final designs and engineering studies, reports, plans, specifications, calculations, cost estimates, and construction schedules completed by the other consultant teams.
- Develop and complete a value engineering process for each project.
- Provide constructability review for each project.
- Design, engineer, and implement for pilot projects (small scale projects that may be necessary to understand design and viability of specific construction techniques).
- Assist in oversight of construction management.

As detailed more fully in Attachment 1, the PMEC shall have expertise in the following areas:

- infrastructure planning, program development, and management
- marine infrastructure assessment, planning, and engineering
- structural engineering
- geotechnical exploration and engineering
- earthquake engineering and seismology
- coastal engineering
- marine construction
- geology
- transportation planning and engineering
- civil engineering
- utility engineering
- waterfront urban design and planning
- historic structures and buildings
- NEPA and CEQA
- environmental assessment and permitting
- economic analysis

- cost estimating
- USACE Civil Works

## SELECTION PROCESS

Port staff proposes to issue a RFP to procure the requested services through a fair and competitive process that CMD will facilitate and monitor. Port staff and a CMD representative will convene a selection panel consisting of a least two Port staff member and two non-Port representatives. The selection panel will have substantial expertise in the required fields, knowledge of the project area and objectives, and meet diversity goals that CMD determines. Port staff envisions the selection process to include the following steps:

### 1. Screening of Written Proposals

Port and CMD staff will review each proposal to determine if they are responsive and responsible. Proposals will be reviewed for completeness, minimum format requirements, verifiable references, and responsiveness to LBE requirements. Only those proposals that are properly completed, meet the minimum format requirements, and are responsive to LBE requirements will be considered in the written proposal evaluation process.

### 2. Written Proposal Evaluation, Ranking and Short List

After Port and CMD staff review proposals for responsiveness, the selection panel will score each written proposal based upon criteria included in the RFQ. Expected criteria include an understanding of services objectives, experience of the firm and project staff, and management approach. Port staff intends to short list the highest ranked consultant teams for oral interviews.

### 3. Oral Interviews

Interviews will include responses to a list of standard questions. The selection panel members will individually score each firm based upon the RFP criteria, and a total score will be tabulated. Following the completion of the interviews, Port staff intends to make recommendations to the Port Commission to award a contract to the highest-ranked consulting teams.

### 4. Contract Negotiation and Award

Port staff will seek Port Commission authorization to negotiate and enter into an agreement with the highest-ranking firm based on a Port-determined scope of work and budget acceptable to the Port. The agreement will be based on the City's standard agreement for professional services, a copy of which will be included in the RFP. If staff cannot complete successful negotiations with the highest-ranked firm, Port staff may elect to negotiate with the next highest-ranked firm in descending order.



## **LOCAL BUSINESS ENTERPRISE**

It is the goal of the Port to maximize participation of LBE firms in its contracting opportunities. Potential roles for LBEs in this contract include geotechnical engineering, structural engineering, civil engineering, cost estimating, environmental services, and testing / inspection services.

The City's Administrative Code Chapter 14B, the Local Business Enterprise and Non-Discrimination Ordinance empowers CMD to set a project specific goal for LBE subconsultant participation. CMD set the LBE subconsultant goal for this contract at 15% based on the scope and LBE availability data. CMD also determined the availability of Minority Business Enterprise ("MBE"), Woman Business Enterprise ("WBE"), and Other Business Enterprise ("OBE") to perform subconsultant work on this project is as follows: 6% MBE, 3.4% WBE, and 5.6% OBE.

CMD and Port staff reviewed goals for City projects of similar size and scope prior to setting a LBE subcontracting goal for this solicitation. The Sewer System Improvement Program Manager Contract ("SSIP") issued by the San Francisco Public Utilities Commission ("PUC") is a \$105 million project to upgrade the City's sewer infrastructure. The SSIP LBE subcontracting goal is 10%. The PUC's Water System Improvement Program ("WSIP") was a \$45 million contract to renovate San Francisco's water supply storage and distribution. The WSIP had a 13% Disadvantaged Business Enterprise goal. Port staff believe a 15% LBE subcontracting goal is ambitious given the current availability of LBE firms, however, staff is committed to achieving the goal and will work with the selected proposer to identify LBE subcontracting opportunities.

The City's administrative code does not allow the application of rating discounts to LBE prime contractors or Joint Ventures with LBE prime contractors for contracts in excess of \$10 million. LBE bid discounts do not apply for the services procured under this RFP.

## **OUTREACH EFFORTS**

Prior to Port Commission authorization, to advertise this RFP, Port staff held a contract opportunities open house on March 1, 2017. The event provided a networking opportunity for large and small firms to meet and collaborate on upcoming contracting opportunities. Over 180 individuals attended the open house. The Seawall Resiliency Project and this RFP were prominently featured.

Following the Port Commission authorization, Port staff will advertise the RFP opportunity on the Port and Office of Contract Administration websites. Micro-LBE firms certified to provide public relations and marketing services will be contacted directly through phone calls and emails.

Additionally, Port staff will send copies of the RFP to interested parties compiled through industry market research and the contract opportunities open house. The Port will host a pre-submittal conference to review the RFP, answer respondent questions, and provide a networking opportunity for potential bidders. Port staff will also advertise the RFP using the following resources:

- Board of Supervisors Neighborhood Outreach Advertising Newspapers
- Chinese Chamber of Commerce, San Francisco
- City and County of San Francisco Bids and Contracts Database
- Contract Monitoring Division Directory of Certified LBEs
- Hispanic Chamber of Commerce of San Francisco
- LGBTQ Chamber of Commerce, San Francisco (Golden Gate Business Association)
- Local Business Enterprise Advisory Committee, San Francisco
- Port of San Francisco digital magazine
- Port of San Francisco social media platforms
- Port of San Francisco Website
- San Francisco African American Chamber of Commerce
- San Francisco Chamber of Commerce

## **SCHEDULE**

Port staff anticipates the following schedule for the proposed solicitation and award of these contracts.

<u>Activity</u>	<u>Target Date</u>
Port Commission Authorization to Advertise	March 14, 2017
Commence RFP Advertisement	March 20, 2017
Pre-submittal Conference	April 6, 2017
Submission Due Date	April 28, 2017
Port Commission Authorization to Award Contract	June 13, 2017
Board of Supervisors Authorization to Award Contract	July 2017
New Contracts Commence	August 1, 2017

## **FUNDING**

This contract will be initially funded by \$8,000,000 included in the FY 2016-17 and 2017-18 Capital Budgets, comprised of \$2,000,000 from Port Fund Balance, \$4,000,000 from the General Fund, and \$2,000,000 from the Planning Department and the Municipal Transportation Agency. Port staff is working diligently with the Mayor's Office and other City partners to identify additional funding required to fully implement the \$500 million project.

## CONCLUSION

Port staff is ready to seek competitive proposals for a Program Management / Engineering Consultant to lead the Seawall Resiliency Project as described in this report. Therefore, staff requests that the Port Commission approve the attached resolution authorizing staff to advertise a Request for Proposals.

Prepared by: Boris Delepine, Contracts Coordinator  
Finance & Administration Division

Meghan Wallace, Finance &  
Procurement Manager  
Finance & Administration Division

And

Steven Reel, Project Manager  
Engineering Division

For: John Woo, Acting Deputy Director  
Finance & Administration Division

and

Uday Prasad, Acting Deputy Director of  
Engineering

**PORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 17-14**

- WHEREAS, the Port's Seawall, also known as the Northern Waterfront or Embarcadero Seawall, stretches just over three continuous miles from Pier 45 in the north to Mission Creek in the south, and is a significant Port and City asset that stabilizes filled land, provides shoreline protection, and supports historic piers and wharves; and
- WHEREAS, the Seawall is of advanced age, has settled and deteriorated, is vulnerable to earthquake damage, and may become functionally compromised as a flood protection structure for adjacent areas due to sea level rise and climate change; and
- WHEREAS, the Port, in cooperation with the Mayor and other City departments, established the Seawall Resiliency Project (the "Project"), an effort the Port is leading, to plan, design, entitle, and construct one or more Seawall improvement projects that will significantly lower earthquake safety and flood damage risks; and
- WHEREAS, the Port is currently estimating total costs for the Project at \$500 million subject to further investigation and planning; and
- WHEREAS, staff seek the services of a Program Manager / Engineering Consultant ("PMEC"), a multi-disciplinary engineering and architecture consulting team, to advance the Project from planning through preliminary design and environmental approvals, and to assist the Port with management, oversight and review during final design and construction; and
- WHEREAS, the PMEC contract will be approved in phases as funding becomes available, with a term of up to 10 years and a value of up to \$40 million; and
- WHEREAS, the contract will be initially funded by up to \$8,000,000 included in the FY 2016-17 and 2017-18 Capital Budgets, comprised of \$2,000,000 from Port Fund Balance, \$4,000,000 from the General Fund, and \$1,000,000 respectively from the Planning Department and the Municipal Transportation Agency; and

- WHEREAS, Port staff is seeking approval from the Civil Service Commission to contract with a private engineering firm for these important consulting services to support the Project; and
- WHEREAS, Port staff has drafted a Request for Proposals ("RFP") to solicit consulting services for engineering services required for the Project; and
- WHEREAS, Port staff will incorporate a 15% sub-consulting requirement for Local Business Enterprises in the proposed RFP as recommended by the City's Contract Monitoring Division; now, therefore, be it
- RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Proposals to solicit engineering consulting services for a program manager / engineering consultant, and for contract award to be recommended at a future Port Commission meeting.

***I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of March 14, 2017.***

Amy Quesada

Digitally signed by Amy Quesada  
DN: cn=Amy Quesada, o=City of San Francisco, ou=Port Commission,  
email=amy.quesada@port.com, c=US  
Date: 2017.03.15 15:36:33 -0700

Secretary

## ATTACHMENT 1

The PMEC shall have expertise in the following areas:

- Infrastructure Planning, Program Development, and Management
  - HAZUS implementation incorporating non-standard structures
- Marine Infrastructure Assessment, Planning, and Engineering
- Structural Engineering
  - Historic building structures, condition, seismic assessment, and retrofit
  - Historic pier and wharf structures, condition, seismic assessment, and retrofit
  - Bulkhead and retaining wall structures
  - Pile and deep foundations including soil/structure interaction and kinematic loading
  - Displacement ductility analysis
  - Non-linear time history analysis
  - Non-ductile concrete structures
- Geotechnical Exploration and Engineering
  - Landside and Waterside borings, cpt's, and in-situ testing
  - Pseudostatic slope stability analysis techniques
  - Advanced numerical modeling methods for slope stability incorporating structures and non-linear functions for liquefaction and Bay Mud (FLAC, PLAXIS, OPENSEES, UBCSAND), consideration of 3-dimensional effects.
  - Advanced liquefaction prediction methods, field testing and analysis
  - Soil-structure analysis techniques
  - Soil strengthening techniques (Soil Mixing, Jet Grouting, Chemical Grouting)
- Earthquake Engineering and Seismology
  - Site Specific Probabilistic Seismic Hazard Analysis
  - Response Spectra and Matched Time History Generation
  - Third Uniform California Earthquake Rupture Forecast (UCERF3)
- Coastal Engineering
  - Coastal Flood Hazard Analysis for San Francisco Bay
  - Total water levels and wave run-up
  - Shoreline protection analysis
  - Wave and current modeling and forces on structures
  - Sea level rise and climate change science and impact analysis
  - Marine Surveying
- Marine Construction
  - Seawall construction techniques and equipment
  - Pile driving techniques and equipment
  - Concrete repair techniques
  - Tidal construction windows
- Geology
- Transportation Planning and Engineering

- Traffic Engineering
  - Light Rail Engineering
  - Multi-Use Trails
  - Temporary construction measures
- Civil Engineering
  - Roadway Pavement
  - Stormwater Management and Design
  - Surveying
  - Utility Mapping
- Utility Engineering
  - Combined sewer systems
  - Water Supply
  - Fire water (including AWSS)
  - Natural Gas
  - Telecommunications
- Waterfront Urban Design and Planning
  - Open spaces
- Historic Structures and Buildings
  - National Historic Districts and Resources
  - Section 106 Compliance, State Historic Preservation Office
- Secretary Standards Environmental Assessment and Permitting
  - NEPA (USACE Lead Agency)
    - Programmatic Level EIS for entire seawall program
    - Project level EIS/EA for Initial Project(s)
  - CEQA (SF Planning Department, Lead Agency)
    - Programmatic EIR
    - Project level EIR
  - Biological Assessment
  - San Francisco Bay Ecology
  - NOAA National Marine Fisheries Service Permitting
    - Endangered Species Act
    - Marine Mammal Protection Act
  - US Fish & Wildlife Permitting
  - USACE Permitting
  - San Francisco Bay Regional Water Quality Control Board Permitting
  - BCDC Permitting
- Economic Analysis
  - Replacement Cost
  - Direct and Indirect Impacts
  - USACE Benefit/Cost analysis
- Cost Estimating
  - Roadwork, Utility, Marine Construction, Historic Rehabilitation, Earthquake Retrofit
- USACE Civil Works
  - General Investigation Feasibility Study

**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 from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

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

[illegible]



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORTDept. Code: PRT

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 45567 - 16/17)

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

Type of Service: Planning, Preliminary Engineering, & Environmental Services for the Seawall Resiliency Project

Funding Source: PRT General Fund; Harbor Fund; and other TBD

PSC Original Approved Amount: \$40,000,000

PSC Original Approved Duration: 07/01/17 - 06/30/27 (10 years 1 day)

PSC Mod#1 Amount: \$19,992,357

PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$59,992,357

PSC Cumulative Duration Proposed: 10 years 1 day

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

Provide planning, preliminary design and engineering, environmental review, and technical review of final designs and construction for the Seawall Resiliency Project. Final design and engineering, construction, and construction management will be completed by others. The Seawall Resiliency Project is a Port lead and City priority project to improve earthquake safety and flood protection along The Embarcadero waterfront by reconstructing or replacing the 3 mile long Seawall that stretches from Pier 45 to Mission Creek. The Seawall is a vital piece of infrastructure that supports the historic bulkhead wharves and buildings, stabilizes the filled land containing The Embarcadero transit corridor and critical City utilities, and provides coastal wave and flood protection to much of Downtown. It is over 100 years old, has deteriorated and settled, is highly vulnerable to earthquake damage, and is unable to protect the Port and City from coastal flooding as sea levels rise in the coming decades.

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

A major earthquake could happen at any time. The USGS predicts a 72% chance of a major earthquake occurring by 2044. A recent vulnerability study revealed significant earthquake risk to the seawall from ground failures below the Seawall, liquefaction of filled land behind the Seawall, and structural damage to pile supported bulkhead walls and wharves that form portions of the wall. Seawall damage will impact adjacent infrastructure including utilities, the Embarcadero Promenade and Roadway, the Muni Light Rail, and historic finger piers, wharves and buildings. In addition, Seawall damage is expected to compromise access to ferries, cruise ships, bar pilots, water taxis, and other commercial vessel berthing facilities that are critical to Citywide disaster response and recovery. Portions of the Seawall have settled compromising flood protection to adjacent City areas including the area near the BART and Muni entrances. Sea level rise and climate change are expected to significantly increase flood risk over the coming decades and beyond, putting critical transit and downtown businesses at risk.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

These services are currently being provided under the previously approved contract under PSC# 45567 - 1617

**D. Will the contract(s) be renewed?**

Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract at this time.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
This request for modification does not increase the duration. The duration remains as approved on the original PSC.

## 2. Reason(s) for the Request

### A. Display all that apply

- ☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

### Explain the qualifying circumstances:

This is an urgent earthquake safety and flood protection Project. Seawall and adjacent infrastructure vulnerabilities were only recently quantified by an Earthquake Vulnerability Study (4/2016), a Sea Level Rise Study (2012), and updated FEMA Flood Maps (FIRM's) (2016). The Port and City are determined to act quickly to improve safety, limit suffering, protect critical and culturally significant assets, improve disaster response, and limit the duration of the disaster recovery period. Major improvements to the Seawall were not included in the Port and City's 10 year Capital Plan until this year, but need to take place within the next decade. Port and City have not staffed for this major public works Project. Project execution requires specialized engineering expertise and experience in the fields of earthquake engineering, coastal engineering, environmental analysis, and marine construction. Earthquake behavior of existing waterfront structures, seawalls, filled lands, and utilities is an evolving field with worldwide expertise and knowledge continually improving through University, government, and private research and study after each new earthquake. Geotechnical understanding of earthquake hazards such as liquefaction, lateral spreading, slope stability, and settlement is also highly specialized. Construction techniques to improve soils and to strengthen, retrofit, or replace coastal structures are also unique with equipment and techniques rapidly changing. Getting the engineering, science, and constructability right is essential to minimizing cost and achieving a schedule that meets the goals of public safety and protection of critical assets. Opportunities for Port and City Staff during Planning, Preliminary Design, and Environmental Review Phases: The Seawall Project will create the following Port positions: Project Manager III, Principle Administrative Analyst, Public Relations Officer, Planner V, and Mayor's Senior Fellow. In addition, existing Port staff will be assigned to assist the Project in the areas of Structural Engineering, Civil Engineering, Utility Engineering, Environmental Planning, Waterfront Planning, Architecture, ADA coordination, Real Estate, Legal, and facility Operations and Maintenance. City Staff opportunities include CEQA Analysis (Planning Department), Transportation Planning/Engineering (MTA), Utility Planning/Engineering (SFPUC, SFPW), and Civil Engineering (SFPW). Opportunities for Port and City Staff during Final Design and Construction Phase: The overall Project will create significant opportunities for Port and City staff during final design and construction phases. Extent of projects and delivery type will not be known until planning and preliminary design work is nearing completion. Likely final design and construction work includes utility engineering, civil engineering, traffic engineering, structural engineering, landscape architecture, architecture, and construction management. The Port will engage Port Staff and City Departments as opportunities become evident in order to forecast work type, amount, and dates for resource planning to maximize opportunity.

### B. Reason for the request for modification:

Port is seeking an amendment to the contract to increase in the contract amount. Port will utilize the proposed contract amendment to deliver the Waterfront Resilience Program's increased level of effort for planning, engineering, and environmental services, and the Port's non-federal cost share responsibilities for the Flood Resiliency Study

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Planning and program development for reconstruction/replacement of major infrastructure, Urban Planning, Environmental analysis for waterfront construction including CEQA and NEPA, Coastal Engineering, Planning and Design of Flood Protection Infrastructure, Marine Structural Engineering, Geotechnical Engineering, Earthquake Engineering, Civil Engineering, Utility Engineering, Marine Construction, Cost Estimating, Transportation Engineering and Planning, Historic Architecture and Preservation, Biological and Bay Habitat, Marine Science.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 5207, Assoc Engineer; 5209, Industrial Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector; 7328, Operating Engineer, Universal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.  
The existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, seawall replacement/reconstruction only occurs every 50 to 100 years.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops for interested City engineers and planners.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. See attached Modification
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
The current contractor will continue to work on the contract

**7. Union Notification:** On 10/31/19, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Operating Engineers, Local 3; Building Inspectors - 6331, 6333; Architect & Engineers, Local 21;

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

Name: Albie Udom Phone: 4152740485 Email: Albie.udom@sfport.com

Address: Pier 1, The Embarcadero, San Francisco, CA 94111

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/22/2019