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Amendment

No Amendments in this packet.

PSC Requests Scheduled for Hearing - 7/7/2025

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005306 - v0.01	DPH	New	\$8,000,000.00	\$8,000,000.00	The services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.	48	48	2025-07-07 14:00:00	Reanna Albert
DHRPSC0005309 - v0.01	DPH	New	\$9,999,999.00	\$9,999,999.00	Provide language interpreter services in 87 languages, with focus on nine most frequently used languages: Spanish, Cantonese, Vietnamese, Mandarin, Russian, Taishanese, Tagalog, Arabic, and Korean. Services must be available 24/7/365, including holidays, with a call response time of 30 seconds and a 95% success rate. Interpretation will be available in-person, by phone, or via video remote interpreting (VRI) across administrative, professional, and clinical/medical settings at all Department of Public Health (DPH) locations, including Jail Health Services and other designated sites. Interpreters must be medically trained, culturally competent, and comply with HIPAA, Culturally and Linguistically	24	24	2025-07-07 14:00:00	Reanna Albert

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Appropriate Services (CLAS) standards, and Title VI of the Civil Rights Act and Joint Commission requirements. The contractor will deliver timely, reliable, and confidential services while providing regular usage reports, quality assurance metrics, and data insights to help DPH monitor service effectiveness and improve language access programs.				
DHRPSC0005242 - v0.01	HSA	New	\$800,000.00	\$800,000.00	Accept referrals from the FCS RFA unit and conduct outreach to identified caregivers and/or foster parents utilizing engagement strategies identified in the California Core Practice Model (CPM). For more information regarding CPM, please follow https://www.cdss.ca.gov/inforesources/foster-care/title-iv-e-california-well-being-project/core-service-interventions . Complete Family Evaluations and submit to FCS RFA unit.	48	48	2025-07-07 14:00:00	Leslie Lau
DHRPSC0005161 - v0.01	MTA	New	\$15,000,000.00	\$15,000,000.00	<p>The consultant and its sub-consultant will provide specialized engineering and technical support services in a broad</p> <p>area of technical disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance</p> <p>and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems</p> <p>and Facilities.</p> <p>The SFMTA plans to award up to three contracts for the As-Needed specialized engineering services. Each of the three</p> <p>contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000. The PSC amount of \$15,000,000 is for 3 contracts.</p>	60	60	2025-07-07 14:00:00	Amy Nuque
DHRPSC0005375 - v0.01	MTA	New	\$95,000,000.00	\$95,000,000.00	The scope of this project is to perform system replacement and mid-life overhaul of 152 standard (40') Hybrid Electric New Flyer vehicles and 69 articulated (60') Hybrid Electric New Flyer vehicles. The Contractor	60	60	2025-07-07 14:00:00	Amy Nuque

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					will provide all repairs, warranties, labor, inspections, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical documentation in connection with this project. Contractor will also support warranties on all rebuilt components. SFMTA staff will conduct outgoing and incoming coach inspections and perform in-house rebuilt components for the Contractor.				
DHRPSC0005407 - v0.01	MTA	New	\$600,000.00	\$600,000.00	As-needed installation services for network inside SFMTA vehicles and Facilities. SFMTA has several projects that require as-needed help to complete installations of network equipment. Once the initial installation is completed, we rely on city workers to maintain and repair the equipment. We use this as-needed help to ensure upgrades are completed in a reasonable timeframe.	18	18	2025-07-07 14:00:00	Amy Nuque
DHRPSC0005148 - v0.01	PRT	New	\$20,000,000.00	\$20,000,000.00	<p>The exact scope of work for consultant assistance during the next four to five years is not fully known, but based on projects underway, Port staff anticipates that support will be needed in the categories of work shown in Table 1 below.</p> <p>Table 1: Categories of Work</p> <p>PRIMARY CATEGORIES OF WORK</p> <p>Structural Engineering Construction Management</p> <p>Marine Structures Engineering</p> <p>Including design and analysis of piers and wharves, including seismic retrofit, vertical</p>	60	60	2025-07-07 14:00:00	Alysabeth Alexander-Tut

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>load capacity evaluation, repair/upgrade design and structural assessment Special Inspections and Testing</p> <p>Coastal Engineering:</p> <p>including shoreline protection, sediment transport, evaluation of sea level rise and resilience design Architecture and Building Envelope</p> <p>Geotechnical Engineering:</p> <p>including deep foundations, near shore and offshore projects, and seismic and soil-structure interaction studies Historic Preservation</p> <p>Civil Engineering:</p> <p>including traffic engineering, and street, sewer, and hydrology/stormwater design per City of San Francisco standards, and Caltrans Standards ADA Design and Inspections</p> <p>Mechanical Engineering & Plumbing:</p> <p>Including plumbing design for potable water, sanitary sewer system, irrigation system, fire sprinkler system, gas distribution system, HVAC systems, and sewer and water systems under marine structures. Inspection and assessment of existing infrastructure (Structural, Architectural, Utilities)</p> <p>Electrical Engineering:</p> <p>Including medium and low voltage power system design Cost Estimating</p> <p>Fire Protection Engineering Constructability Reviews including Value Engineering and Peer Review</p> <p>Naval Architecture:</p> <p>Including analysis and design mooring and berthing systems and floating structure facilities. Specification Writing</p>				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<p>Surveying:</p> <p>Including aerial and bathymetric techniques, and underground utility location. Built Environment Sustainability Consulting</p> <p>Including Envision, LEED, local Green Building, Solar, Energy, and Utility requirements, and specification writing/review.</p> <p>SECONDARY CATEGORIES OF WORK</p> <p>Environmental:</p> <p>Including hazardous materials testing, sampling evaluation and monitoring; specification writing; CEQA and NEPA) Data Management, Library Sciences, Enterprise Asset Management System Development</p> <p>Project Management</p> <p>Signage Design and Reproduction</p> <p>Including graphic design, interpretive and wayfinding signage</p> <p>Demolition Engineering Building Code Development</p> <p>Corrosion Engineering Cruise Terminal Operations</p> <p>Railroad Engineering Consulting Utilities Piping and Metering</p> <p>Marina Design Shoreside Power Design</p> <p>Crane Inspection, Testing and Certification Services Building Occupancy Resumption Program - inspections</p> <p>Grant Application Support Building/Encroachment Permit Plan Checking Review</p> <p>Including Architectural, ADA, Civil, Structural, Mechanical, Plumbing, and</p>				

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Electrical Dry Dock Inspection and Design Marine Biology Landscape Architecture Including horticulturist and playground design. Arborist TERTIARY CATEGORIES OF WORK Archeology Elevator/Escalator Consulting Life-Cycle Cost Analysis Computer Drafting and modeling Forensic Investigation Transportation and Traffic Engineering Construction Litigation Support Community Relations Economic Studies Lighting Design including photometric analysis				
DHRPSC0004829 - v0.01	PUC	New	\$8,000,000.00	\$8,000,000.00	The scope of work includes six major service categories. 1. Watershed Planning Services focused not only on stormwater management, but also enhancing flood resilience while maximizing benefits like climate resilience, urban design, pedestrian safety, and biodiversity. 2. Policy Development, Strategic Planning, and Operational Strategy Services specifically in the field of green infrastructure, with a focus on bringing national best practices to bear in San Francisco to develop and support policies for stormwater, green infrastructure, and flood resilience that also facilitate multi-agency cooperation and blended funding for multi-benefit projects. 3. Program Development Services, which will support adaptation, improvement, and integration of industry best practice into existing stormwater, green infrastructure and flood resilience	48	48	2025-07-07 14:00:00	Shawndrea Hale

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					programs and partnerships. 4. Stormwater Management Ordinance Implementation Support & Regulatory Compliance Services, with specialized focus on monitoring state regulatory changes (especially in the Municipal Separate Storm Sewer System -MS4 Permit and National Pollutant Discharge Elimination System -NPDES Permit). Support sought includes innovative compliance strategies and updating tools and outreach materials to align with stormwater regulations as-needed. Supporting Stormwater Management Ordinance (SMO) compliance through project reviews, audits, and engagement with design teams is also included in this section. 5. Watershed Stewardship & Community Engagement Services, to support watershed stewardship programs, including developing and implementing outreach and engagement strategies and event planning supported by place-based content and graphic design. 6. Support Services for Green Infrastructure Implementation, with specialized services in green infrastructure maintenance planning, asset assessment, and training.				
DHRPSC0005302 - v0.01	PUC	New	\$1,500,000.00	\$1,500,000.00	The SFPUC seeks PSC approval to enter into 5 separate agreements of \$250,000 with qualified professional services Contractors to provide construction safety and pre-qualification services. Services provided by the Contractor shall include reviewing safety prequalification statements and documents submitted by construction contractors desiring to contract with the City. The selected Contractor will review OSHA forms 300 and 300A concerning injury and illness rates, lost work rates, and the rate of OSHA violations; corporate safety documents; and any explanations of OSHA Violations. After review of these documents, the Contractor will evaluate the submissions to determine if the construction contractor is qualified to bid on CCSF construction contracts.	60	60	2025-07-07 14:00:00	Shawndrea Hale
DHRPSC0005370 - v0.01	PUC	New	\$100,000,000.00	\$100,000,000.00	This is highly specialized wastewater treatment work that provides new nutrient removal processes to assist the Wastewater Enterprise in	144	144	2025-07-07 14:00:00	Shawndrea Hale

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					meeting new regulatory permit requirements from the Regional Water Quality Control Board (RWQCB) for the Southeast Plant.				
DHRPSC0005373 - v0.01	PUC	New	\$80,000,000.00	\$80,000,000.00	<p>The City is seeking to retain the services of up to four (4) qualified Proposers, each at a value of \$20 million. The work will consist of assisting the SFPUC with operations and maintenance support services, including asset management services, and engineering services that are limited to condition assessment, capital planning, and needs assessment, as well as environmental and regulatory compliance for the SFPUC Water Enterprise.</p> <p>Required skills under this contract pertain to proven expertise and extensive experience in the following tasks to include, but not limited to: (1) Water Services (Water Supply, Storage, Delivery, and Transport Services, Water Quality Services, Water and Wastewater Treatment Services; (2) Power Services (Hydrogeneration and transmission equipment and controls); (3) Operations and Management Services (Management Improvement Services, Asset Management Services, Specialized Technical Operation/Maintenance Services, Land Management Services, Security, Asset Control, and Emergency Response, Environmental and Regulatory Compliance Services, Hazardous Materials and Waste Services, Health and Safety Services, Condition assessment and project prioritization; and On-site Operational Client Engagements.</p> <p>In addition, Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety & Health Administration (OSHA) policies and</p>	60	60	2025-07-07 14:00:00	Shawndrea Hale

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring.				
TOTALS:			\$338,899,999.00	\$338,899,999.00					

Department Summary

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
DPH	2	0	\$17,999,999.00	\$17,999,999.00
HSA	1	0	\$800,000.00	\$800,000.00
MTA	3	0	\$110,600,000.00	\$110,600,000.00
PRT	1	0	\$20,000,000.00	\$20,000,000.00
PUC	4	0	\$189,500,000.00	\$189,500,000.00
Column Total	11	0	\$338,899,999.00	\$338,899,999.00

Generated on: 6/20/2025, 12:57:23 PM by Suzanne Choi

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: My Lan Do Nguyen

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

Project Manager: Nikole Trainor

ServiceNow Number: DHRPSC0005306

Version: 0.01

Version Type: New

Brief description of proposed work: The proposed work includes project specific as-needed Technical Assistance and Consulting Services in the following areas: Public Health Grant & Research Development, Public Health Organizational Development, Technical Assistance and Training, Public Health Program Evaluation and Community Needs Assessment, Public Health Program Implementation and Project Management.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$8,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds, Federal Funds, State Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The services to be performed include Public Health Grant and Research Development, focusing on identifying funding opportunities, applying for grants, and consulting on research projects in areas like behavioral health, community health, sexual health, and chronic disease prevention to meet the City's goals. Public Health Organizational Development, Technical Assistance, and Training involves developing training materials, leading sessions, and providing technical support to public health workers to build skills, engage with communities, and ensure compliance with state, federal, and

local regulations. Public Health Program Evaluation and Community Needs Assessment includes evaluating program effectiveness, conducting community needs assessments, analyzing data, and offering recommendations to improve public health strategies, ensuring programs meet community needs. Finally, Public Health Program Implementation and Project Management covers planning, managing, and executing public health projects such as disease control, vaccination campaigns, and health education programs, ensuring they are completed on time and within budget.

Why are these services required and what are the consequences of denial?: These As-Needed Technical Assistance and Consulting Services are vital to the success of the City's public health programs, requiring specialized expertise. In particular, external, unbiased consultants are essential for assessing and evaluating public health programs to ensure effectiveness and accountability. Contracting these services enables efficient program execution, workforce development, and funding security. Without them, the City risks ineffective initiatives, missed opportunities, and poorer health outcomes for the community.

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

How many contracts?: 4

Why have you not hired City employees to perform the services?: The services are intermittent, time-limited, and dependent on available funding. Creating permanent Civil Service positions for this work would not be feasible, as the need for these specialized services fluctuates and does not justify full-time staffing.

Board and Commission Approvals

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

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

Justification

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

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

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

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

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

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

Q5b) Why do you believe this to be a transitional or short-term situation?: These services

address data-driven public health needs, such as health disparities and outbreaks, and are intended for short-term, as-needed use.

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

Since the services are required only for the duration of the specific project and are tied to limited-term funding, they will be concluded once the project's objectives have been met.

Q5d) Describe the required skills and expertise needed to perform the services: The specialized skills required for these services include grant writing to align programs with DPH priorities, research design for unbiased evaluation of public health interventions, and curriculum development for tailored training. Expertise in adult learning ensures engaging and effective training delivery. Data collection and analysis are critical for impartial evaluation of program outcomes, while community engagement helps identify health priorities without bias. Risk management anticipates challenges, and performance monitoring tracks program progress. Finally, knowledge of policy systems and environmental change supports sustainable public health improvements.

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

Q5f) Explain why the employees are not able to perform these services: These services require temporary expertise, with funding also limited-term, making external support necessary. While the Department has skilled employees, the specialized, short-term nature of the work requires additional external resources to meet project needs efficiently within the available timeframe and budget.

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 2820 - Senior Health Program Planner, 2593 - Health Program Coordinator 3

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

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

Union Review Sent On: 3/26/2025

Union Review End Date: 5/25/2025

Union Review Duration Met On: 5/25/2025

Instructions:

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

Document Content:

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

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

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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: DPH

Submitted By: Reanna Albert

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

Project Manager: Bruce Occena

ServiceNow Number: DHRPSC0005309

Version: 0.01

Version Type: New

Brief description of proposed work: Interpreter Services

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$9,999,999

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 24

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Provide language interpreter services in 87 languages, with focus on nine most frequently used languages: Spanish, Cantonese, Vietnamese, Mandarin, Russian, Taishanese, Tagalog, Arabic, and Korean. Services must be available 24/7/365, including holidays, with a call response time of 30 seconds and a 95% success rate. Interpretation will be available in-person, by phone, or via video remote interpreting (VRI) across administrative, professional, and clinical/medical settings at all Department of Public Health (DPH) locations, including Jail Health Services and other designated sites. Interpreters must be medically trained, culturally competent, and comply with HIPAA, Culturally and Linguistically Appropriate Services (CLAS) standards, and Title VI of the Civil Rights Act and Joint Commission requirements. The contractor will deliver timely, reliable, and

confidential services while providing regular usage reports, quality assurance metrics, and data insights to help DPH monitor service effectiveness and improve language access programs.

Why are these services required and what are the consequences of denial?: These interpreter services are required to ensure DPH's compliance with federal and state regulations that mandate equal access to healthcare for individuals with limited English proficiency (LEP), including Title VI of the Civil Rights Act and Section 1557 of the Affordable Care Act. Additionally, California state law mandates hospitals and healthcare systems to offer language access to patients, ensuring they understand their treatment and can make informed decisions. Services are also critical for patient safety and quality of care, reducing the risk of medical errors such as misdiagnoses or improper treatment, and ensuring culturally competent services. Denial of services could result in significant legal, financial, and health-related consequences, including loss of funding, increased liability, and worsening health disparities and eroding trust in the healthcare system.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: While the department currently employs staff in the 2586 and 2587 classifications, interpreter services must be available 24/7 in 87 languages to serve a diverse and unpredictable patient population, including nights, weekends, and holidays. The hybrid staffing model is essential to ensure consistent, flexible coverage, and contracted interpreters play a critical role in filling gaps during staff absences, fluctuating demand, and off-hours when City employees are not available.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Health Commission approval will be required.

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

Justification

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

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: Title VI of the Civil Rights Act of 1964:

This federal law prohibits discrimination based on national origin in any program receiving federal financial assistance. It requires healthcare providers, including DPH, to take reasonable

steps to ensure meaningful access to services for individuals with LEP. Providing timely and qualified interpreter services is a key component of compliance. Because language needs are variable and cannot always be met by in-house staff, outsourcing is a common and legally supported method for fulfilling this requirement.

Affordable Care Act, Section 1557:

This section strengthens language access requirements by mandating equal access for individuals with LEP and requiring the use of qualified interpreters. When patient needs fluctuate, outsourcing to qualified contractors ensures DPH can provide 24/7 access across 87 languages.

California Health and Safety Code Section 1259:

California state law requires hospitals to provide interpreter services for LEP patients. Given the challenges in maintaining full-time, multilingual, in-house interpreter staff for all 87 languages, outsourcing is an effective way to ensure that the department can meet the legal requirements for language access. In cases where there is high demand or unpredictable needs, outsourcing ensures DPH has access to interpreters who are qualified and available at all times.

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

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

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

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

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

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

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

Medical terminology proficiency, cultural competency, confidentiality and HIPAA compliance, language fluency and accuracy, understanding of legal and ethical standards, adaptability and quick response, certification and training, knowledge of regulatory and compliance requirements.

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

Q5c1) Identify the classifications: 2587 - Health Worker 3, 2586 - Health Worker 2

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

Q5c3) Why are they not able to perform the services?: While the department does have employees in the Health Worker II and III classifications working as qualified staff interpreters, the 24/7 language access requirement and the need for interpretation across 87 different languages makes it challenging to rely solely on City employees. Civil service classifications cannot always guarantee the flexibility and language proficiency required, particularly when coverage is needed outside of normal working hours, or for languages not commonly spoken by staff. Therefore, even though DPH has Health Workers, the department must rely on contracted interpreters to meet the unpredictable demand and provide interpretation in languages not covered by existing staff.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Training of City employees is not required because existing Health Worker staff already possess the necessary medical

knowledge, certifications, and experience to meet healthcare interpretation demands.

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

Q5f1) Explain why the work will not be transitioned back to the City: There will always be a need for a hybrid model (DPH staff and contracted interpreters). DPH needs 24/7 availability of interpreters across 87 languages. The unpredictable and fluctuating demand for interpretation services makes it impractical to depend solely on City employees, especially during nights, weekends, and holidays. Contracted interpreters provide immediate, flexible, and scalable support needed to maintain uninterrupted language access and avoid service gaps.

Additional information to support your request (Optional): Every health system in the Bay Area, including those in San Mateo, Santa Clara, Contra Costa, and Alameda counties, uses a hybrid model for providing interpreter services. This model combines staff interpreters and contracted interpreters and is considered an industry best practice. This is a model that the City of San Francisco and DPH have employed since the initiation of the interpreter vendor industry.

Union Notifications

Job Class(es): 2587 - Health Worker 3, 2586 - Health Worker 2

Labor Unions: 790 - SEIU, Local 1021, Misc

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 3/27/2025

Union Review End Date: 5/26/2025

Union Review Duration Met On: 5/26/2025

Instructions:
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Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfph.org
PSC ServiceNow Record Number:	DHRPSC0005309

[illegible]



City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: June 10, 2025

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: Request for Calendaring for July 7, 2025 Civil Service Commission Meeting:
DHRPSC0005309 Interpreter Services

This is to respectfully request that the above PSC be included for the Civil Service Commission meeting on July 7, 2025. Below is a summary of the department's communications with SEIU Local 1021. The department met with the union on April 9, 2025 and submitted a Request for Information on April 23, 2025. A second meeting is scheduled for June 25, 2025.

<u>PSC</u>	<u>Union Notification</u> <u>End Date</u>	<u>Summary</u>
DHRPSC0005241	May 17, 2025	<ul style="list-style-type: none">• March 27, 2025: PSC was submitted and union was notified.• April 9, 2025: DPH had a meeting with SEIU Local 1021• April 23, 2025: DPH submitted RFI to the union• June 25, 2025: Second meeting will be held with the union

We appreciate your time and consideration. Please let us know if you need further information.
I can be reached at reanna.albert@sfdph.org.



City and County of San Francisco
Daniel Lurie, Mayor

San Francisco Department of Public Health

Daniel Tsai
Director of Health

DATE: June 10, 2025

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

FROM: Reanna Albert, PSC Coordinator, Department of Public Health

RE: DHRPSC0005309 v 0.01 Interpreter Services

Summary of Union Objection:

On April 9, 2025, DPH met with SEIU Local 1021 to discuss this PSC. The union expressed concern that DPH is relying on contracted interpreter services rather than fully using in-house Health Worker II and III positions who are already performing interpretation duties. The union noted that Health Workers II and III are paid less than external interpreters, contributing to staff turnover, and would like to see the Academic Language Therapy Association (ALTA) test offered to bilingual employees.

We appreciate your time and consideration. Please let us know if you need further information. I can be reached at reanna.albert@sfdph.org.

SEIU/DPH Meeting

DHRPSC0005309

Interpreter Services

April 9, 2025, 10:00am – 11:16am

NAME: Carey Dall	
POSITION TITLE: SEIU 1021 Representative	
ORGANIZATION: SEIU 1021	PHONE NO.:
	EMAIL: carey.dall@seiu1021.org
NAME: Aiyana Johnson	
POSITION TITLE: Chief Experience Officer	PHONE NO:
ORGANIZATION: San Francisco Health Network, DPH	EMAIL: aiyana.johnson@sfdph.org
NAME: My Lan Do Nguyen	
POSITION TITLE: Manager of Contractual Pre-Award, Compliance and Training Services	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: mylando.nguyen@sfdph.org
NAME: Bruce Occena	
POSITION TITLE: Director of Language Access	PHONE NO.:
ORGANIZATION: DPH	EMAIL. bruce.occena@sfdph.org
NAME: Reanna Albert	
POSITION TITLE: PSC Coordinator	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL. reanna.albert@sfdph.org
NAME: Jeff Dubois	
POSITION TITLE: Contract Analyst	PHONE NO.:
ORGANIZATION: DPH Business Office	EMAIL: jeff.dubois@sfdph.org

NAME: Joseph Duncan	
POSITION TITLE: RN, SEIU member	PHONE NO.:
ORGANIZATION: DPH	EMAIL: joseph.duncan@sfdph.org
NAME: Laura Ocon	
POSITION TITLE: Health Worker II, SEIU member	PHONE NO.:
ORGANIZATION: DPH	EMAIL: laura.ocon@sfdph.org
NAME: Brandon Dawkins	
POSITION TITLE: Health Worker IV, SEIU member	PHONE NO.:
ORGANIZATION: DPH	EMAIL: brandon.dawkins@sfdph.org

NOTES:

Q1: Can you provide more information on the 7 vacancies?

A1: Of the 7 vacancies, there are six 2586's FTEs and one 2587 FTE. All have submitted Form 3's except one due to a recent retirement on 3/30/25.

Q2: Who is the current contracted vendor?

A2: Lionbridge

Q3: How have you rated them on reports re: the quality of their work? How are measuring and grading them?

A3: Contract is heavily monitoring by Bruce and we work closely with the City Attorney regarding any pertinent issues.

Q4: Why did we stop using Lionbridge and why are we using them now?

A4: Lionbridge has not been working out. We identified two vendors for the last solicitation. We want to move in the direction of using best practices. We want the vendor to 1) use EPIC so we can verify the documentation and 2) provide video interpretation (neither of these are in the current RFP). Current RFP has more performance metrics (e.g., routing of requests, documentation). Regarding complaints, they are forwarded to the vendor and we meet with them monthly and work closely with them on a daily basis regarding services and issues. The vendor provides detailed invoices with language, location, and patient MRN# which is then verified.

Q5: Are you hiring interns/students from City College?

A5: We have a close relationship with City College and utilize interns. City College offers a one-year program to train 9910s. Currently, we have three 9910 that we are trying to shift to a 2587 Health Worker 2.

Q6: Why do DPH interpreters, who are HW II's and III's, make less than other interpreters outside of DPH?

A6: It's a huge contributor to turnover. We did work with HR to create an interpreter classification, but this didn't move forward as interpretation is a part of the 2586 and 2587 classifications.

Q7: Where are the current positions located?

A7: The current positions are at ZSFG. The vacant positions will be at LLH and will need to provide interpretation in Chinese and Spanish.

Q8: What is the process for requesting interpretation?

A8: The person calls one central number to get an interpreter. They use a menu system to identify and request an interpreter. Response time is generally under 30 seconds. Most conversations are phone based but some are in person (e.g., the hospital).

Q9: A bilingual premium is offered based on a quarterly recertification. This stopped at some point and certifications are now offered infrequently. Why can't we offer this regularly so we can bring these services in-house?

A9: The bilingual certification offered by HR is not the gold standard for qualifying as an interpreter for this program. It is not sufficient for medical terminology. Staff need training and must take the ALTA interpretation test. See policy document presented by Aiyanna for detailed requirements.

Q10: Why aren't we advocating for this test to be offered to bilingual employees who provide interpretation? Why aren't we mandating the ALTA test?

A10: We have advocated to HR for the ALTA test, but we have not been successful. We've used UCSF to provide testing and training. We would like to use this for more staff, but UCSF receives specific funding to pay for the test.

Q11: Why are we not administering the ALTA test to health workers who are currently in clinics providing interpretation?

A11: The test is only offered through UCSF. Testing would need to be provided through HR.

Q12: Is the DPH policy online?

A12: The policy is currently ZSFG centric. We are making a more global policy. We need to work with HR regarding bilingual premium and adding the test as an additional but separate component given there are more requirements.

Q13: How are DPH staff noticed and reminded that they can file a complaint regarding interpretation services? What is the process? Is there a reminder system that they can file a complaint?

A13: Most complaints are made by the providers. Staff can file a complaint using a safe report. Currently, there is not a reminder system in place.

Next Steps:

- SEIU will follow up with a formal written Request for Information to obtain further details.
- DPH will provide SEIU with the Language Access presentation reviewed at the meeting.
- DPH will provide SEIU with the policy document outlining interpreter requirements.

As noted by:

Reanna Albert
PSC Coordinator

Fw: SEIU 1021 RFI - PSC 5309 Interpreter Services

From Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Date Tue 6/10/2025 11:00 AM

To Carey Dall <carey.dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>

Cc Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Hi Carey,

Apologies for the back and forth. DPH availability has changed. We are now able to meet on 6/25 at 10:30am, which is the date you requested to have the meeting. Please let me know if this doesn't work for you anymore.

Thanks,
Reanna

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Thursday, June 5, 2025 5:08 PM

To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>

Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Re: SEIU 1021 RFI - PSC 5309 Interpreter Services

Hi Carey,

I sent a follow-up email and meeting invite earlier today for **Tues, 6/24 at 10:00am**, which is one of the days/times we had agreed during our conversation earlier this week (Mondays and Tuesdays at 10am). Does this still work for you?

Thanks,
Reanna

From: Carey Dall <Carey.Dall@seiu1021.org>

Sent: Thursday, June 5, 2025 3:53 PM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>

Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: RE: SEIU 1021 RFI - PSC 5309 Interpreter Services

Hi Reanna –

We'd prefer 1030am or 11am on 6/25. Please let us know.

CD

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, June 4, 2025 4:37 PM
To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: SEIU 1021 RFI - PSC 5309 Interpreter Services

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

Hi Carey,

I realize this doesn't align with the Monday or Tuesday at 10:00am meeting window we just settled on yesterday, but would you be available for an in-person meeting on **Wednesday 6/25 at 10am**? This time works best for the DPH Representatives for this PSC.

Thanks,
Reanna

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Friday, May 30, 2025 9:03 AM
To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Re: SEIU 1021 RFI - PSC 5309 Interpreter Services

Hi Carey,

This PSC is scheduled for Civil Service Commission on 7/7/25.

I'm checking on DPH staff availability and will get back to you soon.

Thanks,
Reanna

From: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Thursday, May 22, 2025 5:33 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: RE: SEIU 1021 RFI - PSC 5309 Interpreter Services

Hi Reanna,

When is this PSC scheduled for the Civil Service Commission?

Please also let us know when the Department is prepared to meet, as we're ready to reengage on this one. Thank you.

Regards,
Carey

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Wednesday, April 23, 2025 4:08 PM
To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>
Subject: Re: SEIU 1021 RFI - PSC 5309 Interpreter Services

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Hi Carey,

Attached are the RFI responses and requested documents for the Interpreter Services PSC.

Please let us know if the union has any additional questions.

Thanks,
Reanna

From: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Wednesday, April 16, 2025 3:06 PM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>; Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>
Subject: SEIU 1021 RFI - PSC 5309 Interpreter Services

Dear Reanna et al,

Thank you for meeting with us to confer over PSC 5309 (Interpreter Services). As requested during our meeting on April 9, please provide Aiyana's excellent PPT presentation at your earliest convenience.

During the meeting we raised questions, which I've outlined below. Subsequently, further questions came up which are also below.

Please provide the information within 5 working days and prior to our meeting:

1. The PSC Form 1 (Summary) specifies that a list of contracts was attached, but this was not the case. Please provide a list of the relevant contracts, and the contracts themselves.

2. Data on the performance of the vendor(s) who have contracted to perform these services for DPH in the past 5 years.
3. All reporting documentation by the vendor(s) in question, in keeping with contractor requirements, and the DPH analysis of any of this contractor's reporting going back 5 years.
4. The vacancy and turnover rates at the vendor(s) in question.
5. Surveys or reports detailing client satisfaction/performance with the vendor(s) in question.
6. Names and classifications for Healthworkers at DPH currently receiving bilingual pay, broken down by language spoken.
7. Names and classifications for Healthworkers at DPH who applied for bilingual pay but were denied for the past 5 years.
8. Dates for bilingual exams made available for Healthworkers at DPH to exhibit proficiency in the language(s) for which they requested bilingual pay.
9. An explanation of the steps to be taken for a Healthworker at DPH to apply for, and qualify for, bilingual pay.
10. Data in possession of DPH outlining the need for the various languages at DPH facilities, broken down by facility and department, including but not limited to the rate of clinical failures by virtue of not having appropriate interpreting resources available, for the past 5 years. Explanation for the process by which DPH collects and accumulates said data.
11. The final solicitation for this PSC.

Thank you.

Regards,

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

From: Carey Dall

Sent: Tuesday, April 15, 2025 11:16 AM

To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>

Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>

Subject: RE: DPH [DHRPSC0005309] submitted for Union Review

Hi Reanna –

You'll have it this week, possibly by tomorrow.

CD

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>

Sent: Tuesday, April 15, 2025 9:05 AM

To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>

Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>

Subject: Re: DPH [DHRPSC0005309] submitted for Union Review

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

Hi Carey,

Following up to see when we can expect the RFI for this PSC.

Thanks,
Reanna

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Monday, April 7, 2025 11:25 AM
To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>
Subject: Re: DPH [DHRPSC0005309] submitted for Union Review

Hi Carey,

Brandon has accepted the invite; Laura has not yet responded.

Thanks,
Reanna

From: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Monday, April 7, 2025 7:35 AM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>
Subject: RE: DPH [DHRPSC0005309] submitted for Union Review

Hi Reanna –

Just following up to confirm that Laura and Brandon are released for the meeting Wednesday at 10am.

Thank you.

CD

From: Carey Dall
Sent: Tuesday, April 1, 2025 7:54 AM
To: Albert, Reanna (DPH) <reanna.albert@sfdph.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Cc: Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins, Brandon (DPH) <brandon.dawkins@sfdph.org>
Subject: RE: DPH [DHRPSC0005309] submitted for Union Review

Hi Reanna –

Let's go with 4/9 at 10am. Please have Laura Ocon and Brandon Dawkins released for purposes of this meeting.

Thank you.

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

Join SEIU 1021 today!

<http://join1021.org?LUID=CDall>

From: Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Sent: Monday, March 31, 2025 2:57 PM
To: Carey Dall <Carey.Dall@seiu1021.org>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>
Subject: Re: DPH [DHRPSC0005309] submitted for Union Review

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Hi Carey,

Thanks for letting us know. Below is DPH staff availability. Please let me know what works best for SEIU.

4/4 - 1pm
4/9 - 10am or 1pm

Thanks,
Reanna

From: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Friday, March 28, 2025 9:56 AM
To: DT Service Now (TIS) <ccsfdt@service-now.com>; Occena, Bruce (DPH) <bruce.occena@sfdph.org>; PSCreview <PSCreview@seiu1021.org>; Johnson, Aiyana (DPH) <aiyana.johnson@sfdph.org>; Albert, Reanna (DPH) <reanna.albert@sfdph.org>
Subject: RE: DPH [DHRPSC0005309] submitted for Union Review

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

Hello –

SEIU 1021 objects to this PSC and requests meet and confer.

Please send us proposed dates and times. Thank you.

Carey Dall
SEIU Local 1021
Cell (415) 717-9604

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Thursday, March 27, 2025 4:43 PM
To: bruce.occena@sfdph.org; PSCreview <PSCreview@seiu1021.org>; aiyana.johnson@sfdph.org;
reanna.albert@sfdph.org
Subject: DPH [DHRPSC0005309] submitted for Union Review

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

Hello **790 - SEIU, Local 1021, Misc** union representatives,
DPH is requesting your review of PSC [DHRPSC0005309]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2025-05-26.**

PSC Summary

=====

Record Number: DHRPSC0005309 v 0.01

Description of Proposed Work: Interpreter Services

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

✔ CSC Approval by Amount

Submitting Department: DPH

Dept PSC Coordinator: Reanna Albert

Dept PSC Coordinator Email: reanna.albert@sfdph.org

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

PSC Amount: \$9,999,999.00

PSC Duration (months): 24

Funding Source(s): City Funds

Scope of Work: Provide language interpreter services in 87 languages, with focus on nine most frequently used languages: Spanish, Cantonese, Vietnamese, Mandarin, Russian, Taishanese, Tagalog, Arabic, and Korean. Services must be available 24/7/365, including holidays, with a call response time of 30 seconds and a 95% success rate. Interpretation will be available in-person, by phone, or via video remote interpreting (VRI) across administrative, professional, and clinical/medical settings at all Department of Public Health (DPH) locations, including Jail Health Services and other designated sites. Interpreters must be medically trained, culturally competent, and comply with HIPAA, Culturally and Linguistically Appropriate Services (CLAS) standards, and Title VI of the Civil Rights Act and Joint Commission requirements. The contractor will deliver timely, reliable, and confidential services while providing regular usage reports, quality assurance metrics, and data insights to help DPH monitor service effectiveness and improve language access programs.

Job Class(es): 2586 - Health Worker 2, 2587 - Health Worker 3

PSC Justification(s)

=====

- ✓Regulatory or legal requirements disallow use of City employees
- ✓Services requiring specialized expertise, knowledge experience

Ref:TIS5772586_qVnXfQag3ftvEN5bPyHU

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: HSA

Submitted By: Elizabeth Leone

Department Coordinator: Leslie Lau,
leslie.lau1@sfgov.org

Project Manager: Vladlena Gulchin

ServiceNow Number: DHRPSC0005242

Version: 0.01

Version Type: New

Brief description of proposed work: Resource Family Approval (RFA) Family Evaluations: contract will provide assistance in completing Family Evaluations, a key component of the Resource Family Approval (RFA) process. RFA is a comprehensive procedure in child welfare that assesses and approves potential foster, adoptive, and guardianship families to ensure they can provide a safe, supportive, and nurturing environment for children in need. The evaluation process, which includes background checks, home assessments, and training, helps to prepare families to meet the unique needs of children in the system.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$800,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: Federal Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: Accept referrals from the FCS RFA unit and conduct outreach to identified caregivers and/or foster parents utilizing engagement strategies identified in the California Core Practice Model (CPM). For more information regarding CPM, please follow <https://www.cdss.ca.gov/inforesources/foster-care/title-iv-e-california-well-being-project/core-service-interventions>. Complete Family

Evaluations and submit to FCS RFA unit.

Why are these services required and what are the consequences of denial?: To be a foster parent in California, an applicant family is required to complete the Resource Family Approval (RFA) process. RFA started as a pilot in 2012 but became a requirement for all counties in 2017, though ACL 15-58 (<https://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl/2016/16-58.pdf>).

The Family Evaluation is a required component of the RFA process. If the county were unable to complete Family Evaluations, it would be unable to screen and approve potential foster families.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The Resource Family Approval process has multiple components to assess a prospective caregiver. One of them is a Psychosocial Assessment which requires a higher level of education and experience. Current 2918 RFA Social Workers do not have the required level of education and experience to complete Family Evaluations.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Human Services Commission approval will be obtained.

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

Justification

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

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

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

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

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

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

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

Q5b1) Describe the specialized skills and expertise required to perform the services: San Francisco's RFA program contracts the Family Evaluation component of the Comprehensive Assessment with Foster Family Agencies (FFAs), which require that both supervisors and social

workers conducting the Family Evaluation meet specific education and experience requirements. Staff must possess a master's degree or higher from an accredited or state-approved graduate school in social work or a related field.

In the San Francisco RFA program, RFA social workers must have a master's degree in social work or a related field. The inability to contract with an FFA would have detrimental consequences, as we do not have staff qualified to conduct Family Evaluations internally.

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

Q5c1) Identify the classifications: 2944 - Protective Services Supervisor, 2940 - Protective Services Worker

Q5c2) Does the Department have employees in these classifications?: No

Q5c3) Will you be hiring employees in these classifications?: Yes

Q5c4) Describe your hiring plan and timeline: On-going; historically and currently a challenge to fill these positions

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: No

Q5e1) Explain why training of City employees is not required: Contractor not overseeing city employees.

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

Q5f1) Explain why the work will not be transitioned back to the City: Historically and currently a challenge to fill these positions. Nationally, pool of available applicants is decreasing.

Additional information to support your request (Optional): The city does have social worker classifications that require a master's degree: 2940, and the accompanying social work supervisor class 2944. However, HSA has currently and historically had difficulty in hiring these classifications. Outside vendors can provide more flexibility, part-time employment, etc. that the City cannot offer prospective social worker applicants.

HSA's current 2940/2944s cannot do this work as they currently represent FCS client children and cannot make the placement decisions that are required of the RFA evaluation process, due to confidentiality and conflict of interest. An HSA 2940/2944 would have to be siloed/dedicated to the RFA Family Evaluations program; in addition, these position would have to be supervised and there is currently no structure in place to support this program.

Union Notifications

Job Class(es): 2918 - HSA Social Worker, 2916 - Social Work Specialist

Labor Unions: 535 - SEIU 1021

Labor Union Email Addresses: PSCreview@seiu1021.org

Union Review Sent On: 4/9/2025

Union Review End Date: 6/8/2025

Union Review Duration Met On: 6/8/2025



**SAN FRANCISCO
HUMAN SERVICES AGENCY**

P.O. Box 7988
San Francisco, CA
94120-7988
www.SFHSA.org

Date: June 10, 2025
To: Civil Service Commission
From: Leslie Lau – HSA PSC Coordinator
RE: DHRPSC0005242 – PSC for Resource Family Approval (RFA) Family Evaluations
and Union Response

Department of Benefits
and Family Support

Department of Disability
and Aging Services

The Human Services Agency's Office of Contract Management (OCM) submitted DHRPSC0005242 in the ServiceNow portal for Union Review on April 9, 2025. This PSC covers Resource Family Approval (RFA) Family Evaluations which provide assistance in completing Family Evaluations, a key component of the Resource Family Approval (RFA) process. RFA is a comprehensive procedure in child welfare that assesses and approves potential foster, adoptive, and guardianship families to ensure they can provide a safe, supportive, and nurturing environment for children in need. The evaluation process, which includes background checks, home assessments, and training, helps to prepare families to meet the unique needs of children in the system.

These are continuing services which have been contracted out since 2017.

On April 29, 2025, OCM received a request from SEIU Local 1021 Field Representative Genevieve Vigil regarding setting up a meeting between OCM and HSA Program staff to discuss this PSC. The Union confirmed that they were available to meet on May 20, 2025 at 8:30am. OCM sent Ms. Vigil a calendar invite for the meeting containing the MS Teams information. On May 20, 2025, the Union did not attend the meeting. OCM sent multiple follow-up emails to Ms. Vigil and SEIU Local 1021 Field Representative Daniela Gonzalez on May 20, May 21, May 23, and May 28 offering additional times to meet. The Agency did not receive a response from the Union.

On June 8, 2025 the Union Notification period for this PSC ended. We respectfully request that this PSC be heard for approval at the next available Civil Service Commission meeting. We are trying to put this contract into place for July 1, 2025, and would like to avoid gaps in service.

Please feel free to contact me if you have any questions.



Daniel Lurie
Mayor

Trent Rhorer
Executive Director, SFHSA

Kelly Dearman
Executive Director, DAS

Instructions:

- Document Content:**

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

[illegible]

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Golnaz Mortazavi

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

Project Manager: Janet Gallegos

ServiceNow Number: DHRPSC0005161

Version: 0.01

Version Type: New

Brief description of proposed work: This Request for Proposals (RFP) is in support of the Transit Division to obtain qualified consultants to provide as-needed specialized vehicle engineering services to supplement the Transit Division staff in the support of the procurement, rehabilitation, maintenance and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities. SFMTA anticipates awarding three contracts for the services under this RFP to the three highest ranking proposers. Each of the contracts will be established for a period of five years, with four one-year Options, at a cost not to exceed \$5,000,000 each.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$15,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: Federal Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The consultant and its sub-consultant will provide specialized engineering and technical support services in a broad area of technical disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance

and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities.

The SFMTA plans to award up to three contracts for the As-Needed specialized engineering services. Each of the three contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000. The PSC amount of \$15,000,000 is for 3 contracts.

Why are these services required and what are the consequences of denial?: SFMTA needs to secure outside specialized engineering services on short notice to augment the skill set and resources level of in-house staff. This service is necessary to ensure that all vehicle procurement and rehabilitation projects meets OEM specifications and SFMTA's requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultant will also help with the FTA requirements for independent audits and cost analysis for all FTA funded project.

Denial of the request may affect the finished quality of the vehicles and related equipment and ultimately cause an adverse impact on SFMTA's strategic plan to provide safe, accessible, and environmentally sustainable service to the public resulting in a wasteful use of public resources. In addition, SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

Similar service contract has been provided in the past through Personal Service Contract.

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

Board and Commission Approvals

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

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

Justification

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

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: Will depend on the future tasks for this As Needed Contract.

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

Explain why: Will depend on the future tasks for this As Needed Contract.

Additional information to support your request (Optional): Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Funding will provided based on the task.

Union Notifications

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

Labor Unions: No Union Selected -

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org, mfinnegan@ibt856.org, administration@sffdlocal798.org, larryjr@ualocal38.org, president@twusf.org, WOrellana@opcmialocal300.org, L21pscreview@ifpte21.org, PSCreview@seiu1021.org, President@sanfranciscodsa.com, ibew6@ibew6.org, staff@sfmea.com, mleach@ibt856.org, laborers261@gmail.com, president@twusf.org, jb@local16.org, local22publicsector@nccrc.org, john.lenny@sfgov.org, sfcwupresidentjmleonard@yahoo.com, local200twu@sbcglobal.net, staff@sfmea.com, tracym@sfpoa.org, joshv@smw104.org, administration@sffdlocal798.org, PSCreview@seiu1021.org, anthony@dc16.us, charlie@local377.com, mbeauchamp@oe3.org, ccarr@oe3.org, pking@uapd.com, pfinn@ibt856.org, mleach@ibt856.org, plangrooferslocal40@gmail.com, laborers261@gmail.com, nick@dc16.us, PSCreview@seiu1021.org, epeterson@cirseiu.org, abush@cirseiu.org, snaranjo@cirseiu.org, emathurin@cirseiu.org, lvega@nccrc.org, president@twusf.org, PSCreview@seiu1021.org, PSCreview@seiu1021.org, pking@uapd.com, mleach@ibt856.org, cpark@local39.org, sfdpoa@icloud.com, b.rod07@yahoo.com, PSCreview@seiu1021.org, L21pscreview@ifpte21.org, president@twusf.org, president@sfsheriffmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org

Union Review Sent On: 3/31/2025

Union Review End Date: 4/7/2025

Union Review Duration Met On: 4/7/2025

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 44741 - 19/20)

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

Type of Service: As Needed Specialized Engineering Service

Funding Source: Federal and Local Funds

PSC Original Approved Amount: \$15,000,000 PSC Original Approved Duration: 01/01/20 - 12/15/24 (4 years 50 weeks)

PSC Mod#1 Amount: \$7,400,000 PSC Mod#1 Duration: 08/01/23-05/31/27 (2 years 23 weeks)

PSC Cumulative Amount Proposed: \$22,400,000 PSC Cumulative Duration Proposed: 7 years 21 weeks

1. Description of Work

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

The consultant and its sub-consultant will provide specialized engineering services in a broad area of technical engineering disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance, and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities.

The San Francisco Municipal Transportation Agency (SFMTA) plans to award up to three contracts for these services to replace the existing As-Needed specialized engineering services for procurement of Rubber Tire Vehicles (Jacobs Engineering Inc.) and As-Needed specialized engineering services for procurement of New Light Rail Vehicles (Raul Bravo Associates Inc.). Each of the three contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000.

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

SFMTA needs to secure outside specialized engineering services on short notice to augment the skill set and resources level of in-house staff. This service is necessary to ensure that all vehicle procurement and rehabilitation projects meet original equipment manufacturer (OEM) specifications and SFMTA's requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultant will also help with the Federal Transit Administration (FTA) requirements for independent audits and cost analysis for all FTA funded project. Denial of the request may affect the finished quality of the vehicles and related equipment and ultimately cause an adverse impact on SFMTA's strategic plan to provide safe, accessible, and environmentally sustainable service to the public resulting in wasteful use of public resources. In addition, SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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 44741 19/20 approved 09/16/2019

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:

This modification will extend the duration to align with the contract end date and provide sufficient time to complete the as needed specialized engineering service projects.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Contracting through an as-needed engineering consultant for specialty work and short-term or capital project is more cost-effective.

B. Reason for the request for modification:

This modification is to increase the amount and extend the duration of this PSC by less than ½ the original PSC previously approved. The increase amount will help maintain continuity of service for the as needed specialized engineering services in the contract. The extended duration will align with the contract end date and provide sufficient time to complete the as needed specialized engineering service projects.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience, expertise, and knowledge in: • Electrical/Mechanical/Structural/Software/Systems engineering expertise on public transit vehicles including light rail vehicles, historic railcars, cable cars, hybrid buses, battery-electric buses, electric trolleybuses, and other transit vehicles. • Quality control and inspection along vehicle production lines. • Knowledge of Federal Motor Vehicle Safety Standards, Federal Railway Administration Rules and American Public Transportation Association Standards. • Expertise in track and signal maintenance, infrastructure maintenance and overhead lines, light rail right-of-way, trackway, fare collection system, and track signalization. • Service planning experience, including planning short- and long-term transit routes and stops; designing and establishing service level.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil Service Classes are not applicable because the City/SFMTA does not manufacture transit vehicles. The necessary engineering expertise requires working on a project involving transit vehicle procurement and rehabilitation, system designs, trackwork design, overhead contact system design, and special inspections. In addition, the services require special skills in system integration, California Public Utility Commission (CPUC) system safety certification, detailed vehicle inspections, FTA independent procurement audits and cost analysis.

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 is not practical to adopt new civil-service classes that are not regularly used in these specialized areas.

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.
N/A. There are no civil service classifications that normally perform work in these specialized areas.

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 08/08/23, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44741 - 19/20

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/16/2023



Daniel Lurie, Mayor

Stephanie Cajina, Vice Chair
Mike Chen, Director
Steve Heminger, Director

Dominica Henderson, Director
Fiona Hinze, Director
Janet Tarlov, Director

Julie Kirshbaum, Director of Transportation

SFMTA Meeting Summary with Local 21 RE DHRPSC0005161

- On April 23, 2025, SFMTA Project Managers and Labor Relations staff met with Local 21 representatives to discuss the Unions concerns regarding PSC 5161.
 - The Union was concerned with what the contract was going to be used for. The Union asked for a breakdown of the as-needed specialized work noted in the PSC's scope. Project managers answered the Union's concern by specifying that this contract is an as needed contract, which would only be used for as needed tasks. The tasks are issued when as needed services arise within the Agency. Project managers gave examples of some prior as needed tasks which a previously approved PSC (44741 - 19/20) had been used for. The Union requested a list of the tasks which the contract money had been used for from PSC (44741 - 19/20).
- On May 20, 2025, Labor Relations sent a response to the Union regarding the request for information from the April 23 meeting. See attached email thread.
- On May 29, 2025, Labor Relations sent a meeting invite to the Union for June 3, 2025, to follow up since SFMTA had not heard back from the Union after the May 20 email. See attached email thread.
- On June 3, 2025, the Union responded saying that they didn't believe another meeting was necessary and asked for it to be cancelled. The meeting was ultimately cancelled and Labor Relations responded, noting that the PSC would likely be scheduled at the July 21st CSC meeting. See attached email thread.

From: [Abulencia, Simon](#)
To: [Alicia Flores](#); [Garcia, David](#); [Jessica Nuti](#); [Speaks, Joe](#); [Mortazavi, Golnaz](#)
Cc: [Williams, Emily](#); [Gallegos, Janet](#); [Nuque, Amy](#)
Subject: RE: PSC Request No. 0005161
Date: Tuesday, June 3, 2025 1:23:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Alicia,

Thank you for letting us know. I will cancel the meeting set for today.

Since you are requesting to cancel the meeting, it is our impression that we were able answer the questions / RFI the Union posed at our meeting on 04/23/2025.

This proposed contract is likely to be scheduled for the July 21st Civil Service Commission meeting. If the Union has any other concerns or questions for the project managers prior to this contract being heard by the commission, please reach out to me. Thank you.

Best,

Simon Abulencia

From: Alicia Flores <aflores@ifpte21.org>
Sent: Tuesday, June 3, 2025 10:51 AM
To: Abulencia, Simon <Simon.Abulencia@sfmta.com>; Garcia, David <David.Garcia@sfmta.com>; Jessica Nuti <jnuti@ifpte21.org>; Speaks, Joe <Joe.Speaks@sfmta.com>; Mortazavi, Golnaz <Golnaz.Mortazavi@sfmta.com>
Cc: Williams, Emily <Emily.Williams@sfmta.com>; Gallegos, Janet <Janet.Gallegos@sfmta.com>; Nuque, Amy <Amy.Nuque@sfmta.com>
Subject: RE: PSC Request No. 0005161

EXT

Hi Simon,

Thank you for setting this up and I apologize for the delay. I do not think another meeting is necessary at this time so we can cancel the meeting scheduled for 2:30pm.

Best,

Alicia Flores *(She/her)*
Representative/Organizer
IFPTE Local 21
Direct: 415-914-7342

-----Original Appointment-----

From: Abulencia, Simon <Simon.Abulencia@sfmta.com>

Sent: Thursday, May 29, 2025 3:34 PM

To: Garcia, David; Alicia Flores; Jessica Nuti; Speaks, Joe; Mortazavi, Golnaz

Cc: Williams, Emily; Gallegos, Janet; Nuque, Amy

Subject: PSC Request No. 0005161

When: Tuesday, June 3, 2025 2:30 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Microsoft Teams Meeting

Importance: High

Hi All,

Setting this tentative follow up meeting since we have not heard back from the Union.

[@Alicia Flores](#) If you feel we can forgo this meeting, or if this date/time doesn't work for you, please let us know.

Best,

Simon Abulencia

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 245 878 577 524 8

Passcode: po6X3wt3

Dial in by phone

[+1 415-523-2709,,56639725#](#) United States, San Francisco

[Find a local number](#)

Phone conference ID: 566 397 25#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

From: Garcia, David <David.Garcia@sfmta.com>

Sent: Tuesday, May 20, 2025 12:02 PM

To: Alicia Flores <aflores@ifpte21.org>; Jessica Nuti <jnuti@ifpte21.org>

Cc: Nuque, Amy <Amy.Nuque@sfmta.com>; Abulencia, Simon <Simon.Abulencia@sfmta.com>;
Speaks, Joe <Joe.Speaks@sfmta.com>; Williams, Emily <Emily.Williams@sfmta.com>; Gallegos, Janet
<Janet.Gallegos@sfmta.com>

Subject: PSC Request No. 0005161

Importance: High

Dear Alicia –

We met on April 23, 2025, concerning SFMTA’s request for an as needed contract for consultant and subconsultant work to cover a broad area of technical engineering. See PSC Request No. 0005161. The intent of the as-needed contract is to bring additional transit expertise into our procurement, rehabilitation, maintenance, and Transit Vehicle Fleet support. If approved, the contract would be administered through individual tasks, and SFMTA would manage the tasks through a formal task development process where the approved contractor will propose how they will achieve the scope of a given task, and they will identify the project deliverable for each task they take on. Once you have a chance to review this email, please let me know several dates you are available to continue meeting and discussing PCS request number 00005161. Alternatively, please let me know if this is sufficient and whether we can forego another meeting.

During our meeting (April 23, 2025), L21 asked for examples of tasks contracted out under previous/similar contracts. ELR had a chance to discuss this request with our subject matter experts and identified a list of tasks contracted out under prior approvals and we found that L21 job classifications supported that work as Task Leads, Administrator Leads, and as In-house-engineers. Our SME described the nature of these three functions:

1. Task Leads

The SFMTA Task Lead is the SFMTA employee responsible for managing the consultant and ultimately for the quality of the final deliverable. They are usually the SFMTA’s subject matter expertise, or the manager whose division is responsible for the focus area of the task. They are usually an engineer, a project manager, or a manager.

2. Administrator Leads

The SFMTA Administrative Lead manages all the process and paperwork, and communications required to initiate a consultant Task per the requirements of the as-needed contract. They also manage invoicing and review for conformity to the original Task Proposal. They manage travel if required by the task to visit production facilities or come on-site to Muni.

3. SFMTA Engineering Support

The consultant expertise provided through an as-needed task is often to add high-level experience or knowledge to new plans, programs, or challenges at the SFMTA. The SFMTA Task Lead is generally supported by SFMTA Engineering Support, in-house staff engineers or other subject matter experts who either collaborate with the outside consulting expert or review and integrate the work of the outside consultant with the SFMTA program.

Lastly, a list of tasks performed under prior approvals include some of the following examples:

1. TCUP Vendor Selection Support
2. LRV Inspection Support 1
3. LRV Inspection Support 2
4. LRV4 Contract and Engineering Support (i.e., brakes, couplers, doors).
5. Fare Cap Analysis
6. Paratransit Vehicle Inspections
7. As-needed Consultant Support for Paratransit Inspections
8. Post Delivery Inspection Services
9. LRV Train Signal Interlock Standardization Study
10. TVM Technical Specification Development Support

Thank you,

David Garcia (He/Him/His)
Employee & Labor Relations Manager



David.Garcia@sfmta.com

Office | 415-646-4841

1 South Van Ness Ave. 6th Floor #6133

San Francisco, CA 94103



This message is from outside of the SFMTA email system. Please review the email carefully before responding, clicking links, or opening attachments.

Nuque, Amy

From: Alicia Flores <aflores@ifpte21.org>
Sent: Tuesday, April 8, 2025 4:56 PM
To: ccsfdt@service-now.com
Cc: Nuque, Amy; Garcia, David
Subject: RE: MTA [DHRPSC0005161] submitted for Union Review

EXT

Hi,

Local 21 objects and has questions regarding this PSC. We would like to learn more about impacted classifications and SFMTA staff that are already assigned on related work.

Please let me know if the Department is available to set-up a time to discuss.

Best,

Alicia Flores (*She/her*)
Representative/Organizer
IFPTE Local 21
Direct: 415-914-7342

From: CCSF IT Service Desk <ccsfdt@service-now.com>
Sent: Monday, March 31, 2025 11:19 AM
To: cpark@local39.org; mhenneberry@teamsters853.org; laborers261@gmail.com; trinh.nguyen@sfmta.com; WOrellana@opcmialocal300.org; tracym@sfpoa.org; L21PSC Review <L21PSCReview@ifpte21.org>; ccarr@oe3.org; pmendeziamaw@comcast.net; larryjr@ualocal38.org; president@twusf.org; nick@dc16.us; dvickers@iam1414.org; snaranjo@cirseiu.org; john.lenny@sfgov.org; pfinn@ibt856.org; emathurin@cirseiu.org; cjohnson@bac3-ca.org; PSCreview@seiu1021.org; pking@uapd.com; administration@sffdlocal798.org; anthony@dc16.us; charlie@local377.com; mfinnegan@ibt856.org; Amy.Nuque@sfmta.com; Janet.Gallegos@sfmta.com; president@sfsheriffmsa.org; mleach@ibt856.org; Maggie.Chan@sfmta.com; sfcwupresidentjmleonard@yahoo.com; plangrooferslocal40@gmail.com; David.Garcia@sfmta.com; President@sanfranciscodsa.com; mbeauchamp@oe3.org; jb@local16.org; sfdpoa@icloud.com; abush@cirseiu.org; b.rod07@yahoo.com; ibew6@ibew6.org; Golnaz.Mortazavi@sfmta.com; local200twu@sbcglobal.net; epeterson@cirseiu.org; staff@sfmea.com; lvega@nccrc.org; joshv@smw104.org; Simon.Abulencia@sfmta.com
Subject: MTA [DHRPSC0005161] submitted for Union Review

Hello union representatives,

MTA is requesting your review of PSC [DHRPSC0005161]. Please see relevant details of this request below and in the attached document(s). **Should you have any questions or objections, please state them by replying all to this email by 2025-04-07.**

PSC Summary

=====

Record Number: DHRPSC0005161 v 0.01

Description of Proposed Work: This Request for Proposals (RFP) is in support of the Transit Division to obtain qualified consultants to provide as-needed specialized vehicle engineering services to supplement the Transit Division staff in the support of the procurement, rehabilitation, maintenance and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities. SFMTA anticipates awarding three contracts for the services under this RFP to the three highest ranking proposers. Each of the contracts will be established for a period of five years, with four one-year Options, at a cost not to exceed \$5,000,000 each.

Request Type: New

Approval Type: CSC Approval

CSC Review Reason(s):

 CSC Approval by Amount

Submitting Department: MTA

Dept PSC Coordinator: Amy Nuque

Dept PSC Coordinator Email: Amy.Nuque@sfmta.com

PSC Amount: \$15,000,000.00

PSC Duration (months): 60


Funding Source(s): Federal Funds

Scope of Work: The consultant and its sub-consultant will provide specialized engineering and technical support services in a broad area of technical disciplines to supplement the Transit Division staff in the procurement, rehabilitation, maintenance and support of its Transit Vehicle Fleet, Transit Related Equipment, Maintenance of Way, Various Transit Systems and Facilities. The SFMTA plans to award up to three contracts for the As-Needed specialized engineering services. Each of the three contracts will be established for a period not to exceed five years, at a cost not to exceed \$5,000,000. The PSC amount of \$15,000,000 is for 3 contracts.

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

PSC Justification(s)

=====

 Service for which City lacks the necessary facilities/equipment

Ref:TIS5778487_IRi6vRUjmuSOMjAgw5eE

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Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Steven Lin

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

Project Manager: Gary Chang

ServiceNow Number: DHRPSC0005375

Version: 0.01

Version Type: New

Brief description of proposed work: Perform replacement and mid-life overhaul of various systems on the hybrid coaches

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$95,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$67,000,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The scope of this project is to perform system replacement and mid-life overhaul of 152 standard (40') Hybrid Electric New Flyer vehicles and 69 articulated (60') Hybrid Electric New Flyer vehicles. The Contractor will provide all repairs, warranties, labor, inspections, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, traction motor, energy storage system, cooling system, axles, brakes, air systems, interior and exterior body work, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, schematics, design calculations, stress analysis, and other specified technical

documentation in connection with this project. Contractor will also support warranties on all rebuilt components. SFMTA staff will conduct outgoing and incoming coach inspections and perform in-house rebuilt components for the Contractor.

Why are these services required and what are the consequences of denial?: The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. Furthermore, it will reduce unscheduled maintenance and repair costs.

Denial of this request will have a negative impact on the condition and service reliability of the vehicles and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchase.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: Due to the scale of the project scope of work, there is a need to outsource this work to complete the project within a timely manner by certified mechanics and technicians.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Any contract requires SFMTA Board approval.

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: Since the contract will exceed \$10 Million, it will require BOS approval. However, the project team is still in negotiation with the prospective contractor. There are no further details can be provided at this time.

Justification

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

No

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

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

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

Q4a) What facilities or equipment does the City lack that contractor possesses?: The scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to perform the work on an assembly-line production level.

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

Explain why: The time required to find and procure a facility large enough to perform the work necessary would require running the coaches beyond their mid-life and would have a negative impact on the condition and service reliability of the vehicles.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7381 - Automotive Mechanic, 7313 - Automotive Machinist

Labor Unions: 130 - Auto Machinist, Lodge 1414

Labor Union Email Addresses: pmendeziamaw@comcast.net, dvickers@iam1414.org

Union Review Sent On: 4/28/2025

Union Review End Date: 5/28/2025

Union Review Duration Met On: 5/28/2025

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

Instructions:

Step 1: Download and save this template to your desktop.

Step 2: Complete the fields below.

Step 3: Upload a copy of the completed file to your PSC record under the "Required Documentation" tab.

Document Content:

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

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

Dept Acronym:	SFMTA
Dept Name:	HR-ELR
PSC Coordinator Name:	Amy Nuque
PSC Coordinator Email:	amy.nuque@sfmta.com
PSC ServiceNow Record Number:	DHRPSC0005375

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Brief Description of Services Rendered
1000035821	10/1/2025	10/1/2030	\$ 95,000,000		Conduct MidLife Overhaul work on revenue hybrid vehicles

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: MTA

Submitted By: Sean Cunningham

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

Project Manager: Lisa Walton

ServiceNow Number: DHRPSC0005407

Version: 0.01

Version Type: New

Brief description of proposed work: As-needed installation services for network equipment inside San Francisco Municipal Transportation Agency (SFMTA) vehicles

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$600,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$150,000

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 18

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: As-needed installation services for network inside SFMTA vehicles and Facilities. SFMTA has several projects that require as-needed help to complete installations of network equipment. Once the initial installation is completed, we rely on city workers to maintain and repair the equipment. We use this as-needed help to ensure upgrades are completed in a reasonable timeframe.

Why are these services required and what are the consequences of denial?: As-needed installation services are needed to allow SFMTA to quickly deploy new equipment and perform necessary upgrades. These projects put a short-term need for more resources that will not be

needed when the project is completed. If denied, we would not be able to complete several projects in a reasonable amount of time.

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

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

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

Q5b) Why do you believe this to be a transitional or short-term situation?: Contractors will only be used to help with the installation. Configuration will be performed by SFMTA staff and ongoing maintenance will also be handled by SFMTA Staff.

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

Once the installation project is completed SFMTA staff will take over all maintenance.

Q5d) Describe the required skills and expertise needed to perform the services: Basic installation skills that a low voltage electrician would typically have.

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

Q5f) Explain why the employees are not able to perform these services: Additional resources to support additional project work beyond existing staff's operating support tasks.

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7318 - Electronic Maintenance Tech

Labor Unions: 006 - Electrical Workers, Local 6

Labor Union Email Addresses: ibew6@ibew6.org

Union Review Sent On: 5/5/2025

Union Review End Date: 6/4/2025

Union Review Duration Met On: 6/4/2025

Post Union Notification

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PRT

Submitted By: Alysabeth Alexander-Tut

Department Coordinator: Alysabeth Alexander-

Tut,

alysabeth.alexander-tut@sfport.com

Project Manager: Erica Petersen

ServiceNow Number: DHRPSC0005148

Version: 0.01

Version Type: New

Brief description of proposed work: As-needed engineering contracts to provide professional services on an as-needed basis for the following primary categories of work, including but not limited to: structural engineering, construction management, marine structures engineering, special inspections and testing, coastal engineering, architecture, geotechnical engineering, historic preservation, civil engineering, ADA, mechanical engineering and plumbing, electrical engineering, fire protection engineering, cost estimating, naval architecture, specification writing, constructability reviews, surveying, sustainability consulting.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$20,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The exact scope of work for consultant assistance during the next four to five years is not fully known, but based on projects underway, Port staff anticipates that support will be needed in the categories of work shown in

Table 1 below.

Table 1: Categories of Work

PRIMARY CATEGORIES OF WORK

Structural Engineering Construction Management

Marine Structures Engineering

Including design and analysis of piers and wharves, including seismic retrofit, vertical load capacity evaluation, repair/upgrade design and structural assessment Special Inspections and Testing

Coastal Engineering:

including shoreline protection, sediment transport, evaluation of sea level rise and resilience design Architecture and Building Envelope

Geotechnical Engineering:

including deep foundations, near shore and offshore projects, and seismic and soil-structure interaction studies Historic Preservation

Civil Engineering:

including traffic engineering, and street, sewer, and hydrology/stormwater design per City of San Francisco standards, and Caltrans Standards ADA Design and Inspections

Mechanical Engineering & Plumbing:

Including plumbing design for potable water, sanitary sewer system, irrigation system, fire sprinkler system, gas distribution system, HVAC systems, and sewer and water systems under marine structures. Inspection and assessment of existing infrastructure (Structural, Architectural, Utilities)

Electrical Engineering:

Including medium and low voltage power system design Cost Estimating

Fire Protection Engineering Constructability Reviews including Value Engineering and Peer Review

Naval Architecture:

Including analysis and design mooring and berthing systems and floating structure facilities. Specification Writing

Surveying:

Including aerial and bathymetric techniques, and underground utility location. Built Environment Sustainability Consulting

Including Envision, LEED, local Green Building, Solar, Energy, and Utility requirements, and specification writing/review.

SECONDARY CATEGORIES OF WORK

Environmental:

Including hazardous materials testing, sampling evaluation and monitoring; specification writing; CEQA and NEPA) Data Management, Library Sciences, Enterprise Asset Management System Development

Project Management

Signage Design and Reproduction

Including graphic design, interpretive and wayfinding signage

Demolition Engineering Building Code Development

Corrosion Engineering Cruise Terminal Operations

Railroad Engineering Consulting Utilities Piping and Metering

Marina Design Shoreside Power Design

Crane Inspection, Testing and Certification Services Building Occupancy Resumption Program - inspections

Grant Application Support Building/Encroachment Permit Plan Checking Review

Including Architectural, ADA, Civil, Structural, Mechanical, Plumbing, and Electrical

Dry Dock Inspection and Design Marine Biology

Landscape Architecture

Including horticulturist and playground design. Arborist

TERTIARY CATEGORIES OF WORK

Archeology Elevator/Escalator Consulting

Life-Cycle Cost Analysis Computer Drafting and modeling

Forensic Investigation Transportation and Traffic Engineering

Construction Litigation Support Community Relations

Economic Studies Lighting Design including photometric analysis

Why are these services required and what are the consequences of denial?: These services are necessary because although the Port's engineering division provides multidisciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services

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

How many contracts?: 4

Why have you not hired City employees to perform the services?: The Port has continued to hire engineers and assigns work in-house when possible. This contract is only for unintended scopes or scopes that are needed on a temporary or as-needed basis for which we do not have in-house expertise.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: Port Commission grants authorization to advertise an as-needed RFQ, and separately grants authorization to award contracts.

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

Justification

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

No

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

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

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

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

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

Q5b) Why do you believe this to be a transitional or short-term situation?: As Needed contracts provide services for a large number of projects as the need arises, but because of their length and nature they cannot be used to complete long-term projects.

Q5c) How will you ensure the services aren't needed once this PSC request has ended?: The services are no longer needed at the end of the CSO because the work is complete.

Q5d) Describe the required skills and expertise needed to perform the services: This varies based on which of the specialty scopes is being performed. This ranges from professional licenses, extra certifications, years of experience, and varies based on the specific need.

Q5e) Does the Department have employees with the required skills and expertise?: No

Q5f) not needed

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

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7334 - Stationary Engineer, 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 6333 - Senior Building Inspector, 5218 - Structural Engineer, 6331 - Building Inspector

Labor Unions: 021 - Prof & Tech Eng, Local 21, 039 - Stationary Engineers, Local 39, 930 - SF Building Inspectors-6331/33

Labor Union Email Addresses: L21pscreview@ifpte21.org, cpark@local39.org, mleach@ibt856.org

Union Review Sent On: 4/16/2025

Union Review End Date: 5/16/2025

Union Review Duration Met On: 5/16/2025

Instructions:

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Dept Acronym:	PRT
Dept Name:	Port of San Francisco
PSC Coordinator Name:	Alysbeth Alexander-Tut
PSC Coordinator Email:	alysbeth_alexander-tut@sfport.com
PSC ServiceNow Record Number:	DHRPSC0005148

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MEMORANDUM

July 12, 2025

TO: MEMBERS, CIVIL SERVICE COMMISSION
STAFF, DEPARTMENT OF HUMAN RESOURCES

FROM: Alysabeth Alexander-Tut, Contracts and Procurement Manager,
Port of San Francisco

SUBJECT: Review of Union-Port Communication regarding DHRPSC0005148

Background

The Port submitted DHRPSC0005148 v 0.01 for union review on April 16, 2025 and received an objection from IFPTE Local 21 on April 24, 2025 on the grounds that the Public Services Contract ("PSC") may contradict with Mayor Lurie's January 9, 2025 directive to departments to pause contracts.

Nature of the Discussions

The Port, Department of Human Resources ("DHR") and IFPTE Local 21 met on May 15, 2025 to discuss the as-needed contracts. The union requested information about the Port's plan to utilize the as-needed contracts associated with this PSC. The Port responded that the as-needed contracts are awarded by qualifications, include a breadth of possible scopes of services, and that work is assigned throughout the life of the contract through task orders. The Port gave examples of projects under the current set of as-needed engineering contracts that are highly specialized in nature or whose scope was not predicted when the contracts were awarded, were short-term, but required a unique skill set. IFPTE Local 21 requested a memo from the Port analyzing the special qualifications required under the current scope of work.

Port Follow-up from Discussions

On June 2, 2025, the Port provided a comprehensive memo (Appendix A: Supplemental Information for Local 21 Regarding Port Engineering As-Needed Contracts) analyzing the 69 total projects being performed under the Port's existing as-needed contracts and also listing 15 separate projects where the Port worked with staff from other City agencies to perform engineering and related professional services.

In addition to the use of these contracts for specialized engineering, the Port has a current spike in funding for projects due to an American Rescue Plan Act (ARPA) Stimulus funding grant of over \$70 million which must be expended by 12/31/2026.

The Port gave the union a 2-day deadline to indicate a desire for further discussions and did not receive a response. The Port is willing to continue to answer questions about our as-needed engineering contracts and shares the value of the Civil Service Commission and of IFPTE Local 21 in our commitment to staffing engineering projects with Port and City staff.

Recommendation

The Port believes we have satisfied the requests of IFPTE Local 21, and in good faith requests the Civil Service Commission's approval.

Appendix A: Supplemental Information for Local 21 Regarding Port Engineering As-Needed Contracts

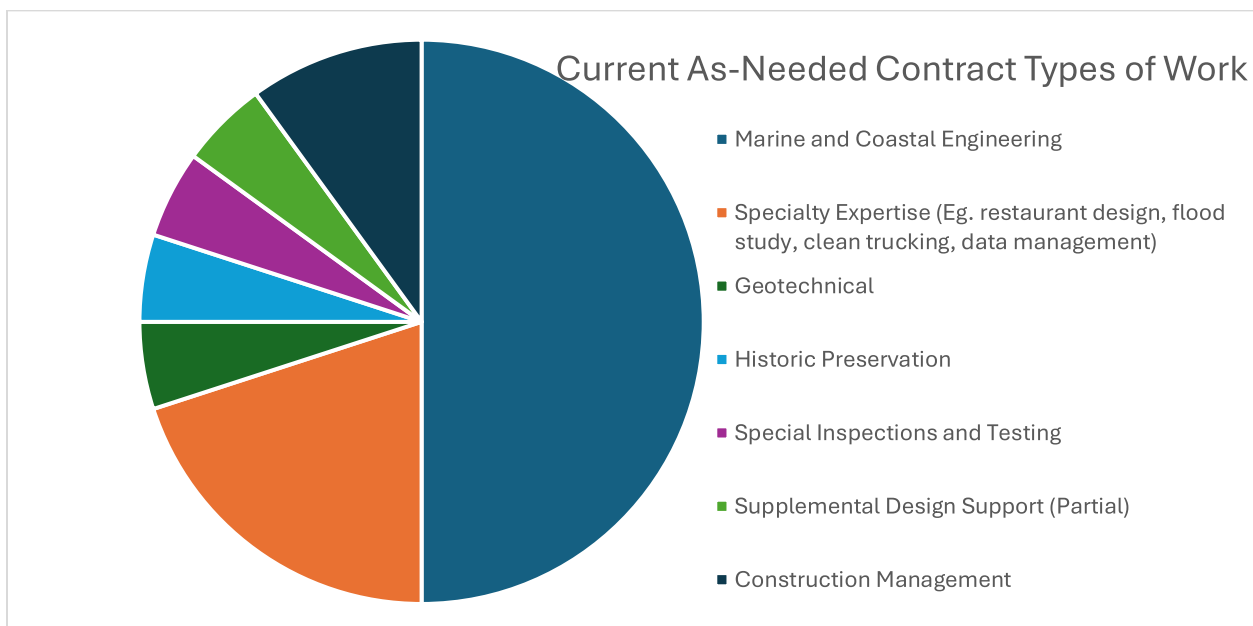
Supplemental Information for Local 21 Regarding Port Engineering As-Needed Contracts

6/2/25

As part of the Public Service Contract union notification process for ServiceNow Number DHRPSC0005148, Local 21 has asked for supplemental information about the Port's existing Engineering As-Needed contracts; how they have been used in the past, and to provide information on how they are anticipated to be used in the future. The goal of Local 21 is to make sure that consultants are not being used when City staff (whether Port or other agencies) may be utilized. This memorandum provides some data points on how the existing contracts have been used.

A general note – the Port has a current spike in funding for projects due to an American Rescue Plan Act (ARPA) Stimulus funding grant of over \$70 million which must be expended by 12/31/2026. Since this COVID economic stimulus funding is unusual and represents about half of the Port's typical Capital Improvement Plan budget of \$150 million, the staff workload has temporarily increased significantly. These funds are expected to be spent within the next 18 months, and this is why the Port has relied on consultants more than usual.

As of today, there are 69 total Contract Service Orders (CSOs) on the Port's existing as-needed contract totaling about \$10.7 million worth of work.



- About 50% of them are specifically marine or coastal engineering work. Examples include: Pier 68 Dry Dock Stabilization and Disposal, Pier 23 North Apron Repair, Rapid Structural Assessments of Substructure (various locations throughout Port –

also note that recently the Port has doubled its structural engineering staff by hiring two additional structural engineers so this future work will likely be able to be performed in-house.), Hyde Street Harbor Repairs, Design of Temporary Fendering System at Pier 80.

- About 20% are for specialty expertise not found with City staff, including as examples: restaurant design (Fisherman's Wharf Building Assessments, Alioto's Assessment), Flood Study for our Waterfront Resilience Program, GIS and Data Management Support, Clean Trucking Infrastructure Analysis.
- The remaining CSOs are for the following scopes:
 - Projects that require geotechnical expertise, which is unavailable with City staff: examples are Geotech review for Skystar Ferris Wheel and Pier 80 Subsidence Design. Most of Port property lies on fill that is known as “Bay Mud” and has known liquifiable soil conditions.
 - Projects that require an historic preservation architect specialist. For example, the Roundhouse 2 Roof, Solarium, and Windows project is located on a historic landmark site. Many Port sites are on the National Historic Register and require treatment in accordance with Secretary of the Interior Standards for Historic Structures needing this specialized expertise.
 - Projects in construction that require special inspections and testing services that Port cannot provide in house, for example, anchor bolt testing for the Ladders and Skylights project.
 - Projects for which supplemental design support for in-house staff is needed (see previous explanation of ARPA funding). In some cases, a project is designed partially by in-house staff, but other in-house staff were unavailable for specialties like mechanical, structural, electrical, etc. In this case, the most efficient method is to hire a consultant for that particular specialty
 - Projects in construction and need construction management services when limited Port construction management (“CM”) staff already had a full workload. Note that the Port does frequently reach out to Public Works for CM and recently has temporarily hired two SFMTA CM staff for 2.5 years.

As mentioned above, the Port does supplement with staff from other City agencies and below is a list of recent projects that have done so.

- Amador St Roadway and Pump Station
- Aquatic Sewer Repair
- Leavenworth Fish Alley Emergency Repair
- Stormwater Trash Capture
- Pier 80 M&R Roof

- Terry Francois Blvd Bike Ped Improvements
- Blue Greenway Improvements
- Heron's Head Park Path Improvements
- Agua Vista Park Design
- Port Ownership Surveying
- Construction Management from DPW
 - Ladders & Skylights
 - Pier 27 Fender Repairs
 - Pier 27 East Bollards
 - SWL 321 Lights
 - WRP – Wharf J9

The Port is committed to staffing engineering projects with Port and City staff and will continue to do so. As noted above, there are temporary circumstances when the workload exceeds the capacity of existing staff because of external funding opportunities; and there are specialty types of work that Port and City staff do not have expertise on that are needed to complete Port projects. We are currently in the process of hiring several project managers (Local 21 members) to run our current grant funded projects.

The Port would like to be responsive to Local 21's concerns while continuing on our timeline for approval at Civil Service Commission. Please provide follow-up questions by 12 PM on June 4, 2025 to alysabeth.alexander-tut@sfport.com.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Pauson Yun

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Sarah Minick

ServiceNow Number: DHRPSC0004829

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0319 Urban Watershed Planning, Programs & Policy

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$8,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 48

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The scope of work includes six major service categories. 1. Watershed Planning Services focused not only on stormwater management, but also enhancing flood resilience while maximizing benefits like climate resilience, urban design, pedestrian safety, and biodiversity. 2. Policy Development, Strategic Planning, and Operational Strategy Services specifically in the field of green infrastructure, with a focus on bringing national best practices to bear in San Francisco to develop and support policies for stormwater, green infrastructure, and flood resilience that also facilitate multi-agency cooperation and blended funding for multi-benefit projects. 3. Program Development Services, which will support adaptation, improvement, and integration of industry best practice into existing stormwater, green infrastructure and flood resilience programs and partnerships. 4.

Stormwater Management Ordinance Implementation Support & Regulatory Compliance Services, with specialized focus on monitoring state regulatory changes (especially in the Municipal Separate Storm Sewer System -MS4 Permit and National Pollutant Discharge Elimination System -NPDES Permit). Support sought includes innovative compliance strategies and updating tools and outreach materials to align with stormwater regulations as-needed. Supporting Stormwater Management Ordinance (SMO) compliance through project reviews, audits, and engagement with design teams is also included in this section. 5. Watershed Stewardship & Community Engagement Services, to support watershed stewardship programs, including developing and implementing outreach and engagement strategies and event planning supported by place-based content and graphic design. 6. Support Services for Green Infrastructure Implementation, with specialized services in green infrastructure maintenance planning, asset assessment, and training.

Why are these services required and what are the consequences of denial?: These services are required because SFPUC is scaling up our green infrastructure planning, programs, policies, and projects and has identified needs in all of these areas that cannot currently be met in house for several reasons: (1) lack of specialized knowledge and expertise (Wastewater consistently aims to ensure that through the use of professional services, we learn internally so that over time, expertise grows in house); (2) establishing new business lines like green infrastructure requires research and best practices from across the nation, and professional services are better able to provide a new and fresh perspective based on lessons learned from other cities; (3) some of the work has infrequent or sudden peaks and then may have lengthy periods without work - we save rate payer dollars by only tapping consultants for specialized expertise at particular moments but not regularly.

Green infrastructure is a relatively new and highly specialized business line. There are multiple specialized services that are not accessible through City classifications. In addition, there are tasks that, while important, do not take place over the whole course of the year or across all programs, making them unsuitable for bundling and hiring full FTEs.

If this contract is denied, the Urban Watershed Planning Division would have to scale back its work product significantly, would fail to deliver on portions of the capital and programmatic work plan assigned by management, and consider canceling parts of, or all of, various public facing and operational programs and program elements. In addition, there would also likely be regulatory compliance consequences, as we will be relying on this contract to seek services for required regulatory updates while the Municipal Separate Storm Sewer System (MS4) permit update is underway, with significant additional work required in section 12 of the permit, which details the post-construction stormwater management requirements. The regulatory landscape in the combined sewer areas is also evolving, and this contract will assist in navigating a dynamic regulatory environment which is projected to include additional green infrastructure requirements.

Has your department contracted out these services in the last three years?: Yes. See

attached list of contracts entered into for these or similar services in the last 3 years.

How many contracts?: 4

Why have you not hired City employees to perform the services?: The Urban Watershed Planning Division has an excellent track record in this respect, tracking work hours and analyzing outcomes over multiple years and making the case for new positions when warranted. In this manner, the group has grown over time from one employee in 2006 to 18 employees today. The latest examples are in Stormwater Management Ordinance compliance where we have hired a full-time project reviewer and two inspectors based on the increase in work over the past 5 to 10 years, thereby shifting these specialties from the consultant space to civil service, and helping the employees be successful with targeted green infrastructure training.

Board and Commission Approvals

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

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

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

Justification

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

No

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The work do not take place over the whole course of the year or across all programs.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: Green infrastructure is a relatively new and highly specialized business line. There are multiple specialized services that are not accessible through City classifications.

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

Q5c1) Identify the classifications: 5203 - Assistant Engineer, 5602 - Utility Specialist, 5601 - Utility Analyst

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

Q5c3) Why are they not able to perform the services?: We carefully reviewed the city classifications and have discussed the scope with Public Works to see what scope could be

provided in house. We worked together to create a green infrastructure project review training scope to begin to train Public Works staff to complete Stormwater Control Plan review and we look forward to having their team begin to support this scope as training is completed. SFPUC will be funding this training and it is scheduled to begin prior to this contract being active.

We will access as-needed consultant services in cases where work cannot be accomplished in-house at SFPUC or Public Works due to lack of expertise or peak work activity.

In addition, many of the services are not only specialized, but are intermittent, meaning that labor hours could peak for a month or two and then not be needed for other months. These types of services are well-suited to consultant support. However, we will be closely monitoring consultant hours to evaluate whether future hiring is appropriate.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Where appropriate, efforts will be made to train City employees on Green Infrastructure issues.

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

Q5f1) Explain why the work will not be transitioned back to the City: In cases where a business area has grown sufficiently to employ a permanent civil service (PCS) staff, the Wastewater Enterprise has made every effort to hire permanent civil service positions to do the work.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5203 - Assistant Engineer, 5602 - Utility Specialist, 5601 - Utility Analyst

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 5/13/2025

Union Review End Date: 6/12/2025

Union Review Duration Met On: 6/12/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department:

Submitted By: Kevin Byrne

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Alexander Burns

ServiceNow Number: DHRPSC0005302

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0317 As-Needed Safety Pre-Qualification Consultant
The San Francisco Public Utilities Commission is seeking a contractor to provide construction safety and pre-qualification services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$1,500,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The SFPUC seeks PSC approval to enter into 5 separate agreements of \$250,000 with qualified professional services Contractors to provide construction safety and pre-qualification services. Services provided by the Contractor shall include reviewing safety prequalification statements and documents submitted by construction contractors desiring to contract with the City. The selected Contractor will review OSHA forms 300 and 300A concerning injury and illness rates, lost work rates, and the rate of OSHA violations; corporate safety documents; and any explanations of OSHA Violations. After review of these documents, the Contractor will evaluate the submissions to determine if the construction contractor is qualified to bid on CCSF construction contracts.

Why are these services required and what are the consequences of denial?: These services are required to support the SFPUC's Capital Programs. If these services are denied, there could be an impact to departmental projects, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC has received direction from the City Administrator's Office and the City Attorney that these services are required to be from a third party.

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

How many contracts?: 1

Why have you not hired City employees to perform the services?: The direction from the City Administrator's Office and the City Attorney require these services to be from a third party.

Board and Commission Approvals

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

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

Justification

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

No

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

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

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

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

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

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

These services are required on an as needed basis to help accommodate relatively short term capital projects.

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

Q5b1) Describe the specialized skills and expertise required to perform the services: The skills and expertise required for this scope are directly and specifically related to construction management area of construction safety inspection.

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

Q5c1) Identify the classifications: 5241 - Engineer, 6130 - Safety Analyst, 5177 - Safety Officer, 6319 - Senior Const Inspector

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

Q5c3) Why are they not able to perform the services?: The direction from the City

Administrator's Office and the City Attorney require these services to be from a third party.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Contractor will conduct training sessions for CCSF prospective bidders on safety topics, including but not limited to; preparation of safety documents, safe work site, conducting effective safety tailgates, as appropriate. In addition to training construction contractors, Contractor shall train SFPUC staff to conduct the trainings.

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

Q5f1) Explain why the work will not be transitioned back to the City: The Direction from the City Administrators' Office and the City Attorney require these services to be from a third party.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 5241 - Engineer, 6130 - Safety Analyst, 5177 - Safety Officer, 6319 - Senior Const Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 4/29/2025

Union Review End Date: 5/29/2025

Union Review Duration Met On: 5/29/2025

Instructions:

- Document Content:

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OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Ken Bukowski, Acting City Administrator

MEMORANDUM

TO: Chapter 6 Department Heads
Chapter 6 Contracting Officers
City Attorney's Office's General Counsel to Chapter 6 Departments
City Attorney's Office Construction Attorneys for Chapter 6 Departments

FROM: Ken Bukowski, Acting City Administrator *KAB*

SUBJECT: Reissue - Regulations Implementing Administrative Code Chapter 6 Amendment to the term "Responsible" to include Substantiation of a Record of Safe Performance on Construction Projects

DATE: Monday, February 1, 2021

On July 7, 2020, the Board of Supervisors passed Ordinance No. 113-20 (file No. 200443) ("Ordinance"), which amended the definition of the term "Responsible" in Chapter 6 of the Administrative Code ("Chapter 6") to include substantiation of a record of safe performance on construction projects. It further amended the Administrative Code to require Chapter 6 departments to award construction contracts for all project delivery methods only to Responsible construction contractors. The Mayor signed the Ordinance on July 17, 2020, and it became effective 30 days later on August 17, 2020.

Please carefully review the attached copy of the Ordinance to become familiar with its amendments to Chapter 6 and the resulting procedures Chapter 6 departments must utilize in procurement of construction contracts.

The amended definition of the term Responsible (Responsibility) at Section 6.1 provides that a bidder or proposer for a construction contract must "substantiate its record of safe performance on construction projects, including but not limited to consideration of federal or state Occupational Safety and Health Administration ("OSHA") violations and work place fatalities, including OSHA citations under appeal, in accordance with regulations issued by the City Administrator, in order for the City to find the entity to be Responsible and eligible for contract award.

The San Francisco Public Utilities Commission ("SFPUC"), in collaboration with representatives of other Chapter 6 departments, the Office of Risk Management, industry experts, and associations representing construction companies, has developed, adopted and implemented the following robust safety evaluation procedures, copies of which you will find attached:

- (1) Safety Prequalification Form;
- (2) Appendix A to the Safety Prequalification Form (Instructions); and
- (3) Safety Document Submittal Evaluation Criteria form.

This Memorandum issues regulations under which Chapter 6 departments must evaluate bidders, general contractors, and prime contractors to determine whether the entity has substantiated a record of safe performance on construction projects in order for departments to determine if the entity is Responsible, which is required for the entity to be eligible for contract award.

REGULATIONS

1. Beginning immediately, all Chapter 6 departments must implement construction contractor safety evaluation procedures in substantial conformance with the attached copies of the procedures developed, adopted and implemented by the SFPUC. Departments shall utilize independent third-party safety expert consultants to evaluate any contractor step three submissions. The expert will provide the Chapter 6 department head with scoring recommendations and rationale for step three, with the department head or his/her designee making final determinations on scoring the applicant's step three safety submission.
2. Departments may require bidders or proposers to complete the safety evaluation procedures at any point in the procurement process prior to contract award.
3. Chapter 6 departments shall not award construction contracts with a safety responsibility requirement to any contractor that has not demonstrated its Responsibility by achieving a passing score in accordance with the standards set forth in the attached construction contractor safety procedures.
4. For as-needed construction contracts and job order contracts, the responsibility determination will be done at the master contract level.

Should you have any questions on the Ordinance or these Regulations, please do not hesitate to contact my office at City.Administrator@sfgov.org or (415) 554-4128.

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Jignesh Desai

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Jignesh Desai

ServiceNow Number: DHRPSC0005370

Version: 0.01

Version Type: New

Brief description of proposed work: DB-141 Southeast Water Pollution Control Plant Nutrient Reduction

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$100,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 144

Funding

Funding Source: Federal Funds, State Funds, City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: This is highly specialized wastewater treatment work that provides new nutrient removal processes to assist the Wastewater Enterprise in meeting new regulatory permit requirements from the Regional Water Quality Control Board (RWQCB) for the Southeast Plant.

Why are these services required and what are the consequences of denial?: The RWQCB has issued new regulatory permit conditions for the Southeast Plant (Nutrient Watershed Permit) effective October 2024. The current Southeast Plant treatment processes do not meet the new permit conditions. The San Francisco Public Utilities Commission (SFPUC) intends to award a Progressive Design Build (PDB) agreement for estimated budget of \$1.1 billion dollars (\$100

million design and \$1 billion construction) to support SFPUC with planning, design, and construction services for new nutrient removal processes to comply with the Nutrient Watershed Permit adopted by Regional Water Quality Control Board (RWQCB) and effective as of October 2024 (Permit No. 0038873). To comply with the regulatory mandated requirements, significant upgrades/replacements are needed for their entire secondary treatment process trains. These processes must be online and functional by 2035. The Progressive Design Build procurement method will deliver these upgrades as an integrated services in meeting regulatory mandated deadlines. The consequence of denial is that the necessary upgrades not completed in a timely manner and increasing potential risk of non-compliance with regulatory requirements.

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

Board and Commission Approvals

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

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

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

Justification

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

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

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

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

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

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

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

Planning, Design, engineering services during construction, and start-up commissioning for significant secondary processes upgrade/replacement is needed for nutrient removal process as required by Regulatory

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

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

project requires specialized expertise in wastewater treatment, especially nutrient removal treatment technologies, which is not typically work performed by City employees. The project requires technologically innovative solutions and construction sequencing to continue to be plant remain in operation during construction of this project. The need for this support will be for the project specific duration and hiring individuals for these specialized areas is not feasible. Areas of specialized engineering expertise are needed. For civil (process) engineering and mechanical (process) engineering, expertise in membrane filtration, biological nutrient removal

processes, solids handling, odor control. and aeration are required. For electrical engineering, experience in design of NFPA 820 facilities, medium voltage equipment, and Emerson Ovation programming is required. For structural engineering, design of water bearing basins with dynamic loading is required. City resources will lead the project, including project management, technical design oversight, and construction management. City staff will oversee the Progressive Design-Build team to ensure compliance with SFPUC-Infrastructure standards and procedures are applied.

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

Q5c1) Identify the classifications: 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape Arch Sr, 5207 - Assoc Engineer

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

Q5c3) Why are they not able to perform the services?: This project requires specialized expertise in wastewater treatment, especially nutrient treatment technologies, which is not typical work performed by City employees. The department has contacted the engineering bureaus within the SF Public Utilities Commission and SF Public Works for engineering staff who can perform the work. The engineering Bureau managers have declined the work and have not provided the names of any City Staff who can perform the specialized work. The specific classification by discipline are as follows: 5207- Assoc Engineer (Civil - process, Mechanical - process, Electrical, and Structural); 5241- Engineer (Civil - process, Mechanical - process, Electrical, and Structural); 5211- Senior Engineer (Civil - process, Mechanical - process, Electrical, and Structural).

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: Yes. Training in the form of webinar/workshop presentations in the area of emerging technologies in wastewater field, Building Information Model (BIM), Asset Management, and Design-Build best practices. Total of hundred (100) – hours will be dedicated and tracked for the workshop presentations. Occupational types to receive the training will be Enterprise Facility Managers, Enterprise Operations and Maintenance Managers, Project Managers, and Engineers.

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

Q5f1) Explain why the work will not be transitioned back to the City: This type of need is nutrient project specific and specialized in wastewater secondary treatment process design. This type of project is not routine work performed by City employees.

Additional information to support your request (Optional):

Union Notifications

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

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

Union Review Sent On: 5/1/2025

Union Review End Date: 5/31/2025

Union Review Duration Met On: 5/31/2025

Personal Service Contract Summary (PSC Form 1)

PSC Basic Information

Submitting Department: PUC

Submitted By: Deborah Tanko

Department Coordinator: Shawndrea Hale,
SHale@sfgwater.org

Project Manager: Margaret Hannaford

ServiceNow Number: DHRPSC0005373

Version: 0.01

Version Type: New

Brief description of proposed work: PRO.0336 As-Needed Specialized and Technical Services.

Review Type and Reason

CSC Review Required: Yes

CSC Review Reason(s):

- Requires CSC Approval by Amount

Amount

PSC Amount: \$80,000,000

Does contract include items other than services?: No

Duration

Is PSC by Duration or Continuing: Duration

PSC Duration (Months): 60

Funding

Funding Source: City Funds

Special circumstances related to funding: No

Scope of Work

Clearly describe scope and detail the services to be performed: The City is seeking to retain the services of up to four (4) qualified Proposers, each at a value of \$20 million. The work will consist of assisting the SFPUC with operations and maintenance support services, including asset management services, and engineering services that are limited to condition assessment, capital planning, and needs assessment, as well as environmental and regulatory compliance for the SFPUC Water Enterprise.

Required skills under this contract pertain to proven expertise and extensive experience in the following tasks to include, but not limited to: (1) Water Services (Water Supply, Storage, Delivery, and Transport Services, Water Quality Services, Water and Wastewater Treatment Services; (2)

Power Services (Hydrogeneration and transmission equipment and controls); (3) Operations and Management Services (Management Improvement Services, Asset Management Services, Specialized Technical Operation/Maintenance Services, Land Management Services, Security, Asset Control, and Emergency Response, Environmental and Regulatory Compliance Services, Hazardous Materials and Waste Services, Health and Safety Services, Condition assessment and project prioritization; and On-site Operational Client Engagements.

In addition, Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring.

Why are these services required and what are the consequences of denial?: Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety and Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

How many contracts?: 4

Why have you not hired City employees to perform the services?: It would not be practical and/or feasible to adopt a civil service class to perform this work as the work is as-needed for short-term, technical and/or highly specialized work. It is currently taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

Board and Commission Approvals

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

Provide details related to contracts for which dept comm approval required: SFPUC Commission approval is required to award any Professional Services contract of \$1,170,000.

Will any contracts under this PSC require Board of Supervisors approval: Yes

Provide details related to contracts for which BOS approval will be required?: Board of Supervisor (BOS) approval is applicable for contract awards value of \$10M or more.

Justification

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

No

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

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

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

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

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

Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The contract work is short-term, technical, and highly specialized.

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

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

Specialized and technical skills related to water utility operations and management in (1) Water Services (Water Supply, Storage, Delivery, and Transport Services, Water Quality Services, Water and Wastewater Treatment Services; (2) Power Services (Hydrogeneration and transmission equipment and controls); (3) Operations and Management Services (Management Improvement Services, Asset Management Services, Specialized Technical Operation/Maintenance Services, Land Management Services, Security, Asset Control, and Emergency Response, Environmental and Regulatory Compliance Services, Hazardous Materials and Waste Services, Health and Safety Services, Condition assessment and project prioritization; and On-site Operational Client Engagements.

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

Q5c1) Identify the classifications: 7318 - Electronic Maintenance Tech, 1823 - Senior Administrative Analyst, 5241 - Engineer, 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 5203 - Assistant Engineer, 1062 - IS Programmer Analyst, 5314 - Survey Associate, 5366 - Engineering Associate 2, 1232 - Training Officer, 5305 - Materials Testing Technician, 5364 - Engineering Associate 1, 1093 - IT Operations Support Admn III, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5216 - Chief Surveyor, 1041 - IS Engineer-Assistant, 6130 - Safety Analyst, 5312 - Survey Assistant II, 5620 - Regulatory Specialist, 1092 - IT Operations Support Admin II, 7287 - Sprv Electronic Main Tech, 1044 - IS Engineer-Principal, 5177 - Safety Officer, 5310 - Survey Assistant I, 1094 - IT Operations Support Admin IV, 5602 - Utility Specialist, 1824 - Pr Administrative Analyst, 3426 - Forester, 5207 - Assoc Engineer, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior, 6318 - Construction Inspector, 5601 - Utility Analyst, 6138 - Industrial Hygienist

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

Q5c3) Why are they not able to perform the services?: This is highly specialized, short-term work and we have insufficient resources in these classifications.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

Q5e1) Clearly describe and detail the training activities: We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. Our largest gaps are with information technology staff and electrical engineers.

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

Q5f1) Describe the transition plan, including the anticipated timeline: We will be working collaboratively with the contractors to broaden our in-house skill sets for these tasks. These same contractors will be used to mentor incoming staff once vacant positions are filled.

Additional information to support your request (Optional):

Union Notifications

Job Class(es): 7318 - Electronic Maintenance Tech, 1823 - Senior Administrative Analyst, 5241 - Engineer, 1052 - IS Business Analyst, 1042 - IS Engineer-Journey, 5203 - Assistant Engineer, 1062 - IS Programmer Analyst, 5314 - Survey Associate, 5366 - Engineering Associate 2, 1232 - Training Officer, 5305 - Materials Testing Technician, 5364 - Engineering Associate 1, 1093 - IT Operations Support Admn III, 5362 - Engineering Assistant, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5216 - Chief Surveyor, 1041 - IS Engineer-Assistant, 6130 - Safety Analyst, 5312 - Survey Assistant II, 5620 - Regulatory Specialist, 1092 - IT Operations Support Admin II, 7287 - Sprv Electronic Main Tech, 1044 - IS Engineer-Principal, 5177 - Safety Officer, 5310 - Survey Assistant I, 1094 - IT Operations Support Admin IV, 5602 - Utility Specialist, 1824 - Pr Administrative Analyst, 3426 - Forester, 5207 - Assoc Engineer, 1053 - IS Business Analyst-Senior, 1043 - IS Engineer-Senior, 6318 - Construction Inspector, 5601 - Utility Analyst, 6138 - Industrial Hygienist

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

Labor Union Email Addresses: L21pscreview@ifpte21.org, ibew6@ibew6.org, staff@sfmea.com

Union Review Sent On: 5/12/2025

Union Review End Date: 6/11/2025

Union Review Duration Met On: 6/11/2025

Instructions:

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

Document Content:

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

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

Dept Acronym:	PUC
Dept Name:	San Francisco Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record No.:	DHRPSC0005373

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