



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

November 22, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 40046-23/24; 41802-23/24; 43930-23/24; 43805-22/23; 40802-23/24; 45670-22/23; 41409-23/24; 43595-23/24; 48385-23/24; 45214-23/24; 47993-23/24; 48878-23/24; 46699-23/24; 2000-07/08; 46550-17/18; AND 44872-21/22.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **December 4, 2023, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

**SANDRA ENG  
Executive Officer**

Attachments

Cc: Cynthia Avakian, Airport  
Jolie Gines, Department of Technology  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Lynn Khaw, Office of the City Administrator  
Joyce Kimotsuki, Controller's Office  
Daniel Kwon, Public Utilities Commission  
Joan Lubamersky, Office of the City Administrator  
Amy Nuque, Municipal Transportation Agency  
Amanda Wentworth, Treasurer/Tax Collector Office  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [Consent Agenda or] Ratification Agenda must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soft@sfgov.org](mailto:soft@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.

City and County of San Francisco

London Breed  
Mayor



Department of Human Resources

Carol Isen  
Human Resources Director

Date: November 17, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Joan Lubamersky / Lynn Khaw, GSA  
Joyce Kimotsuki, CON  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Jolie Gines, TIS  
Amanda Wentworth, TTX  
Amy Nuque, MTA

Subject: **Personal Services Contracts Approval Request**

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This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$190,359,011	\$346,820,249	\$3,091,073,491

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# POSTING FOR

December 04, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
40046 - 23/24	AIRPORT COMMISSION	\$2,000,000.00	Contractor will provide repair and re-upholstery services on an as-needed basis for furnishings located throughout the terminals and facilities at the San Francisco International Airport (Airport). Services will include providing fabrics and filler materials, replacing fabrics, performing minor repairs on upholstered furnishings, assisting Airport staff with assessing conditions and scope of needed repairs to furnishings, and providing/installing pre-fabricated covers and hand-sewn or similar components for existing furnishings.	January 1, 2024	December 31, 2028	REGULAR
41802 - 23/24	AIRPORT COMMISSION	\$1,000,000.00	The U.S. Environmental Protection Agency has classified perfluoroalkyl and polyfluoroalkyl substances (PFAS) as contaminants of emerging concern. PFAS can be found in various products including, but not limited to, firefighting foam, cleaning products, and non-stick cookware. The Airport requires Contractor with PFAS expertise to provide recommendations and support services for: 1) updates/changes to PFAS related laws and regulations, 2) policy development with PFAS treatment and destruction methods, and 3) guidance on remediation. The work also includes PFAS investigation, identify source boundary limits, and cleaning of fixed storage units and fire trucks to remove PFAS contamination.	January 1, 2024	December 31, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>43930 - 23/24</u>	AIRPORT COMMISSION	\$9,000,000.00	Contractor will provide specialized acoustical engineering services for the San Francisco International Airport (SFO or Airport), including independent third-party verification of noise data, assistance with developing procedures for the Airport's Ground Based Augmentation System (GBAS), production of Federal and/or State required reports including quarterly noise reports, providing acoustical litigation support, assistance with preparation of specialized noise studies, and other specialized technical services in support of the Airport's projects designed to reduce the Airport's noise impact area.	January 1, 2024	December 31, 2028	REGULAR
<u>43805 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$95,800,000.00	The contractor will provide refuse collection and disposal services (recyclables, compostables, and trash) for City and County of San Francisco departments.	July 1, 2024	June 30, 2031	REGULAR
<u>40802 - 23/24</u>	CONTROLLER	\$3,000,000.00	Proposed work is to conduct solid waste rate-setting analysis and cost allocation, conducting solid waste infrastructure needs analysis in San Francisco. This work includes Zero Waste Assistance and Zero Waste Analysis. The contractor will recommend the implementation of programs, technologies, or other solutions to meet Zero Waste goals, such as reducing food waste or construction and demolition debris and other recoverable materials, prepare studies and reports for the refuse rates process, and complete other tasks needed to reduce material generation, increase recovery, or decrease disposal.	December 5, 2023	November 30, 2028	REGULAR
<u>45670 - 23/24</u>	CONTROLLER	\$3,000,000.00	To provide special tax consultant services in connection with (i) City planning for new Community Facilities Districts ("CFDs") including review of any specific plans, (ii) formation development agreements and financing plans, (iii) formation of CFDs including the development of a Rate and Method of	December 5, 2023	November 30, 2028	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>41409 - 23/24</u>	PUBLIC HEALTH	\$360,000.00	<p>Apportionment (“RMA”), (iii) the annexation of property from the future annexation area into CFDs, (iv) the issuance of Special Tax Bonds and (v) annual administration of CFDs including calculation and preparation of special tax levies and tracking the collection of special taxes on an annual basis.</p>	December 1, 2023	November 30, 2030	REGULAR
<u>43595 - 23/24</u>	PUBLIC HEALTH	\$700,000.00	<p>This contract will cover eyeglasses and as-needed optometric services for all DPH hospitals and clinics. The contractor(s) who are awarded this contract will be fitting eyeglasses for the patients of both hospitals (Zuckerberg San Francisco General Hospital and Laguna Honda Hospital) and providing optometric services on an as-needed basis for patients referred by ZSFGH.</p>	July 1, 2024	June 30, 2026	REGULAR
<u>48385 - 23/24</u>	PUBLIC HEALTH	\$6,000,000.00	<p>The proposed work will provide new services to members of San Francisco’s transgender, gender-diverse (TGD) community, through three types of programming described below. The target population are TGD clients aged 18 and above who are experiencing homelessness, at risk of homelessness, or transitioning into supportive housing and are considering and/or in the process of engaging in medical or social transitions.</p> <ol style="list-style-type: none"> <li>1) Behavioral health services expansion</li> <li>2) Navigation and Outreach for TGD seeking medical and social transition services, and specialized care for gender-affirming surgery.</li> <li>3) Capacity building and training development of staff and community partners who work with TGD community</li> </ol>	October 1, 2023	June 30, 2027	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>support a welcoming and healing environment while maintaining safety for patients and staff. Client safety services are part of the Department's delivery of patient-centered services. Staff providing the services will be specifically trained in providing patient safety services following this model, including client greeting, navigation, and de-escalation. Safety Service staff must have both lived experience and good training and support which are essential to successfully providing services to our patients (e.g., lived experience with substance use disorders, housing instability, mental illness, and/or incarceration), and come from the patients' communities. In moving from a traditional security services to this new safety services model and to focus on providing effective patient safety services with minimal law enforcement personnel, DPH will work with the Sheriff's Department to re-assign the current 5.2 FTE (inclusive of backfill) of Sheriff Deputies (job classification 8304) from their present assignments in DPH community clinics to work in the community off-site, with availability to respond to clinic needs when called by clinic staff, which will be based on clear protocols. The services provided by 5.2 FTE of Sheriff Deputy will be provided by 4.4 FTE of community safety officers who would be stationed at the following DPH community clinic sites: Tom Waddell Urgent Care (to become Maria X Martinez Health Service Center), Tom Waddell Urban Health Clinic, Mission Mental Health Clinic and Behavioral Health Services at 1380 Howard Street. DPH Director of Security Basil Price has been in ongoing communication with Sheriff Paul Miyamoto to plan for this transfer of service provision. Once RFP is awarded and a contract executed a transition plan will be developed with sufficient time to ensure continuity of service. Please see attached current Letter Of Agreement (LOA) between the</p>			

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>45214 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	Department of Public Health (DPH) and the Sheriff's Department for additional detail.	May 1, 2024	January 31, 2029	REGULAR

The Customer Care and Billing Transformation project will update the existing Customer Care & Billing System (CCB) to Oracle's Customer Cloud Service (CCS) while analyzing, documenting, and updating the CSB's business processes to find optimizations to reduce manual workload, errors in billing and revenue operations, and improve customer service operations through a better experience, ease of maintenance and leveraging new features and functionality made available through the cloud vendor. The SI will facilitate identifying business processes which can be modified to align with CCS base functionality and limit or minimize customizations of the CCS platform.

The Turlock Irrigation District (TID) and Modesto Irrigation District (MID) (Districts) perform maintenance on the respective canal flow gauging stations. These gauges are needed to perform natural flow calculations for the Tuolumne River. Under the Raker Act, the City is required to maintain gauging stations to perform this calculation. Hetch Hetchy Water and Power, MID and TID are the three water and power operators on the Tuolumne River basin; therefore, coordinated efforts for basin hydrology and meteorological conditions are vital and beneficial to all three parties. In addition, MID and TID are neighboring utility entities that can provide support services in periods of emergencies when one party's resources may be insufficient.

The City and County of San Francisco is mandated by the 1913 Raker Act to make payment and "recognize the prior rights of Districts to the natural daily flow of the Tuolumne River...", which is an entity under the Secretary of the

<u>47993 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	The Turlock Irrigation District (TID) and Modesto Irrigation District (MID) (Districts) perform maintenance on the respective canal flow gauging stations. These gauges are needed to perform natural flow calculations for the Tuolumne River. Under the Raker Act, the City is required to maintain gauging stations to perform this calculation. Hetch Hetchy Water and Power, MID and TID are the three water and power operators on the Tuolumne River basin; therefore, coordinated efforts for basin hydrology and meteorological conditions are vital and beneficial to all three parties. In addition, MID and TID are neighboring utility entities that can provide support services in periods of emergencies when one party's resources may be insufficient.	July 1, 2024	December 30, 2028	REGULAR
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PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<u>48878 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$500,000.00	<p>Interior. This Agreement will allow the City and County of San Francisco to meet our legal payment obligation.</p> <p>During the course of preconstruction activities for the Alameda Creek Watershed Center, over 70 burials and features were discovered at the site, including over 14,000 artifacts. Several burials and features were also discovered during construction activities at the Sunol Yard. The SFPUC, worked closed with the local Tribe and an archaeology firm to remove the burials, features and artifacts. In addition, the interpretive exhibits were modified with the assistance of Tribal members to reflect the significance of the site to the tribe's ethnohistory.</p> <p>The proposed work will include the following: (1) consultation regarding the reinterment of Native American remains on SFPUC property including site planning and oversight of reinterment (2) monitoring oversight during construction activities (3) development and implementation of and input on education programming.</p>	March 12, 2024	September 12, 2032	REGULAR

GENERAL SERVICES AGENCY - TECHNOLOGY	\$4,000,000.00	July 1, 2024	June 30, 2027	REGULAR
				<p>Training users on the citywide Enterprise Licensed Geographic Information System (GIS) software products, and Geographic Information System Project consulting, on an as-needed basis. Prior to 2022 CSC did not require departments to include the proprietary licensing and maintenance costs for on-premise and cloud based software products. The totality of this request is \$3.5M for proprietary software licensing and maintenance for both on-premises and cloud software products, as well as up to \$500k in training and consultative services on an as-needed basis. Not all departments actually utilize the 100 hours of technical training and up to 100 hours of learning and service credits. This amount also encompasses the vendors GIS training pass</p>

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			which includes up to 50 training days per year for client departments use to learn about new features on the software suite of products.			

**TOTAL AMOUNT \$135,360,000**

# Posting For December 04, 2023

## Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
2000 07/08 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$54,500,000	\$109,000,000	<p>Contractor(s) will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects. Areas of service will include the promotion and support of childhood immunization projects, environmental health, asthma prevention, lead exposure prevention, diabetes prevention, smoking cessation, dental health programs, primary care promotion, and specialized health related training and research projects. Contractor(s) will also assist individuals and small organizations with the needed organizational and financial management skills essential to the effective delivery of these projects. The proposed PSC amount includes the value of the community planning, support and service projects, which may be funded through grants, work orders, or (limited) general funds.</p>	12/05/2023	continuing	CONTINUED
46550 - 17/18 - MODIFICATIONS	TREASURER /TAX COLLECTOR \$0 - TTX		\$2,350,000	<p>Perform supplemental collection services on delinquent business and medical accounts referred by various city departments; also perform credit reporting, skip tracing, and negotiation of payment plans. Contractor shall receive a maximum of 25% of collected funds as a commission fee. The amount of commission fees for medical debt collections will not exceed 250K. The remaining 600K for delinquent business accounts would not be</p>	2023	8	01/01/2024 REGULAR

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44872 - 21/22 - MODIFICATIONS	MUNICIPAL TRANSPORT AGENCY -- MTA	\$499,011	\$960,000	<p>Determine the existing conditions of San Francisco Municipal Transportation Agency subway stations by conducting on-site inspections and audits, examining maintenance documents and records, and consulting with San Francisco Municipal Transportation Agency staff and other tasks as required. Investigate and make maintenance recommendations on subway station components. Recommend and prioritize corrective, maintenance, and rehabilitation measures, estimate the costs of the items, and provide comparisons and evaluations among ranges of possible actions. Recommend and prioritize upgrades and enhancements, estimate the costs of the items, and provide comparisons and evaluations among ranges of possible actions.</p>	03/01/2024	03/01/2022 9	REGULAR

**TOTAL AMOUNT \$54,999,011**

# **Regular/Continuing/Annual Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Furniture Repair and Re-Upholstery Services

Funding Source: Airport Capital and Operating Funds

PSC Amount: \$2,000,000 PSC Est. Start Date: 01/01/2024 PSC Est. End Date 12/31/2028

**1. Description of Work**

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

Contractor will provide repair and re-upholstery services on an as-needed basis for furnishings located throughout the terminals and facilities at the San Francisco International Airport (Airport). Services will include providing fabrics and filler materials, replacing fabrics, performing minor repairs on upholstered furnishings, assisting Airport staff with assessing conditions and scope of needed repairs to furnishings, and providing/installing pre-fabricated covers and hand-sewn or similar components for existing furnishings.

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

Furnishings in the terminals is subject to wear and tear from passengers, requiring repair. Should the service be denied, the Airport would be less able to provide safe and functional furnishings for passengers and guests in its terminals and other facilities.

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

Yes, this service was previously approved under PSC No. 49898-17/18.

D. Will the contract(s) be renewed?

Yes, if there continues to be need for such services at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

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

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

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

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

B. Explain the qualifying circumstances:

The required services are as-needed in nature; only required when there is furniture that requires repairs.

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

A. Specify required skills and/or expertise: Re-upholstery skills including, but not limited to: hand sewing of fabrics and leather, repair or replacing faulty springs, filler materials, insulation, fastening devices and systems, and/or other components of upholstered furnishings.

B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7344, Carpenter; 7514, General Laborer;

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 upholstery work is highly specialized and requires experience that is not available within the City.

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

A. Explain why civil service classes are not applicable.  
Existing civil service classes do not include this specialized type of work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The work is intermittent in nature and the quantity of repair tasks is insufficient to justify adopting a new civil service class.

**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 will be provided as the work cannot be performed by existing employees.

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

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

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

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

**7. Union Notification:** On 09/05/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Carpenters, Local 22; Laborers, Local 261; SEIU Local 1021

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

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

Address: PO BOX 8097 San Francisco, CA 94128  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40046 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 12/04/2023

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** [Cynthia.Avakian \(AIR\)](mailto:Cynthia.Avakian@sfwater.org); [cade.crowell@seiu1021.org](mailto:cade.crowell@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [Jason.Klumb@sfwater.org](mailto:Jason.Klumb@sfwater.org); [Laxamana.Junko \(DBI\)](mailto:Laxamana.Junko@sfwater.org); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Thomas.Vitale](mailto:Thomas.Vitale@sfwater.org); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconcillo@sfwater.org](mailto:Kbasconcillo@sfwater.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana@sfwater.org](mailto:Wendy.Frigillana@sfwater.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [XiuMin.Li@sfwater.org](mailto:XiuMin.Li@sfwater.org); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [David.Canham@sfwater.org](mailto:David.Canham@sfwater.org); [jtanner940@aol.com](mailto:jtanner940@aol.com); [laborers261@gmail.com](mailto:laborers261@gmail.com); [smcgarry@nccrc.org](mailto:smcgarry@nccrc.org); [Sung.Kim \(AIR\)](mailto:Sung.Kim@sfwater.org); [DHR-PSCCoordinator@sfwater.org](mailto:DHR-PSCCoordinator@sfwater.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40046 - 23/24  
**Date:** Tuesday, September 5, 2023 6:14:55 PM

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RECEIPT for Union Notification for PSC 40046 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40046 - 23/24 for \$2,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21330> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 49898 - 17/18)

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

Type of Service: As-Needed Furniture Repair and Re-upholstery Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$2,500,000 PSC Original Approved Duration: 02/01/18 - 06/30/23 (5 years 21 weeks)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: 07/01/23-06/30/25 (2 years 1 day)

PSC Cumulative Amount Proposed: \$3,500,000 PSC Cumulative Duration Proposed: 7 years 21 weeks

**1. Description of Work**

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

The proposed work is to provide as needed repair and re-upholstery services for passenger furnishings located throughout the terminals and facilities at San Francisco International Airport. Work performed will include:

- providing fabrics and filler materials
- re-upholstering worn or torn furnishings in Airport
- re-upholstering worn or torn booth benches in Airport Food Courts
- minor repairs to improve safety and functionality
- repairing or replacing faulty springs, filler materials, insulation, scrims, fastening devices and systems, or other components of upholstered furnishings
- assisting Airport in assessing conditions and scope of "as needed repairs" to Airport furnishings
- furnishing and installing pre-fabricated covers and hand sewn or similar components for furnishings as needed in accordance to manufacturer's specifications

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

Seating in the terminals is subject to a lot of wear and tear from passengers. As pieces of furniture become damaged, they are unsightly and need to be taken out of service and repaired. There is insufficient stock (extra furniture ready for use) to replace them on the floor, and insufficient storage to store the damaged pieces. The work is necessary to maintain adequate safety and functionality of seating for passengers in the terminals.

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

Yes. 49898 - 17/18

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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

Adding time and money

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

A. Display all that apply

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

Explain the qualifying circumstances:

Re-upholstery services will be intermittent and as-needed and as such don't warrant full time skilled airport staff assignment.

B. Reason for the request for modification:

Need to add time and money.

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

- A. Specify required skills and/or expertise: Re-upholstery skills including but not limited to hand sewing of fabric and leather, repairing or replacing faulty springs, filler materials, insulation, scrims, fastening devices and systems, or other components of upholstered furnishings.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7514, General Laborer;
- 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 upholstery work is highly specialized and requires experience as well as being intermittent 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: No, as the work is intermittent in nature; services are only utilized when furniture becomes damaged. The quantity of repair tasks is insufficient to warrant full time employees.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
None
- 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.  
Kay Chesterfield Inc & Loza Upholstery Inc.

**7. Union Notification:** On 05/11/23, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; Laborers, Local 261;

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

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

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

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49898 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/10/2023

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Furniture Repair and Re-upholstery Services

Funding Source: Airport Operating Funds

PSC Amount: \$2,500,000 PSC Est. Start Date: 02/01/2018 PSC Est. End Date 06/30/2023

**1. Description of Work**

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

The proposed work is to provide as needed repair and re-upholstery services for passenger furnishings located throughout the terminals and facilities at San Francisco International Airport. Work performed will include:

- providing fabrics and filler materials
- re-upholstering worn or torn furnishings in Airport
- re-upholstering worn or torn booth benches in Airport Food Courts
- minor repairs to improve safety and functionality
- repairing or replacing faulty springs, filler materials, insulation, scrims, fastening devices and systems, or other components of upholstered furnishings
- assisting Airport in assessing conditions and scope of "as needed repairs" to Airport furnishings
- furnishing and installing pre-fabricated covers and hand sewn or similar components for furnishings as needed in accordance to manufacturer's specifications

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

Seating in the terminals is subject to a lot of wear and tear from passengers. As pieces of furniture become damaged, they are unsightly and need to be taken out of service and repaired. There is insufficient stock (extra furniture ready for use) to replace them on the floor, and insufficient storage to store the damaged pieces. The work is necessary to maintain adequate safety and functionality of seating for passengers in the terminals.

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 were provided under warranty until the warranty expired. Since then, no services have been performed.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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

Furniture Repair and Re-upholstery services are on-going services needed as furniture in high traffic areas needs to be maintained and cared for at the Airport for passenger use for a duration of five 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:

Re-upholstery services will be intermittent and as-needed and as such don't warrant full time skilled airport staff assignment.

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

A. Specify required skills and/or expertise: Re-upholstery skills including but not limited to hand sewing of fabric and leather, repairing or replacing faulty springs, filler materials, insulation, scrims, fastening devices and systems, or other components of upholstered furnishings.

B. Which, if any, civil service class(es) normally perform(s) this work? 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7514, General Laborer;

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?**

Notice of Intent sent out on 9/11/2017 to Public Utilities Commission, Department of Public Works, Port of San Francisco, San Francisco Municipal Transportation Agency with no response by any of the listed departments.

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

A. Explain why civil service classes are not applicable.

The upholstery work is highly specialized and requires experience as well as being intermittent 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. No, as the work is intermittent in nature; services are only utilized when furniture becomes damaged. The quantity of repair tasks is insufficient to warrant full time employees.

**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. No. No training will 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 11/20/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Laborers, Local 261; SEIU Local 1021

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

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

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

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49898 - 17/18

DHR Analysis/Recommendation:

action date: 03/05/2018

Commission Approval Required

Approved by Civil Service Commission

03/05/2018 DHR Approved for 03/05/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: As-Needed Emerging Contaminants Consulting Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,000,000 PSC Est. Start Date: 01/01/2024 PSC Est. End Date 12/31/2028

**1. Description of Work**

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

The U.S. Environmental Protection Agency has classified perfluoroalkyl and polyfluoroalkyl substances (PFAS) as contaminants of emerging concern. PFAS can be found in various products including, but not limited to, firefighting foam, cleaning products, and non-stick cookware. The Airport requires Contractor with PFAS expertise to provide recommendations and support services for: 1) updates/changes to PFAS related laws and regulations, 2) policy development with PFAS treatment and destruction methods, and 3) guidance on remediation. The work also includes PFAS investigation, identify source boundary limits, and cleaning of fixed storage units and fire trucks to remove PFAS contamination.

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

The California State Water Resources Control Board has required the Airport to undertake measures to minimize PFAS impact at the Airport. The consequences of denial could result in the Airport not meeting regulatory requirements.

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.

This is a new service specifically for PFAS.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the services.

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 term corresponds to the anticipated duration of contract for this service.

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

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

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

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

B. Explain the qualifying circumstances:

The services require specialized PFAS technical expertise on an as-needed basis.

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

A. Specify required skills and/or expertise: Detailed knowledge of PFAS environmental laws and regulations and stay apprised of any updates. Knowledge in treatment technologies for PFAS in biosolids, soil, groundwater, reverse osmosis reject water, and other media. The ability to investigate and describe the exact position of PFAS in soil and groundwater, and to clean fixed storage and fire trucks to remove PFAS contamination.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5640, Environmental Spec; 5642, Sr. Environmental Spec; 5644, Principal Environ Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide specialized equipment to investigate PFAS and conduct soil and groundwater sample testing.

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

None.

**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 exist but do not include PFAS expertise.
- 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, this is a specialty service, and the work is on an as-needed basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will 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 10/04/2023, the Department notified the following employee organizations of this PSC/RFP request:

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

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

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41802 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 12/04/2023

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@ifpte21.org); [sportillo@ifpte21.org](mailto:sportillo@ifpte21.org); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); [Quoc.Truong \(AIR\)](mailto:Quoc.Truong@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@ifpte21.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41802 - 23/24  
**Date:** Wednesday, October 4, 2023 12:12:27 PM

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RECEIPT for Union Notification for PSC 41802 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41802 - 23/24 for \$1,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21450> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Airport Acoustical Consultant Services

Funding Source: Airport Operating Funds

PSC Amount: \$9,000,000 PSC Est. Start Date: 01/01/2024 PSC Est. End Date 12/31/2028

**1. Description of Work**

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

Contractor will provide specialized acoustical engineering services for the San Francisco International Airport (SFO or Airport), including independent third-party verification of noise data, assistance with developing procedures for the Airport's Ground Based Augmentation System (GBAS), production of Federal and/or State required reports including quarterly noise reports, providing acoustical litigation support, assistance with preparation of specialized noise studies, and other specialized technical services in support of the Airport's projects designed to reduce the Airport's noise impact area.

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

State of California and Federal regulations requires airports to report aircraft noise levels on a quarterly basis. The noise information reported must be verified and validated by an independent third party. Denial of this request would result in the Airport not being able to maintain good standing with State and Federal regulators.

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.

This service was previously approved under PSC No. 49270-16/17.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The services must be performed by an independent third party.

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

A. Specify required skills and/or expertise: These services require independent and expert knowledge of aircraft/atmosphere noise physics and metrics, noise modeling, and acoustics. Analytic capabilities and computer utilization skills for developing noise contour maps and quarterly noise reports are also required.

B. Which, if any, civil service class(es) normally perform(s) this work? 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 5638, Environmental Assistant; 5640, Environmental

Spec; 5644, Principal Environ Specialist; 0922, Manager I; 0931, Manager III;

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?**

None, as this service must be performed by an independent third party.

**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 cannot provide these services.

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 City staff cannot provide independent third-party services.

**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. None, as City staff cannot perform these services.

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 09/08/2023, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU Local 1021

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

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

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43930 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required

Civil Service Commission Action:

DHR Approved for 12/04/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)  
**To:** Cynthia Avakian (AIR); [cade.cowell@seiu1021.org](mailto:cade.cowell@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto:SF-DHR-Info@seiu1021.org); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); Jason Klumb; [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); Thomas Vitale; Ricardo.lopez@sfgov.org; [Kbasconcilio@sfwater.org](mailto:Kbasconcilio@sfwater.org); Sandeep.lal@seiu1021.me; [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); Wendy Frigillana; [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); XiuMin Li; Sin.Yee.Poon@sfgov.org; David Canham; [jtanner940@aol.com](mailto:jtanner940@aol.com); [agarza@ifpte21.org](mailto:agarza@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [andrea@sfmea.com](mailto:andrea@sfmea.com); [Laxamana\\_Junko\\_\(DBI\)@sfmea.com](mailto:Laxamana_Junko_(DBI)@sfmea.com); [christina@sfmea.com](mailto:christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); [kdavis@ifpte21.org](mailto:kdavis@ifpte21.org); [jharding@ifpte21.org](mailto:jharding@ifpte21.org); [mweirick@ifpte21.org](mailto:mweirick@ifpte21.org); [dho@ifpte21.org](mailto:dho@ifpte21.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [ecassidy@ifpte21.com](mailto:ecassidy@ifpte21.com); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [kpage@ifpte21.org](mailto:kpage@ifpte21.org); [eerbach@ifpte21.org](mailto:eerbach@ifpte21.org); [l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); Sung Kim (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43930 - 23/24  
**Date:** Friday, September 8, 2023 10:40:00 AM

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#### RECEIPT for Union Notification for PSC 43930 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43930 - 23/24 for \$9,000,000 for Initial Request services for the period 01/01/2024 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21305> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

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

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  (Omit Posting)

Type of Service: Acoustical Engineering Consulting and Airport Noise Data Collection

Funding Source: Airport Operating Funds PSC Duration: 10 years 15 weeks

PSC Amount: \$6,000,000 PSC Est. Start Date: 09/18/2017 PSC Est. End Date: 12/31/2027

**1. Description of Work**

## A. Scope of Work:

The San Francisco International Airport (SFO) requires acoustical engineering consulting and airport noise data collection services to be performed by an independent 3rd party. The result is that the noise information that the Airport provides to the public community is verified and validated by an independent 3rd party. State of California Code of Regulations Title 21, Chapter 2.5, Subchapter 6 - Noise Standards, requires airports to report aircraft noise levels on a quarterly basis for incompatible land uses (e.g. residences, schools, hospitals etc) exposed to a Community Noise Equivalent Level of 65 decibels. Additionally Federal Aviation Regulations Part 150 requires that airports maintain an Airport Noise Management System to address noise issues.

The Contractor will provide independent collection and verification of noise data; and noise related services for the Airport's Noise Abatement Office at SFO. The services include maintenance of the Airport's aircraft noise and operations monitoring system, monitoring of noise levels and development of State and Federally required noise contour maps, and replacement of approximately 42 end-of-life noise monitoring terminals.

In addition, the Contractor will use specialized software to generate independent noise reports and quarterly noise

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

The maintenance and updating of the Airport's noise and operations monitoring system is necessary to ensure that the Airport remains in good-standing with its Federal grant assurances, Title 14 Code of Federal Aviation Regulations (FAR), Part 150 and California Code of Regulations (CCR), Title 21, Chapter 2.5, Sub-chapter 6, Section 5012 on Noise Standards.

FAR 150 is available at [https://www.faa.gov/airports/environmental/airport\\_noise/](https://www.faa.gov/airports/environmental/airport_noise/)

CCR 21.25.6 is available at:

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.  
This service was most recently provided under PSC No. 4051-07/08.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

**2. Union Notification:** On 06/23/2017, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association; Professional & Tech Engrs, Local 21; SEIU Local 1021

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49270 - 16/17

DHR Analysis/Recommendation:

09/18/2017

Commission Approval Required

DHR Approved for 09/18/2017

Approved by Civil Service Commission

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

## A. Specify required skills and/or expertise:

These services requires independent and expert knowledge of aircraft/atmosphere noise physics and metrics, noise modeling, acoustics, measurement techniques and noise data gathering equipment. The establishment, setup and certification (CCR Title 21) of a reliable system array of sensors that validate monitored noise values is critical to the Airport's Noise Abatement program. Analytic capabilities and computer utilization skills for developing noise contour maps and State of California quarterly noise reports are also necessary.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5264,5271,0922,0931,5638,5640,5642,5644,1062,C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
Yes. The contractor will utilize customized applications, noise contour computing equipment, hardware and be factory certified for the proprietary noise monitoring equipment service and repairs. A dedicated testing laboratory will be used to test and certify equipment as-needed.**4. Why Classified Civil Service Cannot Perform**

## A. Explain why civil service classes are not applicable:

While civil service classes can perform portions of the work, City staff cannot provide independent validation of the equipment and noise data. An independent contractor is needed to validate the testing and certification of the noise monitors and equipment; collect and generate noise reports for distribution to the public.

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

No. It is not practical at this time to adopt a new civil service class for this work at this time.

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

<u>YES</u>	<u>NO</u>
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A. Will the contractor directly supervise City and County employee?

B. Will the contractor train City and County employee?  
The Contractor will provide training on the current portable noise monitor d

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

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 08/23/2017 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Refuse Collection and Disposal Services

Funding Source: General Fund

PSC Duration: 7 years

PSC Amount: \$95,800,000

**1. Description of Work**

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

The contractor will provide refuse collection and disposal services (recyclables, compostables, and trash) for City and County of San Francisco departments.

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

These are critical services required by all City departments at over 375 City facilities. Denial of these services would prevent the recovery and disposal of refuse, which would result in significant negative health and environmental impacts to the City, employees, and public.

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

A contractor has been providing these services through the Refuse Collection and Disposal Ordinance and MOU Agreements since 2003. The most recent approved PSC for these services is #41761 – 19/20.

D. Will the contract(s) be renewed?

Yes, the City has a continual need for these critical services. The department intends to re-solicit for these services following the seven-year duration of this PSC.

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.

Due to the administrative complexity of and timeline for implementing the services under a new contract, including potential replacement of disposal receptacles for 375+ locations across the City, required California Environmental Quality Act (CEQA) environmental study, potential vehicle permitting process subsequent to the environmental study, and capital and maintenance costs for the necessary infrastructure, vehicles, facilities, and equipment required to service this PSC, it was determined to solicit these services for more than 5 years. Further, with the longer term, the City can negotiate better rates. A historical PSC #41761 – 19/20 was approved for 8 years duration.

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

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

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

B. Explain the qualifying circumstances:

The performance of this work requires access to specialized heavy equipment, vehicles, and other facilities needed to dispose of source-separated refuse (compost, recycling, and trash) in accordance with State and City laws. It is not feasible for the City to expend the necessary capital to obtain such equipment and facilities. The contractor has infrastructure, equipment, vehicles and facilities to perform these duties.

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

- A. Specify required skills and/or expertise: Contractor must have significant experience and expertise hauling and managing disposal of refuse, including experience with and the equipment and infrastructure (vehicles, disposal facilities, other equipment, sufficient staffing) required for handling and processing separately the three types of refuse mandated to be processed per the City's Zero Waste Ordinance - compostable materials, recyclable materials, and trash. Also, contractor is required to hold a Refuse Collection Truck Permit for each vehicle operating to service this PSC, which is required by San Francisco Health Code, Article 12, Section 714.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 2736, Porter; 2738, Porter Assistant Supervisor; 2740, Porter Supervisor 1; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide infrastructure, vehicles, facilities and equipment to collect and properly process refuse, including source-separated materials (compost, recycling, trash) in accordance with the City's Zero Waste Ordinance. The contractor will also provide all appropriate refuse collection bins to City departments.

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

None. There are no available resources (equipment & vehicles, facilities, staffing) within the City to obtain these services.

**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 do not have access to the equipment, vehicles, facilities, and specialized waste-hauling expertise required to do the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The performance of this work requires access to specialized heavy equipment, vehicles, and other facilities needed to dispose of source-separated refuse (compost, recycling, and trash) in accordance with State and City laws. It is not feasible for the City to expend the necessary capital to obtain such equipment and facilities.

**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 will 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 08/11/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Bldg Mtl & Constr Teamsters, L 853; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Lynn Khaw Phone: 4155546296 Email: lynn.khaw@sfgov.org

Address: City Hall, Room 430, 1 Dr. Carlton B. Goodlett Pl. San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43805 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/04/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
**To:** Khaw, Lynn (ADM); [max.porter@seiu1021.org](mailto:max.porter@seiu1021.org); [Laxamana, Junko \(DBI\)](mailto:Laxamana, Junko (DBI)); [sarah.wilson@seiu1021.org](mailto:sarah.wilson@seiu1021.org); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [SF-DHR-Info@seiu1021.org](mailto>SF-DHR-Info@seiu1021.org); [Najuawanda Daniels](mailto:Najuawanda Daniels); [Jason Klumb](mailto:Jason Klumb); [Frigault, Noah \(HRC\)](mailto:Frigault, Noah (HRC)); [Julie.Meyers@sfgov.org](mailto:Julie.Meyers@sfgov.org); [Thomas Vitale](mailto:Thomas Vitale); [Ricardo.lopez@sfgov.org](mailto:Ricardo.lopez@sfgov.org); [Kbasconcillo@sfgov.org](mailto:Kbasconcillo@sfgov.org); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Wendy.Frigillana](mailto:Wendy.Frigillana); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [XiuMin Li](mailto:XiuMin Li); [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org); [David Canham](mailto:David Canham); [jtanner940@aol.com](mailto:jtanner940@aol.com); [Khaw, Lynn \(ADM\)](mailto:Khaw, Lynn (ADM)); [DHR-PSCCordinator, DHR \(HRD\)](mailto:DHR-PSCCordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43805 - 23/24  
**Date:** Friday, August 11, 2023 6:15:56 PM

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RECEIPT for Union Notification for PSC 43805 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 43805 - 23/24 for \$95,800,000 for Initial Request services for the period 07/01/2024 – 06/30/2031. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21242> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Khaw, Lynn (ADM)**

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**From:** Khaw, Lynn (ADM)  
**Sent:** Friday, August 11, 2023 6:37 PM  
**To:** dhart@teamsters853.org; connections@teamsters853.org  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Personal Services Contract (PSC) #43805 23/24, Refuse Collection and Disposal Services  
**Attachments:** PSC #43805 23-24, Refuse Collection and Disposal Services, Submitted 8-11-23.pdf

To: Teamsters Local 853

The Office of Contract Administration of the City and County of San Francisco proposes to do a Personal Services Contract (PSC) to contract for refuse collection and disposal services for City departments. Information on this PSC is attached.

City departments are required by the Department of Human Resources and the Civil Service Commission to notify employee organizations when requesting to contract for services that City employees could possibly perform. In this case, Class 7355 Truck Driver might perform some of these services. Your union, Teamsters Local 853, is not listed to be notified through the City's on-line system. Therefore, we are advising you via email. Typically, unions 30 days to raise questions about a PSC.

Should have any questions, please contact me at [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org) or the Department of Human Resources, DHR-PSC coordinator at [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)

Sincerely,  
Lynn

Attachment: PSC #43805 23/24, Refuse Collection and Disposal Services - Email sent through online PSC system

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Lynn Khaw, CPPO, CPPB, C.P.M.  
Department's Personal Services Contract Coordinator  
Office of Contract Administration/Purchasing  
City and County of San Francisco  
(628) 652-1623 – *Calls will be forwarded to mobile phone*  
Email: [lynn.khaw@sfgov.org](mailto:lynn.khaw@sfgov.org)  
Webpage: <https://sf.gov/oca>

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Refuse collection services

Funding Source: General fund

PSC Duration: 8 years

PSC Amount: \$65,000,000

**1. Description of Work**

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

The contractor will provide refuse collection services (recyclables, compostables, and trash) for City and County of San Francisco departments.

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

These are critical services that City departments require. Denial of these services would prevent the recovery and disposal of refuse which would cause negative health and environmental impacts to the City, employees, and public.

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

A contractor has been providing these services through the Refuse Collection and Disposal Ordinance and MOU Agreements since 2003. We have been advised that we should request approval of a Personal Services Contract (PSC).

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.

Please see memorandum attached.

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

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

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

B. Explain the qualifying circumstances:

Contractor has infrastructure, equipment, vehicles and facilities to perform these duties.

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

A. Specify required skills and/or expertise: "Refuse Collector" permit licensed by the Director of Public Health (SF Health Code Article 6: Garbage and Refuse, sec. 313), as well as infrastructure, vehicles, facilities, other equipment, skills, and refuse service expertise are required for City collection

- B. Which, if any, civil service class(es) normally perform(s) this work? 2708, Custodian; 2719, Janitorial Svcs Asst Sprv; 2720, Janitorial Services Supervisor; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor will provide infrastructure, vehicles facilities and equipment to collect and properly process refuse. The Contractor will also provide all appropriate refuse collection bins to City departments.

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

These services are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
No civil service classes are licensed to do the work and do not have access to the equipment and facilities required to do the work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes are not licensed to do the work and do not have access to the equipment and facilities required to do 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.  
No. No training will 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 10/11/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Bldg Mtl & Constr Teamsters, L 853; SEIU 1021 Miscellaneous

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41761 - 19/20

DHR Analysis/Recommendation:

action date: 03/02/2020

Commission Approval Required

Approved by Civil Service Commission

03/02/2020 DHR Approved for 03/02/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Solid Waste Analysis, Solid Waste Cost Allocation, Solid Waste Infrastructure Needs Analysis

Funding Source: General Fund

PSC Amount: \$3,000,000 PSC Est. Start Date: 12/05/2023 PSC Est. End Date 11/30/2028

**1. Description of Work**

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

Proposed work is to conduct solid waste rate-setting analysis and cost allocation, conducting solid waste infrastructure needs analysis in San Francisco. This work includes Zero Waste Assistance and Zero Waste Analysis. The contractor will recommend the implementation of programs, technologies, or other solutions to meet Zero Waste goals, such as reducing food waste or construction and demolition debris and other recoverable materials, prepare studies and reports for the refuse rates process, and complete other tasks needed to reduce material generation, increase recovery, or decrease disposal.

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

This service is necessary to provide the detailed analysis of Solid Waste Rate setting, Solid Waste Cost allocation, and conducting Solid Waste Infrastructure Needs Analysis in San Francisco in accordance to Prop F and other regulations governing these issues. If the request is denied, and then the City does not have sufficient expertise to address the multi-disciplinary activities and complexities to propose a complete rate order to the Refuse Rate Board that would comply with applicable service standards and environmental goals, and achieve cost-efficiencies for the rate payers in San Francisco. Denying this contract would also leave the City exposed to accusations of uninformed or ill-advised decision making and to potentially ineffective methodologies that would be a detriment to the City and rate payers.

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

PSC 47328-21.22

D. Will the contract(s) be renewed?

To be determined based on the City and department's service needs.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

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

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The existing Civil Service classifications lack the required specialized expertise needed to provide detailed analysis of Solid Waste Rate Setting, Solid Waste Cost Allocation, and Solid Waste Infrastructure Needs Analysis in San Francisco in accordance to the regulations governing these issues. The work is highly specialized and intermittent in nature. For the Solid Waste Residential vs Commercial Cost Allocation, there is conflict of interest as the City might benefit from one outcome, while the refuse company might benefit from another outcome.

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

- A. Specify required skills and/or expertise: The qualified consultants are required to have highly specialized skills and/or expertise to perform tasks including: Solid Waste Performance Standards Development and Process Facilitation and Benchmarking; Solid Waste Rate-Setting Support (experience in the municipal, residential, and commercial sectors); Waste Hauling Vehicle Licensing and Permitting Review and Alternatives Study; Solid Waste Residential and Commercial Cost Allocation Study; Solid Waste Capital Infrastructure Needs Assessment and Cost Estimate; End-to-End Contamination Mitigation and Diversion Study. Consultants must have expertise in Federal, State and Local requirements including SB 1383 Prop 218, and June 2022 Prop F.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0931, Manager III;
- 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 work is highly specialized and requires expertise in Solid Waste Rate Setting, Solid Waste Cost Allocation, and Solid Waste Infrastructure Needs Analysis. No City resources have the expertise needed to provide these services.

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

- A. Explain why civil service classes are not applicable.  
Existing Civil Service classifications do not possess the highly specialized expertise required. The classes lack the required specialized expertise needed to provide detailed analysis of Solid Waste Rate Setting, Solid Waste Cost Allocation, and Solid Waste Infrastructure Needs Analysis in San Francisco in accordance to the regulations governing these issues. Contractors are also able to collect necessary confidential sensitive data from the private sector (that the latter consider confidential and will not give directly to City employees) and provide it to the City in a useable form while maintaining confidentiality. This work is intermittent 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. No. The work is highly specialized and intermittent in nature.

**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.  
No. No. The work is highly specialized and intermittent in nature.
- 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 10/05/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102  
\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40802 - 23/24

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 12/04/2023

Civil Service Commission Action:

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 40802 - 23/24 more than \\$100k](mailto:Kimotsuki, Joyce (CON); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 40802 - 23/24<br/><b>Date:</b> Thursday, October 5, 2023 3:19:01 PM</p><hr/></div><div data-bbox=)

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 40802 - 23/24 for \$3,000,000 for Initial Request services for the period 12/05/2023 – 11/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21497> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENV

Dept. Code: ENV

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

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

Type of Service: Zero Waste Technical Consulting

Funding Source: Solid Waste impound Account

PSC Duration: 6 years 1 day

PSC Amount: \$3,000,000

**1. Description of Work**

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

Consultant will prepare and conduct periodic as-needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.

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

This service is necessary because the Department of the Environment is charged with the responsibility to develop and implement programs to protect the health and safety of City residents, visitors, City workers, and the environment, including the City's pledge to reduce municipal solid waste generation by 15% by 2030 and reduce disposal to landfill and incineration by 50% by 2030. The requested as-needed professional services are critical in assisting the City in implementing and evaluating zero waste policies and programs. It is critical that these programs be based on the most up-to-date science and other information in order to ensure credibility with target audiences. These services are also necessary to document achievement of the State's 50% landfill diversion mandate, the City's goals of zero waste and other goals, and to plan programs to reach these goals. Not meeting the State mandate carries fines of \$10,000 per day. The breadth and depth of knowledge necessary to provide this service requires a contractor who can access resources and information as quickly as possible to provide effective assistance for the City. Due to the multi-disciplinary activities and complexities of the work to be performed under this contract, the contractor must be able to assemble a multi-disciplinary team of experts to provide the necessary technical assistance. Denying this contract would leave the City exposed to accusations of uninformed or ill-advised decision making and to potentially ineffective methodologies for reducing risk to human health and the environment and meeting state mandates and inability to achieve the city's zero waste goal.

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

These services are provided currently under 43243 - 15/16 (expiring in June) and historically under PSC 4015-10/11 & 4001- 078/08.

D. Will the contract(s) be renewed?

Yes, up to a total of 9 years.

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 Department expects that the need for as-needed consulting in waste disposal analysis and characterization; for assistance to SF businesses in waste reduction programs; and the production of reports and documentation on San Francisco waste programs will continue into the foreseeable future. It is critical that the Department have current, up-to-date technical assistance available to ensure the use of effective methodologies and informed decision making in operating the programs that allow San Francisco to attain and maintain the goal of zero waste.

**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:

The requested as-needed professional services will assist the City in implementing and evaluating zero waste policies and programs. SF Environment will contract with a multifaceted team that may consist of multiple firms including subcontractors to provide as-needed research, technical and policy analysis, program design, and implementation assistance. Work performed is project based in diverse, but highly specialized, areas of Zero Waste.

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

A. Specify required skills and/or expertise: Contractor must have experience in waste auditing and sampling, statistical, disposal and litter characterization, diversion quantification, analytical, AB 939 reporting and related solid waste skills/expertise. Must also have experience in analyzing demographic and marketing data in order to improve performance of specific program offerings. Must have experience in the municipal, residential, and commercial sectors and have expertise and experience in stakeholder involvement and training for the staff/tenant/janitorial staff of private sector businesses. Experience and expertise in providing customized technical assistance of on-site waste audits and assessment, hands-on multi-lingual training, logistics set-up and implementation assistance, monitoring, trouble-shooting, data collection and analysis for implementing waste reduction, reuse, recycling and composting programs in targeted generator sectors on a team provider basis. Must have experience in providing assistance and training in multiple languages, at multiple locations, at all hours simultaneously as periodically needed requiring a team on call.

B. Which, if any, civil service class(es) normally perform(s) this work? 5638, Environmental Assistant; 5640, Environmental Spec; 5642, Sr. Environmental Spec;

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?**

Staff in the Environmental Specialist class in the Recycling specialty area may have the knowledge or expertise to perform some of the aspects of this work. The Department seeks to utilize existing staff in the above classes to their fullest ability to perform waste diversion assistance, but it is impractical to hire and train enough staff to meet all the expertise demands presented by multiple generator sectors and specialties on a periodic basis and of the specialized periodic studies required on an as-needed basis.

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

A. Explain why civil service classes are not applicable.

No Civil Service position exists or possesses the breadth of expertise or skills to perform these duties. Due to the broad range of activities and complexities of the work to be performed under this contract, contractors must assemble a multi-disciplinary team to provide the necessary technical expertise for short and intensive periods of time. The contractor must provide a unique combination of experience, skills and expertise with specific San Francisco business types, to work at numerous locations simultaneously at all hours to meet the demands of program implementation. This work is very technical, short term, conducted at odd hours with specialized expertise, and skills that civil service classes lacks. Contractors are also able to collect necessary sensitive data from the private sector (that the latter consider confidential and will not give directly to City employees) and provide it to the City in a usable form while maintaining confidentiality. As the needs of programs change so too will the expertise needed during the contract team.

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, due to the broad nature of the skills needed to perform this work as well as the continued emergence of new products and procedures of concern to the environment, a flexible team of consultants is imperative to supply the City with the latest information in each new subject area.

## **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.  
No. Training of City Staff is not a component of the services. The services provided are used intermittently and are highly specialized. It would not be productive for City employees to develop and maintain the degree of expertise required for only occasional use.

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 03/07/2022, 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: David Kashani Phone: 415-355-3704 Email: david.kashani@sfgov.org

Address: 1155 Market Street, 3rd Floor San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47328 - 21/22

DHR Analysis/Recommendation:

action date: 05/02/2022

Commission Approval Required

Approved by Civil Service Commission

05/02/2022 DHR Approved for 05/02/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Special Tax and Fiscal Consultants

Funding Source: General Fund

PSC Amount: \$3,000,000 PSC Est. Start Date: 12/05/2023 PSC Est. End Date 11/30/2028

**1. Description of Work**

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

To provide special tax consultant services in connection with (i) City planning for new Community Facilities Districts ("CFDs") including review of any specific plans, development agreements and financing plans, (ii) formation of CFDs including the development of a Rate and Method of Apportionment ("RMA"), (iii) the annexation of property from the future annexation area into CFDs, (iv) the issuance of Special Tax Bonds and (v) annual administration of CFDs including calculation and preparation of special tax levies and tracking the collection of special taxes on an annual basis.

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

These services are required to assist the City with the implementation of existing Community Facilities Districts, including the issuance of Special Tax Bonds, and the formation of future Community Facilities Districts in accordance with federal, state, and local laws. If these services are denied, the City will not have access to independent expertise in forming and administering its growing portfolio of Community Facilities Districts.

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.

Provided under PSC 37566-14.15 and under Municipal Advisory Services under PSC 49733-19.20.

D. Will the contract(s) be renewed?

To be determined based on the City and department's service needs.

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

not applicable

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

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Existing Civil Service classifications do not possess the independent, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required market presence, as these consultants perform similar work for a number of other municipalities and bring a level of expertise and industry best practice that Civil Service classifications don't have. Of importance, the consultants provide an independent verification of the special taxes levied on developments and provide information for the City's special tax bond disclosure. The consultants certify to the accuracy of this information for bond issuances.

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

- A. Specify required skills and/or expertise: The qualified special tax consultants are required to have skills and/or expertise to provide services in connection with the formation of the Community Facilities District, the annexation of property from the future annexation area into the Community Facilities District, the issuance of Special Tax Bonds and annual administration of the Community Facilities District. Specific skills include: determining the spread of special taxes based on review of project plans and agreements, preparing the Rate and Method of Apportionment, maintaining latest mapping, land use, and building permit data; calculating and submitting annual special tax levies, and preparing and filing annual reporting requirements in accordance with law.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 0931, Manager III;
- 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?**

Due to the highly specialized skills, independent review, and market presence of the consultants, the City resources are not able to provide these services.

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

- A. Explain why civil service classes are not applicable.  
Existing Civil Service classifications do not possess the independent, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required market presence, as these consultants perform similar work for a number of other municipalities and bring a level of expertise and industry best practice that Civil Service classifications don't have. Of importance, the consultants provide an independent verification of the special taxes levied on developments and provide information for the City's special tax bond disclosure. The consultants certify to the accuracy of this information for bond issuances.
- 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, it would not be practical to adopt a new civil service class to perform this work, given that the work is highly specialized, benefits from broad market experience, and provides an independent verification and certification.

**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.  
Yes. The contractor will provide training to newer employees (1822, 1824, 1825) on the role on how to work with the contractor. Trainings include an overview of annual required reporting for Community Facilities Districts and, on occasion, project-specific trainings on the Rate and Method of Apportionment and special tax levy calculations. The training is limited in scope due to the independent nature of the work. We estimate 1-2 hours of training per employee trained.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

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

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. It is possible that a contractor that has a current personal services contract with our department may be awarded the contract based on a competitive bid process.

7. **Union Notification:** On 10/05/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; 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: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 306 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45670 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/04/2023

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joyce.kimotsuki@sfgov.org](mailto:joyce.kimotsuki@sfgov.org)  
**To:** [RECEIPT for Union Notification for PSC 45670 - 23/24 more than \\$100k](mailto:Kimotsuki, Joyce (CON); sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; andrea@sfmea.com; Laxamana, Junko (DBI); Criss@sfmea.com; christina@sfmea.com; staff@sfmea.com; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Kimotsuki, Joyce (CON); DHR-PSCCoordinator, DHR (HRD)</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 45670 - 23/24<br/><b>Date:</b> Thursday, October 5, 2023 4:04:03 PM</p><hr/></div><div data-bbox=)

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 45670 - 23/24 for \$3,000,000 for Initial Request services for the period 12/05/2023 – 11/30/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/21527> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## **Additional Attachment(s)**

**Justification for Training**

The contractor will provide training to newer employees (1822, 1824, 1825) on the role on how to work with the contractor. Trainings include an overview of annual required reporting for Community Facilities Districts and, on occasion, project-specific trainings on the Rate and Method of Apportionment and special tax levy calculations. The training is limited in scope due to the independent nature of the work. We estimate 1-2 hours of training per employee trained.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: Special Tax Services

Funding Source: Bond Proceeds - Cost of Issuance PSC Duration: 4 years

PSC Amount: \$75,000

**1. Description of Work**

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

To provide special tax consultant services for the formation of the Treasure Island/Yerba Buena Island Community Facilities District ("CFD") and the proposed issuance of Special Tax Bonds ("Bonds").

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

These services are required to assist the City with appropriate implementation of formation of the Treasure Island/Yerba Buena Island Community Facilities District and the proposed issuance of Special Tax Bonds. If these services are denied, the City will not have access to independent expertise in implementing the formation of Treasure Island/Yerba Buena Island Community Facilities District and the proposed issuance of Special Tax Bonds.

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.

Provided in 2009 for a different series of general obligation bond services under PSC #4038-09/10.

Provided in 2011 for Advisory Services under PSC #4029-11/12.

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.

Contract for 2 years, with option to extend for up to an additional 2 years (i.e., 4 years duration).

Anticipated not-to-exceed contract amount is \$75,000.

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

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

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

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

- A. Specify required skills and/or expertise: The qualified special tax consultants are required to have skills and/or expertise to provide services in connection with the formation of the Community Facilities District, the annexation of property from the future annexation area into the Community Facilities District, the issuance of Special Tax Bonds and annual administration of the Community Facilities District (and any additional community facilities district formed to levy maintenance special taxes).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;
- 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?**

N/A

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

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

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

- 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 work is highly specialized and independent in nature.

**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.

No. Explanation of training has not been provided by the department

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

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

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

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

**7. Union Notification:** On 06/08/2015, the Department notified the following employee organizations of this PSC/RFP request:

Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: Joyce Kimotsuki Phone: (415) 554-6562 Email: joyce.kimotsuki@sfgov.org

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37566 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Not Required  
Approved by DHR on 06/17/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER

Dept. Code: CON

Type of Request:  Initial  Modification of an existing PSC (PSC # 49733 - 19/20)

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

Type of Service: Municipal Financial Advisory Services

Funding Source: Bond Proceeds - Cost of Issuance

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 10/01/19 - 09/30/24 (5 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 02/25/22-12/31/26 (2 years 13 weeks)

PSC Cumulative Amount Proposed: \$5,000,000 PSC Cumulative Duration Proposed: 7 years 13 weeks

**1. Description of Work**

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

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

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

Yes PSC 44746-17.18

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:

The Controller's Office requests that the PSC cover 7 years and 3 months since many contracts have options to renew. With consultants, there is a significant learning curve for their understanding of the City's new processes, procedures and any new regulations and legislation.

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

A. Display all that apply

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

Explain the qualifying circumstances:

City must have access to independent and highly specialized expertise in debt financing and other municipal financing.

B. Reason for the request for modification:

Request for extension of 2 years and 3 months which is less than a 50% duration increase of the original 5 year contract. Request for time extension needed due to unanticipated delays. No request to add funds to PSC. This PSC is needed for critical consultant services for the Office of Public Finance.

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

A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 0933, Manager V;

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.

Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.

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 work is highly specialized and independent in nature.

**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.  
No training - Civil Service classifications are not insured

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.  
Work done by existing contractor and possible new contractors

**7. Union Notification: On 02/25/22, the Department notified the following employee organizations of this PSC/RFP request:**

Municipal Executive Association; Management & Superv Local 21;

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49733 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/07/2022

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

Department: CONTROLLER -- CON \_\_\_\_\_ Dept. Code: CON \_\_\_\_\_Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  (Omit Posting)Type of Service: Municipal Financial Advisory Services \_\_\_\_\_Funding Source: Bond Proceeds - Cost of Issuance \_\_\_\_\_ PSC Duration: 5 years 1 dayPSC Amount: \$5,000,000 \_\_\_\_\_ PSC Est. Start Date: 10/01/2019 PSC Est. End Date: 09/30/2024**1. Description of Work**

## A. Scope of Work:

Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, special tax and fiscal consulting, and other forms of municipal financing.

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

These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.

## 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, PSC 44451-15/16 & Mod 1; PSC 44746-17/18 & Mod 1

## D. Will the contract(s) be renewed? Yes

**2. Union Notification:** On 07/31/2019, the Department notified the following employee organizations of this PSC/RFP request: Management & Superv Local 21; Municipal Executive Association

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**PSC# 49733 - 19/20

DHR Analysis/Recommendation:

10/07/2019

Commission Approval Required

DHR Approved for 10/07/2019

Approved by Civil Service Commission

July 2013