

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

## 2. Reason(s) for the Request

### A. Display all that apply

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

### Explain the qualifying circumstances:

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

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

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

### 3. Description of Required Skills/Expertise

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

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

Not Applicable

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

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

### 6. Additional Information

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

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

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

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

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/22/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRT

Dept. Code: PRT

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

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

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

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

PSC Amount: \$40,000,000

**1. Description of Work**

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

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

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

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

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

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

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

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



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

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

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

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

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

- B. Explain the qualifying circumstances:

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

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

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

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

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

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

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

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. Training workshops will be developed for seismic analysis and design of waterfront structures that will be useful for both Port and Public Works Engineering in designing other City projects. While training workshop content will be identified jointly with the Port during the design phase, training areas may include advanced earthquake analysis of soils and structures, tools for soil structure interaction, predicting and generating site specific earthquake response spectra, and marine construction techniques. The training duration will be approximately 5 half day workshops with 16 hours of preparation materials for each workshop.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. See attached Port Commission Resolution.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

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

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45567 - 16/17

DHR Analysis/Recommendation:

action date: 05/15/2017

Commission Approval Required

Approved by Civil Service Commission

05/15/2017 DHR Approved for 05/15/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: CleanPowerSF triennial Data Privacy Audit

Funding Source: CleanPowerSF Operating Fund

PSC Duration: 8 years 1 day

PSC Amount: \$300,000

**1. Description of Work**

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

CleanPowerSF seeks an auditor to evaluate and report on CleanPowerSF's compliance with data privacy and security commitments in accordance with California Public Utilities Commission (CPUC) Decision 12-08-045 (D. 12-08-045) for three audit periods, January 1, 2024, through December 31, 2024, January 1, 2027, through December 31, 2027, and January 1, 2030, through December 31, 2030. It is estimated that each audit would cost no more than \$100,000.

The contractor must read and become familiar with D. 12-08-045. The contractor must conduct an audit in Quarter 1 of 2025, Quarter 1 of 2028 and Quarter 1 of 2031, for a total of three audits, and deliver the audits to CleanPowerSF by April 1 of 2025, 2028 and 2031 respectively. The audits performed shall conform to the generally accepted standards of agreed upon procedures as established by the American Institute of Certified Public Accountants. The audit scope must satisfy Rule 9(d) of D. 12-08-045.

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

The California Public Utilities Commission in Decision (D.) 12-08-045, "Decision Extending Privacy Protections to Customers of Gas Corporations and Community Choice aggregators, and to Residential and Small Commercial Customers of Electricity Service Providers", requires Community Choice Aggregators, like CleanPowerSF, to conduct triennial audits of data privacy and security commitments. Specifically, Attachment B, Section 9(d) of D. 12-08-045 states, "Each Community Choice Aggregator...shall conduct an independent audit of its data privacy and security practices in conjunction every three years following 2012 and at other times as required by order of the Commission. The audit shall monitor compliance with data privacy and security commitments, and the Community Choice Aggregator...shall report the findings to the Commission." CleanPowerSF's failure to comply with CUPC regulations would undermine public confidence in CleanPowerSF's ability to manage customer data and could result in PG&E withholding customer data necessary for CleanPowerSF operations and customers opting out of CleanPowerSF services.

**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 has been provided in the past for CleanPowerSF's Data Privacy Audits for the years 2018 and 2021. For the 2018 and 2021 audits, CleanPowerSF used the City's Technology Market Place process.

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

No

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

The term for this PSC request is seven years, from January 1, 2025 to December 31, 2031.

CleanPowerSF anticipates an individual audit to take less than six months of work which is too short a duration for the standard contracting process. As a result, we propose to combine the work of three audits, which will be conducted every three years into one contract. One additional year added to account for a delay in execution.

## **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).

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

☒ 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:

CleanPowerSF anticipates each individual audit to take less than six months of work. As a result, we propose to combine the work of three audits into one contract. Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

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

- A. Specify required skills and/or expertise: The Proposer must have staff with demonstrated experience, within the last four (4) years, working on Community Choice Aggregator (CCA) or Electrical Service Provider (ESP) independent audits of the CCA or ESP data privacy and security practices per the California Public Utilities Commission (CPUC) D. 12-08-045 or with similar experience demonstrating the ability to perform an independent audit on CleanPowerSF's data privacy and security practices per the California Public Utilities Commission (CPUC) D. 12-08-045. In addition, the Proposer must be or subcontract with a professional certified public accounting firm in business for at least three (3) years.

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

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

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

Since D. 12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources 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.

Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

- 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. Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is inappropriate to leverage available audit resources within the city.

**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. Since D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices, it is unnecessary to train staff.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. D.12-08-045 requires CleanPowerSF to have conducted an independent audit of its data privacy and security practices.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

- 7. Union Notification:** On 04/18/2024, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44010 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

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

**From:** [dhrr-psccordinator@sfgov.org](mailto:dhrr-psccordinator@sfgov.org) on behalf of [shale@sfwater.org](mailto:shale@sfwater.org)  
**To:** [\*\*This Message Is From an External Sender\*\*](mailto:Hale, Shawndrea M.; carey.dall@seiu1021.org; Yes@sfgov.org; oumar.fall@sieu1021.org; mhenneberry@teamsters853.org; kristin.hardy@seiu1021.org; Chanel.Brown@seiu1021.org; Chanel.Brown@seiu1021.org; jnuti@ifpte21.org; jnuti@ifpte21.org; jegv.sering@seiu1021.org; joshv@smw104.org; oumar.fall@sieu1021.org; oumar.fall@sieu1021.org; sportillo@ifpte21.org; sportillo@ifpte21.org; matthew.torres@seiu1021.org; matthew.torres@seiu1021.org; cade.crowell@seiu1021.org; jduritz@uapd.com; kdavis@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; dho@ifpte21.org; dho@ifpte21.org; dvickers@iam1414.org; SF-DHR-Info@seiu1021.org; SF-DHR-Info@seiu1021.org; sbabaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tienkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonluna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhrr-psccordinator@sfgov.org</a><br/><b>Subject:</b> Receipt of Notice for new PCS over $100K PSC # 44010 - 23/24<br/><b>Date:</b> Thursday, April 18, 2024 12:06:35 PM</p><hr/></div><div data-bbox=)

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RECEIPT for Union Notification for PSC 44010 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44010 - 23/24 for \$300,000 for Initial Request services for the period 01/01/2025 – 12/31/2032. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Professional Services

Funding Source: Water, Power, Wastewater, and External Aff PSC Duration: 4 years 48 weeks

PSC Amount: \$3,800,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) is committed to high quality outreach about our programs, services, and projects. The services for this PSC will help the SFPUC better understand, market, communicate with, and engage our customers. Work performed under this agreement will have a special emphasis on communities that have been historically underserved or face systemic barriers in San Francisco and will support the agency's racial equity plan and goals.

Work will include communications and community engagement support, market research, event planning and execution, and marketing and advertising. These services will support outreach needs across the agency, including construction projects like the Geary corridor, activation of the Southeast Community Center and its programs, and outreach about our low-income Customer Assistance Program.

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

These services are crucial to the success of multiple SFPUC projects. The scope of this agreement covers some major SFPUC projects and initiatives that will require surge assistance in communications and outreach, as well as key services not performed by city classifications. For example, without adequate surge support, merchants and residents near major construction projects may not have the notice and support they need; customers struggling to afford their utility bills may not have access to information about discount programs; and major initiatives like drought informational campaigns or rates campaigns will not be fully executed.

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.

While some of the work like market research, communications and advertising have been done (PRO.0142D, PRO.0142E), this PSC will support needs across the agency's enterprises and departments (not just Power Enterprise-related programs and services). Also, this PSC is specifically focused on communities that have been historically underserved or face systemic barriers in San Francisco.

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.  
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).
- ☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Outreach for short term projects like campaigns to promote health fairs at the Southeast Community Center will be supported by this PSC. Surge assistance will also be supported by this agreement, for example to contract for additional graphics support when existing positions cannot handle the workload, or for additional people to do on the ground outreach around construction projects that have high impact and high visibility. Consultants are required to perform certain media buying duties that require resources the city lacks, such as prepayment for advertisements using a credit card, or payment for MUNI bus shelter ad space which is owned by a non-City vendor.

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

A. Specify required skills and/or expertise: The Prime Proposer or JV partner must have a minimum of two years of experience working with communities facing structural barriers, and two distinct projects within the past five years where they have partnered with San Francisco community based organizations to achieve project goals. They must also have three years of experience in at least one of the four task areas and meet minimum qualifications for the other task areas by submitting as a proposing team with subcontractors who have the necessary expertise. Additionally, they must have a demonstrated ability to serve as a media buyer and to place and monitor ads for campaigns with a minimum purchase of \$100,000 at a time. Subcontractors must have a minimum of one year of experience working with communities facing structural barriers and at least one year of demonstrated experience in the task areas they are supporting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1314, Public Relations Officer; 5408, Coord of Citizen Involvement; 9251, Public Relations Mgr; 9252, Communications Specialist;

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

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

The department has consulted with city staff regarding work capacity and expertise and has designed this contract to fill gaps that exist.

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

A. Explain why civil service classes are not applicable.

The SFPUC is seeking support and expertise from those who understand or are even embedded in underserved communities in San Francisco and have demonstrated experience centering these communities in market research, marketing and advertising, communications and community engagement, and events. The SFPUC is also seeking media buying support for advertisements that cannot be made under the City's purchasing procedures (i.e. payment in advance using credit cards). Additionally, the SFPUC seeks expert market research assistance, which is not under any current class or job description in the communications department. This includes developing and leading focus groups in other languages. These specific areas of expertise do not lend themselves to civil service classes at the SFPUC. Where work overlaps with SFPUC classifications, the consultants will provide surge support for major projects of a temporary nature. Surge assistance work will also frequently include requirements for expertise with underserved communities that city staff may not have.

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. It would not make sense to create a civil service class of full-time market research experts at the SFPUC, as there would not be enough work to support such a position. It would not make sense to create a civil service class of full-time media buyers at the SFPUC, as City purchasing and procurement rules preclude direct purchase of many types of modern ads. It would not make sense to create civil service class positions for temporary surge assistance.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. There will be opportunities for consultants to share information with city staff as appropriate about tactics and findings relating to culturally competent communications in key communities, recommendations for best practices, and similar. Estimated number of hours would be 20 to 30, and would include approximately 10 to 20 Communications Department staff persons.

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 03/25/2024, the Department notified the following employee organizations of this PSC/RFP request:  
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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44155 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/20/2024

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

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**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> **On Behalf Of** [shale@sfgwater.org](mailto:shale@sfgwater.org)

**Sent:** Monday, March 25, 2024 8:47 AM

**To:** Hale, Shawndrea M. <[SHale@sfgwater.org](mailto:SHale@sfgwater.org)>; [jnuti@ifpte21.org](mailto:jnuti@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); [andrea@sfmea.com](mailto:andrea@sfmea.com); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [Criss@sfmea.com](mailto:Criss@sfmea.com); [Christina@sfmea.com](mailto:Christina@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); Hale, Shawndrea M. <[SHale@sfgwater.org](mailto:SHale@sfgwater.org)>; [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44155 - 23/24

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RECEIPT for Union Notification for PSC 44155 - 23/24 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44155 - 23/24 for \$3,800,000 for Initial Request services for the period 05/20/2024 – 04/20/2029. 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:

[https://urldefense.com/v3/\\_\\_\\_http://apps.sfgov.org/dhrrupal/node/22003\\_\\_\\_:!!NCYPjq8!-URvLRwCslmKwynjOR-](https://urldefense.com/v3/___http://apps.sfgov.org/dhrrupal/node/22003___:!!NCYPjq8!-URvLRwCslmKwynjOR-FLHaCBECou97Vb5xziSz56cHsWW63KXIL9r98a4oZ206X_atwQXX9aPGi$)

[FLHaCBECou97Vb5xziSz56cHsWW63KXIL9r98a4oZ206X\\_atwQXX9aPGi\\$](https://urldefense.com/v3/___http://apps.sfgov.org/dhrrupal/node/22003___:!!NCYPjq8!-URvLRwCslmKwynjOR-FLHaCBECou97Vb5xziSz56cHsWW63KXIL9r98a4oZ206X_atwQXX9aPGi$) 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: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Audit and outreach

Funding Source: Audit Bureau

PSC Duration: 4 years 26 weeks

PSC Amount: \$400,000

**1. Description of Work**

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

The San Francisco Public Utilities Commission (SFPUC) is seeking an auditor to provide post-enrollment verification (PEV) program design, auditing, and communication with and support for low-income and historically marginalized communities navigating audit processes.

The primary role of the auditor will be to design the PEV programs for the SFPUC Customer Assistance Program (CAP) and SuperGreen Saver; conduct outreach, customer support, and document review for annual PEV for Water/Wastewater and Hetch Hetchy Power CAP and SuperGreen Saver; and train SFPUC staff to conduct PEVs in the future.

The auditor will work under the direction of SFPUC Business Services and the Audit Bureau.

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

In order to ensure that limited public funds are being delivered to those customers who are eligible for and in need of assistance, it is imperative that we are able to verify their eligibility. At the same time, it is important to avoid overly burdening eligible enrollees and creating unnecessary roadblocks to their enrollment. An external auditor is needed with the capacity to analyze enrollee data to identify customer characteristics that are associated with increased risk of ineligibility while avoiding any racial, socioeconomic, or other bias in selecting customers for review. Failure to achieve these objectives will result in assistance not being granted to those customers that need it, but instead to those that are ineligible, and may result in the termination of the assistance programs.

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

No, it has not been provided in the past.

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.  
not applicable

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

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