



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ -
2. For Civil Service Commission Meeting of: November 4th, 2024

3. Check One:
 Ratification Agenda
 Consent Agenda
 Regular Agenda
 Human Resources Directors Report
4. Subject: Review of Request of Approval of Proposed Personal Services Contracts

5. Recommendation: Review & Approve

6. Report prepared by: DHR on Behalf of CSC Telephone number:
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director:

Date:
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

CSC RECEIPT STAMP

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PSC Requests Scheduled for 11/4/2024

PSC	Department	Hearing Date	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004712 v 0.01	DPH	11/4/2024	New	\$4,875,000	\$4,875,000	Occupational Therapy Assessment and Intervention	60	60
DHRPSC0004256 v 0.01	DPW	11/4/2024	New	\$4,000,000	\$4,000,000	Emergency Architectural Construction Administration and Construction Management Services	60	60
DHRPSC0004578 v 0.01	DPW	11/4/2024	New	\$5,000,000	\$5,000,000	As Needed Landscape Architectural Services	84	84
DHRPSC0004435 v 0.01	MTA	11/4/2024	New	\$4,000,000	\$4,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is seeking professional joint-development program services on an as-needed basis. The selected Consultant must be able to provide a broad range of joint-development program services, either by direct assignment of its own personnel or through Subconsultants, including, but not limited to, architecture, development, planning, public outreach and engagement, cost estimating, and real estate finance.	18	18

PSC Requests Scheduled for 11/4/2024

PSC	Department	Hearing Date	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
DHRPSC0004741 v 0.01	POL	11/4/2024	New	\$500,000	\$500,000	The O2X Human Performance program is a wellness program designed specifically for first responders to target areas of risk and improve occupational health outcomes within the department. Through an integrated approach, O2X focuses on reducing the risk of injury and mitigating occupational health issues in the areas of orthopedic injury, cardiac disease risk, obesity and associated health risks amplified by jobdemands. In addition, the program is designed to improve fitness and conditioning, increase readiness and resilience, and optimize performance in job-related tasks and demands	24	24
DHRPSC0004652 v 0.01	SHF	11/4/2024	New	\$450,000	\$450,000	Sheriff's Office is proposing to enter into a contract for annual maintenance and support of the proprietary jail security system.	60	60
DHRPSC0004667 v 1.01	MTA	11/4/2024	Amendment	\$550,000	\$2,750,000	SFMTA Zero Emission Facility and Fleet Baseline	0	66

PSC Requests Scheduled for 11/4/2024

PSC	Department	Hearing Date	Type of Approval	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration
						Assessment and Master Plan		
DHRPSC0001783 v 1.01	PUC	11/4/2024	Amendment	\$2,000,000	\$2,300,000	Program Administration	45	73
DHRPSC0004455 v 1.01	PUC	11/4/2024	Amendment	\$4,000,000	\$7,750,000	PRO-0017 O'Shaughnessy Outlet Works	48	158
			Total	\$25,375,000	\$31,625,000			

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

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

Project Manager: Janet Avila

ServiceNow Number: DHRPSC0004712

Version: 0.01

Version Type: New

Brief description of proposed work: Occupational Therapy Assessment and Intervention

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$4,875,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Contractor will provide occupational therapy support to children and youth who are at risk of being placed outside their homes or require a higher level of care. This includes providing occupational/vocational assessment to build narratives of client's interests, strengths, and aspirations, along with developing a personal portfolio. Each client will receive an individualized case plan that incorporates client strengths and includes specific, measurable, and realistic/attainable goals. To ensure ongoing support, clients will attend weekly individual therapy sessions. Additionally, assistance will be provided in identifying and setting personal and occupational/vocational goals with the support of an occupational therapist. Clients will receive help in finding job placements and work experience that match their interests and skills and will work closely with adult mentors.

The contractor will also provide social work intervention to assist clients and their families in accessing necessary community services.

Why are these services required and what are the consequences of denial?: The services are required because they support children and youth who have experienced significant trauma, abuse, and/or neglect. Therapists use a holistic approach to help clients function better in their daily lives. Occupational therapy is grounded in the belief that engaging in meaningful activities positively impacts both physical and emotional health. Interventions are tailored to each youth's interests and strengths, which helps them structure their daily lives and overcome barriers to participation. Denial of services would prevent children and youth from effectively addressing their trauma, impede their education, and limit their ability to develop self-efficacy. This could lead to increased risk of out-of-home placements and increased mental health issues.

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?: A civil service classification does not exist to provide occupational therapy to children and youth.

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

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

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

Knowledge and expertise serving priority population.

Expertise in client wellness and recovery principles and culturally relevant, trauma-focused, family-centered and youth-driven service.

Training in de-escalation techniques.

Licensed occupational therapists (CBOT licensure).

Training in social and biological science.

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

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

Q5c2) Explain why new a job classification is not feasible: Community based organizations (CBOs), deeply imbedded in their communities, have built established relationships and gained the trust of clients. CBOs provide cultural expertise and linkages otherwise unavailable through civil service classifications, and through these collaborations the City is able to offer more quality, accessible, and culturally competent occupational therapy services to children and youth than it would be able to do alone.

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: These services do not include a training component.

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: Community-based contractors provide cultural expertise and linkages otherwise unavailable through civil service classifications. Civil service staff work in partnership with contractors, which are mostly non-profit organizations, and through these collaborations the city is able to offer higher quality, accessible occupational therapy services to its children and youth who have experienced significant trauma, abuse and/or neglect.

Additional information to support your request (Optional):

Union Notifications

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

Labor Unions: No Union Selected -

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, WOrellana@opcmialocal300.org, djohnson@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, oashworth@ibew6.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, jb@local16.org, sal@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, nichelle.flentroy@sfcityatty.org, local200twu@sbcglobal.net, rmarenco@twusf.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, tracym@sfpoa.org, cyndee@sfpoa.org, leah@sfpoa.org, info@sfpoa.org, joshv@smw104.org,

DannyC@smw104.org, administration@ffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, ccarr@oe3.org, tneep@oe3.org, mbeauchamp@oe3.org, ccarr@oe3.org, mbeauchamp@oe3.org, tneep@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, rooferslocal40@gmail.com, salvlocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, mespinoza2@nccrc.org, cmoyer@nccrc.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, stevek@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org

Union Review Sent On: 10/8/2024

Union Review End Date: 10/15/2024

Union Review Duration Met On: 10/15/2024

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:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfph.org
PSC ServiceNow Record Number:	DHRPSC0004712

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
1000011457	7/1/2018	12/31/2027	\$ 31,730,191	DHRPSC0001937	Provide occupational therapy assessment and intervention

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Belle Macaranas

Department Coordinator: Alexander Burns,

Alexander.Burns@sfdpw.org

Project Manager: Gabriel Lim

ServiceNow Number: DHRPSC0004256

Version: 0.01

Version Type: New

Brief description of proposed work: Emergency Architectural Construction Administration and Construction Management Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$4,000,000

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: Yes

Explain the special circumstances: Funding under San Francisco General Hospital (SFGH)-Continuing Authority Control and 21281 SFGH-2020 Certificates of Participation (COP)

Scope of Work

Clearly describe scope and detail the services to be performed: At ZSFG Building 2 Central Plant, the construction scope includes the replacement of chillers, boilers and cooling towers, including new interior main switchboard and second exit door in basement electrical room, and new exterior transformer and PG&E switchgear on slab foundation with retaining walls on site. The project also includes temporary removal and reinstallation of two separate bays of existing glazed curtainwall and steel seismic bracing, to facilitate removal and replacement of large equipment, and creation of a separate 1-hr rated chiller room within the existing boiler room, with new exit door direct to exterior.

Why are these services required and what are the consequences of denial?: This service is necessary for Public Works to ensure effective construction administration and construction management of the emergency project during construction. This project involves highly complex building systems that support multiple buildings on the ZSFG campus. The denial of this service to successfully complete the project within project schedule and budget could result in the suspension of outpatient care, serious effects to Inpatient/Acute Care services and the possible required relocation of Inpatient beds from Building 5. In addition, this project has a construction cost of \$36.9M.

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

How many contracts?: 2

Why have you not hired City employees to perform the services?: Both LDA/KMD Architects and Mark G. Anderson Consultants, Inc. dba MGAC had been providing Architectural Services and Construction Management Services, respectively, on these projects. However, with the emergency declaration requested by Department of Public Health (DPH), both projects needed to be combined into one construction and professional services contract. As was the case, both LDA/KMD and MGAC were provided with emergency contracts to expedite acquiring of their 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: Commission Chair approval required for Emergency declaration

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: Immediately needed services to respond to a declared emergency

Q5b) What department(s) have declared this emergency?: DPH, DPW

Q5c) How many days do you anticipate this situation to last?: 1095

Q5d) Describe the required skills and expertise needed to perform the services: The services require detailed knowledge of the mechanical and electrical systems specific to the ZSFG Building 2. LDA/KMD have been working on the project prior to the emergency, so they have developed the drawings and specifications involved in creation and coordination of the contract drawings and documentations, so they have knowledge of the project scope and integrated systems. They also have the needed skills and expertise based on their other completed health care projects. MGAC has staff that have worked on other projects at ZSFG Building 2, which this project is for. The previous project experience involved the existing mechanical and electrical systems. This inherent knowledge is necessary, given the complexities of the mechanical systems for the building and campus.

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

Q5f) Explain why the employees are not able to perform these services: While we do have the employees with the required skills and expertise, we do not have the bandwidth to have them work on this project at this time. Due to the urgent nature and one time need for this work, we are unable to increase staffing capacity in a timely manner and be able to properly attend to our other existing ongoing projects.

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5268 - Architect, 5266 - Architectural Associate 2, 5265 - Architectural Associate 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 8/19/2024

Union Review End Date: 9/18/2024

Union Review Duration Met On: 9/18/2024

Dept Acronym:	DPW
Dept Name:	San Francisco Public Works
PSC Coordinator Name:	Alexander Burns
PSC Coordinator Email:	Alexander.Burns@sfdpw.org
PSC ServiceNow Record Num	DHRPSC004256

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPW

Submitted By: Don Sy

Department Coordinator: Alexander Burns,

Alexander.Burns@sfdpw.org

Project Manager: Olivia Lee

ServiceNow Number: DHRPSC0004578

Version: 0.01

Version Type: New

Brief description of proposed work: As Needed Landscape Architectural Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$5,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 84

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.

Why are these services required and what are the consequences of denial?: Services are as-needed to assist Public Works on difficult or unique projects that require specialized landscape architectural design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and project delays that would increase

construction costs.

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

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Commission approval required for contracts equal to or exceeds \$200,000 (Minimum competitive amount).

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

Justification

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

No

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: This service will only be utilized on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, a third party reviewer is required, or if specialized services are required.

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

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

Consultant must be experienced in landscape architecture design and constructability reviews. Consultants must have a minimum of 10 years of experience that demonstrate the capability to provide landscape architecture designs and constructability reviews. Consultant must have staff who have current license in California as Landscape Architect.

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

Q5c1) Identify the classifications: 5262 - Landscape Architect Assoc 1, 5274 - Landscape Architect, 5272 - Landscape Architect Assoc 2

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

Q5c3) Why are they not able to perform the services?: Landscape architectural services are provided by existing staff within the City. Consultant services were used for a)when a project requires specialized expertise, b) when a project requires a third party reviewer, or c) during peak workloads.

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 need for consultant

services is sporadic, only on as-needed basis. There is no on-going demand that justifies the training at this time.

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

Q5f1) Describe the transition plan, including the anticipated timeline: The Department constantly assesses the internal staff workload and expertise. Whenever feasible, this work will be performed by internal staff.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5262 - Landscape Architect Assoc 1, 5274 - Landscape Architect, 5272 - Landscape Architect Assoc 2

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 9/10/2024

Union Review End Date: 10/10/2024

Union Review Duration Met On: 10/10/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Landscape Architectural ServicesFunding Source: Departmental Work OrdersPSC Amount: \$2,000,000 PSC Est. Start Date: 06/01/2020 PSC Est. End Date 12/31/2026**1. Description of Work**

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

Provide specialized services in Landscape Architecture to support Public Work's design staff on an as-needed basis. Work shall include full design consultation services for landscape architectural projects, constructability reviews of landscape projects, construction administration, and related support services.

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

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner, the City's ongoing operations will be impacted and thereby cause added cost or delay to the provision of services necessary for the public interest.

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.

Previous contracts for As-Needed Landscape Architectural Services were awarded to: Merrill Morris Partners and Cliff Lowe Associates under PSC# 43977-1617.

D. Will the contract(s) be renewed?

No

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

The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have duration of no more than 5 years.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This service will only be utilized on an as-needed basis when the City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant must be experienced in landscape architecture design and constructability reviews. Consultants must have a minimum of 10 years experience that demonstrate

the capability to provide landscape architecture designs and constructability reviews. Consultant must have staff who have current license in California as Landscape Architect.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5262, Landscape Architect Assoc 1; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- 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?

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

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

- A. Explain why civil service classes are not applicable.
Civil service classes mentioned above are applicable. These consultant services will only be utilized when a project requires a third-party reviewer, or when current staff is at full capacity.
- 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, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No training is anticipated. Zero hours. Since these services are only going to be utilized on an as-needed basis and we already have City classifications to perform this work, there is no need to provide training to existing staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 05/15/2020, the Department notified the following employee organizations of this PSC/RFP request:

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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48671 - 19/20

DHR Analysis/Recommendation:

action date: 08/03/2020

Commission Approval Required

Approved by Civil Service Commission

08/03/2020 DHR Approved for 08/03/2020

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: POL

Submitted By: Vincent Lee

Department Coordinator: Vincent Lee,

vincent.lee@sfgov.org

Project Manager: Art Howard

ServiceNow Number: DHRPSC0004741

Version: 0.01

Version Type: New

Brief description of proposed work: The O2X Human Performance program is a wellness program designed specifically for first responders to target areas of risk and improve occupational health outcomes within the department. Through an integrated approach, O2X focuses on reducing the risk of injury and mitigating occupational health issues in the areas of orthopedic injury, cardiac disease risk, obesity and associated health risks amplified by jobdemands. In addition, the program is designed to improve fitness and conditioning, increase readiness and resilience, and optimize performance in job-related tasks and demands

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

Funding

Funding Source: State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The O2X Human Performance program is designed to target areas of risk and improve occupational health outcomes within the department. Through an integrated approach, O2X focuses on reducing the risk of injury and mitigating occupational health issues in the areas of orthopedic injury, cardiac disease risk, obesity and associated health risks amplified by jobdemands. In addition, the program is

designed to improve fitness and conditioning, increase readiness and resilience, and optimize performance in job-related tasks and demands. Along with on-site specialists, virtual resources included in the O2X program are able to extend the bandwidth of the on-site specialists and incorporate resources and education in the areas of nutrition and energy management, mental health, resiliency, and sleep. The O2X Human Performance targets increasing readiness, enhancing resilience, improving retention and extending career longevity for members at every department level.

Why are these services required and what are the consequences of denial?: These services are required to improve the overall health and performance of SFPD members. If these services are denied, SFPD members will not be able to optimize their mental and physical health. Additionally, grant funds given to SFPD will be wasted/unused.

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?:

These are as-needed wellness services for SFPD members

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

Q5b1) Describe the specialized skills and expertise required to perform the services: - NSCA Certified Strength and Conditioning Specialist (CSCS)

- Injury Risk Reduction and Recovery Specialist: Athletic Trainer (AT)

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

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

Q5c2) Explain why new a job classification is not feasible: services are as-needed

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: There are no job training services required.

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

Q5f1) Explain why the work will not be transitioned back to the City: This is currently an as-needed service

Additional information to support your request (Optional):

Union Notifications

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

Labor Unions: No Union Selected -

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, WOrellana@opcmialocal300.org, djohnson@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, oashworth@ibew6.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, jb@local16.org, sal@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, nichelle.flentroy@sfcityatty.org, local200twu@sbcglobal.net, rmarenco@twusf.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, tracym@sfpoa.org, cyndee@sfpoa.org, leah@sfpoa.org, info@sfpoa.org, joshv@smw104.org, DannyC@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, ccarr@oe3.org, tneep@oe3.org, mbeauchamp@oe3.org, ccarr@oe3.org, mbeauchamp@oe3.org, tneep@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, rooferslocal40@gmail.com, salvlocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, mespinoza2@nccrc.org, cmoyer@nccrc.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, stevek@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org

Union Review Sent On: 10/4/2024

Union Review End Date: 10/11/2024

Union Review Duration Met On: 10/11/2024

**O2X Human Performance
Proposal**

05/21/2024

Delivered To:

San Francisco Police Department



Company Information

O2X Human Performance LLC
1 Mill Wharf Plaza
Unit S12
Scituate, MA 02066

O2X Human Performance LLC (prev. CGLM LLC) was incorporated on December 16, 2013 in Delaware.

Cage code: 7ZUM8
UEI: G6CGLEPPSC85

O2X Human Performance provides customized human performance programs to include On-Site Specialists (OSS), training, education, and resources to Service Members, tactical units, firefighters, law enforcement officers, city employees, federal agents (collectively labeled “Tactical Athletes”), and private sector companies that increases mental resilience, job performance, support healthy lifestyles, and have been proven to reduce healthcare costs associated with injuries and illnesses.

Proposal Terms

The pricing and services outlined in this proposal will be honored for 90 days from the date listed on this document. This document is to be considered a proposal only and does not constitute a full agreement between O2X Human Performance and the San Francisco Police Department (SFPD). Upon acceptance of this agreement, binding terms will be agreed upon in the form of a final contract. The contents of this proposal are to be considered confidential, to be shared only between O2X Human Performance and the SFPD. Program and product descriptions outlined in the attached pages are proprietary information and intended only for the recipient of this proposal. Fee structures, costs, and terms are also to be considered confidential.

Pricing

Item#	Description	Total Cost*
1	<p>Integrated Specialist Program includes:</p> <ul style="list-style-type: none"> ● Full-Time On-Site Human Performance Specialist(s) (OSS) <ul style="list-style-type: none"> ○ Strength & Conditioning Specialist (CSCS) ○ Athletic Trainer (AT) ● Virtual resources <ul style="list-style-type: none"> ○ Mobile-Application and Online Portal access with 1-year subscription which includes: <ul style="list-style-type: none"> ▪ Direct communication with OSS for custom programs ▪ Reach back to O2X specialists covering each area of expertise ● Assessments & reporting <ul style="list-style-type: none"> ○ Data collection and analysis through the proprietary, holistic O2X Readiness Assessment™ ○ Monthly activity reports ○ Quarterly & Annual results reporting presented to client leadership ○ ROI tracking and continual program adjustments ● Client Services team <ul style="list-style-type: none"> ○ Dedicated client management personnel assigned to the organization 	\$400,000

	<ul style="list-style-type: none"> o Detailed onboarding pipeline for OSS and organization o Daily check ins with OSS and organizational points of contact o Weekly collaboration calls with network of OSSs from other organizations o OSS preparation & materials including internal specialist training, a Readiness Assessment kit, work computer, <i>Human Performance for Tactical Athletes</i> textbook, O2X handbook 	
2	<p>PT Test Program Design</p> <ul style="list-style-type: none"> ● Develop an updated PT Test tailored to meet the needs of the department <ul style="list-style-type: none"> o Conduct a needs analysis of the existing test and program, participant success rates, included movements, and program execution o Develop program recommendations based on research and review of existing criteria and needs o Collaborate with leadership to update test standards and delivery o Complete updated testing standards, preparation, and execution of the test o Validation of test standards ● Staffing: <ul style="list-style-type: none"> o Program manager (role to be filled by the On-Site Specialist CSCS) o 1x PT/AT 1099 SMEs for needs analysis, testing design, protocols, review o 1x CSCS 1099 SME to assist with testing, data collection, testing design ● Legal Review (if validation is required) <ul style="list-style-type: none"> o Legal team to conduct audit and analysis of testing justification 	\$75,000 (\$50,000 without legal review)
3	<p>Other Direct Costs (ODC)</p> <ul style="list-style-type: none"> ● Additional program costs including OSS travel, equipment, shipping, facilities as requested by client and/or required by contract 	\$5,000

Program Component	Unit Price*
Integrated Specialist Program w/ (2) Full-Time On-Site Human Performance Specialist; 1920 Hours	\$400,000
PT Test Program Design	\$75,000
Other Direct Costs (ODC)	\$5,000
Total	\$480,000

*Multi-year agreements include an annual price escalation of 2.5%

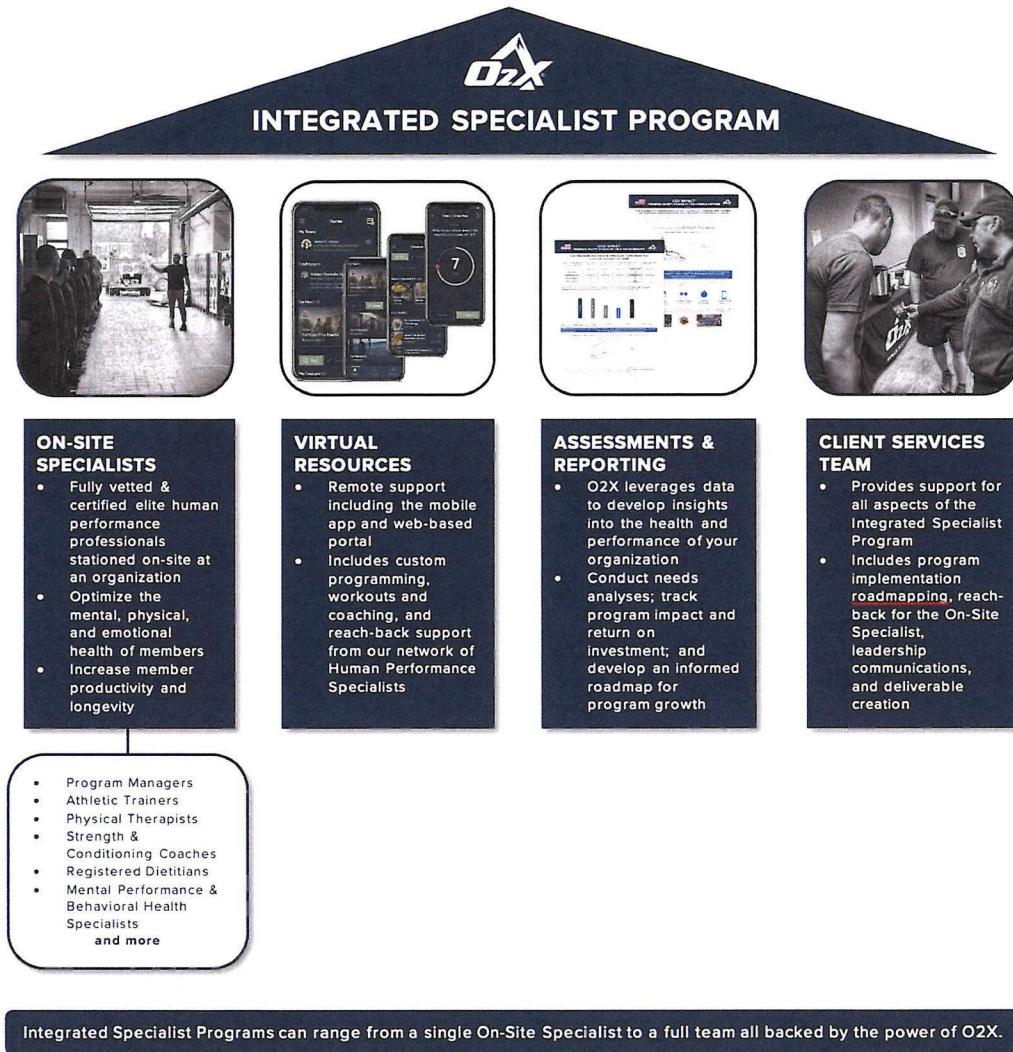
**See attached service descriptions

Respectfully,

John Vargo
Head of Municipal Sales
O2X Human Performance LLC

ATTACHMENT 1: SERVICE DESCRIPTIONS

ITEM 1: INTEGRATED SPECIALIST PROGRAM



O2X Integrated Specialist Programs reflect our relentless dedication to embedding successful resources within organizations. O2X delivers a full-service human performance platform that supports our on-site personnel with access to company leadership, a dedicated client manager, a network of hundreds of human performance specialists, as well as administrative support.

Program Objectives

- Provide organizational members with full-time human performance specialists to lead the implementation and drive impact of the O2X program resulting in increased readiness, resilience, retention, and recruitment
- Engage workforce in improving mental and physical health through in-person trainings, virtual resources, assessments, and analysis

- Provide plans for achieving performance goals individualized to members' specific health needs, increase participation of members through personalized engagement and incentives, and expand upon successful methods to increase outcomes organizational wide
- Assist members restricted to light duty with focused conditioning, strengthening, and performance improvement plans to return to duty
- Optimize the mental and physical health, increase productivity, and expand the longevity of members at work and at home
- Further reduce the occurrences of preventable on-duty injuries and increase health, wellness, and performance
- Provide the entire organization O2X resources and access to the nationwide network of O2X specialists
- Cost savings associated with fewer injuries and wellness related leave
- Assist in fostering a culture of excellence and continuous improvement
- Provide leadership with tangible results and metrics for measuring the effectiveness of health and wellness initiatives

Together, the O2X team in the field and headquarters staff work to guarantee each Integrated Specialist Program delivers positive impact through:

- a. On-Site Specialists**
- b. Virtual resources**
- c. Assessments and reporting**
- d. Client Service Team**

a. ON-SITE SPECIALIST

The O2X On-Site Specialists will serve as subject matter experts and utilize their education, experience, and entire O2X specialist network to design and implement programs that prepare tactical athletes for the rigors of their professions. These experts incorporate elements of nutrition, fatigue management and sleep science, stress mitigation, sports psychology, and resilience (the O2X EAT SWEAT THRIVE[®] model) into training members.

Each specialist selected will be sourced, hired, trained, and employed by O2X and will operate with the backing of the entire O2X network of subject matter experts and support staff. Utilizing an expansive existing network of human performance specialists, O2X will recruit top tier talent for the On-Site Specialist role located at a client location. This selection effort will target On-Site Specialists that possess the key blend of relevant experience, education, and credentials, as well as the interpersonal skills required to have a substantial impact on the future of the organization. On-site team members are expected to carry themselves with the highest levels of professionalism while serving as leaders and role models in the organizations where they are placed. Further, any personnel in this role will have undergone additional O2X internal training in preparation for working with tactical athletes and the specific organization with which they will be placed.

Based on the type(s) of On-Site Specialist selected, O2X will provide a full-time specialist (1920 hours annually) dedicated to improving readiness of the organization. The specialist(s) will possess requisite education and certification for specialty and role:

- o NSCA Certified Strength and Conditioning Specialist (CSCS)
- o Injury Risk Reduction and Recovery Specialist: Athletic Trainer (AT)

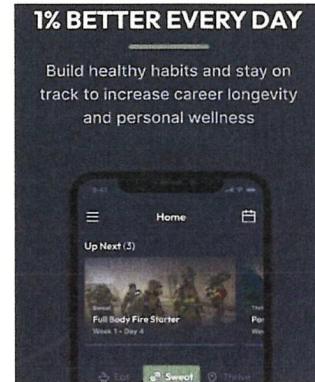
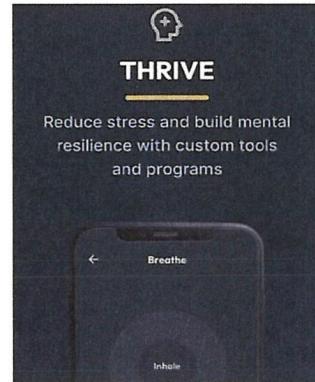
NSCA Certified Strength and Conditioning Specialist (CSCS)

- Full-time trained and certified Strength & Conditioning Specialist specializing in job specific needs analysis and physical performance optimization
- Development of custom mobility, strength, and performance programming to meet individual and organization goals
- Lead group and individual physical training sessions
- Write and deliver individualized structured training programs, in-person and via the O2X App, with regular check-ins to assess member progress and goals
- Daily availability for remote and virtual support for personnel
- Conduct performance assessments
- Facility assessments, recommendations, and set up for maximum throughput, usage, and safety
- Track progress, collect data, and provide regular program progress reporting

Injury Risk Reduction and Recovery Specialist (AT)

- Provide a full-time trained and certified Athletic Trainer specializing in injury risk reduction, management, and recovery
- Possess requisite education and certification for specialty and role such as:
 - o Injury prevention and recovery specialist: minimum of a Masters degree in relevant field and Athletic Trainer Certification (ATC)
- Develop physical recovery and injury prevention specific training programs and disseminate to personnel
- Lead group and individual physical training and recovery sessions
- Work with leadership to facilitate readiness across all members to increase job performance, retention, and recruitment
- Drop-in performance and assessment opportunities to provide program overviews, educational briefings, training sessions, and access to resources to individual members as requested

b. VIRTUAL RESOURCES (included under Integrated Specialist Program)

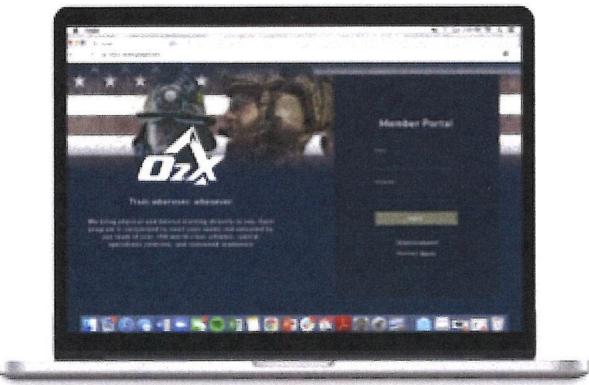


Access to the entire suite of virtual resources for organizational members is a key component of the O2X Human Performance Program. O2X Human Performance utilizes a virtual membership (Tactical Athlete Portal & mobile application) to provide clients with access to resources that support the program in any location. The virtual program allows the On-Site Specialist to communicate with members in any location and provide customized programs and resources. Together, the mobile app and web portal provide a robust amount of human performance content from all areas of the EAT SWEAT THRIVE® curriculum and continued access to our subject matter experts.

Highlighted below are a few of the many features in the O2X virtual membership:

On-Site Specialist Platform: Provides On-Site Specialists the ability to efficiently coach and communicate with members. Using an online portal controlled by the On-Site Specialists, content is shared and assigned organization-wide or directly to individual members. This allows On-Site Specialists to track individuals' progress and remotely guide their training. Other features include:

- Interactive calendar that displays the On-Site Specialist schedules
- Messaging center where members can communicate directly with their On-Site Specialist
- Access to a dashboard feed where the On-Site Specialists will share links, articles, videos, etc.



Recipes: The app provides healthy recipes for fueling physical health and cognitive performance. When members select a recipe, they are presented with a full ingredient list, as well as directions on how to complete the recipe. Many recipes also include instructional videos.

SWEAT Plans: SWEAT Plans are periodized workout programs, designed to build strength, reduce injury risk, and improve conditioning specific for your job. Explore hundreds of plans or view recommended ones based on the results of a brief survey.

Workout Generator: The workout generator provides members the ability to quickly and efficiently find an individual workout that matches their interests, equipment, and goals. Members can then begin the workout, save it, or scroll hundreds of workouts until they find one they like.

THRIVE Exercises: Guided Sleep, Breathe, and Meditate tools, as well as yoga classes led by our expert O2X Yoga Specialists.

THRIVE Plans: THRIVE Plans are long term programs, meant to help members enhance recovery, build resilience, manage stress, and optimize mental health.

Assessments: The Assessments section provides members with physical and performance assessments, to include physical training tests complete with current standards from various tactical athlete professions. Test yourself against benchmarks from all over the tactical community.

Reporting / Tracking: Upon completion of the O2X Readiness Assessment™ and assessments / surveys in the App, members receive individualized reports with O2X Specialists' suggested goals for improvements.

By selecting "View Results in Portal", members can see their current scores compared to their past attempts, as well as how they stack up against the standards.

Ask an Expert: "Ask an Expert" provides members with an outlet to communicate directly with a variety of O2X specialists by choosing the category of their question (EAT SWEAT THRIVE®, or General) and typing their question into the text box. Answers to these personalized questions are typically answered within 24-48 hours.

All features described above can also be accessed through the web-based O2X Portal, in addition to other EAT SWEAT THRIVE™ resources. The Portal also hosts most of our physical training SWEAT Programs in PDF version, available for download.

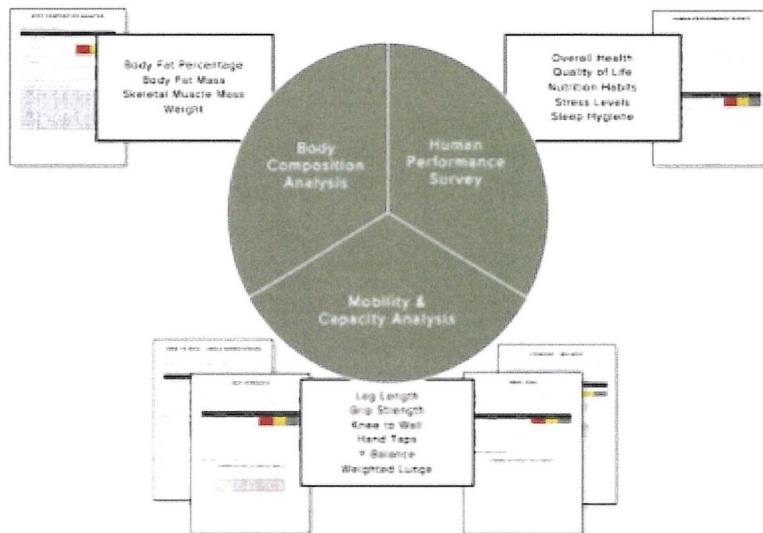
c. ASSESSMENTS & REPORTING (included under Integrated Specialist Program)

O2X Readiness Assessment™

The O2X Readiness Assessment™ was designed for tactical athletes and aims to provide a holistic look at each individual member. It will help provide self-awareness and identify predispositions for injury and illness. The Readiness Assessment offers recommendations so that the On-Site Specialist can create custom programs to target those areas which need improvement. The Readiness Assessment will provide leadership with insight into the health of the organization and specific areas to focus. Our research-based assessment was built using the best available evidence to assess health-related quality of life and physical capacity. More specifically, the Readiness Assessment:

- Leverages validated mental and physical survey questions, paired with practical movement assessments for mobility, stability, and capacity. This process identifies asymmetries or weaknesses as compared to normative standards and identifies opportunities to lower the risk of illness or injury. This screening is not meant to diagnose or treat any injury or illness, but rather identify areas of focus for members to help them perform to their highest, healthiest capabilities.
- Readiness Assessment data is collected via the O2X mobile application and provides members with their results, reporting, and recommendations immediately upon submission. The mobile app will track historical data and trends progress over time for users. Members can also view their results via the web-based portal. The Readiness Assessments will offer both micro and macro perspectives of the operational readiness of the force. All members that take part in the Readiness Assessment will receive individual reports, as well as aggregate team reports for organizational leadership.
- Collecting the data and analyzing it over time is imperative to proving the success of the program. Each member's individualized report contains specific recommendations to improve readiness, health-related quality of life, and physical function. Organization team reports identify

trends across groups and teams, with capacity to sort data by age, gender, job function, and more.



Reporting

Development of individual and organizational reporting is essential to tracking program growth and return on investment. The O2X Client Services and Education teams work closely to conduct needs analysis, administer assessments, analyze data, and provide customized reporting and recommendations based on organization goals. O2X can develop reporting and ROI tracking specifically for your goals. Different types of reporting include:

- *Individual reporting:* Available upon completion of Assessments located in the O2X App
- *Monthly storyboards:* All On-Site Specialists will collect data, measurable results, and reporting each month to provide a snapshot of the program highlighting tangible effects and initiatives delivered to the organization. The reports will be emailed, delivered, and briefed to key organizational leaders.
- *Quarterly reporting:* Each quarter O2X will combine all quantitative and qualitative feedback and provide a comprehensive customized report delivered and briefed to organization leadership by their dedicated client manager
- *Annual program summary:* Each year, O2X will deliver a summary of results, highlighting cost savings and organizational improvements through human performance initiatives

d. CLIENT SERVICES TEAM

- *In-person Client Management:* A dedicated client manager will be assigned to each organization. The client manager will conduct frequent travel to client locations for program support, quality assurance, and leadership meetings to help ensure program performance and satisfaction.

- **On-Boarding:** The Client Services Team will conduct a multi-day onboarding process on site at the client's requested location. The process will include meet and greets as well as education for leaders on implementation of the O2X Integrated Specialist Program to ensure maximum effectiveness.
- **Preparation:** The OSS is provided with materials to ensure they are well prepared for their position on-site at the organization. OSS receive a computer, Readiness Assessment kit, *Human Performance for Tactical Athletes* textbook, full online OSS Portal tutorial, OSS company handbook and expectations, and access to volumes of O2X specialist training videos as well as pre written templates, programs and content libraries.
- **Daily Check-ins:** Each On-Site Specialist will have direct access to their organization's client manager to maintain a fluid line of communication and synchronization of all aspects of the program.
- **Weekly Collaboration:** All On-Site Specialists maintain weekly communication across the vast network of embedded specialists. This allows a robust cross pollination of knowledge and experience, as well as a dynamic connectivity that leverages best practices to consistently improve the program.
- **Reporting:** The Client Services Team works closely with the O2X Education Team to develop monthly storyboards, quarterly reports, and annual summaries based on the qualitative and quantitative feedback gathered throughout the fiscal year. An O2X Data Analyst compiles all data for organizations and provides helpful insights into the status of the force and action items for future success.

ITEM 2: PT TEST PROGRAM DESIGN

Project Overview

O2X Human Performance will systematically study the physiological job-related demands of all agency members and/or specialty units. Through this process O2X will develop a comprehensive Needs Analysis of the physical job requirements, create a fitness test that accurately assesses member physical readiness, and field test the fitness test to derive fair and safe pass/fail standards. The product delivered will be an assessment that suitably measures officer/agent preparedness for functional physical career demands that the agency can use as a requirement for entry and annual requalification.

Milestones

- **Needs Analysis:** Conduct thorough literature review and study of comparable fitness evaluations, identify relevant existing research and documented best practices in similar populations. Analyze current agency data: physical fitness standards, pass rate, injury prevalence, and other status of the force metrics. Through on-site observation and tactical athlete interviews, develop objective understanding of job requirements of force populations in different settings, environments, training, and roles.
 - **Deliverable:** Detailed Needs Analysis document, outlining all physiological requirements for successful and safe execution of officer/agent job duties.
- **Assessment Design:** Leveraging the information collected and consolidated during the Needs Analysis, professionals from the O2X team of exercise physiologists and certified strength and

conditioning specialists will compile a list of movements that safely and accurately assess functional capacity for the job demands. Utilizing best practices, the O2X team will then structure those movements into a comprehensive testing protocol that both assesses ability to perform job duties and is also readily administered to the force. The procedure is reviewed by a panel of accredited and certified specialists. The test protocol is finalized and tested internally to confirm appropriateness, safety, and scalability.

- **Deliverable:** Detailed testing protocol containing a series of assessments, in a logical flow, that measures functional capacity for completing all job-related physical requirements.
- **Testing:** The protocol developed during Phase 2 will be thoroughly tested with comparable populations both inside and outside the agency to establish scoring standards. Further testing throughput will collect adequate data, performance metrics, and participant feedback for complete analysis of the testing structure and standards. The O2X team will thoroughly review the data and determine the overall appropriateness of the testing protocol, accuracy of the standard, and ensure the product aligns with the vision of agency leadership. The PFT standards are re-calibrated and the testing process is repeated until a finalized product is reached.
 - **Deliverable:** Finalized testing protocol and scoring standards, thoroughly tested with the target population
- **Validation and Delivery:** The final physical fitness testing product with supporting research and documentation is validated through a legal review process. Testing component and protocol justifications are examined, scrutinized, and further researched to ensure they are valid and appropriate for the population.
 - **Deliverable:** Final deliverable is generated, containing detailed testing protocol, explanation, research, justification, and validation

ITEM 3: OTHER DIRECT COSTS (ODC)

During the performance of this contract, O2X staff will be required to travel CONUS to support training events, field operations, and other regional member engagement. O2X is requesting funding for reimbursement of approved and required travel expenses to include flights, hotels, parking, rental car, gas, tolls, baggage fees, and taxis/Ubers, as required within the contract and as requested by the client. Additionally, O2X may be required to ship training aids to these locations in support of the work and order equipment to support operations. At times, as directed by the client, O2X may be required to rent suitable training locations as well as audio/visual equipment. This will include shipping expenses associated with training activities and visits to client facilities.



O2X Human Performance, LLC is headquartered in Scituate MA, with Program Management Offices located in Alexandria, VA and San Diego, CA. O2X is a sole source provider of comprehensive wellness and human performance programs for government agencies. The program offers a holistic approach that integrates seamlessly with organic programs for the entire range of employee roles and position levels, ultimately enhancing readiness, resilience, retention, and recruitment.

O2X Human Performance is widely recognized as the only provider of customized human performance/wellness programs at a large scale. The unique human performance program provided by O2X is specifically designed for specialized government organizations. It offers an expeditionary, customized, adaptive, and scalable model that caters to various job demands within the organization. O2X utilizes their proprietary and cohesive EAT SWEAT THRIVE® methodology, which covers practical solutions to a range of occupational challenges in the categories of sleep, nutrition, conditioning, resilience, and stress management. Application of the EAT SWEAT THRIVE® methodology is facilitated by over three hundred O2X Human Performance Subject Matter Experts (SMEs) with diverse experience from Professional Sports Teams, US Olympic Teams, NCAA Division 1 Intercollegiate Athletics, US Special Operations Commands, and Law Enforcement and First Responder Populations. These Specialists operate as a component of our Integrated Specialist Program (ISP) to develop and deliver the unique, customized, and highly specialized programs that helps build a resilient employee workforce, able to withstand long physically and mentally demanding careers.

The O2X program is firmly rooted in science and evidence-based practices and recognizes the specific demands of different job roles. More specifically, this program focuses on essential human performance skills that include but are not limited to:

- Fundamental nutrition, stress management, and resiliency-building techniques while working in high-stress occupations
- Peak mental and physical performance while operating in extreme and austere environments for long durations while in various CONUS and OCONUS sites
- Supporting personnel across the entire lifecycle of a long career of federal service, helping members not only reach, but thrive in retirement

The O2X program is uniquely qualified to provide these services based on demonstrated technical capability and technical credentials, knowledge of specific organizational roles, and fully developed and customized programming directly associated with CONUS and OCONUS requirements. The proprietary O2X model comprises several program components:

- O2X Integrated Specialist Program
- O2X Training and Education Workshops
- O2X Reporting and Analysis
- O2X Virtual Resources
- O2X Human Performance for Tactical Athletes Book
- O2X Readiness Assessment™ and Prehabilitation Programs
- O2X Accredited Curriculum



O2X Demonstrated Past Performance

The O2X program has proven itself by providing events and training to tens of thousands of personnel over nearly 10 years. O2X's experience uniquely equips them to handle decentralized organizations, compartmentalized programs, and challenging mission requirements and environments with limited access to critical resources. This experience has built an extraordinary foundation of cultural competence that makes O2X uniquely well-suited for providing these services to the organization.

O2X Human Performance maintains a team of instructors with extensive experience with the job demands faced by government organizations. They have an expansive professional network of over 300 human performance specialists capable of facilitating any human performance needs linked to this requirement. Consequently, O2X Human Performance provides an unmatched service by identifying and employing subject matter experts who can provide custom-task-specific human performance training to the entire organization.

The composition of the O2X team includes many former government workers that have maintained Top Secret and Secret clearances with access to sensitive compartmented information throughout their careers. O2X has over a dozen personnel with internal clearances and the headquarters based in Scituate, Massachusetts is approved for the storage of classified information.

O2X Model Components

O2X Integrated Specialist Program

O2X on-site teams and the broader program services for government agencies include a proprietary methodology, integrated digital support, and an expansive network of specialists that are only available through O2X Human Performance.

The O2X program places full-time On-Site Human Performance Specialists within government organizations nationwide. These specialists, recruited through an extensive network of subject matter experts, possess relevant experience, education, credentials, and interpersonal skills required to have a substantial impact on the organization. They are extensively trained and onboarded to be embedded within organizations and agencies to support the health, wellness, and overall performance of employees utilizing the EAT SWEAT THRIVE® methodology.

These SMEs cover all areas of human performance specialties including:

- Program Managers
- Human Performance Managers
- Strength & Conditioning Specialist (CSCS)
- Doctor of Physical Therapy (DPT)
- Athletic Trainer (AT)
- Registered Dietitian (RD)
- Occupational Therapist (OT)
- Operational and Clinical Psychologist
- Cognitive Enhancement Specialist



The program operates with the complete support of the entire existing O2X On-Site Specialist network, a dedicated Client Manager, monthly activity reports, quarterly and annual reporting presented to client leadership, ROI tracking and program adaptations, data collection and analysis through the proprietary O2X Readiness Assessment™, and industry-leading organizational integration with the proprietary O2X mobile application.

O2X Training and Education Workshops

O2X provides scientifically backed and accredited education and training programs delivered through the O2X EAT SWEAT THRIVE® methodology. This distinct combination of their proprietary educational model delivered by this team of elite specialists is only available from O2X.

These sessions are tailored to the operational demands of government employees, families, spouses, and staff. The program incorporates over 50 years of combined Special Operations, DOD, Law Enforcement, Corporate, Athletic, and First Responder expertise and implements a holistic approach to wellbeing. The program intent is to optimize functional mental and physical performance, decrease injuries, extend the operational career, and improve the holistic health and effectiveness of employees. The curriculum is adaptable to the needs of operational and support staff, trainees, administrative personnel, and senior executives of any agency or department. O2X provides touch points from the start of an employee's career through their retirement, with a constant evolution of education and practical application. This holistic program combines physical preparation, nutrition, sleep, stress awareness and mitigation, and resilience into practical and actionable takeaways that are simple to understand and implement.

The program consists of 300+ subject matter experts from across the country. These human performance specialists deliver engaging and personalized presentations for each program session. These subject matter experts all undergo a rigorous vetting, training, and on-boarding process with the O2X staff to ensure seamless integration into training events and a thorough understanding of each individual program. These experts comprehend the unique operational demands of employees and provide actionable takeaways to improve all aspects of operational readiness. Each course is customized through the O2X staff in concert with our extensive network of human performance experts to provide a customized, science-backed, and all-encompassing delivery with departments and agencies across the spectrum of job roles.

All O2X training and education is supplemented by the extensive library of material within the O2X mobile application and web portal, ensuring continued support at the conclusion of each training event. O2X's expeditionary model provides all logistical requirements for training events across the country, allowing seamless integration into existing facilities, systems, and infrastructure. This customizable, scalable, and expeditionary model provides unique flexibility for time-constrained projects with employees in any location, at any time, and can support the execution of simultaneous workshops with less than 30 days' notice in geographically decentralized locations.



O2X Reporting and Analysis

O2X leverages deep cultural competence and organizational experience to provide custom reporting that will resonate with key leadership. Through years of working closely with stakeholders at all levels, O2X has developed the ability to efficiently share information, provide insights, and demonstrate program efficacy.

O2X provides reporting and analysis to meet client needs and track program progress. At events and workshops, participant feedback is collected following each training session and used to continually improve the courses for each future iteration. Feedback reports from each event are compiled and delivered to the client within 48 hours following the workshop completion to show how the course was received by participants. Within 7 days following a workshop or specialty training course, O2X can compile a stylized storyboard and distribute it to the client to show key impact and course details. In addition to feedback around the impact of each training session, participants can complete mental performance assessments, sleep and fatigue surveys, and nutrition and injury risk questionnaires directly through the O2X App to receive scores and identify areas for improvement.

Along with the existing surveys and questionnaires currently available, O2X can add customized surveys based on course content and requirements for individual sessions. Reports for Integrated Specialist Program clients are tailored to the requests of the organization's leadership and what they wish to see. Reports are custom created in the formatting that the organization internally uses for ease of data and results communication. In organizations that have an O2X Integrated Specialist Program, leadership receives monthly updates via storyboards by the 7th of the following month. Quarterly reports reviewing and highlighting the successes and impact of the Integrated Specialist Program are delivered to organization leadership in their preferred format. O2X employs a strategic approach that includes the development of impactful cost savings analyses and case studies. These resources provide solid evidence of the benefits of the O2X program. O2X collects data from various organizations, including first responders, government and federal agencies, and the Department of Defense, through assessments, feedback from participants, and the team of Subject Matter Experts to identify potential risks for injuries and illnesses. These insights help organizations take proactive measures to address these risks, improve the health and performance of their employees, and achieve better outcomes.

O2X Virtual Resources

The O2X suite of virtual resources provides access to EAT SWEAT THRIVE® resources and a connection to their expansive team of human performance specialists. This platform harmonizes all parts of the program, provides access to comprehensive content, and is only available from O2X.

The O2X virtual resources include a mobile application and online portal housing an extensive library of EAT SWEAT THRIVE® training plans, videos, and educational materials designed for maximizing performance in conditioning, nutrition, and mental health. Designed specifically for government workers, the mobile application and web portal enhance the personalized experience between the O2X human performance experts and their personnel. Each member will have 24 / 7 reach-back support through O2X's "Ask an Expert" for the duration of their membership.



O2X Human Performance for Tactical Athletes Book

The O2X Human Performance for Tactical Athletes book is a published comprehensive science based printed resource focused on the O2X EAT SWEAT THRIVE® methodology.

The O2X book provides a hard copy guide for the O2X methodology. The book provides a framework for making small incremental changes that can lead to major lifestyle improvements. It accompanies US Naval Officers and Security Experts as reference material while underway, or deployed to austere locations.

Book Reviews:

“Strong bodies make strong minds – but more than that, this book illustrates that the two are essential in the creation of high-functioning, operationally-savvy teams.”

- General Stanley McChrystal (Ret), retired four-star general, former commander of JSOC and ISAF

“O2X is our secret weapon. Their program is developing elite competitors on and off the ice. This book will make you better – whatever your arena.”

- Ted Donato, head coach Harvard Men’s Ice Hockey, former Boston Bruin, Olympian

“In a word, outstanding. In two words, life changing. Excellence is written into every page.”

- James Kerr, author of the global bestseller Legacy, high performance consultant

O2X Readiness Assessment™ and Prehabilitation Programs

The O2X Readiness Assessment™ is a proprietary virtual and hands-on holistic assessment of individuals designed to build self-awareness and deliver personalized plans for optimizing and sustaining high levels of performance. The process, reporting, and technology integration are proprietary and not available outside of O2X.

The assessment topics include stress, resilience, nutrition, conditioning, and sleep. The assessment also includes a series of standardized mobility and capacity protocols to identify joint imbalances, asymmetries, and variances outside of normative ranges in the individual, for the purpose of recognizing predispositions to injury. Results are paired with an individualized exercise guide designed to mitigate the risk of preventable injuries. These exercises will increase strength, stability, mobility, and balance, resulting in increased neuromuscular control. The full O2X Readiness Assessment™ includes a collection of 72 fields of data to generate a readiness score and personalized recommendations for each participant. In addition to the individual reports provided to each participant, O2X compiles an organizational report for leadership displaying a snapshot of force readiness.

O2X Accredited Curriculum

O2X delivers customized accredited curriculum for private and government sector personnel. The curriculum content is customizable for each agency’s specific organizational needs and is developed by O2X Specialists.



The accredited program curriculum prepares personnel to become more resilient and directly addresses the stress factors specific to various CONUS and OCONUS roles, benefiting both employees and their families. The courses span new hires, first and second-line supervisors, and senior management personnel. With over 300 modules covering EAT SWEAT THRIVE® courses of instruction, the program showcases a deep understanding of the organizational requirements. The program curriculum intertwines personal challenges that arise during long careers such as acute and chronic stress, fatigue, leadership challenges, financial well-being, substance abuse, family support, behavioral health and support, cognitive function, proper injury risk reduction practices to maximize performance and durability, and the development of effective habits to enhance wellbeing.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: SHF

Submitted By: Henry Gong

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

Project Manager: John Ramirez

ServiceNow Number: DHRPSC0004652

Version: 0.01

Version Type: New

Brief description of proposed work: Sheriff's Office is proposing to enter into a contract for annual maintenance and support of the proprietary jail security system.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$450,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The current security system installed in the San Francisco County Jail Facility is proprietary. The security system's software and equipment were specifically designed and programmed for the San Francisco County Jail Facility.

The proprietary security system installed at San Francisco County Jail Facility has been maintained on a "as needed" basis to maintain the systems functionality for the last few years. Following a recent malfunction of the door control panel, the Sheriff's Building Engineers and the Supervisor overseeing the Sheriff's Bureau of Buildings and Structures evaluated the overall jail security system and found that it urgently requires a Contractor to provide regular systems checks and maintenance to ensure the security cameras, control panels, locks, doors and public

address system are operating properly.

The contractor will include analytics and 24/7 support of the entire proprietary security control system located in County Jail #1 and County jail #2. The contractor will provide programming, technical, and service support to the Sheriff's Office by continuing to utilize the existing programming of each system currently installed.

The maintenance and support will include the software, device schedules, PLC code for the HMI control stations and consoles, the CCTV and video recording equipment within the facility, the integrated door control boards, programmable logic controllers, intercoms and Paging, panic alarms, remote lighting and security management data logging computer/server software and code. The four year annual support will ensure the security system will be operational through 2026.

Why are these services required and what are the consequences of denial?: The Contractor will provide a comprehensive service and preventative maintenance for security systems at San Francisco County Jail. The annual maintenance will reduce the risk of security concerns with proper attention to the integrated control systems including security door hardware at the facility by providing preventative maintenance, programming, and troubleshooting services on a recurring schedule.

A denial of this service would lead to failures in the jail security system that will expose the incarcerated and City Staff to hazardous situations. This vulnerability can lead to higher instances of violence, increased staff turnover rates, resulting in increase liability for the City.

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

Board and Commission Approvals

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

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

Justification

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

No

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

Q3 - Are these proprietary services City is not authorized to do?: Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional): Proprietary Letter attached.

Union Notifications

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

Labor Unions: No Union Selected -

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, WOrellana@opcmialocal300.org, djohnson@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, oashworth@ibew6.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, jb@local16.org, sal@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, nichelle.flentroy@sfcityatty.org, local200twu@sbcglobal.net, rmareno@twusf.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, tracym@sfpoa.org, cyndee@sfpoa.org, leah@sfpoa.org, info@sfpoa.org, joshv@smw104.org, DannyC@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, ccarr@oe3.org, tneep@oe3.org, mbeauchamp@oe3.org, ccarr@oe3.org, mbeauchamp@oe3.org, tneep@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, rooferslocal40@gmail.com, salvlocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, mespinoza2@nccrc.org, cmoyer@nccrc.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, pwilson@twusf.org, mdennis@twusf.org, president@sfsheriffsmsa.org, cjohnson@bac3-ca.org, stevek@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com, local22publicsector@nccrc.org

Union Review Sent On: 9/24/2024

Union Review End Date: 10/1/2024

Union Review Duration Met On: 10/1/2024

Acronym Definitions in the Scope of Work for DHRPSC00004652

Below in “green” are the acronyms’ definitions in the Scope of Work for DHRPSC00004652:

“The maintenance and support will include the software, device schedules, PLC (Program Logic Controller) code for the HMI (Human Machine Interface) control stations and consoles, the CCTV (Closed-Circuit Television) and video recording equipment within the facility, the integrated door control boards, programmable logic controllers, intercoms and Paging, panic alarms, remote lighting and security management data logging computer/server software and code. The four year annual support will ensure the security system will be operational through 2026.”



Sole Source Letter

San Francisco County Sheriff's office San Francisco, California

September 19, 2024

Sole Source Security Electronics and Detention Provider

CML Security, LLC is providing a Sole Source option for your facility to utilize our company for a systems support and maintenance agreement as well as all Detention or Security Electronic related changes, adds, and upgrades on any of the facilities within your correctional network (Jails and Juvenile centers)

The current Security and Detention Systems installed in the San Francisco Correctional Facility in San Francisco California were installed and are currently supported by CML security. The intellectual property package allows CML Security, LLC the ability to provide support, services, and upgrades utilizing the original software created and programmed for your facility without causing risk to the safety and security of those within your system.

Our focus is to provide programming, technical, and service support to the San Francisco Sheriff's office and jail by continuing to utilize their existing programming of each system currently installed. This includes the software, device schedules, and PLC code for the HMI Control Stations and Consoles, the CCTV and Video Recording Equipment (DVR/NVR) within the facility, the integrated Door Control Boards, Programmable Logic Controllers, Intercoms and Paging, Panic Alarms, Remote lighting control from the Touchscreen Control Consoles and for the Security Management Data Logging computer/Server software and code.

Thank you, CML Security, LLC hopes to continue to support your facilities by providing online remote emergency support and direct technical support to you for all current and future upgrades and changes.

Thank you,

A handwritten signature in black ink, appearing to read 'Ron Green'.

Ron Green
Regional Manager,
Systems Support Division
209-7474-3607
rgreen@cmlsecurity.us
www.cmlsecurity.us

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Ryan Swick

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

Project Manager: Wade Wietgrefe

ServiceNow Number: DHRPSC0004667

Version: 1.01

Version Type: Amendment

Legacy PSC #: 49842-18/19

Brief description of proposed work: SFMTA Zero Emission Facility and Fleet Baseline Assessment and Master Plan

Reason for the Request for Amendment: This modification is to increase the contract value by \$550,000 to \$2,750,000.00, or a 25% increase from PSC 49842-18/19 Modification 2. After the second modification, there was an accidental over-encumbrance of funds due to changing hands across multiple contract administrators and project managers, and this third modification would retroactively correct this. There was an identified need for more work within the scope of the original contract. We determined that the estimate of the new work was fair and reasonable.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

Previously Approved Amount: \$2,200,000

Increase Amount: \$550,000

Why are you requesting the PSC amount to be increased?: This modification is to increase the contract value by \$550,000 to \$2,750,000.00, or a 25% increase from PSC 49842-18/19 Modification 2. After the second modification, there was an accidental over-encumbrance of funds due to changing hands across multiple contract administrators and project managers, and this third modification would retroactively correct this. There was an identified need for more work within the scope of the original contract. We determined that the estimate of the new work was fair and reasonable.

Total Amended Amount: \$2,750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 66

Duration Increase (months): 0

Total Amended Duration (months): 66

Post Union Notification

First Contract Start Date: 2/26/2020

PSC Duration End Date: 8/27/2025

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: Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.

Why are these services required and what are the consequences of denial?: At the San Francisco Municipal Transportation Agency (SFMTA) board meeting on May 15th, the SFMTA announced its Zero Emission Vehicle Policy Resolution. Per the adopted policy, SFMTA will begin procuring zero emission buses starting in 2025 with a goal of achieving a 100% battery electric vehicle fleet by 2035. This commitment exceeds CARB's goal of achieving a zero-emission fleet by 2040. The key piece of the resolution is the Zero Emission Battery Electric Bus (BEB) Program. In order to meet SFMTA's goal of procuring battery electric buses starting in 2025, SFMTA will need an in-depth facility and fleet assessment to address both required capital improvements to facilities and required changes to the SFMTA's transit operations. The SFMTA has assembled a Zero Emission Fleets and Facility Technical Advisory Committee (ZEFFTAC) to focus internal efforts on implementing this transition. The ZEFFTAC has identified this contract scope as above and beyond the capacity of internal staff.

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 main deliverable is a baseline assessment and planning recommendations for transition to Battery Electric Bus (BEB).

This requires in-depth knowledge of emerging battery and charging infrastructure technology, and experience implementing this sort of transition for other large transit organizations around the country, which City employees do not currently have. This is a focused single deliverable that can then be maintained by City employees for future reporting.

Board and Commission Approvals

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

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

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

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

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

Experience creating transition plans for major transit agencies to battery electric or zero-emission vehicles.

- In-depth knowledge of the battery-electric bus infrastructure discipline, including emerging charging, battery, and power storage technologies.

- Experience scoping complex capital projects at existing bus maintenance and operations facilities, including ensuring no gaps in operations during project implementation.

- Deep cost estimation experience in the San Francisco industrial market.

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

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

Q5c2) Explain why new a job classification is not feasible: This work is specific and time-bound.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: The contractor will not provide formal classroom training to City and County employees. However, the contractor will build capacity with staff to develop knowledge and familiarity with the current state of the market in battery and power storage infrastructure technology, as well as provide tools that City and County employees may employ to implement projects in the future.

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

Q5f1) Describe the transition plan, including the anticipated timeline: Following completion

of the deliverable, the report and its recommendations and findings will be maintained and implemented by City and County staff.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 5241 - Engineer, 9180 - Manager VI, MTA, 9172 - Manager II, MTA, 5211 - Eng/Arch/Landscape Arch Sr, 5506 - Project Manager 3, 7216 - Electrical Transit Shop Sprv 1, 5288 - Transportation Planner II, 5502 - Project Manager 1

Labor Unions: 021 - Prof & Tech Eng, Local 21, 006 - Electrical Workers, Local 6, 351 - Municipal Exec Assoc-Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, ibew6@ibew6.org, oashworth@ibew6.org, staff@sfmea.com, Christina@sfmea.com, Criss@SFMEA.com, Amit@sfmea.com

Union Review Sent On: 9/24/2024

Union Review End Date: 10/1/2024

Union Review Duration Met On: 10/1/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC #)Type of Approval: Expedited Regular (Omit Posting)Type of Service: SFMTA Zero Emission Facility and Fleet Baseline Assessment and Master PlanFunding Source: Local Funds PSC Duration: 4 years 48 weeksPSC Amount: \$1,500,000 PSC Est. Start Date: 08/01/2019 PSC Est. End Date: 07/01/2024**1. Description of Work**

A. Scope of Work:

Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.

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

At the SFMTA board meeting on May 15th, the San Francisco Municipal Transportation Agency (SFMTA) announced its Zero Emission Vehicle Policy Resolution. Per the adopted policy, SFMTA will begin procuring zero emission buses starting in 2025 with a goal of achieving a 100% battery electric vehicle fleet by 2035. This commitment exceeds CARB's goal of achieving a zero-emission fleet by 2040. The key piece of the resolution is the Zero Emission Battery Electric Bus (BEB) Program. In order to meet SFMTA's goal of procuring battery electric buses starting in 2025, SFMTA will need an in-depth facility and fleet assessment to address both required capital improvements to facilities and required changes to the SFMTA's transit operations. The SFMTA ~~has assembled a Zero Emission Fleets and Facility Technical Advisory Committee (ZEFFTA)~~ to focus internal

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most

recently approved PSC # and upload a copy of the PSC.

Zero-emission buses and transition of the fleet propulsion is emerging technology and has not been provided in the past, either internally or by personal services contract.

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

2. Union Notification: On 05/06/2019, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49842 - 18/19DHR Analysis/Recommendation: 07/15/2019

Commission Approval Required

DHR Approved for 07/15/2019

Approved by Civil Service Commission

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July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

- *Experience creating transition plans for major transit agencies to battery electric or zero-emission vehicles.
- *In-depth knowledge of the battery-electric bus infrastructure discipline, including emerging charging, battery, and power storage technologies.
- *Experience scoping complex capital projects at existing bus maintenance and operations facilities, including ensuring no gaps in operations during project implementation.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The main deliverable is a baseline assessment and planning recommendations for transition to BEB. This requires in-depth knowledge of emerging battery and charging infrastructure technology, and experience implementing this sort of transition for other large transit organizations around the country. This is a focused single deliverable that can then be maintained by staff for future reporting.

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

No, because the work is specific and time-bound

5. Additional Information (if "yes", attach explanation)**YES NO**

A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The contractor will not provide formal classroom training to City and County		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/06/2019 BY:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.comAddress: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTAType of Initial Modification of an existing PSC (PSC # 49842 - 18/19)
Request:Type of Expedited Regular Annual Continuing (Omit
Approval: Posting)Type of Service: SFMTA Zero Emission Facility and Fleet Baseline Assessment and Master PlanFunding Source: Local FundsPSC Original Approved Amount: \$1,500,000 PSC Original Approved Duration: 08/01/19 - 07/01/24 (4 years 48 weeks)PSC Mod#1 Amount: \$700,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,200,000 PSC Cumulative Duration Proposed: 4 years 48 weeks**1. Description of Work**

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

Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.

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

At the SFMTA board meeting on May 15th, the San Francisco Municipal Transportation Agency (SFMTA) announced its Zero Emission Vehicle Policy Resolution. Per the adopted policy, SFMTA will begin procuring zero emission buses starting in 2025 with a goal of achieving a 100% battery electric vehicle fleet by 2035. This commitment exceeds CARB's goal of achieving a zero-emission fleet by 2040. The key piece of the resolution is the Zero Emission Battery Electric Bus (BEB) Program. In order to meet SFMTA's goal of procuring battery electric buses starting in 2025, SFMTA will need an in-depth facility and fleet assessment to address both required capital improvements to facilities and required changes to the SFMTA's transit operations. The SFMTA has assembled a Zero Emission Fleets and Facility Technical Advisory Committee (ZEFFTAC) to focus internal efforts on implementing this transition. The ZEFFTAC has identified this contract scope as above and beyond the capacity of internal staff.

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.

No

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

A. Display all that apply

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

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

This is a focused single deliverable that can then be maintained by staff for future reporting. The work is specific and time-bound and prepares the SFMTA to submit the CA Air Resources Board's Zero Emission Bus Rollout Plan.

B. Reason for the request for modification:

The modification is requested to increase the contract value to \$2,200,000, or a 46% increase in contract value over the approved amount. The scope of services was released under a Request for Proposals under a competitive procurement. The submitted proposals exceeded the original contract budget estimate due to highly competitive market conditions for this deliverable and the high level of technical expertise required to complete the scope of work. The SFMTA has negotiated the proposed scope of services and contract budget, and the resulting contract value exceeds the originally approved amount.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

- Experience creating transition plans for major transit agencies to battery electric or zero-emission vehicles.
- In-depth knowledge of the battery-electric bus infrastructure discipline, including emerging charging, battery, and power storage technologies.
- Experience scoping complex capital projects at existing bus maintenance and operations facilities, including ensuring no gaps in operations during project implementation.
- Deep cost estimation experience in the San Francisco industrial market.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

The main deliverable is a baseline assessment and planning recommendations for transition to BEB. This requires in-depth knowledge of emerging battery and charging infrastructure technology, and experience implementing this sort of transition for other large transit organizations around the country. This is a focused single deliverable that can then be maintained by staff for future reporting.

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 work is specific and time-bound

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
N/A
- 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.
N/A
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 11/19/19, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49842 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/12/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 49842 - 18/19)Type of Approval: Expedited Regular (Omit Posting)Type of Service: SFMTA Zero Emission Facility and Fleet Baseline Assessment and Master PlanFunding Source: Local FundsPSC Original Approved Amount: \$1,500,000PSC Original Approved Duration: 08/01/19 - 07/01/24 (4 years 48 wPSC Mod#1 Amount: \$700,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 01/01/24-02/26/25 (34 weeks 2 days)PSC Cumulative Amount Proposed: \$2,200,000PSC Cumulative Duration Proposed: 5 years 30 weeks**1. Description of Work**

A. Scope of Work:

Detailed facility and fleet assessment to address the following topics: a) maintenance facilities assessments, b) total power required at each facility, c) upgrades required to convert each of the facilities to accommodate battery electric buses, d) coordination with Pacific Gas and Electric (PG&E), San Francisco Public Utilities Commission (SFPUC), and all other stakeholders, e) review of the existing bus yard management practices and recommended best practices for operating battery electric buses out of each facility, f) schedule of cost and timeline for converting the facilities, g) proposal for a backup power solution at each facility, h) recommendation on ratio of replacement of hybrid and trolley coaches with battery electric coaches, i) options available to use the existing overhead power distribution infrastructure, j) details needed to successfully submit the California Air Resources Board's (CARB) Zero Emission Bus (ZEB) Rollout Plan.

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

At the SFMTA board meeting on May 15th, the San Francisco Municipal Transportation Agency (SFMTA) announced its Zero Emission Vehicle Policy Resolution. Per the adopted policy, SFMTA will begin procuring zero emission buses starting in 2025 with a goal of achieving a 100% battery electric vehicle fleet by 2035. This commitment exceeds CARB's goal of achieving a zero-emission fleet by 2040. The key piece of the resolution is the Zero Emission Battery Electric Bus (BEB) Program. In order to meet SFMTA's goal of procuring battery electric buses starting in 2025, SFMTA will need an in-depth facility and fleet assessment to address both required capital improvements to facilities and required changes to the SFMTA's transit operations. The SFMTA ~~has assembled a Zero Emission Fleets and Facility Technical Advisory Committee (ZEFFTA)~~ to focus internal

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most

recently approved PSC # and upload a copy of the PSC.

Yes

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

2. Union Notification: On 01/03/24, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 49842 - 18/19

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/12/2024

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

- *Experience creating transition plans for major transit agencies to battery electric or zero-emission vehicles.
- *In-depth knowledge of the battery-electric bus infrastructure discipline, including emerging charging, battery, and power storage technologies.
- *Experience scoping complex capital projects at existing bus maintenance and operations facilities, including ensuring no gaps in operations during project implementation.

^{*Deep cost estimation experience in the San Francisco industrial market}
B. Which, if any, civil service class(es) normally perform(s) this work?

none,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The main deliverable is a baseline assessment and planning recommendations for transition to BEB. This requires in-depth knowledge of emerging battery and charging infrastructure technology, and experience implementing this sort of transition for other large transit organizations around the country. This is a focused single deliverable that can then be maintained by staff for future reporting.

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

No, because the work is specific and time-bound

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

YES **NO**

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
No training required
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services? no
- E. Has a board or commission determined that contracting is the most effective way to provide this service? no
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 01/03/24 BY:

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

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

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:	SFMTA
Dept Name:	HR-ELR
PSC Coordinator Name:	Amy Nique
PSC Coordinator Email:	amy.nique@fmta.com
PSC ServiceNow Record Number:	DHRPSC004667 legend 49842 18/19 M2

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount (\$ if PSC approval was obtained)	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered Detailed facility and fleet assessment for transition into battery electric buses as part of the Zero Emission Bus Rollout Plan.
1000017331	2/26/2020	Original: 2/26/2022 New: 2/26/2025	\$ 2,200,000		

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Willis Logsdon

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Willis Logsdon

ServiceNow Number: DHRPSC0001783

Version: 1.01

Version Type: Amendment

Legacy PSC #: 44431-22/23

Brief description of proposed work: Program Administration

Reason for the Request for Amendment: The Professional Services Contract to support the

Residential Green Infrastructure Grant Program was initiated in 2023 to provide program administration services for the installation of green stormwater infrastructure projects on residential properties in San Francisco. To date, the administration of the pilot program has been successful and has seen significant interest from San Francisco residents with over 300 interest forms submitted. The initial scope of the Professional Services Contract provided support for the installation of eight pilot projects. Additional program funding was recently approved to expand the program. This increase in duration and amount is necessary to expand the pilot and leverage the existing contract mechanism to deliver additional projects.

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: \$300,000

Increase Amount: \$2,000,000

Why are you requesting the PSC amount to be increased?: At the initiation of the Professional Services Contract, the funding for the Residential Green Infrastructure Grant Program was limited to \$300,000 in add-back funding with no future program funding source identified. The initial Professional Services Contract not-to-exceed amount was based on the available program funding at the time of initiation. An additional \$1.2M in program funding was recently approved in the Wastewater FY24-26 budget and additional addback funding was requested, currently pending approvals. This amendment request will provide additional program funding to allow for the extension of the pilot program and the scaling up of the program across additional residential properties. This increase in amount will not be used for the initial professional services scope or deliverables, and will be used to add additional scope and additional projects on new residential properties.

Total Amended Amount: \$2,300,000

Post Union Notification

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 28

Duration Increase (months): 45

Why are you requesting the PSC duration to be increased: At the initiation of the Professional Services Contract, the duration of the Residential Green Infrastructure Grant Program was based on the limited add-back funding available. The pilot program is currently wrapping up the first year of implementation and additional funding has been identified to extend the pilot. The increase in duration is necessary to extend the pilot program commensurate with the available funding, and to leverage the existing contract mechanism. This increase in duration will allow for the extension of the pilot program and the delivery of additional projects on residential properties through calendar year 2028.

Total Amended Duration (months): 73

First Contract Start Date: 4/10/2023

PSC Duration End Date: 5/10/2029

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

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

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

The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.

The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits.

The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.

Why are these services required and what are the consequences of denial?: During large storm events, the capacity of City's sewer system be reached, resulting in localized flooding and combined sewer discharges to the Pacific Ocean or San Francisco Bay. One tool that SFPUC uses to manage stormwater and its impacts on the City is green infrastructure, which is a set of engineered, sustainable stormwater management tools that slow down, clean, and route stormwater to keep it from overwhelming the City's sewer system. Because over half of the City's drainage area is located on private properties, the SFPUC's green infrastructure strategy includes offering incentives for property owners to build green infrastructure to manage stormwater on their properties. Engaging property owners is therefore critical to scaling up green infrastructure to manage stormwater in San Francisco. Currently, SFPUC offers two grant programs for stormwater management, however single-family residential properties are not eligible for either program. This pilot program will therefore lay the framework to fill a programmatic gap that remains on the residential scale by testing the technological feasibility of residential-scale green infrastructure projects on a limited number of pilot homes. Without this program, a gap will remain at the residential scale and SFPUC will not be able to incentivize stormwater management on residential properties.

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

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Contracts over 1 million

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

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

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

Basis

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are intermittent because this will extend a limited pilot program that is not permanently operationalized.

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

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

Program Administrator must have proven expertise and extensive experience in grant program administration, financial management, invoicing and data tracking; community engagement and outreach; residential-scale construction oversight and project management; and knowledge of residential-scale green stormwater infrastructure technologies. The Program Administrator must have skills and experience in interacting with diverse communities, recruiting program participants, providing customer service, and creating and disseminating public outreach materials. The Program Administrator must have knowledge of San Francisco's neighborhoods and communities and proven strategies for engaging these communities.

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

Q5c1) Identify the classifications: 1823 - Senior Administrative Analyst, 1822 - Administrative Analyst, 5602 - Utility Specialist, 1824 - Pr Administrative Analyst, 5601 - Utility Analyst

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

Q5c3) Why are they not able to perform the services?: Current staff that contribute staff time towards supporting program administration and contract oversight include (1) 5601 and (1) 5602. Additional staff do not have the capacity and combination of specialized experience to perform the services.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: The contractor will not be training city staff because this is a pilot program with a limited scope and no long-term funding for ongoing operations of the program. City staff that support the program will gain experience and indirect training on grant program administration and residential-scale green infrastructure project delivery.

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

Q5f1) Explain why the work will not be transitioned back to the City: This is short-term pilot that has an end date. Following the completion of the pilot, SFPUC will evaluate the results of the pilot program and determine whether to develop a new long-term, full-scale program. At this time, SFPUC will determine staffing needs and whether it is appropriate to transition the program administration services in house.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 1823 - Senior Administrative Analyst, 1822 - Administrative Analyst, 5602 - Utility

Post Union Notification

Specialist, 1824 - Pr Administrative Analyst, 5601 - Utility Analyst

Labor Unions: 021 - Prof & Tech Eng, Local 21, 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: L21pscreview@ifpte21.org, PSCreview@seiu1021.org

Union Review Sent On: 8/7/2024

Union Review End Date: 10/6/2024

Union Review Duration Met On: 10/6/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 44431 - 22/23)

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

Type of Service: Program Administration

Funding Source: Add-back funding

PSC Original Approved Amount: \$300,000 PSC Original Approved Duration: 11/01/22 - 01/31/24 (1 year 13 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/20/23-03/15/25 (1 year 6 weeks)

PSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 2 years 19 weeks

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.

The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.

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

During large storm events, the City's sewer system can become overwhelmed, resulting in localized flooding and combined sewer discharges to the Pacific Ocean or San Francisco Bay. One tool that SFPUC uses to manage stormwater and its impacts on the City is green infrastructure, which is a set of engineered, sustainable stormwater management tools that slow down, clean, and route stormwater to keep it from overwhelming the City's sewer system. Because over half of the City's drainage area is located on private properties, the SFPUC's green infrastructure strategy includes offering incentives for property owners to build green infrastructure to manage stormwater on their properties. Engaging property owners is therefore critical to scaling up green infrastructure to manage stormwater in San Francisco. Currently, SFPUC offers two grant programs for stormwater management, however single-family residential properties are not eligible for either program. This pilot program will therefore lay the framework to fill a programmatic gap that remains on the residential scale by testing the technological feasibility of residential-scale green infrastructure projects on a limited number of pilot homes. Without this program, a gap will remain at the residential scale and SFPUC will not be able to incentivize stormwater management on residential properties.

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

Services have been provided in the past through earlier PSC request. See 44431 - 22/23

D. Will the contract(s) be renewed?

Yes

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

2. Reason(s) for the Request

A. Display all that apply

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:

The administration of the Pilot Residential Green Infrastructure Grant Program is a short term, one time pilot to test new technologies on residential properties. In addition, this professional services contract is funded by a limited budget of \$300,000 through an add-back funding and there is no future program funding source identified at this time. There is currently no future funding allocated for this program and the establishment of new civil service positions or classes is therefore not feasible at this time.

B. Reason for the request for modification:

To true up dates to 2 years needed for contract

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The Program Administrator must have proven expertise and extensive experience in grant program administration, financial management, invoicing and data tracking; community engagement and outreach; residential-scale construction oversight and project management; and/or knowledge of residential-scale green stormwater infrastructure technologies. The Program Administrator must have skills and experience in interacting with diverse communities, recruiting program participants, providing customer service, and creating and disseminating public outreach materials. The Program Administrator must have knowledge of San Francisco's neighborhoods and communities and proven strategies for engaging these communities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5601, Utility Analyst; 5602, Utility Specialist;

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 scope above cannot be performed by civil service staff because of the short-term, limited nature of this pilot program. There is currently no long-term allocated funding source for this program and the sole funding source is \$300,000 in add-back funding. Therefore SFPUC does not have budget to hire a new civil service employee to perform this work. Additionally, this pilot program has a limited duration with only 8 pilot projects expected to be delivered over the course of one to two years. Therefore this pilot program is not full-time work and is sporadic in nature.

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: Existing civil service classes could perform this work. However, as described above, the limited budget and short-term duration of this program makes it infeasible to hire a new civil service employee. Therefore a new civil service class is not needed to perform this work.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The contractor will not be training city staff because this is a pilot program with a limited scope and no long-term funding for ongoing operations of the program.

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 01/05/23, the Department notified the following employee organizations of this PSC/RFP request:
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44431 - 22/23

DHR Analysis/Recommendation:

02/06/2023

Commission Approval Required

Approved by Civil Service Commission

02/06/2023 DHR Approved for 02/06/2023

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Tedman Lee

Department Coordinator: Shawndrea Hale,
SHale@sfwater.org

Project Manager: Tedman Lee

ServiceNow Number: DHRPSC0004455

Version: 1.01

Version Type: Amendment

Legacy PSC #: 41540-14/15

Brief description of proposed work: PRO-0017 O'Shaughnessy Outlet Works

Reason for the Request for Amendment: To increase the agreement amount and extend the agreement duration, in order to provide for design of a new drainage system to address dam leakage, design for rehabilitation or replacement of the drum gates and slide gates, design of the new diversion pipe isolation valve, and supporting design of the new bulkhead system for the O'Shaughnessy Dam.

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: \$3,750,000

Increase Amount: \$4,000,000

Why are you requesting the PSC amount to be increased?: Additional contract capacity is needed to support these projects through the design and construction phases.

Total Amended Amount: \$7,750,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

Previously Approved Duration (months): 110

Duration Increase (months): 48

Why are you requesting the PSC duration to be increased: Additional contract duration is needed to support these projects through the design and construction phases.

Total Amended Duration (months): 158

First Contract Start Date: 2/10/2017

PSC Duration End Date: 4/12/2030

Funding

Post Union Notification

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: The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks: 1) Access & Drainage Improvements which includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam; 2) Drum Gate Rehabilitation which includes items that are related to the drum gates and spillway; and 3) Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve - which includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

Why are these services required and what are the consequences of denial?: The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities need to be performed; a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Commission approval of contracts over 1 million

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

Justification

Has your response to Q1 changed?: No

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

No

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

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

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

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

Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Dam retrofit design is specialized engineering. City does not perform this engineering regularly.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5207 - Assoc Engineer

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

Q5c3) Why are they not able to perform the services?: Dam retrofit design is specialized engineering. City does not perform this engineering regularly.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Technology transfer training sessions

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: Dam retrofit design is specialized engineering. City does not perform this engineering regularly.

Additional information to support your request (Optional):

Union Notifications

Have the Job Classes/Labor Unions changed?:

Job Class(es): 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5207 - Assoc Engineer

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 10/4/2024

Union Review End Date: 10/11/2024

Union Review Duration Met On: 10/11/2024

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 41540 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Engineering Design for Outlet Works at O'Shaughnessy Dam Project (PRO.0017)Funding Source: Hetchy System Improvement Prog.PSC Original Approved Amount: \$2,500,000PSC Original Approved Duration: 11/30/15 - 11/30/19 (4 years 1 day)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 12/01/19-05/31/20 (26 weeks 23 hours)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 06/01/20-01/31/21 (35 weeks 1 hour)PSC Mod#3 Amount: \$1,250,000PSC Mod#3 Duration: 02/01/21-01/31/25 (4 years 1 day)PSC Cumulative Amount Proposed: \$3,750,000PSC Cumulative Duration Proposed: 9 years 9 weeks**1. Description of Work**

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project is organized into a series of individual tasks. The Consultant selected to perform the work under this contract will provide detailed design services of the following 3 tasks:

TASK #1 - ACCESS & DRAINAGE IMPROVEMENTS

The Access & Drainage Improvements task includes items that are related to improving safety, access, and drainage inside of O'Shaughnessy Dam.

TASK #2 - DRUM GATE REHABILITATION

The Drum Gate Rehabilitation task includes items that are related to the drum gates and spillway.

TASK #3 - REHABILITATION OF BULKHEADS & SLIDE GATES AND INSTALLATION OF NEW DIVERSION PIPE BUTTERFLY VALVE

The Rehabilitation of Bulkheads & Slide Gates and Installation of New Diversion Pipe Butterfly Valve task includes items that are related to the existing bulkhead system (shutters), existing slide gates, and a new butterfly valve on the existing diversion pipe.

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

The O'Shaughnessy Dam Outlet Works Rehabilitation Project will provide safe and full functionality of the reservoir release system. The deferred maintenance on these facilities needs to be performed;

a failure of some of these components can result in lost water supply. This project includes corrective action for issues that negatively impact dam safety; the City is in communication with the Division of Safety on Dams (DSOD) and has committed to a plan for taking corrective action. If these services are denied, then the City will not meet the schedule that was established for DSOD, and will continue to operate with an elevated risk of losing water supply in the event of a component failure.

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

Services have been provided in the past through earlier PSC request. See 41540 - 14/15

D. Will the contract(s) be renewed?

No.

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The scope of this project requires engineers with specialized experience in design and rehabilitation of dam outlet works.

B. Reason for the request for modification:

We are requesting to extend the contract by 4 years and increase the contract amount by \$1,250,000. The Rim Fire and the floods in Moccasin Reservoir diverted Hetch Hetchy staff and resources from working and supporting the O'Shaughnessy Dam projects. We are requesting a contract extension to support these projects through completion. The construction cost estimates for these projects have increased so we are asking for a contract increase to provide additional effort for planning (CER, additional dive inspection), design and engineering support during construction. The amount of the request is to match 10% of the construction cost estimate.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The designers shall have 15 years or more in design and management of dams and large diameter valves (80-inch or greater), spillways, and drum gates.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

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.

While Civil Service Classes 5207, 5241 and 5211 Engineers working for the City perform more routine engineering work, City staff have not designed these types of complex dam structures and equipment. This is highly specialized work that requires significant experience with dam outlet works. The City does not have engineers with this type of experience.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The need for this type of work is quite rare and not consistent. Once this project concludes, this type of work will not be needed again in the near future. Therefore, it would not be practical to adopt a new civil service class to perform the work.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

Training will not be provided.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

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

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 11/10/20, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41540 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
12/21/2020 DHR Approved for 12/21/2020

12/21/2020
Approved by Civil Service Commission