

# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

#### **CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)**

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

1.	Civil Service Commi	ssion Register Number:
2.	For Civil Service Con	nmission Meeting of: September 15 <sup>th</sup> , 2025
3.	Check One:	X Ratification Agenda
		Consent Agenda
		Regular Agenda
		Human Resources Directors Report
4.	Subject: Review of R	equest of Approval of Proposed Personal Services Contracts
5.	Recommendation: Re	view & Approve
6.	Report prepared by:	DHR on Behalf of CSC Telephone number:
7.	Notifications:	(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).
8.	Reviewed and approv	red for Civil Service Commission Agenda:
	Human Resou	rces Director:
		Date:
9.	_	me-stamped copy of this form and person(s) to be notified ong with the required copies of the report to:
	Executive Of Civil Service 25 Van Ness San Francisc	Commission Avenue, Suite 720
10.		rm in the ACSC RECEIPT STAMP≅ the time-stamp in the CSC Office.  CSC RECEIPT STAMP
Attach	nment	
CSC-22	(11/97)	

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# **PSC Requests Scheduled for Hearing - 9/15/2025**

PSC Number	Department	Approval Type	New Amount	<b>Cumulative Amount</b>	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005223 - v0.01	AIR	New	\$75,000,000.00	\$75,000,000.00	The Airport seeks Project Delivery Partners (PDP) and design-build services for the Boarding Area F Refresh Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.	60	60	2025- 09-15 14:00:00	Victor Madrigal
DHRPSC0005350 - v0.01	AIR	New	\$60,000,000.00	\$60,000,000.00	The Airport seeks to award contracts to a Design-Builder (DB) and a Project Delivery Partner (PDP) to support its Security Infrastructure Program. The DB will design and construct upgrades to existing infrastructure and install new Closed Circuit Television (CCTV) systems, including conduit pathways, duct banks, control systems, and other surveillance components. The PDP will provide project management and oversight, including design and construction management, project controls, contract administration, cost estimating, quality control, inspections, and commissioning, supporting all project phases from planning through closeout.	60	60	2025- 09-15 14:00:00	Victor Madrigal
DHRPSC0005417 - v0.01	AIR	New	\$30,000,000.00	\$30,000,000.00	The Airport seeks Project Delivery Partners (PDP) and design-build (DB) services for the Superbay Renovation Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.	72	72	2025- 09-15 14:00:00	Victor Madrigal

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005508 - v0.01	AIR	New	\$550,000.00	\$550,000.00	The San Francisco International Airport ("Airport") requires specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS), which is operated and maintained by the Airport. The contractor intermittently provides software updates, and scheduled maintenance and calibration of the hardware.	60	60	2025- 09-15 14:00:00	Cynthia Avakian
DHRPSC0005595 - v0.01	AIR	New	\$1,400,000.00	\$1,400,000.00	Services are for the San Francisco International Airport's ("SFO" or "Airport") Computer Aided Dispatch ("CAD") Next Generation 9-1-1 ("NG 911") compliant phone system. Contractor will provide maintenance and support on its proprietary system to all 9-1-1- positions located in the Airport's Communication Center, Airport Integrated Operations Center ("AIOC") and Airport Bureau Police department. Contractor will also provide ongoing support, maintenance and software upgrades to the system, and will provide analytic software to report on incoming and outgoing calls.	60	60	2025- 09-15 14:00:00	Cynthia Avakian
DHRPSC0005631 - v0.01	CPC	New	\$250,000.00	\$250,000.00	The scope of work required for these efforts includes:  Development Financial Feasibility Analyses, including pro forma analysis, financial sensitivity analysis, and real estate transactional structures; this work may include development and analysis of both development prototypes and specific sites under study Real Estate and Development Industry Research, including current market financial metrics, industry standards, best practices, market and property comparables, appraisals, cost estimating Case studies and Comparable Cities Research, including gathering and analyzing data from other North American cities on real estate and development trends, practices, and policies	24	24	2025- 09-15 14:00:00	Shirley Hao

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Contractor will provide developmental executive coaching to Behavioral Health Services (BHS) leadership, focusing on the design, implementation, and management of new and existing programs. Coaching sessions will offer structured guidance on project planning, strategic decision-making, and stakeholder engagement, ensuring that initiatives align with City regulations and operational requirements. The coaching will be tailored to individual leaders while also supporting team-wide coordination and alignment.				
DHRPSC0005562 - v0.01	DPH	New	\$900,000.00	\$900,000.00	Additionally, the contractor will incorporate equity-focused coaching frameworks to promote consistency with departmental equity priorities. This will involve using tools such as 360 evaluations to gather comprehensive feedback and identify growth areas for leaders. The approach aims to support both individual and collective leadership development with a focus on equity, inclusion, and culturally responsive service delivery. The contractor will also provide strategic planning support to expand services for various populations, aligning priorities with resources to effectively meet community needs and deliver coordinated, high-impact services.	60	60	2025- 09-15 14:00:00	Reanna Albert
DHRPSC0005573 - v0.01	DPH	New	\$1,000,000.00	\$1,000,000.00	Provide experienced Epic Electronic Health Record (EHR) end users who can support City employees and community based organization (CBO) contractors during the first weeks of using the Epic EHR. The service provider will also plan, schedule, book travel, and coordinate other aspects directly related but also limited to at-the-elbow support.	6	6	2025- 09-15 14:00:00	Reanna Albert
DHRPSC0005596 - v0.01	DPH	New	\$8,960,000.00	\$8,960,000.00	Contractor will provide general program administration services, financial management and reporting, performance and quality management, management and execution of subcontractor agreements, as needed recruitment, onboarding and human resource management and staffing of:	60	60	2025- 09-15 14:00:00	Reanna Albert

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					<ul> <li>Personnel to engage and provide refugee health assessments and follow-up linkage to newly arrived refugees, asylees and other eligible populations resettling in San Francisco, San Mateo, and Marin counties.</li> <li>Personnel to provide Jail Health services expanded HIV/STI/HCV testing and linkage services for incarcerated individuals.</li> </ul>				
DHRPSC0005601 - v0.01	DPH	New	\$1,600,000.00	\$1,600,000.00	Provide sexual health services to increase STI testing among vulnerable and underserved individuals at risk for STIs; increase engagement with affected communities to ensure more diverse public outreach and involvement; and increase promotion of comprehensive, medically accurate sexuality education and condom access for youth, including in schools and community-based settings. The necessity of these services lies in addressing the high rates of STIs among youth and ensuring access to confidential and culturally relevant sexual health resources.  Services include promoting STI screening	60	60	2025- 09-15 14:00:00	Reanna Albert

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					through clinic-based and innovative non-clinic approaches; conducting outreach via social media and community events; delivering non-school-based education through workshops and seminars; and fostering collaborative relationships with partner organizations. In coordination with the San Francisco Unified School District and school-based partners, provide technical assistance, resources, and training on confidential sexual health services and education. Services will also include participation in youth-focused collaborative meetings with DPH, including Youth United Through Health Education (Y.U.T.H.E.) and Black/African American Health Initiatives (BAAHI), to ensure services are community-responsive and culturally relevant.				
DHRPSC0005336 - v0.01	DPW	New	\$10,000,000.00	\$10,000,000.00	Provide specialized services in Civil Engineering, specifically Curb Ramp Design to support Public Works' design staff on an as- needed basis. Work shall include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.	84	84	2025- 09-15 14:00:00	Belle Macaranas
DHRPSC0005518 - v0.01	FIR	New	\$500,000.00	\$500,000.00	Contractors will perform scheduled and asneeded maintenance and support services for a variety of Fire Safety Systems equipment and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems.	60	60	2025- 09-15 14:00:00	Elissa Koestenbaum
					Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					are not limited to: standard maintenance services, preventive maintenance services, applying				
					software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or				
					wiping of protected information from devices.  Systems which need maintenance will include				
					fire alarm and sprinkler systems.				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005630 - v0.01	MTA	New	\$600,000.00	\$600,000.00	Contractor to provide the SFMTA with a financial plan for review and recommendation, in consultation with City officials, for any proposed transaction related to the current project underway. Contractor to keep the SFMTA informed of any legislation or market conditions that may impact the Agency. Contractor to develop and monitor a financing schedule and identify debt capacity, as well as propose financing (including sale of securities or bonds) or debt structure alternatives to the SFMTA. Contractor to assist in the preparation and review of legal and financing documents in coordination with the City Attorney's office, provide presentations, and complete closeout documentation. Contractor to make available qualified personnel for consultations and conferences with City officials, bond counsel, and staff members of the City, as well as for	60	60	2025- 09-15 14:00:00	Amy Nuque

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					other meetings on an as needed basis throughout the task being undertaken.				
DHRPSC0005646 - v0.01	POL	New	\$575,000.00	\$575,000.00	The implementation of new drone hardware and software. Scope includes the training, implementation, and maintenance of all systems.	48	48	2025- 09-15 14:00:00	Vincent Lee
DHRPSC0005446 - v0.01	PRT	New	\$40,000,000.00	\$40,000,000.00	Professional Engineering and related services to assist the Port in advancing and managing the multi-billion-dollar Waterfront Resilience Program including:  • Program Management services  • Environmental review & regulatory permitting for the overall Program and individual Projects  • USACE related services to support completion of SF Waterfront Flood Study and manage advancement of preconstruction engineering and design.  • Planning, design & engineering technical services to develop program standards and procedures, provide technical advisement, complete planning studies, complete project predesign, and complete design reviews for projects advancing to design and construction by others.  • Communications services for the Program  • Finance and legislative support services for the Program  • Workforce development and small business support services  • Real estate & development support services	60	60	2025- 09-15 14:00:00	Alysabeth Alexander- Tut
DHRPSC0005503 - v0.01	PRT	New	\$18,000,000.00	\$18,000,000.00	The nature of As-Needed is that the Port cannot anticipate all scopes of services that will be required through this contract. The Port anticipates that the following "Major Categories	60	60	2025- 09-15 14:00:00	Alysabeth Alexander- Tut

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					of Work" will cover most of the Contract Service Orders issued under this contract, and that some but not all of the "Minor Categories of Work" will also be required.				
					MAJOR CATEGORIES OF WORK				
					Maher required Phase I Environmental Site Assessments per ASTM E1527-21				
					Pre-Construction Hazardous Building Material Surveys, Maher Assessments, and Construction Environmental Specifications				
					Phase II Environmental Site Assessment				
					Environmental Engineering, Feasibility Studies and Remedial Action Plans in accordance with applicable environmental regulations (i.e., CERCLA, RCRA, TSCA)				
					Coastal Engineering, including Shoreline Protection, Sediment Transport.				
					Sea Level Rise, Groundwater Level Rise and Coastal Resilience Design Studies				
					Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services				
					Historic Preservation Review, Analysis and Compliance Services				
					Federal, State, and Local Environmental Project Permit Applications and Supplemental Site Reports				
					Regulatory Agency Permitting and Consultation Services				
					Risk Management and Mitigation Plans, Site Monitoring and Compliance Reporting				
					Biological Monitoring and Reporting				
					Phase II Municipal Stormwater General Permit Services including Post Construction Stormwater Program Services				
					Construction Site Runoff Control Program Services				
					Industrial Storm Water Monitoring and				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Compliance Services				
					Wastewater Treatment System Monitoring and Reporting				
					Compliance with Public Resources Code (PRC) and Titles 14 and 27 of the California Code of Regulations for Regulates Solid Waste Handling Facilities				
					Industrial Hygiene Services and Safety Qualification Review				
					Air Emissions Program				
					GIS and Environmental Information Management Services including Computer Aided Design (CAD)				
					MINOR CATEGORIES OF WORK				
					Project Management and Project Control Services				
					Grant Application Support				
					Forensic Investigation and Litigation Support Services				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					Data Management, Library Sciences, Enterprise Asset Management System Development				
					Urban and Waterfront Design and Architecture, including Graphic Design, Interpretive and Wayfinding Signage				
					Green Building Design Services				
					Built Environment Sustainability Consulting including Envision, LEED, local Green Building, Solar, Energy, and Utility requirements, and specification writing/review.				
					Geotechnical, Environmental and Forensic Laboratory Services				
					Environmental (C57 Licensed) and Geotechnical Drilling Services				
					Stakeholder and Community Outreach				
					Hazardous Waste and Solid Waste Characterization Services				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0005307 - v0.01	PUC	New	\$217,000.00	\$217,000.00	o Private water utility provider will conduct review of topographic survey data, existing private water utility infrastructure, hydraulic modeling, and SFPUC suburban retail customer data to produce a preliminary design for needed private water utility infrastructure — water mains, valves, hydrants — adequate to serve the 75 SFPUC suburban retail customers identified for transfer to private water utility. This preliminary design will be adequate for cost estimating of final design and construction bid purposes.  Contract will include work to:  o Obtain water permits from State Water Resources Division of Drinking Water where applicable  o Provide potholing exhibits related to SFPUC existing infrastructure and obtain approval from SFPUC for planned infrastructure adjacencies.  o Perform Preliminary field and necessary site visits.  o Obtain topographic survey and boundary survey within the proposed project limits.  o Work with SFPUC on obtaining fire department approval for fire hydrant locations.  o Provide submittals at 30%, 60%, 90% and 100% design.  o Obtain authorization from SFPUC's Project Review committee for private water utility infrastructure with adjacencies to SFPUC infrastructure.  o Obtain bids to generate cost estimate once 100% plans are complete and approved by SFPUC.	24	24	2025- 09-15 14:00:00	Shawndrea Hale
DHRPSC0005347 - v0.01	PUC	New	\$18,000,000.00	\$18,000,000.00	The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3)	60	60	2025- 09-15	Shawndrea Hale

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					agreements at \$6 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects.			14:00:00	
					This contract will be for the sole use of the Hetchy Capital Improvement Project (HCIP) for CM services. HCIP is made up of several highly technical construction projects that are critical parts of SFPUC infrastructure that provides drinking water to the Bay Area and clean electricity to the state power grid. HCIP is ramping up with a record number of construction projects being planned and implemented. The 10-Year Capital Plan increased from \$900 Million to \$1.5 Million. The increase of construction projects requires a temporary increase to the CM team to administer the construction contracts. The construction contracts are in multiple remote construction sites, and heavily focused on completing construction activities during critical water infrastructure system shutdowns. All these aspects lead to needing a highly technical and larger construction management team to be able to deliver a fully operational project to Hetch Hetchy Water and Power.				
					These CM services include, but are not limited to, the following: construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.				
DHRPSC0005451 - v0.01	PUC	New	\$75,000,000.00	\$75,000,000.00	The San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of up to five (5) Proposers to assist the	84	84	2025- 09-15 14:00:00	Shawndrea Hale

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					SFPUC with as-needed environmental analyses, studies, and reports; preparing resource agency documents/permit applications; environmental compliance support during construction; and providing specialized natural resource and other environmental expertise in support of Water, Wastewater, and Power Enterprise capital projects. Other related environmental services may be requested during the term of the Professional Services Agreement. Such services could include environmentally-related specialized services at the SFPUC's discretion.				
DHRPSC0005547 - v0.01	PUC	New	\$30,000,000.00	\$30,000,000.00	The Power Capital Improvement Program — Program Management Support Services Contract ("Contract") is required to provide expert support across multiple aspects of program execution. Services will be delivered through task orders over the life of the Contract and are organized into four primary focus areas: Program Administration, Strategic Capital Planning, Program Delivery, and Project Technical Support.	120	120	2025- 09-15 14:00:00	Shawndrea Hale
					Program Administration services will establish and maintain the core structure necessary for effective program management. This includes overseeing contract execution and compliance, developing and maintaining the Program Management Charter and Program Management Plan, and implementing document control systems to support project transparency and consistency. Additionally, quality management systems will be developed and maintained to ensure program-wide adherence to established standards and practices.				
					Strategic Capital Planning focuses on aligning the Power Enterprise's capital program with long-term goals and evolving system demands. This includes conducting programmatic reviews and ensuring alignment with enterprise priorities, supporting long-range capital planning efforts,				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					and implementing adaptive management processes to respond to emerging challenges and opportunities. Integration with the utility's asset management framework is also critical, ensuring that capital investments contribute to system resilience, reliability, and efficiency over time.				
					Program Delivery services are aimed at supporting the efficient and safe implementation of projects throughout their lifecycle. These services include establishing pre-construction safety protocols, defining and tracking program performance metrics, capturing lessons learned, and managing risks. Additional support will be provided for facility integration planning, labor relations through Project Labor Agreements, and promotion of diversity, equity, and inclusion. Quality control for planning and design, cost estimating, communications and reporting, and coordination with operations staff are also part of this scope. The program team will also support deliverability reviews, advise on collaborative project delivery approaches (such as progressive design-build), recommend design standards, and provide regulatory compliance support.				
					Project Technical Support provides targeted, technical expertise to strengthen individual projects and ensure alignment with program-wide objectives. This includes reviewing project delivery approaches, supporting planning efforts, and evaluating the impacts of fuel switching, carbon-zero initiatives, and other factors that influence system capacity and reliability. The scope also includes knowledge transfer, training, and professional development; review of emerging technologies; value engineering; and independent technical reviews. Projects will benefit from support in implementing building information modeling and asset digitization strategies, continuous updates to the Power Master Plan, and assistance with power system				

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					modeling and grid interconnection. Finally, the Contract supports the onboarding of new assets and their successful transition into operations.				
					The polygraph examination will cover general information about the candidate to include employment history, prior law enforcement history, military services, criminal activity, illegal drugs, employment theft, financial issues, gambliing, social media usage, illegal drug use, drinking habits and incidence of domestic violence.				
DHRPSC0005638 - v0.01	SHF	New	\$400,000.00	\$400,000.00	Contract will submit a detailed written report to the Supervising staff of the Sheriff's Background Unit documenting the candidate's responses in the tested categories, and will include comments of the polygraph examiner, the polygraph examination, and the dresults of the polygraph.	36	36	2025- 09-15 14:00:00	Henry Gong
					Contractor will conduct follow-up polygraph examinations fo applicants if the City has unresolved concerns in any one or more of the tested areas.				
					Contractor shall provide consent forms and obtain signatures relasing the City and County of San Francisco from any liability form each applicant before and after each polygraph examination.				
DHRPSC0005481 - v0.01	TIS	New	\$5,000,000.00	\$5,000,000.00	Professional and Engineering Services for Data Transport Services. The work involves: 1) Upgrading the design of network architecture for resiliency, reliability, performance, and capability enhancements to allow expansion of service to meet current and future provisioning requests; 2) Evaluation of the City's network management policy, architecture, and identify opportunities for automating provisioning; 3) Evaluation of the	108	108	2025- 09-15 14:00:00	Jolie Gines

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PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
					City's network change control and configuration management strategies, procedures, with recommendations for process improvement, platform changes, acquisitions, and consistency with required compliance for industry standards; 4) Evaluation of and recommend improvement of City's's network security for vulnerabilities, and best practices; and 5) Recommendation on revenue-producing network based service opportunities.				
TOTALS:	I		\$377,952,000.00	\$377,952,000.00			I		l

# **Department Summary**

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
AIR	5	0	\$166,950,000.00	\$166,950,000.00
CPC	1	0	\$250,000.00	\$250,000.00
DPH	4	0	\$12,460,000.00	\$12,460,000.00
DPW	1	0	\$10,000,000.00	\$10,000,000.00
FIR	1	0	\$500,000.00	\$500,000.00
MTA	1	0	\$600,000.00	\$600,000.00
POL	1	0	\$575,000.00	\$575,000.00
PRT	2	0	\$58,000,000.00	\$58,000,000.00
PUC	4	0	\$123,217,000.00	\$123,217,000.00
SHF	1	0	\$400,000.00	\$400,000.00
TIS	1	0	\$5,000,000.00	\$5,000,000.00
Column Total	22	0	\$377,952,000.00	\$377,952,000.00

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# **PSC Requests Scheduled for Hearing - 9/15/2025**

PSC Number	Department	Approval Type	New Amount	Cumulative Amount	Description	New Duration	Cumulative Duration	Hearing Date	Dept. PSC Coordinator
DHRPSC0002172 - v1.01	ADM	Amendment	\$175,000.00	\$425,000.00	Original coordinator's email: joan.lubamersky@sfgov.org.  The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes the Office of Labor Standards Enforcement (OLSE) to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines it is able to adequately monitor compliance using City personnel, the City shall enter into a professional services contract with an independent nonprofit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.	24	60	2025- 09-15 14:00:00	Amanda Wentworth
DHRPSC0001776 - v1.01	AIR	Amendment	\$3,000,000.00	\$9,500,000.00	Original coordinator's email: cynthia.avakian@flysfo.com. Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.	40	125	2025- 09-15 14:00:00	Cynthia Avakian
TOTALS:	•	<u>'</u>	\$3,175,000.00	\$9,925,000.00			•		

## **Department Summary**

Department	New Count	Amendment Count	Total New Amount	Total Cumulative Amount
ADM	0	1	\$175,000.00	\$425,000.00
AIR	0	1	\$3,000,000.00	\$9,500,000.00

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Department	New	Amendment	Total New	Total Cumulative
	Count	Count	Amount	Amount
Column Total	0	2	\$3,175,000.00	\$9,925,000.00

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### **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** AIR **ServiceNow Number:** DHRPSC0005223

**Submitted By:** Victor Madrigal **Version:** 0.01

**Department Coordinator:** Victor Madrigal, **Version Type:** New

Victor.Madrigal@flysfo.com **Project Manager:** Kris Opbroek

**Brief description of proposed work:** The Airport is seeking Project Delivery Partners (PDP) for management and oversight, as well as a design-build contractor for design and construction services for the Boarding Area F Refresh Project. The PDP consultants will handle design and construction management, project controls, contract administration, cost estimating, scheduling, and field inspections.

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$75,000,000

Does contract include items other than services?: Yes

#### **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 Airport seeks Project Delivery Partners (PDP) and design-build services for the Boarding Area F Refresh Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

Why are these services required and what are the consequences of denial?: The Project will selectively renovate the interior of Boarding Area F and replace select passenger boarding bridges and aircraft systems at Terminal 3.

The proposed contracts would provide overall management expertise and oversight of the Project and design-build services for the Project. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the Project. Given current staffing availability and the anticipated size and complexity of the proposed scope, contracting PDP and design services is appropriate.

If denied, aircraft operations and customer service would be affected, leading to negative impacts on operations, decreased concession, and non-airline revenue.

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:** Since these are formal contracts, these contracts will require Airport Commission 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?:** The Airport will seek BOS approval of the PDP contract once the contract reaches \$10,000,000 in accordance with Charter Section 9.118(b).

#### **Justification**

- Q1 Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- **Q2** Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services required are limited term and will not continue beyond the design and construction of the Project.
- **Q5b)** Do the services require specialized expertise, knowledge experience?: Yes **Q5b1)** Describe the specialized skills and expertise required to perform the services: Specialized skills and expertise include design of passenger boarding bridge foundations, passenger boarding bridge point of use pre-conditioned air units, airfield pavement design,

airfield lighting design, and aviation fuel systems. The Project also requires personnel with skills and expertise in architectural design for airport boarding areas, including restroom renovation, lighting, finishes and special systems. The work also requires project management expertise in scheduling, cost estimating, planning, project controls, and construction management.

**Q5c)** Does City have classifications with the required specialized skills or expertise?: Yes **Q5c1)** Identify the classifications: 7334 - Stationary Engineer, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5203 - Assistant Engineer, 7213 - Plumber Supervisor 1, 5508 - Project Manager 4, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5219 - Senior Strucutral Engineer, 5504 - Project Manager 2, 7239 - Plumber Supervisor 2, 7335 - Senior Stationary Engineer, 7347 - Plumber, 5207 - Assoc Engineer, 5218 - Structural Engineer

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

**Q5c3) Why are they not able to perform the services?:** The Airport currently lacks sufficient staffing to support this project and other projects within the Capital Improvement Program. Additionally, the work requires specialized skills, expertise, and knowledge that the current staff does not possess.

Q5d) Will contractor directly supervise City employees?: No

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

**Q5e1) Clearly describe and detail the training activities:** Training for operating and maintaining equipment and systems implemented.

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 services required are limited term, and will not continue beyond the design and construction of the Project.

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

#### **Union Notifications**

**Job Class(es):** 7334 - Stationary Engineer, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5203 - Assistant Engineer, 7213 - Plumber Supervisor 1, 5508 - Project Manager 4, 5211 - Eng/Arch/Landscape Arch Sr, 5201 - Junior Engineer, 5219 - Senior Strucutral Engineer, 5504 - Project Manager 2, 7239 - Plumber Supervisor 2, 7335 - Senior Stationary Engineer, 7347 - Plumber, 5207 - Assoc Engineer, 5218 - Structural Engineer

**Labor Unions:** 038 - Plumbers, Local 38, 021 - Prof & Tech Eng, Local 21, 039 - Stationary Engineers, Local 39

Labor Union Email Addresses: larryjr@ualocal38.org, L21pscreview@ifpte21.org,

cpark@local39.org

**Union Review Sent On:** 3/14/2025 **Union Review End Date:** 4/13/2025

**Union Review Duration Met On:** 4/13/2025

#### Memorandum

**To:** File – PSC Requests DHRPSC0005223 (Boarding Area F Refresh), DHRPSC0005350 (ASIP Phase II), and DHRPSC0005417 (Super Bay)

From: Victor M. Madrigal Jr., Procurement Program Manager, PCS – D&C Division

**Date:** August 26, 2025

**Subject:** Summary of Local 21 Objection and Discussion Outcomes

#### **Background**

Between March and June 2025, the Airport submitted three PSC requests for Union review:

- PSC DHRPSC0005223 (Boarding Area F Refresh): Submitted March 14, 2025; Local 21 objected March 20, 2025.
- PSC DHRPSC0005350 (ASIP Phase II): Submitted April 17, 2025; Local 21 objected May 1, 2025.
- PSC DHRPSC0005417 (Super Bay): Submitted May 8, 2025; Local 21 objected June 5, 2025.

In each case, Local 21 cited the Mayor's January 2025 directive pausing new contracts and MOU provisions prohibiting subcontracting of represented classifications.

The Airport acknowledged these objections but emphasized that, as an Enterprise department independent of the General Fund, SFO must continue its Capital Improvement Program (CIP) in coordination with the Mayor's Budget Office to maintain operational reliability and support economic recovery.

#### **Timeline of Events**

- March 14, 2025: PSC DHRPSC0005223 submitted for Union review.
- March 20, 2025: Local 21 submitted an objection citing Mayor's directive and MOU provisions.
- **April 11, 2025:** Airport acknowledged objection; clarified PSC process obligations remain unchanged.
- April 17, 2025: PSC DHRPSC0005350 submitted.
- May 1, 2025: Union filed objection to PSC DHRPSC0005350.
- May 27, 2025: Meeting scheduled at SFO Building 674; Union representative did not attend.
- **April–July 2025:** Multiple reschedules requested by Local 21, coupled with demands for pre-meeting information, delayed PSC advancement.
- June 18, 2025: Union submitted six additional information requests.
- **July 29, 2025:** Airport restated preference for direct meeting; noted that preconditions were preventing progress and holding up critical project work.
- August 7, 2025: Virtual meeting scheduled with the CDO, Director of Project Management, and Local 21 to discuss objections and next steps.

#### **Union's Specific Requests (June 18, 2025)**

- 1. Actions taken by the Department to have PSC work performed by City employees.
- 2. Feasibility studies/assessments regarding use of City staff.
- 3. Vacancy rates for Local 21 job classes referenced in the PSC.
- 4. Vacancy reports for all IFPTE Local 21 classifications within the Department.
- 5. Confirmation of any requests to the Mayor's Office to hire into Local 21 classifications, including status and outcomes.
- 6. A detailed transition plan for how the contracted work would return to City staff at PSC conclusion.

#### **Results of Discussions**

- Union Position: Local 21 reaffirmed its objections, maintaining that PSCs conflict with the Mayor's January 2025 directive.
- **Airport Position:** The Airport emphasized its Enterprise fund status, independence from the General Fund, and ongoing need to maintain momentum on CIP projects critical to operational reliability and economic recovery.
- **Information Requests:** The Airport committed to preparing responses to the six Union questions.
- **Next Steps:** Parties agreed that structured dialogue will continue with the goal of resolving outstanding objections and enabling advancement of PSCs to Civil Service Commission review.

#### **Conclusion**

Local 21 has filed formal objections to all three pending PSCs (Boarding Area F, ASIP Phase II, and Super Bay). These objections, combined with missed meetings and repeated rescheduling, have delayed PSC advancement since March 2025. The August 7, 2025, meeting marks an important step toward addressing concerns and re-establishing a path forward for critical CIP projects.

From: <u>Jessica Nuti</u>

To: <u>Victor Madrigal (AIR)</u>; <u>Alicia Flores</u>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

**Date:** Friday, August 1, 2025 1:33:45 PM

Attachments: image001.png

image002.png Outlook-04djqwds.png

Hi Victor,

Let's please meet virtually.

Thank you,



**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, August 1, 2025 1:31 PM

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

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your response and for proposing a few possible times. Thursday, August 7th at 1:30 PM works best for our CDO.

Could you please confirm whether we're planning to meet virtually or in person at SFO, Building 674?

Best,

Victor

From: Jessica Nuti <jnuti@ifpte21.org>
Sent: Friday, August 1, 2025 1:15 PM

To: Victor Madrigal (AIR) <Victor.Madrigal@flysfo.com>; Alicia Flores <aflores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your patience as I get back to you as I'm coming mid-way with Alicia out on parental leave. Totally understand you wanting to meet.

I was able to connect with our member leaders this week to get more of their feedback to best prepare meeting with you. I want to ensure to have a productive conversation.

Here are some available days and time to meet:

- Wednesday, August 6<sup>th</sup> 4:30PM
- Thursday, August 7<sup>th</sup> 1:30PM-2PM, 4:30PM-5PM
- Tuesday, August 12<sup>th</sup> anytime after 3:30PM
- Friday, August 15<sup>th</sup> anytime before 11AM or after 3PM

Please let me know what works best for you.

All the best,

Jessica Nuti (she/her)
Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 29, 2025 3:07 PM

To: Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your follow-up. I'm currently working on gathering responses to the additional

questions that were submitted.

As a point of clarification, the Airport originally scheduled a meeting for May 27 at 1:30 PM in response to Alicia's initial request. Without prior explanation, the Union did not attend and requested to reschedule later that same day. Since then, I've made several attempts to coordinate a new meeting. A response was not received until June 18, at which time a new set of questions was submitted, along with a request to receive that information in advance of or during the rescheduled meeting.

Most recently, a meeting was scheduled for July 31; however, you asked to receive the information before that meeting.

While I respect the Union's interest in transparency, I believe a direct conversation would be more effective in clarifying concerns and expectations. The Airport remains committed to engaging in goodfaith dialogue, but the introduction of additional preconditions has made it difficult to move forward.

Several PSC requests dating back to March 2025 remain on hold pending resolution of these discussions, which have affected our ability to advance critical project work.

Would it be possible to proceed with a meeting to discuss the Union's concerns and determine a path forward? I believe a constructive conversation could help realign expectations and facilitate progress.

Thank you for your time and consideration.



#### Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Jessica Nuti <<u>inuti@ifpte21.org</u>>
Sent: Monday, July 21, 2025 2:29 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com>; Alicia Flores <a flores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Did you ever respond to the information requested by Alicia in this thread on June 18th? I do not have this information. I'll need this information ahead of the meeting and will have to share it with our member leaders to review as well.

Thank you,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Monday, July 21, 2025 11:55 AM

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

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Please confirm if July 31st at 4 pm works for you. Thanks.

From: Victor Madrigal (AIR)

Sent: Thursday, July 17, 2025 4:13 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Sounds good. Please send me your confirmation as soon as possible so I can lock in the CDO's schedule.

Thanks,

From: Jessica Nuti < <u>inuti@ifpte21.org</u>>
Sent: Thursday, July 17, 2025 3:47 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

We can tentatively agree to July 31st at 4PM. I need to coordinate with our member leaders to see their availability. I can confirm with you early next week.

Thank you,



Organizer, IFPTE Local 21 Main: (415) 864-2100

**Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 17, 2025 2:55 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

The CDO is available on Thursday, July 31st at 4:00 PM. She mentioned that she hopes we can meet then, as there have been multiple reschedules and three projects have been sitting, once since April, waiting to move forward with Civil Service.

From: Jessica Nuti < <u>inuti@ifpte21.org</u>>
Sent: Wednesday, July 16, 2025 1:18 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Unfortunately, I am not available to meet next week. Can you please share a few options to meet the following week? Thank you so much!

All the best,

Jessica Nuti (she/her)

Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 15, 2025 4:08 PM **To:** Alicia Flores <a href="mailto:aflores@ifpte21.org">aflores@ifpte21.org</a>

Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

Congratulations!

Regarding our pending MS Teams, my CDO is available on Tuesday, July 22<sup>nd,</sup> at 1 pm. Please let me know if Jessica is available to meet with Judi and others.

Thank you,

Victor

From: Alicia Flores <a li>aflores@ifpte21.org></a>
Sent: Tuesday, July 15, 2025 4:06 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your email. I am going to be out on maternity leave starting tomorrow so I am copying Jessica Nuti here who will be covering me for issues related to engineering classifications.

All the best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 10, 2025 5:40 PM **To:** Alicia Flores <a href="mailto:sff"><a href="mailto:sf">aflores@ifpte21.org</a>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I was on leave for the last couple of weeks. I am in receipt of your email. Let me review the CDO's availability and propose a time that may work for you. I will get back to you by next week.

Thank you,



#### Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Wednesday, June 18, 2025 1:34 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

#### Hi Victor,

Apologies for my delay, it has been a very busy time with budget cuts and pending layoffs. If we can meet remotely that would be my preference since scheduling is easier that way. It would be helpful if the Department is able to provide answers to the following questions at the meeting or beforehand:

- 1. Please share prior actions taken by the department to have the work in the PSC request performed by City employees.
- 2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- 3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.
- 4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- 5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.
- 6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

I can meet from 2-3pm on Thursday 6/26, Friday before 2pm on 6/27 or Monday July  $30^{th}$  or Wed. July  $2^{nd}$  if any of those will work for the Department.

Thank you,

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

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Wednesday, June 11, 2025 11:06 AM **To:** Alicia Flores <a href="mailto:signature-aflores@ifpte21.org">aflores@ifpte21.org</a>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hello Alicia

I hope this message finds you well.

Would you be able to provide a few potential dates for a meeting between SFO and Local 21? We currently have two pending PCS requests that have not advanced to Civil Service due to the fact that we haven't yet had the opportunity to meet.

If possible, I'd appreciate your response by noon on Friday, June 13, or sooner, so we can coordinate accordingly.

Thank you in advance, and I look forward to finding a time that works for everyone.

Best regards, Victor

**From:** Victor Madrigal (AIR)

Sent: Tuesday, June 3, 2025 11:05 AM

To: aflores@ifpte21.org

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I am following up on rescheduling the meeting. Please provide a few dates that I can coordinate with Judi.

Thank you,

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:58 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < <u>judi.mosqueda@flysfo.com</u>>; Claudia

Luquin (AIR) < Claudia.Luquin@flysfo.com >; Julia Katz (AIR) < julia.katz@flysfo.com >

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

All parties were present in the room and were not aware that you would not be attending in person. Please let us know how you'd like to proceed, whether you prefer to meet virtually or reschedule for an in-person meeting at a later date.

Additionally, I'm concerned that we've stalled at the Union review stage for the PSC request for DHRPSC00005223 (BAF) and DHRPSC00005350 (ASIP). I'd appreciate moving forward with these items while we work on scheduling our meeting.

Thank you,

Victor

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:41 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < i udi.mosqueda@flysfo.com>; Claudia

Luquin (AIR) < <u>Claudia.Luquin@flysfo.com</u>>; Julia Katz (AIR) < <u>julia.katz@flysfo.com</u>>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

We'll go ahead and reschedule. I'll send you an updated meeting invite shortly. Thanks,

From: Alicia Flores <a flores@ifpte21.org>
Sent: Tuesday, May 27, 2025 1:33 PM

To: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com >; Judi Mosqueda (AIR)

<<u>Judi.Mosqueda@flysfo.com</u>>; Claudia Luquin (AIR) <<u>claudia.luquin@flysfo.com</u>>; Julia Katz (AIR)

<julia.katz@flysfo.com>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

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Hi Victor,

I apologize for my oversight, I thought this meeting was on Teams. I will not be able to attend in person due to conflicting meetings back to back today in the Civic Center area but if you all are amenable to meeting on Teams, I can do that otherwise could we reschedule?

Sorry again for the confusion and let me know if what you're team would prefer to do.

Thanks,

#### Alicia Flores (She/her)

Representative/Organizer

IFPTE Local 21

Direct: 415-914-7342

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

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, May 16, 2025 9:50 AM

To: Victor Madrigal (AIR); Alicia Flores; Judi Mosqueda (AIR); Claudia Luquin (AIR); Julia Katz (AIR)

**Cc:** Jaime Tijerino (AIR)

**Subject:** SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

When: Tuesday, May 27, 2025 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SFO-674 Building Level 1 Conference Room 1B (Seats 40)

Hi Alicia,

I've scheduled the meeting for 1:30 PM. Please feel free to send me any items you'd like to discuss.

Thank you,

Victor

From: Alicia Flores

To: <u>Victor Madrigal (AIR)</u>; <u>DT Service Now (TIS)</u>

Cc: Kris Opbroek (AIR)

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

**Date:** Monday, April 14, 2025 3:18:29 PM

Attachments: <u>image001.png</u>

image002.png

#### Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Kris Opbroek (AIR) < kris.opbroek@flysfo.com>

**Subject:** RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia.

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



# Victor M. Madrigal Jr.

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Thursday, March 20, 2025 10:53 AM

**To:** DT Service Now (TIS) < <a href="mailto:ccsfdt@service-now.com">ccsfdt@service-now.com</a>>

**Cc:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; Kris Opbroek (AIR)

< kris.opbroek@flysfo.com>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

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Hello,

Per Mayor Lurie's January 9, 2025 announcement that:

"The Mayor also directed departments to realign programming and spending with the city's priorities with a focus on evidence and proven results. This includes pausing new contracts or programs that have not yet been signed or implemented."

Local 21 objects to this PSC proceeding for Civil Service Commission approval as it in conflict with the Mayor's directives and budget instructions for the department to pause new contracts. If the department intends to proceed with this PSC, Local 21 demands to meet.

Additionally, we want to remind the department that per MOU Article II.E. Subcontracting of Work, paragraph 108: "The City shall not initiate or approve contracting out any routine work currently performed by existing employees represented by the Union."

Best,

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

**From:** CCSF IT Service Desk < ccsfdt@service-now.com>

**Sent:** Friday, March 14, 2025 4:34 PM

To: cpark@local39.org; L21PSC Review <L21PSCReview@ifpte21.org>; Victor.Madrigal@flysfo.com;

Kris.Opbroek@flysfo.com; larryir@ualocal38.org

Subject: AIR [DHRPSC0005223] submitted for Union Review

Hello **021 - Prof & Tech Eng, Local 21, 038 - Plumbers, Local 38, 039 - Stationary Engineers, Local 39** union representatives,

AIR is requesting your review of PSC [DHRPSC0005223]. 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 2025-04-13.

#### **PSC Summary**

\_\_\_\_\_

Record Number: DHRPSC0005223 v 0.01

**Description of Proposed Work:** The Airport is seeking Project Delivery Partners (PDP) for management and oversight, as well as a design-build contractor for design and construction services for the Boarding Area F Refresh Project. The PDP consultants will handle design and construction management, project controls, contract administration, cost estimating, scheduling, and field inspections.

Request Type: New

Approval Type: CSC Approval CSC Review Reason(s):

SCSC Approval by Amount

**Submitting Department:** AIR

**Dept PSC Coordinator:** Victor Madrigal

Dept PSC Coordinator Email: Victor.Madrigal@flysfo.com

**Dept PSC Coordinator Phone:** +1 (650) 821-5324

PSC Amount: \$75,000,000.00
PSC Duration (months): 60
Funding Source(s): City Funds

**Scope of Work:** The Airport seeks Project Delivery Partners (PDP) and design-build services for the Boarding Area F Refresh Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5218 - Structural Engineer, 5219 - Senior Strucutral Engineer, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5504 - Project Manager 2, 5508 - Project Manager 4, 7213 - Plumber Supervisor 1, 7239 - Plumber Supervisor 2, 7334 - Stationary Engineer, 7335 - Senior Stationary Engineer, 7347 - Plumber

# PSC Justification(s)

\_\_\_\_\_

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

Services requiring specialized expertise, knowledge experience

Ref:TIS5742942\_SgfbIVdyyKen6wdxYOl2

From: Alicia Flores

To: <u>Victor Madrigal (AIR)</u>; <u>DT Service Now (TIS)</u>

Subject: RE: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

**Date:** Thursday, May 15, 2025 2:33:55 PM

Attachments: image001.png

image002.png

#### Hi Victor,

If possible to do 1:30pm on 5/27 that would be better but if not I may just be a couple minutes late since I'll be coming from another meeting.

Thanks,

**Alicia Flores** (She/her) Representative/Organizer

IFPTE Local 21 Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Wednesday, May 14, 2025 10:25 AM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Subject: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

Hello Alicia,

I'm circling back on your request. Would Tuesday, May 27<sup>th</sup>, at 1 p.m. work for you? Judi is available at that time. Please let me know as soon as possible so I can secure this time frame.

Thank you,

Victor

From: Alicia Flores <a flores@ifpte21.org>
Sent: Monday, April 14, 2025 3:18 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; DT Service Now (TIS) < <u>ccsfdt@service-</u>

now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

### Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <a flores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia,

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



Victor M. Madrigal Jr.

Procurement and Contracts Section | Design and Construction Division (D&C) San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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**From:** Alicia Flores <a flores@ifpte21.org>

# **Personal Service Contract Summary (PSC Form 1)**

# **PSC Basic Information**

**Submitting Department:** AIR **ServiceNow Number:** DHRPSC0005350

**Submitted By:** Victor Madrigal **Version:** 0.01

**Department Coordinator:** Victor Madrigal, **Version Type:** New

Victor.Madrigal@flysfo.com **Project Manager:** Benjamin Liu

**Brief description of proposed work:** The Airport seeks to award contracts to a Design-Builder (DB) and a Project Delivery Partner (PDP) to support its Security Infrastructure Program. The DB will design and construct upgrades to existing infrastructure and install new Closed Circuit Television (CCTV) systems, including conduit pathways, duct banks, control systems, and other surveillance components. The PDP will provide project management and oversight, including design and construction management, project controls, contract administration, cost estimating, quality control, inspections, and commissioning - supporting all project phases from planning through closeout.

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$60,000,000

Does contract include items other than services?: Yes

# **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 Airport seeks to award contracts to a Design-Builder (DB) and a Project Delivery Partner (PDP) to support its Security Infrastructure Program. The DB will design and construct upgrades to existing infrastructure and install new Closed Circuit Television (CCTV) systems, including conduit pathways, duct banks,

**Post Union Notification** 

control systems, and other surveillance components. The PDP will provide project management and oversight, including design and construction management, project controls, contract administration, cost estimating, quality control, inspections, and commissioning, supporting all project phases from planning through closeout.

Why are these services required and what are the consequences of denial?: This service is necessary to ensure the safety and security of the staff and passengers at SFO and to ensure a complete security infrastructure. Without system upgrades, the security network would be outdated and may have service failures.

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:** Since these are formal contracts, these contracts will require Airport Commission 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?:** The Airport will seek BOS approval of the PDP contract once the contract reaches \$10,000,000 in accordance with Charter Section 9.118(b).

### **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:** The services required are limited-term and will not continue beyond the design and construction of the Project
- **Q2** Does performing these services cause a conflict of interest?: No
- $\mathbf{Q3}$  Are these proprietary services City is not authorized to do?:  $\mathsf{No}$
- **Q4 Does City lacks necessary facilities/equipment?:** No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The
- services required are limited-term and will not continue beyond the design and construction of the Project.
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes
- Q5b1) Describe the specialized skills and expertise required to perform the services:

Resident Engineer – Experienced in construction management, contractor negotiations, change

management (including contract change orders), RFIs, submittal reviews, scheduling, stakeholder engagement, and other construction-related responsibilities.

Surveyor – Knowledgeable in airport survey requirements per FAA guidelines, including monitoring and setting control points, conducting topographic surveys, and performing related tasks. Must be a licensed Professional Land Surveyor in California.

Construction Inspector – Skilled in materials review and acceptance, inspecting work for compliance with contract documents, specifications, and code requirements. Experience in stakeholder coordination, building inspection, and preparing daily reports.

IT Specialist – IT professional with experience in electrical and fiber optics infrastructure and systems.

**Q5c)** Does City have classifications with the required specialized skills or expertise?: Yes **Q5c1)** Identify the classifications: 5241 - Engineer, 5314 - Survey Associate, 5216 - Chief Surveyor, 5312 - Survey Assistant II, 5310 - Survey Assistant I, 5504 - Project Manager 2, 5207 - Assoc Engineer, 5502 - Project Manager 1, 6318 - Construction Inspector

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

**Q5c3) Why are they not able to perform the services?:** Due to attrition and a hiring freeze, the section currently lacks sufficient internal resources to manage the volume of projects entering the construction phase this fiscal year. Projects in design and procurement under the Infrastructure Improvement Program are scheduled to transition into construction over the next three years, which will exceed the capacity of existing staff and impact project delivery. Even with the current hiring plan, staffing levels will remain insufficient, as new hires will only backfill positions lost to attrition.

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

Q5e) Will contractor train City employees?: Yes

**Q5e1) Clearly describe and detail the training activities:** For the infrastructure systems installed, the contractor will provide a knowledge transfer and training to Airport staff. The training will focus on operating and maintenance requirements.

Q5f) Is there a plan to transition this work back to the City?:  $\ensuremath{\mathsf{No}}$ 

**Q5f1) Explain why the work will not be transitioned back to the City:** Hiring consultants offers the flexibility to meet aggressive construction timelines, scale resources as needed, and manage project demands efficiently; all without the long-term commitment of internal staff. This approach also results in cost savings for the City by reducing the need for permanent staffing during intermittent project periods.

# Additional information to support your request (Optional):

# **Union Notifications**

**Job Class(es):** 5241 - Engineer, 5314 - Survey Associate, 5216 - Chief Surveyor, 5310 - Survey Assistant I, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 4/17/2025 **Union Review End Date:** 5/17/2025

**Union Review Duration Met On:** 5/17/2025

From: Benjamin Liu (AIR)

To: Prasad, Uday (PRT); Olea, Ricardo (MTA); Hui, Cynthia (MTA); Dusseault, Brian (MTA); Robinson, Stephen (PUC);

Rivera, Patrick (DPW), Laue, Julia (DPW), Dhapa, Iqbalbhai (DPW)

Cc: <u>Victor Madrigal (AIR)</u>; <u>YanJun Xu (AIR)</u>; <u>Ryan Louie (AIR)</u>

Subject: NOTICE OF INTENT FOR: Contract No. 11442 - Airport Security Infrastructure Program (ASIP) Phase II

**Date:** Wednesday, March 26, 2025 4:22:45 PM

Attachments: <u>image001.png</u>

11442 Notice of Intent Letter.pdf

Hello all,

Please find the referenced Notice of Intent for the subject contract attached.

DATE: March 26, 2025

TO: Port of San Francisco, San Francisco Municipal Transportation Agency, San Francisco Public Utilities Commission, San Francisco Public Works

SUBJECT: NOTICE OF INTENT FOR: Contract No. 11442 – Airport Security Infrastructure Program (ASIP) Phase II at the San Francisco International Airport

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: April 16, 2025

The San Francisco International Airport's Design & Construction Division is seeking project management support and design-build services for the ASIP Phase II project as indicated in the attached file. Please fill out the attached form and email back by the requested response date noted above. If the Airport does not receive a response from your department by the requested response date, it shall be assumed that your staff is not available to perform these services and the Airport will procure a contract for completion of these services.

Questions regarding this request should be directed to Benjamin Liu at benjamin.liu@flysfo.com or at (650) 302-7391.

If you received this message in error, are not the appropriate party to respond, or believe a name or names to be absent from the outreach list, please respond to this email and provide any information necessary to correct the error if available.

Thank you in advance for your consideration.



Benjamin Liu, P.E.

Project Manager | Design & Construction

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.7968 | Cell: 650.302.7391 | flysfo.com

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#### San Francisco International Airport

#### NOTICE OF INTENT

DATE: March 26, 2025

TO: Port of San Francisco, San Francisco Municipal Transportation Agency, San

Francisco Public Utilities Commission, San Francisco Public Works

SUBJECT: NOTICE OF INTENT FOR: Contract No. 11442 – Airport Security

Infrastructure Program (ASIP) Phase II at the San Francisco International

**Airport** 

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: April 16, 2025

The San Francisco International Airport's (Airport) Design & Construction Division is seeking Project Delivery Partner (PDP) and design-build services for the Airport Security Infrastructure Program (ASIP) Phase II Project as indicated below.

### **PROJECT BACKGROUND:**

The ASIP Phase II Project ("Project") will involve project management, design and construction of a new security system and upgrades to existing infrastructure. The Project is mainly a continuation of ASIP Phase I, which migrated and expanded the closed caption television (CCTV) camera system. The Airport aims to improve security and operational efficiency through the installation of new CCTV cameras, implementation of a robust conduit network, and the integration of systems. Camera coverage will be increased in areas of known deficiency airport-wide to enhance surveillance and response capabilities. This project is a critical step in modernizing airport security and ensuring compliance with the latest industry standards.

### **SUMMARY OF SERVICES REQUESTED:**

The contractors will provide project management support and design-build services that include overall management expertise and oversight of the Project, design management and construction management services, project controls, contract administration, cost estimating services, field inspection, commissioning services, and a camera control system specialist.

Estimated duration of the PDP contract: November 2025 - December 2028

Estimated duration of the design-build contract: January 2026 - December 2028

Please complete the Notice of Intent Response Form on the last page. Check one of the applicable boxes, sign, date, and email back by the requested response date noted above. If the Airport does not receive a response from your department by the requested response date, it shall be assumed that your staff is not available to perform these services, and the Airport will procure a contract for completion of these services.

Questions regarding this request should be directed to the Airport Project Manager, Benjamin Liu, at benjamin.liu@flysfo.com or at (650) 302-7391.

Thank you in advance for your consideration.

Sincerely,

Benjamin Liu

Airport Project Manager

Design & Construction Division

San Francisco International Airport

CC:

Ryan Louie

SFO Infrastructure Program Manager

Victor Madrigal and YanJun Xu

SFO Procurement and Contracts Section

### Memorandum

**To:** File – PSC Requests DHRPSC0005223 (Boarding Area F Refresh), DHRPSC0005350 (ASIP Phase II), and DHRPSC0005417 (Super Bay)

From: Victor M. Madrigal Jr., Procurement Program Manager, PCS – D&C Division

**Date:** August 26, 2025

**Subject:** Summary of Local 21 Objection and Discussion Outcomes

# **Background**

Between March and June 2025, the Airport submitted three PSC requests for Union review:

- PSC DHRPSC0005223 (Boarding Area F Refresh): Submitted March 14, 2025; Local 21 objected March 20, 2025.
- PSC DHRPSC0005350 (ASIP Phase II): Submitted April 17, 2025; Local 21 objected May 1, 2025.
- PSC DHRPSC0005417 (Super Bay): Submitted May 8, 2025; Local 21 objected June 5, 2025.

In each case, Local 21 cited the Mayor's January 2025 directive pausing new contracts and MOU provisions prohibiting subcontracting of represented classifications.

The Airport acknowledged these objections but emphasized that, as an Enterprise department independent of the General Fund, SFO must continue its Capital Improvement Program (CIP) in coordination with the Mayor's Budget Office to maintain operational reliability and support economic recovery.

#### **Timeline of Events**

- March 14, 2025: PSC DHRPSC0005223 submitted for Union review.
- March 20, 2025: Local 21 submitted an objection citing Mayor's directive and MOU provisions.
- **April 11, 2025:** Airport acknowledged objection; clarified PSC process obligations remain unchanged.
- April 17, 2025: PSC DHRPSC0005350 submitted.
- May 1, 2025: Union filed objection to PSC DHRPSC0005350.
- May 27, 2025: Meeting scheduled at SFO Building 674; Union representative did not attend.
- **April–July 2025:** Multiple reschedules requested by Local 21, coupled with demands for pre-meeting information, delayed PSC advancement.
- June 18, 2025: Union submitted six additional information requests.
- **July 29, 2025:** Airport restated preference for direct meeting; noted that preconditions were preventing progress and holding up critical project work.
- August 7, 2025: Virtual meeting scheduled with the CDO, Director of Project Management, and Local 21 to discuss objections and next steps.

# **Union's Specific Requests (June 18, 2025)**

- 1. Actions taken by the Department to have PSC work performed by City employees.
- 2. Feasibility studies/assessments regarding use of City staff.
- 3. Vacancy rates for Local 21 job classes referenced in the PSC.
- 4. Vacancy reports for all IFPTE Local 21 classifications within the Department.
- 5. Confirmation of any requests to the Mayor's Office to hire into Local 21 classifications, including status and outcomes.
- 6. A detailed transition plan for how the contracted work would return to City staff at PSC conclusion.

### **Results of Discussions**

- Union Position: Local 21 reaffirmed its objections, maintaining that PSCs conflict with the Mayor's January 2025 directive.
- **Airport Position:** The Airport emphasized its Enterprise fund status, independence from the General Fund, and ongoing need to maintain momentum on CIP projects critical to operational reliability and economic recovery.
- **Information Requests:** The Airport committed to preparing responses to the six Union questions.
- **Next Steps:** Parties agreed that structured dialogue will continue with the goal of resolving outstanding objections and enabling advancement of PSCs to Civil Service Commission review.

#### **Conclusion**

Local 21 has filed formal objections to all three pending PSCs (Boarding Area F, ASIP Phase II, and Super Bay). These objections, combined with missed meetings and repeated rescheduling, have delayed PSC advancement since March 2025. The August 7, 2025, meeting marks an important step toward addressing concerns and re-establishing a path forward for critical CIP projects.

From: <u>Jessica Nuti</u>

To: <u>Victor Madrigal (AIR)</u>; <u>Alicia Flores</u>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

**Date:** Friday, August 1, 2025 1:33:45 PM

Attachments: image001.png

image002.png Outlook-04djqwds.png

Hi Victor,

Let's please meet virtually.

Thank you,



**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, August 1, 2025 1:31 PM

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

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your response and for proposing a few possible times. Thursday, August 7th at 1:30 PM works best for our CDO.

Could you please confirm whether we're planning to meet virtually or in person at SFO, Building 674?

Best,

Victor

From: Jessica Nuti < jnuti@ifpte21.org> Sent: Friday, August 1, 2025 1:15 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com>; Alicia Flores < aflores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your patience as I get back to you as I'm coming mid-way with Alicia out on parental leave. Totally understand you wanting to meet.

I was able to connect with our member leaders this week to get more of their feedback to best prepare meeting with you. I want to ensure to have a productive conversation.

Here are some available days and time to meet:

- Wednesday, August 6<sup>th</sup> 4:30PM
- Thursday, August 7<sup>th</sup> 1:30PM-2PM, 4:30PM-5PM
- Tuesday, August 12<sup>th</sup> anytime after 3:30PM
- Friday, August 15<sup>th</sup> anytime before 11AM or after 3PM

Please let me know what works best for you.

All the best,

Jessica Nuti (she/her)
Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 29, 2025 3:07 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>> **Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your follow-up. I'm currently working on gathering responses to the additional

questions that were submitted.

As a point of clarification, the Airport originally scheduled a meeting for May 27 at 1:30 PM in response to Alicia's initial request. Without prior explanation, the Union did not attend and requested to reschedule later that same day. Since then, I've made several attempts to coordinate a new meeting. A response was not received until June 18, at which time a new set of questions was submitted, along with a request to receive that information in advance of or during the rescheduled meeting.

Most recently, a meeting was scheduled for July 31; however, you asked to receive the information before that meeting.

While I respect the Union's interest in transparency, I believe a direct conversation would be more effective in clarifying concerns and expectations. The Airport remains committed to engaging in goodfaith dialogue, but the introduction of additional preconditions has made it difficult to move forward.

Several PSC requests dating back to March 2025 remain on hold pending resolution of these discussions, which have affected our ability to advance critical project work.

Would it be possible to proceed with a meeting to discuss the Union's concerns and determine a path forward? I believe a constructive conversation could help realign expectations and facilitate progress.

Thank you for your time and consideration.



### Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Jessica Nuti <<u>inuti@ifpte21.org</u>>
Sent: Monday, July 21, 2025 2:29 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com>; Alicia Flores <a flores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Did you ever respond to the information requested by Alicia in this thread on June 18th? I do not have this information. I'll need this information ahead of the meeting and will have to share it with our member leaders to review as well.

Thank you,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Monday, July 21, 2025 11:55 AM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Please confirm if July 31st at 4 pm works for you. Thanks.

**From:** Victor Madrigal (AIR)

Sent: Thursday, July 17, 2025 4:13 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Sounds good. Please send me your confirmation as soon as possible so I can lock in the CDO's schedule.

Thanks,

From: Jessica Nuti < <u>inuti@ifpte21.org</u>>
Sent: Thursday, July 17, 2025 3:47 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

We can tentatively agree to July 31st at 4PM. I need to coordinate with our member leaders to see their availability. I can confirm with you early next week.

Thank you,



Organizer, IFPTE Local 21 Main: (415) 864-2100

**Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 17, 2025 2:55 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

The CDO is available on Thursday, July 31st at 4:00 PM. She mentioned that she hopes we can meet then, as there have been multiple reschedules and three projects have been sitting, once since April, waiting to move forward with Civil Service.

From: Jessica Nuti < <u>inuti@ifpte21.org</u>>
Sent: Wednesday, July 16, 2025 1:18 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Unfortunately, I am not available to meet next week. Can you please share a few options to meet the following week? Thank you so much!

All the best,

Jessica Nuti (she/her)

Organizer, IFPTE Local 21 Main: (415) 864-2100 Direct: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 15, 2025 4:08 PM **To:** Alicia Flores <a href="mailto:aflores@ifpte21.org">aflores@ifpte21.org</a>

Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

Congratulations!

Regarding our pending MS Teams, my CDO is available on Tuesday, July 22<sup>nd,</sup> at 1 pm. Please let me know if Jessica is available to meet with Judi and others.

Thank you,

Victor

From: Alicia Flores <a li>aflores@ifpte21.org></a>
Sent: Tuesday, July 15, 2025 4:06 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your email. I am going to be out on maternity leave starting tomorrow so I am copying Jessica Nuti here who will be covering me for issues related to engineering classifications.

All the best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 10, 2025 5:40 PM **To:** Alicia Flores <a href="mailto:aflores@ifpte21.org">aflores@ifpte21.org</a>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I was on leave for the last couple of weeks. I am in receipt of your email. Let me review the CDO's availability and propose a time that may work for you. I will get back to you by next week.

Thank you,



# Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Wednesday, June 18, 2025 1:34 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Apologies for my delay, it has been a very busy time with budget cuts and pending layoffs. If we can meet remotely that would be my preference since scheduling is easier that way. It would be helpful if the Department is able to provide answers to the following questions at the meeting or beforehand:

- 1. Please share prior actions taken by the department to have the work in the PSC request performed by City employees.
- 2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- 3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.
- 4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- 5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.
- 6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

I can meet from 2-3pm on Thursday 6/26, Friday before 2pm on 6/27 or Monday July  $30^{th}$  or Wed. July  $2^{nd}$  if any of those will work for the Department.

Thank you,

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

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Wednesday, June 11, 2025 11:06 AM **To:** Alicia Flores <a href="mailto:signature-signatur-

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hello Alicia

I hope this message finds you well.

Would you be able to provide a few potential dates for a meeting between SFO and Local 21? We currently have two pending PCS requests that have not advanced to Civil Service due to the fact that we haven't yet had the opportunity to meet.

If possible, I'd appreciate your response by noon on Friday, June 13, or sooner, so we can coordinate accordingly.

Thank you in advance, and I look forward to finding a time that works for everyone.

Best regards, Victor

**From:** Victor Madrigal (AIR)

**Sent:** Tuesday, June 3, 2025 11:05 AM

To: aflores@ifpte21.org

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I am following up on rescheduling the meeting. Please provide a few dates that I can coordinate with Judi.

Thank you,

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:58 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < <u>judi.mosqueda@flysfo.com</u>>; Claudia

Luquin (AIR) < Claudia.Luquin@flysfo.com >; Julia Katz (AIR) < julia.katz@flysfo.com >

Cc: Jaime Tijerino (AIR) < jaime.tijerino@flysfo.com>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

All parties were present in the room and were not aware that you would not be attending in person. Please let us know how you'd like to proceed, whether you prefer to meet virtually or reschedule for an in-person meeting at a later date.

Additionally, I'm concerned that we've stalled at the Union review stage for the PSC request for DHRPSC00005223 (BAF) and DHRPSC00005350 (ASIP). I'd appreciate moving forward with these items while we work on scheduling our meeting.

Thank you,

Victor

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:41 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < <u>judi.mosqueda@flysfo.com</u>>; Claudia

Luquin (AIR) < <u>Claudia.Luquin@flysfo.com</u>>; Julia Katz (AIR) < <u>julia.katz@flysfo.com</u>>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

We'll go ahead and reschedule. I'll send you an updated meeting invite shortly. Thanks,

From: Alicia Flores <a flores@ifpte21.org>
Sent: Tuesday, May 27, 2025 1:33 PM

To: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com >; Judi Mosqueda (AIR)

<<u>Judi.Mosqueda@flysfo.com</u>>; Claudia Luquin (AIR) <<u>claudia.luquin@flysfo.com</u>>; Julia Katz (AIR)

<julia.katz@flysfo.com>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

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

Hi Victor,

I apologize for my oversight, I thought this meeting was on Teams. I will not be able to attend in person due to conflicting meetings back to back today in the Civic Center area but if you all are amenable to meeting on Teams, I can do that otherwise could we reschedule?

Sorry again for the confusion and let me know if what you're team would prefer to do.

Thanks,

#### Alicia Flores (She/her)

Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

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

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, May 16, 2025 9:50 AM

To: Victor Madrigal (AIR); Alicia Flores; Judi Mosqueda (AIR); Claudia Luquin (AIR); Julia Katz (AIR)

**Cc:** Jaime Tijerino (AIR)

**Subject:** SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

When: Tuesday, May 27, 2025 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SFO-674 Building Level 1 Conference Room 1B (Seats 40)

Hi Alicia,

I've scheduled the meeting for 1:30 PM. Please feel free to send me any items you'd like to discuss.

Thank you,

Victor

From: Alicia Flores

To: <u>Victor Madrigal (AIR); DT Service Now (TIS)</u>

Cc: Kris Opbroek (AIR)

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

**Date:** Monday, April 14, 2025 3:18:29 PM

Attachments: <u>image001.png</u>

image002.png

#### Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Kris Opbroek (AIR) < kris.opbroek@flysfo.com>

**Subject:** RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia.

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



# Victor M. Madrigal Jr.

Procurement and Contracts Section | Design and Construction Division (D&C) San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Thursday, March 20, 2025 10:53 AM

**To:** DT Service Now (TIS) < <a href="mailto:ccsfdt@service-now.com">ccsfdt@service-now.com</a>>

**Cc:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; Kris Opbroek (AIR)

< kris.opbroek@flysfo.com>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

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

Hello,

Per Mayor Lurie's January 9, 2025 announcement that:

"The Mayor also directed departments to realign programming and spending with the city's priorities with a focus on evidence and proven results. This includes pausing new contracts or programs that have not yet been signed or implemented."

Local 21 objects to this PSC proceeding for Civil Service Commission approval as it in conflict with the Mayor's directives and budget instructions for the department to pause new contracts. If the department intends to proceed with this PSC, Local 21 demands to meet.

Additionally, we want to remind the department that per MOU Article II.E. Subcontracting of Work, paragraph 108: "The City shall not initiate or approve contracting out any routine work currently performed by existing employees represented by the Union."

Best,

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

**From:** CCSF IT Service Desk < ccsfdt@service-now.com>

**Sent:** Friday, March 14, 2025 4:34 PM

To: cpark@local39.org; L21PSC Review <L21PSCReview@ifpte21.org>; Victor.Madrigal@flysfo.com;

Kris.Opbroek@flysfo.com; larryir@ualocal38.org

Subject: AIR [DHRPSC0005223] submitted for Union Review

Hello **021 - Prof & Tech Eng, Local 21, 038 - Plumbers, Local 38, 039 - Stationary Engineers, Local 39** union representatives,

AIR is requesting your review of PSC [DHRPSC0005223]. 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 2025-04-13.

### **PSC Summary**

\_\_\_\_\_

Record Number: DHRPSC0005223 v 0.01

**Description of Proposed Work:** The Airport is seeking Project Delivery Partners (PDP) for management and oversight, as well as a design-build contractor for design and construction services for the Boarding Area F Refresh Project. The PDP consultants will handle design and construction management, project controls, contract administration, cost estimating, scheduling, and field inspections.

Request Type: New

Approval Type: CSC Approval CSC Review Reason(s):

SCSC Approval by Amount

**Submitting Department:** AIR

**Dept PSC Coordinator:** Victor Madrigal

Dept PSC Coordinator Email: Victor.Madrigal@flysfo.com

**Dept PSC Coordinator Phone:** +1 (650) 821-5324

PSC Amount: \$75,000,000.00
PSC Duration (months): 60
Funding Source(s): City Funds

**Scope of Work:** The Airport seeks Project Delivery Partners (PDP) and design-build services for the Boarding Area F Refresh Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5218 - Structural Engineer, 5219 - Senior Strucutral Engineer, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5504 - Project Manager 2, 5508 - Project Manager 4, 7213 - Plumber Supervisor 1, 7239 - Plumber Supervisor 2, 7334 - Stationary Engineer, 7335 - Senior Stationary Engineer, 7347 - Plumber

#### PSC Justification(s)

\_\_\_\_\_

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

Services requiring specialized expertise, knowledge experience

Ref:TIS5742942\_SgfbIVdyyKen6wdxYOl2

From: Alicia Flores

To: <u>Victor Madrigal (AIR)</u>; <u>DT Service Now (TIS)</u>

Subject: RE: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

**Date:** Thursday, May 15, 2025 2:33:55 PM

Attachments: image001.png

image002.png

#### Hi Victor,

If possible to do 1:30pm on 5/27 that would be better but if not I may just be a couple minutes late since I'll be coming from another meeting.

Thanks,

**Alicia Flores** (She/her) Representative/Organizer

IFPTE Local 21 Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

Sent: Wednesday, May 14, 2025 10:25 AM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Subject: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

Hello Alicia,

I'm circling back on your request. Would Tuesday, May 27<sup>th</sup>, at 1 p.m. work for you? Judi is available at that time. Please let me know as soon as possible so I can secure this time frame.

Thank you,

Victor

From: Alicia Flores <a flores@ifpte21.org>
Sent: Monday, April 14, 2025 3:18 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; DT Service Now (TIS) < <u>ccsfdt@service-</u>

now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

#### Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <a flores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia,

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



Victor M. Madrigal Jr.

Procurement and Contracts Section | Design and Construction Division (D&C) San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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**From:** Alicia Flores <a flores@ifpte21.org>

# **Personal Service Contract Summary (PSC Form 1)**

# **PSC Basic Information**

**Submitting Department:** AIR **ServiceNow Number:** DHRPSC0005417

**Submitted By:** Victor Madrigal **Version:** 0.01

**Department Coordinator:** Victor Madrigal, **Version Type:** New

Victor.Madrigal@flysfo.com **Project Manager:** Casey Nelson

**Brief description of proposed work:** The Airport seeks Project Delivery Partners (PDP) and design-build (DB) services for the Superbay Renovation Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

**PSC Amount:** \$30,000,000

Does contract include items other than services?: Yes

### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months): 72** 

# **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 Airport seeks Project Delivery Partners (PDP) and design-build (DB) services for the Superbay Renovation Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

**Post Union Notification** 

Why are these services required and what are the consequences of denial?: These services are required to support the selective renovation of the Superbay Hangar, a critical facility at SFO and the only hangar in Northern California capable of servicing Category 5 aircraft. The proposed contracts will provide essential management and technical expertise, including project controls, scheduling, document and contract management, design and engineering oversight, and construction services needed to deliver a project of this size and complexity. Given limited internal staffing and the specialized nature of the work, contracting these services is necessary to ensure successful project delivery. Failure to proceed with the renovation could compromise the facility's operability, deter airline partners who rely on it for maintenance, and threaten approximately \$13–14 million in annual lease revenue. Additionally, deferring upgrades may weaken SFO's negotiating position for a new lease agreement in 2026, resulting in potential long-term revenue loss.

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:** Since these are formal contracts, these contracts will require Airport Commission approval.

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

### **Justification**

- $\mathbf{Q1}$  Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- **Q2** Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services required are limited-term and will not continue beyond the design and construction of the Project.
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services:

Specialized skills and expertise include design mechanical systems, structural elements, architectural elements, fire life safety systems, roofing systems, building envelope elements, and special systems. The work also requires project management expertise in scheduling, cost estimating, planning, project controls, and construction management.

**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

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

**Q5c3) Why are they not able to perform the services?:** The Airport currently does not have adequate staffing to support this Project and other projects in the Airport's capital improvement program. Additionally, the work entails specialized skills, expertise, and knowledge that staff currently do not have.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

**Q5e1) Clearly describe and detail the training activities:** Training for operating and maintaining equipment and systems is implemented.

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 services required are limited term, and will not continue beyond the design and construction of the Project.

# Additional information to support your request (Optional):

# **Union Notifications**

Job Class(es): 5241 - Engineer, 5212 - Engineer/Architect Principal, 5211 - Eng/Arch/Landscape

Arch Sr

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 5/8/2025 **Union Review End Date:** 6/7/2025

**Union Review Duration Met On: 6/7/2025** 

### Memorandum

**To:** File – PSC Requests DHRPSC0005223 (Boarding Area F Refresh), DHRPSC0005350 (ASIP Phase II), and DHRPSC0005417 (Super Bay)

From: Victor M. Madrigal Jr., Procurement Program Manager, PCS – D&C Division

**Date:** August 26, 2025

**Subject:** Summary of Local 21 Objection and Discussion Outcomes

### **Background**

Between March and June 2025, the Airport submitted three PSC requests for Union review:

- PSC DHRPSC0005223 (Boarding Area F Refresh): Submitted March 14, 2025; Local 21 objected March 20, 2025.
- PSC DHRPSC0005350 (ASIP Phase II): Submitted April 17, 2025; Local 21 objected May 1, 2025.
- PSC DHRPSC0005417 (Super Bay): Submitted May 8, 2025; Local 21 objected June 5, 2025.

In each case, Local 21 cited the Mayor's January 2025 directive pausing new contracts and MOU provisions prohibiting subcontracting of represented classifications.

The Airport acknowledged these objections but emphasized that, as an Enterprise department independent of the General Fund, SFO must continue its Capital Improvement Program (CIP) in coordination with the Mayor's Budget Office to maintain operational reliability and support economic recovery.

#### **Timeline of Events**

- March 14, 2025: PSC DHRPSC0005223 submitted for Union review.
- March 20, 2025: Local 21 submitted an objection citing Mayor's directive and MOU provisions.
- **April 11, 2025:** Airport acknowledged objection; clarified PSC process obligations remain unchanged.
- April 17, 2025: PSC DHRPSC0005350 submitted.
- May 1, 2025: Union filed objection to PSC DHRPSC0005350.
- May 27, 2025: Meeting scheduled at SFO Building 674; Union representative did not attend.
- **April–July 2025:** Multiple reschedules requested by Local 21, coupled with demands for pre-meeting information, delayed PSC advancement.
- June 18, 2025: Union submitted six additional information requests.
- **July 29, 2025:** Airport restated preference for direct meeting; noted that preconditions were preventing progress and holding up critical project work.
- August 7, 2025: Virtual meeting scheduled with the CDO, Director of Project Management, and Local 21 to discuss objections and next steps.

### Union's Specific Requests (June 18, 2025)

- 1. Actions taken by the Department to have PSC work performed by City employees.
- 2. Feasibility studies/assessments regarding use of City staff.
- 3. Vacancy rates for Local 21 job classes referenced in the PSC.
- 4. Vacancy reports for all IFPTE Local 21 classifications within the Department.
- 5. Confirmation of any requests to the Mayor's Office to hire into Local 21 classifications, including status and outcomes.
- 6. A detailed transition plan for how the contracted work would return to City staff at PSC conclusion.

#### **Results of Discussions**

- Union Position: Local 21 reaffirmed its objections, maintaining that PSCs conflict with the Mayor's January 2025 directive.
- **Airport Position:** The Airport emphasized its Enterprise fund status, independence from the General Fund, and ongoing need to maintain momentum on CIP projects critical to operational reliability and economic recovery.
- **Information Requests:** The Airport committed to preparing responses to the six Union questions.
- **Next Steps:** Parties agreed that structured dialogue will continue with the goal of resolving outstanding objections and enabling advancement of PSCs to Civil Service Commission review.

#### **Conclusion**

Local 21 has filed formal objections to all three pending PSCs (Boarding Area F, ASIP Phase II, and Super Bay). These objections, combined with missed meetings and repeated rescheduling, have delayed PSC advancement since March 2025. The August 7, 2025, meeting marks an important step toward addressing concerns and re-establishing a path forward for critical CIP projects.

From: <u>Jessica Nuti</u>

To: <u>Victor Madrigal (AIR)</u>; <u>Alicia Flores</u>

Subject: Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

**Date:** Friday, August 1, 2025 1:33:45 PM

Attachments: image001.png

image002.png Outlook-04djqwds.png

Hi Victor,

Let's please meet virtually.

Thank you,



**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, August 1, 2025 1:31 PM

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

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your response and for proposing a few possible times. Thursday, August 7th at 1:30 PM works best for our CDO.

Could you please confirm whether we're planning to meet virtually or in person at SFO, Building 674?

Best,

Victor

From: Jessica Nuti <jnuti@ifpte21.org> Sent: Friday, August 1, 2025 1:15 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com>; Alicia Flores < aflores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your patience as I get back to you as I'm coming mid-way with Alicia out on parental leave. Totally understand you wanting to meet.

I was able to connect with our member leaders this week to get more of their feedback to best prepare meeting with you. I want to ensure to have a productive conversation.

Here are some available days and time to meet:

- Wednesday, August 6<sup>th</sup> 4:30PM
- Thursday, August 7<sup>th</sup> 1:30PM-2PM, 4:30PM-5PM
- Tuesday, August 12<sup>th</sup> anytime after 3:30PM
- Friday, August 15<sup>th</sup> anytime before 11AM or after 3PM

Please let me know what works best for you.

All the best,

Jessica Nuti (she/her)
Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 29, 2025 3:07 PM

**To:** Jessica Nuti <<u>inuti@ifpte21.org</u>>; Alicia Flores <<u>aflores@ifpte21.org</u>> **Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Thank you for your follow-up. I'm currently working on gathering responses to the additional

questions that were submitted.

As a point of clarification, the Airport originally scheduled a meeting for May 27 at 1:30 PM in response to Alicia's initial request. Without prior explanation, the Union did not attend and requested to reschedule later that same day. Since then, I've made several attempts to coordinate a new meeting. A response was not received until June 18, at which time a new set of questions was submitted, along with a request to receive that information in advance of or during the rescheduled meeting.

Most recently, a meeting was scheduled for July 31; however, you asked to receive the information before that meeting.

While I respect the Union's interest in transparency, I believe a direct conversation would be more effective in clarifying concerns and expectations. The Airport remains committed to engaging in goodfaith dialogue, but the introduction of additional preconditions has made it difficult to move forward.

Several PSC requests dating back to March 2025 remain on hold pending resolution of these discussions, which have affected our ability to advance critical project work.

Would it be possible to proceed with a meeting to discuss the Union's concerns and determine a path forward? I believe a constructive conversation could help realign expectations and facilitate progress.

Thank you for your time and consideration.



#### Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Jessica Nuti <<u>inuti@ifpte21.org</u>>
Sent: Monday, July 21, 2025 2:29 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com>; Alicia Flores <a flores@ifpte21.org>

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Did you ever respond to the information requested by Alicia in this thread on June 18th? I do not have this information. I'll need this information ahead of the meeting and will have to share it with our member leaders to review as well.

Thank you,



Jessica Nuti (she/her)

Organizer, IFPTE Local 21

**Main**: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Monday, July 21, 2025 11:55 AM

To: Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica,

Please confirm if July 31st at 4 pm works for you. Thanks.

**From:** Victor Madrigal (AIR)

Sent: Thursday, July 17, 2025 4:13 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Sounds good. Please send me your confirmation as soon as possible so I can lock in the CDO's schedule.

Thanks,

From: Jessica Nuti < <u>inuti@ifpte21.org</u>>
Sent: Thursday, July 17, 2025 3:47 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

We can tentatively agree to July 31st at 4PM. I need to coordinate with our member leaders to see their availability. I can confirm with you early next week.

Thank you,



**Organizer, IFPTE Local 21** Main: (415) 864-2100

**Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 17, 2025 2:55 PM

**To:** Jessica Nuti < <u>inuti@ifpte21.org</u>>; Alicia Flores < <u>aflores@ifpte21.org</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Jessica.

The CDO is available on Thursday, July 31st at 4:00 PM. She mentioned that she hopes we can meet then, as there have been multiple reschedules and three projects have been sitting, once since April, waiting to move forward with Civil Service.

**From:** Jessica Nuti < inuti@ifpte21.org> **Sent:** Wednesday, July 16, 2025 1:18 PM

To: Victor Madrigal (AIR) < Victor.Madrigal@flysfo.com >; Alicia Flores < aflores@ifpte21.org >

**Subject:** Re: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Unfortunately, I am not available to meet next week. Can you please share a few options to meet the following week? Thank you so much!

All the best,



Organizer, IFPTE Local 21 Main: (415) 864-2100 **Direct**: (415) 914-7367

Join Us: www.ifpte21.org/join/

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Tuesday, July 15, 2025 4:08 PM **To:** Alicia Flores <a flores@ifpte21.org> Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

Congratulations!

Regarding our pending MS Teams, my CDO is available on Tuesday, July 22<sup>nd,</sup> at 1 pm. Please let me know if Jessica is available to meet with Judi and others.

Thank you,

Victor

From: Alicia Flores <a li>aflores@ifpte21.org></a>
Sent: Tuesday, July 15, 2025 4:06 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

Cc: Jessica Nuti < inuti@ifpte21.org>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Thank you for your email. I am going to be out on maternity leave starting tomorrow so I am copying Jessica Nuti here who will be covering me for issues related to engineering classifications.

All the best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Thursday, July 10, 2025 5:40 PM **To:** Alicia Flores <a href="mailto:sff"><a href="mailto:sff">aflores@ifpte21.org</a>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I was on leave for the last couple of weeks. I am in receipt of your email. Let me review the CDO's availability and propose a time that may work for you. I will get back to you by next week.

Thank you,



### Victor M. Madrigal Jr.

Procurement Program Manager | Procurement and Contracts Section | Design and Construction Division (D&C)

San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Wednesday, June 18, 2025 1:34 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Victor,

Apologies for my delay, it has been a very busy time with budget cuts and pending layoffs. If we can meet remotely that would be my preference since scheduling is easier that way. It would be helpful if the Department is able to provide answers to the following questions at the meeting or beforehand:

- 1. Please share prior actions taken by the department to have the work in the PSC request performed by City employees.
- 2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- 3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.
- 4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- 5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.
- 6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

I can meet from 2-3pm on Thursday 6/26, Friday before 2pm on 6/27 or Monday July  $30^{th}$  or Wed. July  $2^{nd}$  if any of those will work for the Department.

Thank you,

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

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Wednesday, June 11, 2025 11:06 AM **To:** Alicia Flores <a href="mailto:signature-aflores@ifpte21.org">aflores@ifpte21.org</a>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hello Alicia

I hope this message finds you well.

Would you be able to provide a few potential dates for a meeting between SFO and Local 21? We currently have two pending PCS requests that have not advanced to Civil Service due to the fact that we haven't yet had the opportunity to meet.

If possible, I'd appreciate your response by noon on Friday, June 13, or sooner, so we can coordinate accordingly.

Thank you in advance, and I look forward to finding a time that works for everyone.

Best regards, Victor

From: Victor Madrigal (AIR)

**Sent:** Tuesday, June 3, 2025 11:05 AM

To: aflores@ifpte21.org

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

I am following up on rescheduling the meeting. Please provide a few dates that I can coordinate with Judi.

Thank you,

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:58 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < <u>judi.mosqueda@flysfo.com</u>>; Claudia

Luquin (AIR) < Claudia.Luquin@flysfo.com >; Julia Katz (AIR) < julia.katz@flysfo.com >

Cc: Jaime Tijerino (AIR) < jaime.tijerino@flysfo.com>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia.

All parties were present in the room and were not aware that you would not be attending in person. Please let us know how you'd like to proceed, whether you prefer to meet virtually or reschedule for an in-person meeting at a later date.

Additionally, I'm concerned that we've stalled at the Union review stage for the PSC request for DHRPSC00005223 (BAF) and DHRPSC00005350 (ASIP). I'd appreciate moving forward with these items while we work on scheduling our meeting.

Thank you,

Victor

From: Victor Madrigal (AIR)

**Sent:** Tuesday, May 27, 2025 1:41 PM

**To:** Alicia Flores <a flores@ifpte21.org>; Judi Mosqueda (AIR) < i udi.mosqueda@flysfo.com>; Claudia

Luquin (AIR) <<u>Claudia.Luquin@flysfo.com</u>>; Julia Katz (AIR) <<u>julia.katz@flysfo.com</u>>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

Hi Alicia,

We'll go ahead and reschedule. I'll send you an updated meeting invite shortly. Thanks,

From: Alicia Flores <a flores@ifpte21.org>
Sent: Tuesday, May 27, 2025 1:33 PM

To: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com >; Judi Mosqueda (AIR)

<<u>Judi.Mosqueda@flysfo.com</u>>; Claudia Luquin (AIR) <<u>claudia.luquin@flysfo.com</u>>; Julia Katz (AIR)

<julia.katz@flysfo.com>

**Cc:** Jaime Tijerino (AIR) < <u>jaime.tijerino@flysfo.com</u>>

**Subject:** RE: SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

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Hi Victor,

I apologize for my oversight, I thought this meeting was on Teams. I will not be able to attend in person due to conflicting meetings back to back today in the Civic Center area but if you all are amenable to meeting on Teams, I can do that otherwise could we reschedule?

Sorry again for the confusion and let me know if what you're team would prefer to do.

Thanks,

#### Alicia Flores (She/her)

Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

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

From: Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, May 16, 2025 9:50 AM

To: Victor Madrigal (AIR); Alicia Flores; Judi Mosqueda (AIR); Claudia Luquin (AIR); Julia Katz (AIR)

**Cc:** Jaime Tijerino (AIR)

**Subject:** SFO/Local 21 PSC Review (DHRPSC0005223 and DHRPSC0005350)

When: Tuesday, May 27, 2025 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SFO-674 Building Level 1 Conference Room 1B (Seats 40)

Hi Alicia,

I've scheduled the meeting for 1:30 PM. Please feel free to send me any items you'd like to discuss.

Thank you,

Victor

From: Alicia Flores

To: <u>Victor Madrigal (AIR)</u>; <u>DT Service Now (TIS)</u>

Cc: Kris Opbroek (AIR)

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

**Date:** Monday, April 14, 2025 3:18:29 PM

Attachments: <u>image001.png</u>

image002.png

#### Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Cc: Kris Opbroek (AIR) < kris.opbroek@flysfo.com>

**Subject:** RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia.

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



# Victor M. Madrigal Jr.

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Office: 650.821.5324 | flysfo.com

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From: Alicia Flores <aflores@ifpte21.org>
Sent: Thursday, March 20, 2025 10:53 AM

**To:** DT Service Now (TIS) < <a href="mailto:ccsfdt@service-now.com">ccsfdt@service-now.com</a>>

**Cc:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; Kris Opbroek (AIR)

< kris.opbroek@flysfo.com>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

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

Hello,

Per Mayor Lurie's January 9, 2025 announcement that:

"The Mayor also directed departments to realign programming and spending with the city's priorities with a focus on evidence and proven results. This includes pausing new contracts or programs that have not yet been signed or implemented."

Local 21 objects to this PSC proceeding for Civil Service Commission approval as it in conflict with the Mayor's directives and budget instructions for the department to pause new contracts. If the department intends to proceed with this PSC, Local 21 demands to meet.

Additionally, we want to remind the department that per MOU Article II.E. Subcontracting of Work, paragraph 108: "The City shall not initiate or approve contracting out any routine work currently performed by existing employees represented by the Union."

Best,

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

**From:** CCSF IT Service Desk < ccsfdt@service-now.com>

**Sent:** Friday, March 14, 2025 4:34 PM

To: cpark@local39.org; L21PSC Review <L21PSCReview@ifpte21.org>; Victor.Madrigal@flysfo.com;

Kris.Opbroek@flysfo.com; larryir@ualocal38.org

Subject: AIR [DHRPSC0005223] submitted for Union Review

Hello **021 - Prof & Tech Eng, Local 21, 038 - Plumbers, Local 38, 039 - Stationary Engineers, Local 39** union representatives,

AIR is requesting your review of PSC [DHRPSC0005223]. 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 2025-04-13.

#### **PSC Summary**

\_\_\_\_\_

Record Number: DHRPSC0005223 v 0.01

**Description of Proposed Work:** The Airport is seeking Project Delivery Partners (PDP) for management and oversight, as well as a design-build contractor for design and construction services for the Boarding Area F Refresh Project. The PDP consultants will handle design and construction management, project controls, contract administration, cost estimating, scheduling, and field inspections.

Request Type: New

Approval Type: CSC Approval CSC Review Reason(s):

SCSC Approval by Amount

**Submitting Department:** AIR

**Dept PSC Coordinator:** Victor Madrigal

Dept PSC Coordinator Email: Victor.Madrigal@flysfo.com

**Dept PSC Coordinator Phone:** +1 (650) 821-5324

PSC Amount: \$75,000,000.00
PSC Duration (months): 60
Funding Source(s): City Funds

**Scope of Work:** The Airport seeks Project Delivery Partners (PDP) and design-build services for the Boarding Area F Refresh Project (Project). The PDP consultants will provide overall management expertise and oversight for the Project, including design management and construction management services, project controls, contract administration, cost estimating services, scheduling services, and field inspections. The design-build contractor will provide design and construction services for the Project.

Job Class(es): 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5211 - Eng/Arch/Landscape Arch Sr, 5218 - Structural Engineer, 5219 - Senior Strucutral Engineer, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5504 - Project Manager 2, 5508 - Project Manager 4, 7213 - Plumber Supervisor 1, 7239 - Plumber Supervisor 2, 7334 - Stationary Engineer, 7335 - Senior Stationary Engineer, 7347 - Plumber

#### PSC Justification(s)

\_\_\_\_\_

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

Services requiring specialized expertise, knowledge experience

Ref:TIS5742942\_SgfbIVdyyKen6wdxYOl2

From: Alicia Flores

To: <u>Victor Madrigal (AIR)</u>; <u>DT Service Now (TIS)</u>

Subject: RE: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

**Date:** Thursday, May 15, 2025 2:33:55 PM

Attachments: image001.png

image002.png

#### Hi Victor,

If possible to do 1:30pm on 5/27 that would be better but if not I may just be a couple minutes late since I'll be coming from another meeting.

Thanks,

**Alicia Flores** (She/her) Representative/Organizer

IFPTE Local 21 Direct: 415-914-7342

From: Victor Madrigal (AIR) < Victor. Madrigal@flysfo.com>

Sent: Wednesday, May 14, 2025 10:25 AM

To: Alicia Flores <aflores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

Subject: AIR [DHRPSC0005223] and [DHRPSC0005350] submitted for Union Review

Hello Alicia,

I'm circling back on your request. Would Tuesday, May 27<sup>th</sup>, at 1 p.m. work for you? Judi is available at that time. Please let me know as soon as possible so I can secure this time frame.

Thank you,

Victor

From: Alicia Flores <a flores@ifpte21.org>
Sent: Monday, April 14, 2025 3:18 PM

**To:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>; DT Service Now (TIS) < <u>ccsfdt@service-</u>

now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hi Victor,

Thank you for your email. I look forward to hearing from Judi upon her return as we still maintain our request to meet about this PSC.

#### Best,

**Alicia Flores** (She/her) Representative/Organizer IFPTE Local 21

Direct: 415-914-7342

**From:** Victor Madrigal (AIR) < <u>Victor.Madrigal@flysfo.com</u>>

**Sent:** Friday, April 11, 2025 4:48 PM

To: Alicia Flores <a flores@ifpte21.org>; DT Service Now (TIS) <ccsfdt@service-now.com>

**Cc:** Kris Opbroek (AIR) < <u>kris.opbroek@flysfo.com</u>>

Subject: RE: AIR [DHRPSC0005223] submitted for Union Review

Hello Alicia,

Thank you for your message and for sharing Local 21's position regarding this PSC.

We understand and acknowledge the concerns raised in light of Mayor Lurie's January 9, 2025, directive to pause new contracts and align departmental spending with City priorities. Please note that the obligations of the Unions and City Departments with respect to the PSC process remain unchanged despite the contract freeze. Departments have been directed to work with the Mayor's Budget Office to determine which contracts may proceed.

As an Enterprise department with no negative impact on the General Fund, the Airport is continuing to move forward with its Capital Improvement Plan (CIP) in support of economic recovery.

Judi Mosqueda, the Airport's Chief Development Officer, is currently out of the office until April 24th. She will be available to meet with the Union to discuss the Airport's PSC requests upon her return.

Regards,



Victor M. Madrigal Jr.

Procurement and Contracts Section | Design and Construction Division (D&C) San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128

Office: 650.821.5324 | flysfo.com

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**From:** Alicia Flores <a flores@ifpte21.org>

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** AIR **ServiceNow Number:** DHRPSC0005508

**Submitted By:** Cynthia Avakian **Version:** 0.01

**Department Coordinator:** Cynthia Avakian, **Version Type:** New

cynthia.avakian@flysfo.com **Project Manager:** Ricardo Valle

**Brief description of proposed work:** Specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS).

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

**PSC Amount:** \$550,000

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 San Francisco International Airport ("Airport") requires specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS), which is operated and maintained by the Airport. The contractor intermittently provides software updates, and scheduled maintenance and calibration of the hardware.

Why are these services required and what are the consequences of denial?: Specialized expertise are needed to support and maintain the proprietary A-VDGS infrastructure which is

**Post Union Notification** 

Page 1 of 3 08/18/2025

comprised of hardware and software components. The A-VDGS is essential for increased efficiency and safety in the aircraft gate docking process. It is essential that the Terminal Systems services be operational 24/7/365. Any interruption in service would cause flight delays, decrease in safety and possibly cause financial exposure to the Airport.

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?: Existing SFO Electrical Technicians perform Level 1 maintenance for the A-VGDS equipment, various IT classes do any work on the on-premises servers, and SFO Mgr (0922) does initial observations about the equipment. For Level 2 support of the proprietary software, the Contractor is the only one with access to that code.

# **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:** All formal contracts are approved by the Airport Commission.

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

#### **Justification**

- Q1 Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- **Q2** Does performing these services cause a conflict of interest?: No
- **Q3 Are these proprietary services City is not authorized to do?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

# Additional information to support your request (Optional):

#### **Union Notifications**

**Job Class(es):** 7318 - Electronic Maintenance Tech, 9240 - Airport Electrician, 1042 - IS Engineer-Journey, 1041 - IS Engineer-Assistant, 7329 - Electr Maint Tech Asst Sprv, 7287 - Sprv Electronic Main Tech, 9242 - Head Airport Electrician, 0923 - Manager II, 1044 - IS Engineer-Principal, 7430 - Asst Electronic Main Tech, 9241 - Airport Electrician Supervisor, 0922 - Manager I, 1043 - IS Engineer-Senior

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

**Post Union Notification** 

Page 2 of 3 08/18/2025

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

**Union Review Sent On:** 7/18/2025 **Union Review End Date:** 8/17/2025

**Union Review Duration Met On: 8/17/2025** 

# 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 and adding row at the bottom, do not change or alter this template.

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	cynthia.avakian@flysfo.com
PSC ServiceNow Record No.:	DHRPSC0005508

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	RIGIT DESCRIPTION OF SARVICAS RANGARA
1000021303	1/1/2021	12/23/2025	\$ 300,000		Specialized maintenance, support, monitoring and software services for the proprietary aircraft gate parking guidance system - Advanced Visual Docking Guidance Systems (A-VDGS).



May 9, 2025

San Francisco International Airport (SFO)
At: Ricardo Valle
Terminal Systems Manager | Operations and Security

RE: SOLE SOURCE

Dear Customer,

The Advanced Visual Guidance Docking System (A-VDGS) is designed and manufactured by ADB SAFEGATE is certified by ETL. This system is proprietary and must only be serviced by an ADB SAFEGATE employee to ensure compliance to warranty terms and conditions and certifications. ADB SAFEGATE does not certify technicians outside of the company.

Please let me know if you need any more information or further clarification. Thank you for your interest in ADB SAFEGATE Services. We look forward to servicing your airfield lighting needs, now and into the future.

Best Regards,

Lucas Pacheco Service Manager – Americas ADB Safegate Americas LLC 700 Science Blvd. Columbus, Ohio 43230 Phone: (614) 861-1304

Cell: (614) 549-0193

E-mail: <u>lucas.pacheco@adbsafegate.com</u>

Website: www.adbsafegate.com

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** AIR **ServiceNow Number:** DHRPSC0005595

**Submitted By:** Cynthia Avakian **Version:** 0.01

**Department Coordinator:** Cynthia Avakian, **Version Type:** New

cynthia.avakian@flysfo.com **Project Manager:** Natre Burks

Brief description of proposed work: Computer Aided Dispatch 9-1-1 Phone System Support

and Maintenance of existing system

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$1,400,000

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: Services are for the San Francisco International Airport's ("SFO" or "Airport") Computer Aided Dispatch ("CAD") Next Generation 9-1-1 ("NG 911") compliant phone system. Contractor will provide maintenance and support on its proprietary system to all 9-1-1- positions located in the Airport's Communication Center, Airport Integrated Operations Center ("AIOC") and Airport Bureau Police department. Contractor will also provide ongoing support, maintenance and software upgrades to the system, and will provide analytic software to report on incoming and outgoing calls.

Why are these services required and what are the consequences of denial?: The CAD 9-1-1 System is an Airport life and safety system. If the system fails (1) the vendor will not be able to

**Post Union Notification** 

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fix or replace existing parts and (2) 9-1-1 service at the Airport will be compromised. A compromised CAD system would delay the Airport's ability to respond to emergencies, putting the safety and security of the traveling public and Airport employees at risk.

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?: Only the Contractor can provide this 9-1-1 phone service.

# **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:** All formal contracts require Airport Commission approval.

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?:

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

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

# Additional information to support your request (Optional):

#### **Union Notifications**

Job Class(es): 1044 - IS Engineer-Principal, 1043 - IS Engineer-Senior

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 7/24/2025 **Union Review End Date:** 8/3/2025

**Union Review Duration Met On: 8/3/2025** 

Page 2 of 2 08/04/2025

# 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 and adding row at the bottom, do not change or alter this template.

Dept Acronym:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	cynthia.avakian@flysfo.com
PSC ServiceNow Record No.:	DHRPSC0005595

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	Kriat Description of Sarvices Rangarag
1000012863	11/15/2018	11/14/2025	\$ 2,105,000	DHRPSC0002362	Computer Aided Dispatch 9-1-1 Phone System Replacement and Support





May 27, 2025

Natre Burks San Francisco International Airport Communications 911 Dispatch Services PO Box 8097 San Francisco, CA 94128

Natre,

San Francisco International Airport (SFO) is maintaining the legacy 911 VESTA system at the dispatch center with current VESTA Call Handling system. AT&T is the only provider for this system for the following reasons:

• AT&T is the only provider for the current equipment and maintenance provider of SFO's existing VESTA Call Handling system at SFO dispatch. With AT&T providing a VESTA Call Handling system at SFO, AT&T will be responsible for maintenance and interoperability of this and existing 911 system. Because of the specific integration of interfaces, software/and hardware features AT&T is the only vendor capable of ensuring security and successful reproduction of implementation. No other provider would be able to maintain or access the AT&T supported system because of the proprietary nature without compromising the security and integrity of the system.

Please do not hesitate to call with any questions you may have. I can be reached at 951-312-3416.

Sincerely,

Shelby Lewis

Shelby Lewis AT&T California Public Safety Solutions Group Application Sales Executive

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** CPC **ServiceNow Number:** DHRPSC0005631

**Submitted By:** Shirley Hao **Version:** 0.01

**Department Coordinator:** Shirley Hao, **Version Type:** New

shirley.hao@sfgov.org

**Project Manager:** Deborah Landis

**Brief description of proposed work:** San Francisco Planning is seeking professional services for ongoing needs for technical financial feasibility and real estate analysis services to support the Department's work related to zoning, development, housing development, and general land use policy and regulation. Consultant will provide: development financial feasibility analyses, real estate and decelopemnt industry research, and case studies and comparable cities research. Providing crucial support including completing pro forma feasibility analyses and various real estate financial research needs as part of the overall Housing Element Rezoning and Affordable Housing Sites Strategy. The rezoning will be going through final refinement and adoption hearings at the Planning Commission and Board of Supervisors throughout 2025, to meet a state rezoning deadline of January 31, 2026.

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount: \$250,000** 

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months): 24** 

### **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 work required for these efforts includes:

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- -- Development Financial Feasibility Analyses, including pro forma analysis, financial sensitivity analysis, and real estate transactional structures; this work may include development and analysis of both development prototypes and specific sites under study
- -- Real Estate and Development Industry Research, including current market financial metrics, industry standards, best practices, market and property comparables, appraisals, cost estimating -- Case studies and Comparable Cities Research, including gathering and analyzing data from other North American cities on real estate and development trends, practices, and policies

Why are these services required and what are the consequences of denial?: These one-time services are related to the Housing Element Rezoning, including completing pro forma feasibility analyses and various real estate financial research needs. The rezoning will be going through final refinement and adoption hearings at the Planning Commission and Board of Supervisors throughout 2025, to meet a state rezoning deadline of January 31, 2026. Consequences of denial would impede the required state mandated deadlines to meet the rezoning deadline of January 2026.

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?:
- Q2 Does performing these services cause a conflict of interest?: No
- $\mbox{\bf Q3}$  Are these proprietary services City is not authorized to do?:  $\mbox{\bf No}$
- $\mathbf{Q4}$   $\mathbf{Does}$  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?: Civil Service classes are not applicable for one-time projects
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services:

Extensive experience with technical financial feasibility and real estate analysis service, including completing pro forma feasibility analyses and various real estate financial research needs for Housing Rezoning effort

Q5c) Does City have classifications with the required specialized skills or expertise?: Yes Q5c1) Identify the classifications: 5278 - Planner 2, 5277 - Planner 1, 5293 - Planner IV, 5291 -

Planner 3, 5283 - Planner V, 5502 - Project Manager 1

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

**Q5c3) Why are they not able to perform the services?:** Civil Service classes are not applicable for one-time projects

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:** Civil Service classes are not applicable for one-time projects

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:** Civil Service classes are not applicable for one-time projects

# Additional information to support your request (Optional):

#### **Union Notifications**

Job Class(es): 5278 - Planner 2, 5298 - Planner 3-Environmental Review, 5277 - Planner 1, 5291 -

Planner 3, 5283 - Planner V, 5502 - Project Manager 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 8/6/2025 **Union Review End Date:** 8/16/2025

**Union Review Duration Met On: 8/16/2025** 

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** DPH ServiceNow Number: DHRPSC0005562

**Submitted By:** Reanna Albert **Version:** 0.01

**Department Coordinator:** Reanna Albert, **Version Type:** New

reanna.albert@sfdph.org **Project Manager:** David Nish

Brief description of proposed work: Projects for Assistance in Transition from Homelessness

(PATH) Grant Support and Executive Coaching

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$900,000

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 60

# **Funding**

**Funding Source:** State Funds, Federal Funds **Special circumstances related to funding:** Yes

**Explain the special circumstances:** The PATH grant awarded to DPH Behavioral Health Services is intended to support county behavioral health departments with planning and implementation of the Behavioral Health Links components of the CalAIM (California Advancing and Innovating Medi-caL) Justice-Involved Populations Initiative. Only a portion of the grant is being allocated for project management and is to help the department with the planning and training processes necessary for implementation.

### **Scope of Work**

Clearly describe scope and detail the services to be performed: Contractor will provide developmental executive coaching to Behavioral Health Services (BHS) leadership, focusing on the design, implementation, and management of new and existing programs. Coaching sessions will offer structured guidance on project planning, strategic decision-making, and stakeholder

engagement, ensuring that initiatives align with City regulations and operational requirements. The coaching will be tailored to individual leaders while also supporting team-wide coordination and alignment.

Additionally, the contractor will incorporate equity-focused coaching frameworks to promote consistency with departmental equity priorities. This will involve using tools such as 360 evaluations to gather comprehensive feedback and identify growth areas for leaders. The approach aims to support both individual and collective leadership development with a focus on equity, inclusion, and culturally responsive service delivery. The contractor will also provide strategic planning support to expand services for various populations, aligning priorities with resources to effectively meet community needs and deliver coordinated, high-impact services.

Why are these services required and what are the consequences of denial?: Services are required because Behavioral Health Services (BHS) must access specialized external expertise in executive coaching, strategic planning, and regulatory guidance to support critical initiatives such as CalAIM (California Advancing and Innovating Medi-Cal), Proposition 1, and overall leadership development. Knowledge and expertise in these areas is essential for the programmatic and economic health of the department. Denial will ultimately compromise the department's ability to deliver vital behavioral health services to San Francisco's most vulnerable communities.

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?: This set of knowledge and skills is unique to a select number of outside consultants and is not part of our full time staff skillset. The department needs support from organizations that focus on these issues to support our internal growth. This expertise would not be part of full time civil service employment.

# **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?:
- Νo
- Q2 Does performing these services cause a conflict of interest?: No
- $\mathbf{Q3}$  Are these proprietary services City is not authorized to do?: No
- $\mathbf{Q4}$   $\mathbf{Does}$  City lacks necessary facilities/equipment?: No
- Q5 Are the services required on a temporary basis or on a long-term basis?: Long-term

#### **Basis**

**Q5a)** Are the services required on an as-needed, intermittent, or periodic basis?: Yes **Q5a1)** Why are the services required on an as-needed, intermittent and periodic basis?: The services are as-needed to assist the department in aligning with its requirements, regulations, and goals. Part of these services are only necessary during the duration of the grant. The other part are ongoing and changing as the need arises.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services: Leadership development, diversity and inclusion knowledge, and strategic planning experience and expertise.

Q5c) Does City have classifications with the required specialized skills or expertise?: No Q5c1) Should City develop a classification to perform these services?: No

**Q5c2) Explain why new a job classification is not feasible:** Creating a new job classification is not feasible because the services are specialized, time-limited, and required only on an asneeded basis tied to specific grant-funded initiatives.

Q5d) Will contractor directly supervise City employees?: No

Q5e) Will contractor train City employees?: Yes

**Q5e1) Clearly describe and detail the training activities:** Training includes executive coaching sessions for BHS leadership that incorporate guidance on project planning, management, and compliance with City regulations. The sessions will cover project scope, stakeholder engagement, and strategies for effective execution. Coaching will also include strategic advising to support alignment with departmental goals and equity outcomes. The contractor will integrate existing equity-focused coaching efforts and utilize 360 evaluations to enhance feedback and development. These trainings are intended to build leadership capacity and improve decision-making within BHS. While not traditional classroom-style training, these sessions function as targeted, skill-building engagements. Overall, the contractor's role includes both developmental coaching and strategic training for City staff.

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

**Q5f1) Describe the transition plan, including the anticipated timeline:** We expect that this work will eventually transition to city employees as they acquire the necessary expertise. With assistance from the contractor, city employees will learn to advise on the regulatory environment and manage projects independently. As our department grows and adapts to ever-changing requirements, the area of regulatory and executive coaching will continue to evolve. While we aim to transition this work back to city employees whenever possible, we remain open to leveraging outside expertise to support our changing needs.

# Additional information to support your request (Optional):

#### **Union Notifications**

Job Class(es): -None- - None Selected Labor Unions: No Union Selected -

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

**Post Union Notification** 

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@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org

**Union Review Sent On:** 8/7/2025 **Union Review End Date:** 8/14/2025

**Union Review Duration Met On: 8/14/2025** 

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

#### Instructions

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Step 2: Complete the fields below.

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#### **Document Content:**

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

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record No.:	DHRPSC0005562

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	
1000009128	12/31/2017	12/31/2025	\$ 6,187,809	02000-07/08	As needed project based support services - program administration and support services
			_		

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** DPH **ServiceNow Number:** DHRPSC0005573

**Submitted By:** Reanna Albert **Version:** 0.01

**Department Coordinator:** Reanna Albert, **Version Type:** New

reanna.albert@sfdph.org

Project Manager: Jeff Scarafia

**Brief description of proposed work:** At-the-elbow support for Behavioral Health Services (BHS) Substance Use staff as they transition to using the Epic Electronic Health Record (EHR). Services will include recruiting staff with prior Epic-end user experience, arranging travel to San Francisco, assigning shifts at the City's and community based organization service locations, and all other aspects of support coordination.

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$1,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$500,000

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 6

# **Funding**

Funding Source: Private Grant

Special circumstances related to funding: Yes

**Explain the special circumstances:** These services are connected to an agreement with San Francisco Health Plan. The funds in the agreement must be used for the purposes of supporting transitioning BHS to the Epic EHR.

# **Scope of Work**

Clearly describe scope and detail the services to be performed: Provide experienced Epic Electronic Health Record (EHR) end users who can support City employees and community based organization (CBO) contractors during the first weeks of using the Epic EHR. The service provider

will also plan, schedule, book travel, and coordinate other aspects directly related but also limited to at-the-elbow support.

Why are these services required and what are the consequences of denial?: The services are required to support Behavioral Health Services (BHS) Substance Use staff during the one-time transition to the Epic EHR system. Internal City staff are already fully engaged in implementing and training for the go-live and are not available to provide the necessary at-the-elbow support. The internal City staff will be working within their classifications during the go-live. Without this support, staff and CBO partners may face delays or disruptions in adopting Epic, which could compromise service delivery.

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?: City employees have not been hired to perform the services because these system transitions are one-time only events.

# **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**

- $\mathbf{Q1}$  Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Temporary Basis
- **Q5a) Explain the Temporary basis of the services:** Services needed to address a transitional or short-term situation
- **Q5b) Why do you believe this to be a transitional or short-term situation?:** The services are directly related to the transition from the Avatar EHR to the Epic EHR. This is a one-time event.
- **Q5c)** How will you ensure the services aren't needed once this PSC request has ended?: The large go-live event to simultaneously transition sites to the Epic EHR will be completed. It is not ongoing work.



**Q5d)** Describe the required skills and expertise needed to perform the services: The staff who perform at-the-elbow support must be clinical staff who use Epic in their own jobs on a day-to-day basis. These contracts will assist the DPH Behavioral Health Substance Use Services staff to learn to navigate Epic for their daily work. This contracted support is equivalent, but smaller in scope, to support provided for prior DPH Epic transition projects. Our objective is to provide the Substance Use Services teams with the same level of support during the transition as other DPH staff received.

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 City employees also support the go-live, but they are performing their roles as analysts and trainers and therefore would be unable to cover all of the functions during this one-time bolus event. Q5g) Will the services terminate upon resolution of the situation?: Yes

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

### **Union Notifications**

Job Class(es): 1052 - IS Business Analyst, 1051 - IS Business Analyst-Assistant, 1054 - IS Business

Analyst-Principal, 1053 - IS Business Analyst-Senior **Labor Unions:** 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 7/23/2025 **Union Review End Date:** 8/2/2025

**Union Review Duration Met On:** 8/2/2025

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

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Document Content:

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

Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record Number:	DHRPSC0005573

PS Contract ID 1000031701	Contract Start Date 02/19/2024	Contract End Date 02/18/2025	Contract Not to Exceed Amount \$ 3,903,200	PSC ServiceNow Record Number (if PSC approval was obtained) 48637-17/18	Brief Description of Services Rendered Provide As Needed At The Elbow Support Services for Behavioral Health Services Go-Live

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** DPH **ServiceNow Number:** DHRPSC0005596

**Submitted By:** Reanna Albert **Version:** 0.01

**Department Coordinator:** Reanna Albert, **Version Type:** New

reanna.albert@sfdph.org

**Project Manager:** Nikole Trainor

Brief description of proposed work: Newcomers and Jail Health Services Program

Administration

### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

**PSC Amount:** \$8,960,000

Does contract include items other than services?: No

### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 60

## **Funding**

Funding Source: State Funds, City Funds

**Special circumstances related to funding:** Yes

**Explain the special circumstances:** State funds must be allocated to provide expanded support

for newly arriving immigrants and refugees seeking asylum.

# **Scope of Work**

Clearly describe scope and detail the services to be performed: Contractor will provide general program administration services, financial management and reporting, performance and quality management, management and execution of subcontractor agreements, as needed recruitment, onboarding and human resource management and staffing of:

- Personnel to engage and provide refugee health assessments and follow-up linkage to newly arrived refugees, asylees and other eligible populations resettling in San Francisco, San Mateo, and Marin counties.
- Personnel to provide Jail Health services expanded HIV/STI/HCV testing and linkage services for

**Post Union Notification** 

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incarcerated individuals.

# Why are these services required and what are the consequences of denial?: Newcomers Health Services:

Services are required because newly arrived refugees and humanitarian immigrants face significant barriers to accessing healthcare, including language barriers, unfamiliarity with navigating U.S. government systems, un- or under-employment, cultural isolation, and the psychological challenges of resettlement. Without these services, these individuals risk delays in accessing critical medical and mental health care, leading to worsening health outcomes, increased use of emergency services, and higher long-term healthcare costs.

### Jail Health Services:

Services are required because comprehensive HIV/STI/HCV testing and immediate care linkage in San Francisco County Jail are crucial public health strategies, as incarcerated individuals face higher rates of these diseases due to structural inequities and limited prior healthcare access. Without these services, many cases may go undetected or untreated, leading to rapid disease progression, increased morbidity, and higher care costs. Ensuring timely linkage to care and preventive services like PrEP (pre-exposure prophylaxis) and PEP (post-exposure prophylaxis) is essential to reduce future infections and maintain treatment continuity. Denial of services will result in missed diagnoses, delayed treatment, higher transmission rates, and worsened health outcomes, impacting both inmates and the broader 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?: 2

Why have you not hired City employees to perform the services?: Newcomers Health: These services require specialized cultural competencies and established community relationships that are uniquely held by individuals in the community who speak specific language dialects for newly arriving immigrants.

Jail Health Services: These services require Certified Phlebotomy Technician I (CPTI) State License and a highly specialized skill set not currently held by City staff. Healthcare professionals working in correctional settings require a unique and highly specialized skill set that goes beyond traditional clinical practice. They operate at the intersection of public health, primary care, behavioral health, and correctional medicine, often serving patients with complex medical, psychological, and social needs. Professionals delivering jail health services possess a rare combination of clinical expertise, cultural competence, public health knowledge, and adaptability to deliver high-quality care in one of the most challenging healthcare environments.

# **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 is required.

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

### **Justification**

- $\mathbf{Q1}$  Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: No
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes
- Q5b1) Describe the specialized skills and expertise required to perform the services:

**Newcomers Health Services:** 

- -Language: Bilingual/bicultural in English and another language spoken by refugee and humanitarian immigrant populations. For example, Mam, K'iche, Spanish, Arabic, Dari, Pashto, Farsi, Mayan, Russian, Ukrainian, Mongolian, Nepali, Burmese, Portuguese, Turkish, Tigrinya, and more.
- -Medical Expertise: Personnel hired must be certified as a medical interpreter and/or have experience as a medical professional in their country of origin.
- -Lived Experience: Personnel with lived experience as an immigrant or a refugee is highly desired.

Jail Health Services:

- -Requires Certified Phlebotomy Technician I (CPTI) State License.
- -Key areas of expertise include correctional health knowledge, trauma-informed care, crisis intervention and behavioral health integration, and continuity of care and reentry planning.
- 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, 2585 -
- Health Worker 1, 2430 Medical Evaluations Assistant, 2588 Health Worker 4
- Q5c2) Does the Department have employees in these classifications?: Yes
- Q5c3) Why are they not able to perform the services?: City employees are not able to



perform the services because the work requires specialized skills not found in existing classifications, such as Certified Phlebotomy Technician licensure and certified medical interpretation in rare languages. Additionally, the services require lived experience, cultural competence, and trusted community relationships that are essential for effectively serving refugee and incarcerated populations.

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 is not a component of this contract.

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 nature of this work requires specialized expertise, operational flexibility, and community-based trust that cannot be easily replicated within City infrastructure. Contracting these services allows for more effective, responsive, and culturally competent care delivery, particularly for populations that have historically faced barriers to accessing government services.

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

### **Union Notifications**

Job Class(es): 2587 - Health Worker 3, 2586 - Health Worker 2, 2585 - Health Worker 1, 2430 -

Medical Evaluations Assistant, 2588 - Health Worker 4

Labor Unions: 250 - SEIU 1021, 790 - SEIU, Local 1021, Misc

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

**Union Review Sent On:** 7/30/2025 **Union Review End Date:** 8/9/2025

**Union Review Duration Met On: 8/9/2025** 

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

Instructions:
Step 1: Complete the fields below.
Step 3: Omplete 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 yearflather, use this template to identify other contracts executed by your department for the services now being requested with the PSC submission. The list of contracts should be limited to those executed within the last three years, measured from the date of the PSC submission. The Commission will use this information to determine if there is a pattern of contracting this or similar work out, regardless of which PSC record is associated with those other contracts.

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

	_
Dept Acronym:	DPH
Dept Name:	Department of Public Health
PSC Coordinator Name:	Reanna Albert
PSC Coordinator Email:	reanna.albert@sfdph.org
PSC ServiceNow Record Number:	DHRPSC0005596

				DSC ServiceNow Record Number	
PS Contract ID 1000008932	Contract Start Date 07/01/2018	Contract End Date 06/30/2026	Contract Not to Exceed Amount \$ 2,940,064	PSC ServiceNow Record Number (if PSC approval was obtained) PSC 46237-14/15	Brief Description of Services Rendered  Program administration and support services to the Community Health Equity and Promotion Branch to
					Program administration and support services to the Community Health Equity and Promotion Branch to implement the Refugee Health Assessment Program and the Refugee Health Promotion Project
1000009845	07/01/2018	06/30/2026	\$ 1,196,051	PSC 2006-07/08	Program administration and support services for the Community Health Equipty and Promotion - Jail Health Services HIV testing

# San Francisco Department of Public Health



Daniel Tsai Director of Health

DATE: August 22, 2025

TO: Suzanne Choi, Citywide PSC Coordinator, DHR

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

RE: DHRPSC0005596 v 0.01 Newcomers and Jail Health Services Program Administration

Summary of Union Objection:

On August 21, 2025, DPH met with SEIU Local 1021 to discuss this PSC. The union's objection focused on concerns about pay equity and job descriptions for phlebotomists, funding and staffing levels, and the quality of services provided by the current contractor. They emphasized the need for fair pay, job security for their members, and skilled professionals. They also highlighted the need for bilingual staff. The union stated they will follow up with a written Request for Information.

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



### Re: DPH [DHRPSC0005596] submitted for Union Review

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

Date Thu 8/14/2025 9:22 AM

To Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Trainor, Nikole (DPH) <nikole.trainor@sfdph.org>

Hi Carey,

Thanks for confirming the date and time. We were really hoping to meet in person for this discussion. Is there another time that week or the following week that would work for an in-person meeting?

Thanks, Reanna

### Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator SFDPH Office of Contracts Management & Compliance 101 Grove Street, Room 410 San Francisco, CA 94102 reanna.albert@sfdph.org 628-271-6178

From: Carey Dall <Carey.Dall@seiu1021.org>
Sent: Wednesday, August 13, 2025 3:52 PM

**To:** Albert, Reanna (DPH) <reanna.albert@sfdph.org>; DHR-Personal Services Contracts <DHR-PersonalServicesContracts@sfgov.org>; Trainor, Nikole (DPH) <nikole.trainor@sfdph.org>

Cc: Duncan, Joseph (DPH) <joseph.duncan@sfdph.org>; Ocon, Laura (DPH) <laura.ocon@sfdph.org>; Dawkins,

Brandon (DPH) < brandon.dawkins@sfdph.org>

Subject: RE: DPH [DHRPSC0005596] submitted for Union Review

Hi Reanna -

We can do 4pm on Wednesday, August 20, remotely.

Thanks for your patience on this....

Regards, CD

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

Sent: Wednesday, August 13, 2025 3:02 PM

To: Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-

PersonalServicesContracts@sfgov.org>; Trainor, Nikole (DPH) <nikole.trainor@sfdph.org>; PSCreview <PSCreview@seiu1021.org>

Subject: Re: DPH [DHRPSC0005596] 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. Please let us know your availability for a meeting regarding the PSC for Newcomers and Jail Health Services Program Administration.

Aug 20 - 4pm

Aug 25 - 4pm

Thanks, Reanna

### Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator SFDPH Office of Contracts Management & Compliance 101 Grove Street, Room 410 San Francisco, CA 94102 reanna.albert@sfdph.org 628-271-6178

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

**Sent:** Thursday, July 31, 2025 1:50 PM

To: Carey Dall <Carey.Dall@seiu1021.org>; DHR-Personal Services Contracts <DHR-

PersonalServicesContracts@sfgov.org>; Trainor, Nikole (DPH) < nikole.trainor@sfdph.org>; PSCreview

<PSCreview@seiu1021.org>

Subject: Re: DPH [DHRPSC0005596] submitted for Union Review

Hi Carey,

Below is DPH staff availability for a meeting at 101 Grove. Please let us know what works best for SEIU.

Aug 13 - 4pm

Aug 20 - 4pm

Aug 25 - 4pm

Thanks,

Reanna

### Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator SFDPH Office of Contracts Management & Compliance 101 Grove Street, Room 410 San Francisco, CA 94102 reanna.albert@sfdph.org

628-271-6178

From: Carey Dall < <u>Carey.Dall@seiu1021.org</u>>
Sent: Wednesday, July 30, 2025 7:28 PM

**To:** DT Service Now (TIS) < <a href="mailto:ccsfdt@service-now.com">ccsfdt@service-now.com</a>>; DHR-Personal Services Contracts < <a href="mailto:DHR-PersonalServicesContracts@sfgov.org">DHR-PersonalServicesContracts@sfgov.org</a>; Trainor, Nikole (DPH) < <a href="mailto:nikole.trainor@sfdph.org">nikole.trainor@sfdph.org</a>; PSCreview

<<u>PSCreview@seiu1021.org</u>>; Albert, Reanna (DPH) <<u>reanna.albert@sfdph.org</u>>

**Cc:** DHR-PSCCoordinator, DHR (HRD) < <a href="mailto:dhr-psccoordinator@sfgov.org">dhr-psccoordinator@sfgov.org</a> **Subject:** RE: DPH [DHRPSC0005596] 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 attempt to contract out our members' work, and requests meet and confer over the PSC.

Please provide us with your availability to meet at your convenience.

Thank you.

Regards,

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

From: CCSF IT Service Desk <ccsfdt@service-now.com>

**Sent:** Wednesday, July 30, 2025 3:06 PM

To: <a href="mailto:DHR-PersonalServicesContracts@sfgov.org">DHR-PersonalServicesContracts@sfgov.org</a>; <a href="mailto:nikole.trainor@sfdph.org">nikole.trainor@sfdph.org</a>; <a href="mailto:PSCreview@seiu1021.org">PSCreview@seiu1021.org</a>;

reanna.albert@sfdph.org

Subject: DPH [DHRPSC0005596] submitted for Union Review

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

Hello union representatives,

DPH is requesting your review of PSC [DHRPSC0005596]. 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 2025-08-09. If you would like to request a factfinder review for this PSC, please submit the PSC factfinder review request form within 5 days of your initial meeting with the department.

**PSC Summary** 

===========

Record Number: DHRPSC0005596 v 0.01

Description of Proposed Work: Newcomers and Jail Health Services Program Administration

Request Type: New

**Submitting Department: DPH** 

**Dept PSC Coordinator:** Reanna Albert

**Dept PSC Coordinator Email:** <u>reanna.albert@sfdph.org</u> **Dept PSC Coordinator Phone:** +1 (415) 557-6693

PSC Amount: \$8,960,000.00 PSC Duration (months): 60

Funding Source(s): State Funds, City Funds

**Special Funding Circumstances:** State funds must be allocated to provide expanded support for newly arriving immigrants and refugees seeking asylum.

**Scope of Work:** Contractor will provide general program administration services, financial management and reporting, performance and quality management, management and execution of subcontractor agreements, as needed recruitment, onboarding and human resource management and staffing of: • Personnel to engage and provide refugee health assessments and follow-up linkage to newly arrived refugees, asylees and other eligible populations resettling in San Francisco, San Mateo, and Marin counties. • Personnel to provide Jail Health services expanded HIV/STI/HCV testing and linkage services for incarcerated individuals.

**Job Class(es):** 2430 - Medical Evaluations Assistant, 2585 - Health Worker 1, 2586 - Health Worker 2, 2587 - Health Worker 3, 2588 - Health Worker 4

Labor Unions: 250 - SEIU 1021, 790 - SEIU, Local 1021, Misc

### **PSC Justification(s)**

\_\_\_\_\_

Services requiring specialized expertise, knowledge experience

Ref:TIS6029719\_YulpALMuse4k3KDtPcKJ

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

Submitting Department: DPH ServiceNow Number: DHRPSC0005601

**Submitted By:** Reanna Albert **Version:** 0.01

**Department Coordinator:** Reanna Albert, **Version Type:** New

reanna.albert@sfdph.org

**Project Manager:** Anthony Taylor

Brief description of proposed work: Sexually Transmitted Infection (STI) Sexual Health

Education, Prevention, and Testing for Youth

### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

**PSC Amount:** \$1,600,000

Does contract include items other than services?: No

### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 60

### **Funding**

**Funding Source:** State Funds, Federal Funds **Special circumstances related to funding:** Yes

**Explain the special circumstances:** Both state and federal funders, California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC) respectively, will provide funding. Per California's Health and Safety Code Section 120511(a)(2), CDPH mandates that "no less than 50 percent of the funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services..." Additionally, the CDC requires that local health jurisdictions receiving grant funds to Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS grant) must use funds "to foster action-oriented and strategic partnerships with community providers, community-based organizations...and other entities... to maximize the impact of ending the epidemic implementation and improve equitable access to HIV and sexual health services,"

which could include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

# **Scope of Work**

Clearly describe scope and detail the services to be performed: Provide sexual health services to increase STI testing among vulnerable and underserved individuals at risk for STIs; increase engagement with affected communities to ensure more diverse public outreach and involvement; and increase promotion of comprehensive, medically accurate sexuality education and condom access for youth, including in schools and community-based settings. The necessity of these services lies in addressing the high rates of STIs among youth and ensuring access to confidential and culturally relevant sexual health resources.

Services include promoting STI screening through clinic-based and innovative non-clinic approaches; conducting outreach via social media and community events; delivering non-school-based education through workshops and seminars; and fostering collaborative relationships with partner organizations. In coordination with the San Francisco Unified School District and school-based partners, provide technical assistance, resources, and training on confidential sexual health services and education. Services will also include participation in youth-focused collaborative meetings with DPH, including Youth United Through Health Education (Y.U.T.H.E.) and Black/African American Health Initiatives (BAAHI), to ensure services are community-responsive and culturally relevant.

Why are these services required and what are the consequences of denial?: Services are required to address the elevated incidence of STIs among San Francisco youth, particularly those from communities disproportionately impacted by STIs, including African American/Black, Hispanic/Latinx, and American Indian/Alaska Native individuals; individuals experiencing poverty; and non-pregnant and pregnant females living in disadvantaged neighborhoods. The services are aligned with federal and state funder requirements that mandate partnerships with community-based organizations to increase access to STI prevention, testing, and education. Consequences of denial include continued high STI rates among vulnerable youth, missed public health prevention goals, and noncompliance with grant funding requirements, which could jeopardize current and future funding from the California Department of Public Health (CDPH) and the Centers for Disease Control (CDC).

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?: City employees have not been hired because state and federal funding requirements mandate that a significant portion of funds be directed to community-based organizations to perform these services.

# **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?: Yes

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: California's Health and Safety Code Section 120511(a)(2) mandates that no less than 50 percent of the California Department of Public Health grant funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services consistent with this section.

- **Q2** Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Temporary Basis
- **Q5a) Explain the Temporary basis of the services:** Services needed to address a transitional or short-term situation
- **Q5b) Why do you believe this to be a transitional or short-term situation?:** The services are contingent on the availability of funding and are influenced by local, state, and federal STI prevention priorities. These priorities are driven by data, planning, and funding mandates. As program outcomes, fiscal outlooks, and future priorities evolve, there may be a shift in services to address alternative public health and demographic needs.
- **Q5c)** How will you ensure the services aren't needed once this PSC request has ended?: Local, state, and federal STI prevention priorities and data will be assessed to determine relevancy of service needs before the PSC request ends.
- **Q5d)** Describe the required skills and expertise needed to perform the services: Specialized skills include experience working with youth (ages 12–24); partnering with community-based organizations or clinics on STI/HIV prevention; implementing clinic-based and at-home STI testing; conducting outreach through social media, street outreach, and events; and providing sexual health education aligned with state guidelines. Additional expertise includes working with schools, building partnerships with school districts, and delivering training and resources on confidential, evidence-based, and age-appropriate sexual health education. Also, success in linking youth to services, promoting inclusive and culturally relevant messaging, and addressing stigmatizing language.
- **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: California's Health and Safety Code Section 120511(a)(2) mandates that no less than 50 percent of the funds shall

be provided to partner organizations. Additionally, the Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS) grant requires fostering strategic partnerships, which includes funding partner organizations.

**Q5g) Will the services terminate upon resolution of the situation?:** unknown **Q5h) Explain why:** The services are contingent upon the availability of funding and are influenced by local, state, and federal STI prevention priorities. These priorities are driven by data, planning, and funding mandates. As program outcomes, fiscal outlooks, and future priorities evolve or resolve, there may be a shift in services to address alternative public health and demographic needs.

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

### **Union Notifications**

Job Class(es): 2587 - Health Worker 3, 2591 - Health Program Coordinator 2, 2588 - Health

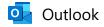
Worker 4, 2822 - Health Educator

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:** 7/29/2025 **Union Review End Date:** 8/8/2025

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



### Re: DPH [DHRPSC0005601] submitted for Union Review

From Samuel Favela <sfavela@ifpte21.org>

Date Fri 8/1/2025 11:55 AM

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

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

Hello,

Thank you for sending this over.

Local 21 has some clarifying questions:

- 1. What it the total funding of this grant?
- 2. What will the remaining funding be used for by DPH? What employees, or division/group is being assigned to that work?

Thanks!

-Sam

Samuel Favela (<u>he/they/</u>Sam)
SF Field Organizer, IFPTE Local 21

Main: (415) 914-7344

Join Us: www.ifpte21.org/join/



From: L21PSC Review <L21PSCReview@ifpte21.org>

Sent: Tuesday, July 29, 2025 1:24 PM

To: Samuel Favela <sfavela@ifpte21.org>
Cc: Mark Weirick <mweirick@ifpte21.org>

Subject: Fw: DPH [DHRPSC0005601] submitted for Union Review

Malika Demings Administrative/Organizing Assistant IFPTE Local 21

Main: 415-864-2100

Direct: 415-914-7359 mdemings@ifpte21.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>

**Sent:** Tuesday, July 29, 2025 12:40 PM

**To:** DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; anthony.taylor@sfdph.org <anthony.taylor@sfdph.org>; L21PSC Review <L21PSCReview@ifpte21.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>; reanna.albert@sfdph.org <reanna.albert@sfdph.org> **Subject:** DPH [DHRPSC0005601] submitted for Union Review

Hello union representatives,

DPH is requesting your review of PSC [DHRPSC0005601]. 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 2025-08-08. If you would like to request a factfinder review for this PSC, please submit the PSC factfinder review request form within 5 days of your initial meeting with the department.

**PSC Summary** 

Record Number: DHRPSC0005601 v 0.01

Description of Proposed Work: Sexually Transmitted Infection (STI) Sexual Health Education, Prevention, and

Testing for Youth

Request Type: New

**Approval Type:** CSC Approval **CSC Review Reason(s): Solution Solution**

**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: \$1,600,000.00 PSC Duration (months): 60

Funding Source(s): State Funds, Federal Funds

**Special Funding Circumstances:** Both state and federal funders, California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC) respectively, will provide funding. Per California's Health and Safety Code Section 120511(a)(2), CDPH mandates that "no less than 50 percent of the funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services..." Additionally, the CDC requires that local health jurisdictions receiving grant funds to Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS grant) must use funds "to foster action-oriented and strategic partnerships with community providers, community-based organizations...and other entities... to maximize the impact of ending the epidemic implementation and improve equitable access to HIV and sexual health services," which could include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

**Scope of Work:** Provide sexual health services to increase STI testing among vulnerable and underserved individuals at risk for STIs; increase engagement with affected communities to ensure more diverse public outreach and involvement; and increase promotion of comprehensive, medically accurate sexuality education and condom

access for youth, including in schools and community-based settings. The necessity of these services lies in addressing the high rates of STIs among youth and ensuring access to confidential and culturally relevant sexual health resources. Services include promoting STI screening through clinic-based and innovative non-clinic approaches; conducting outreach via social media and community events; delivering non-school-based education through workshops and seminars; and fostering collaborative relationships with partner organizations. In coordination with the San Francisco Unified School District and school-based partners, provide technical assistance, resources, and training on confidential sexual health services and education. Services will also include participation in youth-focused collaborative meetings with DPH, including Youth United Through Health Education (Y.U.T.H.E.) and Black/African American Health Initiatives (BAAHI), to ensure services are community-responsive and culturally relevant.

**Job Class(es):** 2587 - Health Worker 3, 2588 - Health Worker 4, 2591 - Health Program Coordinator 2, 2822 - Health Educator

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

### **PSC Justification(s)**

Regulatory or legal requirements disallow use of City employees

▼ Temporary services needed to address a transitional or short-term situation.

Ref:TIS6026650\_jsrWvQAJ5yeimlhZ4eLB



### Re: DPH [DHRPSC0005601] submitted for Union Review

From Albert, Reanna (DPH) <reanna.albert@sfdph.org>Date Wed 8/13/2025 10:31 AMTo Samuel Favela <sfavela@ifpte21.org>

Hi Sam,

See responses to your questions below. Please let us know if the union has any additional questions.

### 1. What it the total funding of this grant?

San Francisco Department of Public Health's (SFDPH) Population Health Division (PHD) currently receives an annual funding award of \$638,420 per fiscal year for 2024-25 and 2025-26 from the California Department of Public Health's (CDPH) Sexually Transmitted Infection (STI) Prevention and Collaboration grant. The funding is expected to be flat with no significant changes in the next cycle.

# 2. What will the remaining funding be used for by DPH? What employees, or division/group is being assigned to that work?

The remaining funds will be used by the PHD's HIV/STI Branch to continue funding the implementation of public health activities related to monitoring, prevention, testing, and linkage to and retention in care activities for the most vulnerable and underserved individuals living with, or at high risk for, sexually transmitted infections (STIs) in collaboration with community-based organizations (CBOs) within the local health jurisdiction (LHJ). This includes funding City and County of San Francisco staff (currently 2587 Health Worker II, P103 Special Nurse, 2230 Physical Specialist, 2328 Nurse Practitioner, and 2119 Health Care Analyst); operating expenses (including STI tests); staff trainings; and mandated travel costs. An additional portion of the funding (\$184,877) is required per the grant terms to be allocated to support a community-based organization(s) (CBOs) or healthcare provider(s) to increase low-barrier access to syphilis treatment and/or prevention among pregnant people and their partners, a key priority population for CDPH (currently the University of California, San Francisco's Team Lily services).

Thanks, Reanna

### Reanna Albert (she/her)

Pre-Award Unit Analyst | PSC Coordinator SFDPH Office of Contracts Management & Compliance 101 Grove Street, Room 410 San Francisco, CA 94102 reanna.albert@sfdph.org 628-271-6178

From: Samuel Favela <sfavela@ifpte21.org> Sent: Friday, August 1, 2025 11:55 AM

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

Subject: Re: DPH [DHRPSC0005601] submitted for Union Review

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

Hello,

Thank you for sending this over.

Local 21 has some clarifying questions:

- 1. What it the total funding of this grant?
- 2. What will the remaining funding be used for by DPH? What employees, or division/group is being assigned to that work?

Thanks!

-Sam

Samuel Favela (<u>he/they/</u>Sam)
SF Field Organizer, IFPTE Local 21

Main: (415) 914-7344

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From: L21PSC Review <L21PSCReview@ifpte21.org>

**Sent:** Tuesday, July 29, 2025 1:24 PM **To:** Samuel Favela <sfavela@ifpte21.org> **Cc:** Mark Weirick <mweirick@ifpte21.org>

Subject: Fw: DPH [DHRPSC0005601] submitted for Union Review

Malika Demings
Administrative/Organizing Assistant
IFPTE Local 21

Main: 415-864-2100 Direct: 415-914-7359 mdemings@ifpte21.org

From: CCSF IT Service Desk <ccsfdt@service-now.com>

Sent: Tuesday, July 29, 2025 12:40 PM

**To:** DHR-PersonalServicesContracts@sfgov.org <DHR-PersonalServicesContracts@sfgov.org>; anthony.taylor@sfdph.org <anthony.taylor@sfdph.org>; L21PSC Review <L21PSCReview@ifpte21.org>; PSCreview@seiu1021.org <PSCreview@seiu1021.org>; reanna.albert@sfdph.org <reanna.albert@sfdph.org>

Subject: DPH [DHRPSC0005601] submitted for Union Review

Hello union representatives,

DPH is requesting your review of PSC [DHRPSC0005601]. 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 2025-08-08. If you would like to request a factfinder review for this PSC, please submit the PSC factfinder review request form within 5 days of your initial meeting with the department.

**PSC Summary** 

===========

Record Number: DHRPSC0005601 v 0.01

Description of Proposed Work: Sexually Transmitted Infection (STI) Sexual Health Education, Prevention, and

Testing for Youth

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: \$1,600,000.00 PSC Duration (months): 60

**Funding Source(s):** State Funds, Federal Funds

**Special Funding Circumstances:** Both state and federal funders, California Department of Public Health (CDPH) and Centers for Disease Control and Prevention (CDC) respectively, will provide funding. Per California's Health and Safety Code Section 120511(a)(2), CDPH mandates that "no less than 50 percent of the funds allocated to local health jurisdictions shall be provided to, or used to support activities in partnership with, community-based organizations or nonprofit health care providers, provided that there are community-based organizations or nonprofit health care providers in the jurisdiction that can conduct the activities and provide these services..." Additionally, the CDC requires that local health jurisdictions receiving grant funds to Support and Scale Up of HIV Prevention Services in Sexual Health Clinics (SHIPS grant) must use funds "to foster action-oriented and strategic partnerships with community providers, community-based organizations...and other entities... to maximize the impact of ending the epidemic implementation and improve equitable access to HIV and sexual health services," which could include funding partner organizations (CDC-RFA-PS-24-0024; Jan 2024; Pgs. 14-15).

Scope of Work: Provide sexual health services to increase STI testing among vulnerable and underserved individuals at risk for STIs; increase engagement with affected communities to ensure more diverse public outreach and involvement; and increase promotion of comprehensive, medically accurate sexuality education and condom access for youth, including in schools and community-based settings. The necessity of these services lies in addressing the high rates of STIs among youth and ensuring access to confidential and culturally relevant sexual health resources. Services include promoting STI screening through clinic-based and innovative non-clinic approaches; conducting outreach via social media and community events; delivering non-school-based education through workshops and seminars; and fostering collaborative relationships with partner organizations. In coordination with the San Francisco Unified School District and school-based partners, provide technical assistance, resources, and training on confidential sexual health services and education. Services will also include participation in youth-focused collaborative meetings with DPH, including Youth United Through Health Education (Y.U.T.H.E.) and Black/African American Health Initiatives (BAAHI), to ensure services are community-responsive and culturally relevant.

**Job Class(es):** 2587 - Health Worker 3, 2588 - Health Worker 4, 2591 - Health Program Coordinator 2, 2822 - Health Educator

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

### **PSC Justification(s)**

- ▼ Regulatory or legal requirements disallow use of City employees
- ▼ Temporary services needed to address a transitional or short-term situation

Ref:TIS6026650\_jsrWvQAJ5yeimlhZ4eLB

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** DPW ServiceNow Number: DHRPSC0005336

**Submitted By:** Don Sy **Version:** 0.01

**Department Coordinator:** Belle Macaranas, **Version Type:** New

belle.macaranas@sfdpw.org **Project Manager:** Allison Chan

**Brief description of proposed work:** As-Needed Civil Engineering Services (Curb Ramp Design)

# **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

**PSC Amount:** \$10,000,000

Does contract include items other than services?: No

### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months): 84** 

### **Funding**

Funding Source: City Funds

Special circumstances related to funding: No

## Scope of Work

Clearly describe scope and detail the services to be performed: Provide specialized services in Civil Engineering, specifically Curb Ramp Design to support Public Works' design staff on an asneeded basis. Work shall include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.

Why are these services required and what are the consequences of denial?: Services are asneeded to assist Public Works on difficult or unique projects that require specialized curb ramp design expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet

client department requirements and project delays that would increase construction costs.

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

# **Board and Commission Approvals**

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

**Provide details related to contracts for which dept comm approval required:** Commission approval required for contracts equal to or exceeds \$230,000 (Minimum competitive amount).

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

## **Justification**

- Q1 Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: This service will only be utilized on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, a third-party reviewer is required, or if specialized services are required.
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services:

Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in curb ramp design, related roadway, sewer, and drainage design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City standards and the Americans with Disabilities Act (ADA) requirements.

- Q5c) Does City have classifications with the required specialized skills or expertise?: Yes
- **Q5c1) Identify the classifications:** 5241 Engineer, 5203 Assistant Engineer, 5211 Eng/Arch/Landscape Arch Sr, 5201 Junior Engineer
- Q5c2) Does the Department have employees in these classifications?: Yes
- **Q5c3) Why are they not able to perform the services?:** Civil Engineering services are provided by existing staff within the City. Consultant services were used for:
- a) when a project requires specialized expertise
- b) when a project requires a third-party reviewer
- c) during peak workloads.
- **Q5d) Will contractor directly supervise City employees?:** No
- **Q5e) Will contractor train City employees?:** No

**Q5e1) Explain why training of City employees is not required:** The need for consultant services is sporadic, only on as-needed basis. There is no on-going demand that justifies the training at this time.

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

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

# Additional information to support your request (Optional):

### **Union Notifications**

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 5211 - Eng/Arch/Landscape Arch Sr,

5201 - Junior Engineer, 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

 From:
 Sy, Don (DPW)

 To:
 Jessica Nuti

Cc: Chan, Allison (DPW); Macaranas, Belle (DPW); Ng, Jacky (DPW); Isen, Carol (HRD); Chircop, Richard (DPW);

**Alicia Flores** 

**Subject:** FW: DPW [DHRPSC0005336] submitted for Union Review

**Date:** Friday, August 1, 2025 3:13:00 PM

Attachments: <u>image006.png</u>

Hi Jessica,

I received Alicia's out of office and hope you can assist us with moving the subject PSC forward.

Please see my email response below and let us know if you have any questions.

Thank you,

### **Don Sy**

**Contract Administration** 

San Francisco Public Works | City and County of San Francisco P: (628) 271-3137 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103 sfpublicworks.org · twitter.com/sfpublicworks

From: Sy, Don (DPW)

**Sent:** Friday, August 1, 2025 3:04 PM **To:** Alicia Flores <aflores@ifpte21.org>

Cc: Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Macaranas, Belle (DPW)

<belle.macaranas@sfdpw.org>; Ng, Jacky (DPW) < jacky.ng@sfdpw.org>; Isen, Carol (HRD)

<Carol.Isen@sfgov.org>; Chircop, Richard (DPW) <richard.chircop@sfdpw.org>

Subject: RE: DPW [DHRPSC0005336] submitted for Union Review

Hi Alicia,

Thank you for your review of the PSC and outlining the union's concerns.

The City intends to proceed with the PSC and would like Local 21's reconsideration in allowing the PSC to move forward.

The Department has actively sought to hire for positions impacted by this PSC. Currently, four positions within the Streets and Highways Section are in the hiring phase, and seven additional positions, including a flex-up, were submitted in the March high-priority budget request.

With regard to current staffing, the Pedestrian Improvement Group is primarily responsible for

projects described in this PSC. City staff assigned to these projects include Deanna Calleros (5174 Administrative Engineer), Alessandro Peruffo (5207 Associate Engineer), Natalie Diaz (5203 Assistant Engineer), Etsubdink Tadesse (5203 Assistant Engineer), Thet Kyaw (5203 Assistant Engineer), Adeline Nocon (5201 Junior Engineer), Arkar Soe (5201 Junior Engineer), Maurice Kimball (5201 Junior Engineer), and Marvin Bautista (5364 Engineering Associate I).

Other City departments rely on the Streets and Highways Section due to its subject matter expertise in areas covered by this PSC, which those client departments do not possess.

I hope this addresses the union's concerns and can allow this PSC to move forward. Please let us know if you have any further questions.

Thank you very much for your time and consideration.

### **Don Sy**

Contract Administration

San Francisco Public Works | City and County of San Francisco
P: (628) 271-3137 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103
sfpublicworks.org · twitter.com/sfpublicworks

From: Alicia Flores <a flores@ifpte21.org>
Sent: Monday, May 19, 2025 9:00 AM

**To:** Chan, Allison (DPW) <allison.n.chan@sfdpw.org>; Sy, Don (DPW) <<u>don.sy@sfdpw.org</u>>; Macaranas, Belle (DPW) <<u>belle.macaranas@sfdpw.org</u>>; Ng, Jacky (DPW) <<u>jacky.ng@sfdpw.org</u>>; Isen, Carol (HRD) <<u>carol.isen@sfgov.org</u>>

Subject: RE: DPW [DHRPSC0005336] submitted for Union Review

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

Hello,

### Per Mayor Lurie's January 9, 2025 announcement that:

"The Mayor also directed departments to realign programming and spending with the city's priorities with a focus on evidence and proven results. This includes pausing new contracts or programs that have not yet been signed or implemented."

# And the April 17 budget instructions where they've called for further contract reductions:

"Contract reductions: MBO will work with your CFOs to understand all Professional

service contracts, with a goal of making a significant reduction in contracts spending on existing contracts and upcoming RFPs."

Local 21 objects to this PSC proceeding for Civil Service Commission approval as it in conflict with the Mayor's directives and budget instructions for the department to reduce contracts due to the current projected budget deficit. If the department intends to proceed with this PSC, Local 21 would like to request the following information:

- Has the Department sought to hire for positions impacted by this PSC? If so, how many positions have been approved?
- If applicable, can the Department provide the names and classifications of City staff currently assigned to work on projects described in this PSC?
- Is the Department working with the Mayor's Budget Office to determine if this contract may move forward as an exception to the Mayor's directive? If so, what justification has been given by the Department and/or MBO for this contract to proceed?
- Have other City Departments been contacted for support on this project? If so, which ones?

Additionally, we want to remind the department that per MOU Article II.E.

Subcontracting of Work, paragraph 108: "The City shall not initiate or approve contracting out any routine work currently performed by existing employees represented by the Union." The Union objects to further contracting out of work that could be done by City staff given the current hiring freeze and budget deficit.

Please contact me if you have any questions or if you would like to schedule a time to meet and 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:** Thursday, May 1, 2025 2:46 PM

To: allison.n.chan@sfdpw.org; don.sy@sfdpw.org; belle.macaranas@sfdpw.org; L21PSC Review

<<u>L21PSCReview@ifpte21.org</u>>; <u>jacky.ng@sfdpw.org</u>

**Subject:** DPW [DHRPSC0005336] submitted for Union Review

Hello 021 - Prof & Tech Eng, Local 21 union representatives,

DPW is requesting your review of PSC [DHRPSC0005336]. 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 2025-05-31.

### **PSC Summary**

\_\_\_\_\_

Record Number: DHRPSC0005336 v 0.01

Description of Proposed Work: As-Needed Civil Engineering Services (Curb Ramp Design)

**Request Type:** New

**Submitting Department:** DPW

**Dept PSC Coordinator:** Belle Macaranas

Dept PSC Coordinator Email: <u>belle.macaranas@sfdpw.org</u>

**Dept PSC Coordinator Phone:** +1 (628) 271-3138

PSC Amount: \$10,000,000.00 PSC Duration (months): 84 Funding Source(s): City Funds

**Scope of Work:** Provide specialized services in Civil Engineering, specifically Curb Ramp Design to support Public Works' design staff on an as-needed basis. Work shall include data collection and designing compliant curb ramps per City standards and Americans with Disability Act (ADA) requirements, related land surveying, roadway, sewer, drainage design, and other curb ramp related consultation services.

**Job Class(es):** 5201 - Junior Engineer, 5203 - Assistant Engineer, 5207 - Assoc Engineer, 5241 - Engineer, 5211 - Eng/Arch/Landscape Arch Sr

### **PSC Justification(s)**

### \_\_\_\_\_

- Services required on an as-needed, intermittent, or periodic basis
- Services requiring specialized expertise, knowledge experience

Ref:TIS5849056 Cc7VeHIgNZlTkCOXiCZb

# **Personal Service Contract Summary (PSC Form 1)**

### **PSC Basic Information**

**Submitting Department:** FIR **ServiceNow Number:** DHRPSC0005518

**Submitted By:** Elissa Koestenbaum **Version:** 0.01

**Department Coordinator:** Elissa Koestenbaum, **Version Type:** New

elissa.koestenbaum@sfgov.org **Project Manager:** Mark Corso

Brief description of proposed work: Equipment and Software Maintenance and Support

Services

### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

### **Amount**

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

Does contract include items other than services?: No

### Duration

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 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: Contractors will perform scheduled and as-needed maintenance and support services for a variety of Fire Safety Systems equipment and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems.

Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include,

**Post Union Notification** 

but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected information from devices. Systems which need maintenance will include fire alarm and sprinkler systems.

Why are these services required and what are the consequences of denial?: This service is necessary in order to maintain equipment and programming systems in use at the San Francisco Fire Department. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of personnel at risk. In addition, the Department would not be able to operate and provide for the daily function of operations.

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

## **Board and Commission Approvals**

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

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

### **Justification**

- Q1 Are there any regulatory or legal requirements supporting outsourcing of this work?:
- **Q2** Does performing these services cause a conflict of interest?: No
- **Q3 Are these proprietary services City is not authorized to do?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

# Additional information to support your request (Optional):

### **Union Notifications**

Job Class(es): 7318 - Electronic Maintenance Tech, 1042 - IS Engineer-Journey, 1093 - IT Operations Support Admn III, 1041 - IS Engineer-Assistant, 7368 - Senior Comm Systems Technican, 7329 - Electr Maint Tech Asst Sprv, 7287 - Sprv Electronic Main Tech, 1044 - IS Engineer-Principal, 7362 - Communications Systems Tech, 7430 - Asst Electronic Main Tech, 1043 - IS Engineer-Senior

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 006 - Electrical Workers, Local 6, 790 - SEIU, Local 1021, Misc

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

PSCreview@seiu1021.org

**Union Review Sent On:** 6/24/2025 **Union Review End Date:** 8/23/2025 **Union Review Duration Met On: 8/23/2025** 

### Koestenbaum, Elissa (FIR)

**From:** dhr-psccoordinator@sfgov.org **Sent:** Tuesday, March 21, 2023 9:10 AM

**To:** max.porter@seiu1021.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me;

leah.berlanga@seiu1021.org; Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC);

Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org;

Kbasconcillo@sfwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com;

Laxamana, Junko (DBI); ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; oashworth@ibew6.org;

khughes@ibew6.org; Koestenbaum, Elissa (FIR); Walters, Elaine (FIR)

Subject: Notice of Civil Service Action – PSC # Civil Service: 40212 - 22/23 -- 12/22/2022

Follow Up Flag: Follow up Flag Status: Flagged

The Commission adopted the following action at its meeting of March, 20, 2023:

Approved by Civil Service Commission of PSC# 40212 - 22/23, with no conditions with notice to the Office of the Controller and the Office of Contract Administration.

http://apps.sfgov.org/dhrdrupal/node/19583

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

Department: FIRE DEPART	Dept. Code: <u>FIR</u>							
Type of Request: ☑Initial		☐ Modification of an existing PSC (PSC #)						
Type of Approval:	□Expedited	☑Regular	□Annual	☐ Continuing	☐ (Omit Posting)			
Type of Service: Equipment and Software Maintenance and Support Services								
Funding Source: Operatin	PSC Duration: 5 years 1 day							
PSC Amount: <u>\$500,000</u>								

### 1. Description of Work

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

Contractors will perform scheduled and as-needed maintenance and support services for a variety of Fire Safety Systemps equipment and programming systems in use at the San Francisco Fire Department stations. As technology advances, equipment and systems that are used in the day-to-day operation of Fire Alarm Systems are becoming increasingly more complicated and integrated with other devices and systems.

Often, in addition to proprietary characteristics of the equipment, Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected information from devices. Systems which need maintenance will include fire alarm and sprinkler systems.

- B. Explain why this service is necessary and the consequence of denial:
- This service is necessary in order to maintain equipment and programming systems in use at the San Francisco Fire Department. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of personnel at risk. In addition, the Department would not be able to operate and provide for the daily function of operations.
- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC. This service has not been provided previously. The need for these services applies to new technology in Fire Alarm Systems that have been recently installed in new fire station constructions. The warranty period for many of these systems are coming up on expiration, and the need for more regular maintenance is falling on the Fire Department.
- D. Will the contract(s) be renewed?Yes

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

The PSC is five years, because there will be an ongoing need to maintain Fire Alarm Systems in use at the San Francisco Fire Department, and to procure customized support services. Equipment and software are needed for Fire Alarm Systems, and the City does not have the resources to maintain this equipment and software.

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

- A. Indicate all that apply (be specific and attach any relevant supporting documents):
- ☑ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- B. Explain the qualifying circumstances:

Equipment must be maintained on a scheduled basis. Preventive maintenance or as-needed repairs for each equipment occur on an infrequent schedule, and given the wide variety of equipment in use it would be impractical to staff multiple positions with expertise on multiple types of equipment on a full time basis. Contractors will supply the personnel, and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

### 3. <u>Description of Required Skills/Expertise</u>

- A. Specify required skills and/or expertise: The National Fire Protection Association (NFPA) codes 25 and 72 state "all inspection, testing, and maintenance of fire alarm systems shall conform to the equipment manufacturer's recommendations". Simplex branded Fire Alarm Systems are exclusive technologies to Johnson Controls Fire Protection, thus the manufacturer's recommendation states that only factory-trained technicians shall inspect and service Simplex branded equipment and & programming software.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1093, IT Operations Support Admn III; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7362, Communications Systems Tech; 7368, Senior Comm Systems Technican; 7430, Asst Electronic Main Tech; 1093, IT Operations Support Administrator III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The Contractors must be trained or authorized to repair the equipment in question. In addition, the contractors in many cases are or must be the Original Equipment Manufacturer (OEM). The National Fire Protection Association (NFPA) codes 25 and 72 further state that "service personnel shall be qualified and experienced in the inspection, testing, and maintenance of fire alarm & sprinkler systems" and defines qualified personnel as "factory trained and certified". Currently, Johnson Controls Fire Protection is the only service provider with technicians that have current factory training certifications on all Simplex branded fire safety equipment. Due to the specific nature of the fire alarm systems relative to the fire sprinkler systems installed at San Francisco Fire Department fire stations, it is highly recommended that Johnson Controls Fire Protection inspects and services these systems to maintain operational reliability and service provider accountability. The fire sprinkler systems are integrated with regard to the testing, maintenance and servicing of the Simplex branded Fire Alarm Systems.

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

When applicable, there are City resources which can repair equipment. However, for the Fire Alarm Systems in use by the Department, it would be impractical to have City resources maintain all equipment.

#### 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 of the wide range of equipment and systems that need repair, support or integration services. The City would need specialized staff to repair individual pieces of equipment that may only be needed for a specific task or purpose.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Due to the broad scope of equipment in use by the Department it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer.

#### 6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
  - No. City workers may receive as-needed trainings and certifications by the Original Equipment Manufacturers. Due to the wide range of equipment and multiple Original Equipment Manufacturers involved it is not possible at this time to provide a training plan with much specificity.
- 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. <u>Union Notification</u>: On <u>none</u>, the Department notified the following employee organizations of this PSC/RFP request: <u>no unions notified</u>

$\square$ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTAC	HED TO
THIS FORM IS COMPLETE AND ACCURATE:	

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>40212 - 22/23</u>

DHR Analysis/Recommendation: Civil Service Commission Action:

Johnson Controls Fire Protection, LP 6952 Preston Avenue, Livermore, CA 94551 Tel +1 925 273 0100 www.JohnsonControls.com



November 4, 2022

San Francisco Fire Department San Francisco, CA

RE: Simplex Branded Fire Alarm Systems – Sole Proprietary

Dear Mr. Avo Sarkissian,

As requested, Johnson Controls Fire Protection is providing written confirmation pertaining to the recommended sole sourcing of the Simplex branded life safety systems installed at various San Francisco Fire Department fire station locations.

NFPA 25 and 72 requires "all inspection, testing, and maintenance of fire alarm systems shall conform to the equipment manufacturer's recommendations". Simplex branded fire alarm and life safety systems are exclusive technologies to Johnson Controls Fire Protection, thus the manufacturer's recommendation states that only factory-trained technicians shall inspect and service Simplex branded equipment and & programming software.

NFPA 25 and 72 further states that "service personnel shall be qualified and experienced in the inspection, testing, and maintenance of fire alarm & sprinkler systems" and defines qualified personnel as "factory trained and certified". Currently, Johnson Controls Fire Protection is the only service provider with technicians that have current factory training certifications on all Simplex branded life safety equipment. Due to the specific nature of the fire alarm systems relative to the fire sprinkler systems installed at San Francisco Fire Department fire stations, it is highly recommended that Johnson Controls Fire Protection inspects and services these systems to maintain operational reliability and service provider accountability. The fire sprinkler systems are integrated with regard to the testing, maintenance and servicing of the Simplex branded fire alarm life safety system.

Due to the constant changes in product and technology, all Johnson Controls Fire Protection technicians maintain ongoing training to meet the qualifications required to inspect, test, and service Simplex branded life safety as well as the integrated fire sprinkler systems installed at various San Francisco Fire Department fire stations.

Johnson Controls Fire Protection is also **Safety Act Certified**, meaning Johnson Controls Fire Protection has passed the rigorous review of the US Department of Homeland Security to earn the certification for our security, fire and life-safety system integration services under the SAFETY Act of 2002 (**S**upport **A**nti-Terrorism by **F**ostering **E**ffective **T**echnologies). This act provides additional protection to the University in the event of a homeland terrorism act.

Please let me know if you have any questions or need additional information, you may reach me by phone 925-273-1288 or email at <a href="mailto:willard.mccune@jci.com">willard.mccune@jci.com</a>

Sincerely,

Johnson Controls Fire Protection, LP

Willard McCune
Total Service Manager
San Francisco District

#### Koestenbaum, Elissa (FIR)

From: CCSF IT Service Desk <ccsfdt@service-now.com>

**Sent:** Tuesday, September 19, 2023 4:56 PM

**To:** Koestenbaum, Elissa (FIR)

**Subject:** OCAWVR0008511 – 'Waive Competitive Solicitation Requirements' has been Approved

Dear Elissa Koestenbaum,

This is to inform you that OCAWVR0008511 - 'Request to Waive Competitive Solicitation Requirements' has been approved.

Please include a copy of this email in your purchase /contract request to OCA.

**Summary of Request**: Modification of OCA Solicitation Approval OCAWVR0007091. New Supplier ID # and new Contract ID #.

#### Admin Code for Determination:

Reg 21.30: Proprietary Articles Software Licenses and Support and Proprietary Articles Equipment Maintenance.

Contract ID: 1000030485

Reason for determination: Simplex branded fire alarm and life safety systems are exclusive technologies to Johnson Controls Fire Protection, thus the manufacturer's recommendation states that only factory-trained technicians shall inspect and service Simplex branded equipment and & programming software. here was an already approved waiver OCAWVR0007091 for Johnson Controls Inc. under 21.30. The Supplier, Johnson Controls Inc., has now changed their name and Supplier ID to Johnson Controls Fire Protection LP. Approving this under the new Supplier name.

Simplex branded fire alarms and life safety systems used by SFFD are exclusive technologies to Johnson Controls Fire Protection, thus the manufacturer's recommendation states that only factory-trained technicians shall inspect and service Simplex branded equipment and & programming software. In addition, NFPA 25 and 72 further states that "service personnel shall be qualified and experienced in the inspection, testing, and maintenance of fire alarm & sprinkler systems" and defines qualified personnel as "factory trained and certified". Currently, Johnson Controls Fire Protection is the only service provider with technicians that have current factory training certifications on all Simplex branded life safety equipment. No other company can perform these services without voiding warrenties and/or compromising the integrity of the equipment.

Total approved amount: \$500,000.01

Take me to the OCA Waiver Request

Thank you.

Ref:TIS4507778 iCgs6e4z0LaZxfwYEACA

### **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** MTA **ServiceNow Number:** DHRPSC0005630

**Submitted By:** Elena Baranoff **Version:** 0.01

**Department Coordinator:** Amy Nuque, **Version Type:** New

Amy.Nuque@sfmta.com

Project Manager: Danny Yeung

**Brief description of proposed work:** The San Francisco Municipal Transportation Agency requires municipal financial consulting services to be provided by an independent 3rd party. The selected contractor will provide expert advice in financial planning services, debt management services, financial analysis, and other general financial advisory services as required. Areas of expertise include providing recommendations in the issuance and financing of general obligation bonds, certificates of participation, lease revenue bonds, special tax bonds, tax increment bonds, commercial paper, and other forms of municipal debt financing. The SFMTA plans on utilizing the list of firms that were pre-qualified under the Request for Qualifications (RFQ) for Municipal Financial Advisory Services, CON | RFQ2024-01, issued January 4, 2024, by the City and County of San Francisco (City) Controller's Office on a task-order basis.

#### **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?: 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:** Contractor to provide the SFMTA with a financial plan for review and recommendation, in consultation with City officials,

**Post Union Notification** 

Page 1 of 3 08/21/2025

for any proposed transaction related to the current project underway. Contractor to keep the SFMTA informed of any legislation or market conditions that may impact the Agency. Contractor to develop and monitor a financing schedule and identify debt capacity, as well as propose financing (including sale of securities or bonds) or debt structure alternatives to the SFMTA. Contractor to assist in the preparation and review of legal and financing documents in coordination with the City Attorney's office, provide presentations, and complete closeout documentation. Contractor to make available qualified personnel for consultations and conferences with City officials, bond counsel, and staff members of the City, as well as for other meetings on an as needed basis throughout the task being undertaken.

Why are these services required and what are the consequences of denial?: The contractor possesses the capacity, highly specialized financial analytical expertise, and provides third party analytics that cannot be otherwise performed by SFMTA staff. The consequences of denial of this service is that it could jeopardize analytical consistency, impact the integrity of the work being requested, and extend the current project's schedule.

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?:
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Temporary Basis
- **Q5a) Explain the Temporary basis of the services:** Services needed to address a transitional or short-term situation
- **Q5b) Why do you believe this to be a transitional or short-term situation?:** The San Francisco Municipal Transportation Agency (SFMTA) is working on a taxi medallion reform program for which the financial consultant is needed. The program is very close to being identifed and proposed to the outside party, thus needed for the short-term only.
- **Q5c)** How will you ensure the services aren't needed once this PSC request has ended?: The consultant is needed to review financial data provided by an outside vested party currently in mediation with the SFMTA. Once an agreement is reached, the consultant will no longer be needed.
- Q5d) Describe the required skills and expertise needed to perform the services: The



financial consultant needs to be a 3rd party, so as to not be perceived having a bias, with expertise in municipal debt management and financing.

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?: unknown

**Q5h) Explain why:** The Taxi Subdivision of SFMTA is using the RFQ on a task order as-needed basis. Other SFMTA departments may require municipal financial consulting services with their own task orders.

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

#### **Union Notifications**

**Job Class(es):** 1804 - Statistician, 1842 - Management Assistant, 1823 - Senior Administrative Analyst, 4222 - Sr Tax Auditor-Appraiser, 1684 - Auditor II, 1822 - Administrative Analyst, 1867 - Auditor I, 4220 - Tax Auditor-Appraiser, 1825 - Prnpl Admin Analyst II, 1820 - Junior Administrative Analyst, 1844 - Senior Management Assistant, 1824 - Pr Administrative Analyst, 4224 - Prin. Tax Auditor-Appraiser, 4331 - Investment Analyst, 1686 - Auditor III

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

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

**Union Review Sent On:** 8/11/2025 **Union Review End Date:** 8/21/2025

**Union Review Duration Met On: 8/21/2025** 

# City and County of San Francisco Sourcing Event ID 0000009017 | Dept Contract ID: CON | RFQ2024-01

### Formal Request for Qualifications for: Municipal Financial Advisory Services

This RFQ can be viewed on the City's Supplier Portal at: <a href="https://sfcitypartner.sfgov.org/pages/index.aspx">https://sfcitypartner.sfgov.org/pages/index.aspx</a>



January 5, 2024 to February 1, 2024
January 10, 2024 at 5:00pm PT
January 11, 2024 at 11:00am PT
Microsoft Teams meeting
Join on your computer, mobile app or room
device
Click here to join the meeting
Meeting ID: 244 737 998 205
Passcode: 6qq2nf
Download Teams   Join on the web
Or call in (audio only)
+1 415-906-4659,,670253662# United States, San
Francisco
Phone Conference ID: 670 253 662#
January 17, 2024
January 19, 2024
February 5, 2024 at 1:00pm PT
May 1, 2024
Within three (3) business days of the City's issuance
of a Notice of Intent to Establish a Prequalified
Pool.
Joyce Kimotsuki
Contracts Manager, Controller's Office
Email: CentralContracts@sfgov.org

#### **Attachments**

Attachment 1: Proposer Questionnaire and References

Attachment 2: Contract Monitoring Division Forms

Attachment 3: Contract Monitoring Division: Non-Discrimination Affidavit

Attachment 4: Minimum Qualifications Certification

Attachment 5: Written Proposal Template

Attachment 6: List of Financings

Attachment 7: City Contract Terms and Conditions

Attachment 8: Health Care Accountability Ordinance and Minimum Compensation Ordinance Declaration Forms

Attachment 9: Notification of Submission of Proposal (For Notification Only)

## MANDATORY MINIMUM QUALIFICATION DOCUMENTATION

PROPOSERS MUST SUBMIT WITH THEIR PROPOSAL ATTACHMENT 4: MINIMUM QUALIFICATIONS CERTIFICATION. A PROPOSAL THAT DOES NOT MEET THE FOLLOWING MINIMUM QUALIFICATIONS CRITERIA WILL NOT BE ELIGIBLE FOR FURTHER CONSIDERATION.

MQ#	Description
MQ 1	Proposer has certified that it holds all licenses and registrations required by applicable federal and state laws for entities offering municipal financial advisory services. All Municipal Securities Rulemaking Board (MSRB) required licenses and registrations must be current and in good standing, and Proposer has provided MSRB ID number.
MQ 2	In Attachment 5, the Proposer has provided three (3) prior transaction case studies where the Proposer's firm provided municipal financial advisory services for California issuers on transactions that have closed since January 1, 2020.
MQ 3	In Attachment 6, the Proposer has provided a list of all financings closed for California issuers since January 1, 2020 where Proposer's firm provided municipal financial advisory services.

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#### I. INTRODUCTION

#### A. General

This Request for Qualifications (hereinafter "RFQ" or "Solicitation") is being issued by the Controller's Office ("City"). The Controller's Office, on behalf of all City Departments, seeks qualified suppliers ("Proposers") to submit proposals (each a "Proposal") for municipal financial advisory services.

The City Controller is the chief accounting officer and auditor for the City and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

The Office of Public Finance (OPF) is a division within the Controller's Office. The mission of OPF is to provide and manage low-cost debt financing of large-scale, long-term capital projects and improvements that produce social and economic benefit to the City and its citizens while balancing market and credit risk with appropriate benefits, mitigations and controls. OPF utilizes five principal types of municipal debt obligations to finance long-term capital projects and the acquisition of select equipment: certificates of participation, general obligation bonds, lease revenue bonds, special tax bonds, and tax increment revenue bonds. For more information regarding Office of Public Finance, visit <a href="http://www.sfgov.org/opf">http://www.sfgov.org/opf</a>.

The City will evaluate Proposals to create a Prequalified Pool of Proposers ("Prequalified Pool"). Proposers prequalified under this RFQ are not guaranteed a contract. The City may use the Prequalified Pool, at its sole and absolute discretion, on an as-needed basis.

The City seeks Proposals from firms demonstrating successful experience providing municipal financial advisory services. These services will be used to assist OPF and other interested City departments with municipal debt financing or other financial advisory services as specified herein. Experience working on general obligation bonds, certificates of participation, lease revenue bonds, special tax bonds, tax allocation revenue bonds, commercial paper and other forms of debt financing, is highly desirable. In addition, other City departments engaged in services within the scope of services described may utilize the services of the selected consultants.

#### B. Creation and Duration of the Prequalified Pool

Proposers meeting the Minimum Qualifications and scoring a minimum of **75 points** shall be admitted to the Prequalified Pool and eligible for potential contract negotiations (if successful, a "Resulting Contract") with the City, on an as-needed basis. A Prequalified Pool list is valid for 2 years, but may be extended for up to 2 additional years if re-opened by City in accordance with Section 21.4 of the San Francisco Administrative Code. Responsive Proposals will be evaluated by a panel ("Evaluation Panel") consisting of parties with expertise related to goods and/or services being procured through this RFQ. The Evaluation Panel may include staff from various City departments. Proposals will be evaluated based on the criteria outlined herein. If applicable, a Contract Monitoring Division (CMD) Contract Compliance Officer will assess Proposal compliance with Local Business Enterprise (LBE) requirements and assign a rating bonus to Proposal scores. The CMD-adjusted scores (if applicable) will then be tabulated, and Proposers will be ranked starting with the Proposer receiving the highest score, then continuing with the Proposer receiving the second highest score, and so on.

# C. Resulting Contracts Awarded to Contractors Selected from the Prequalified Pool

#### 1. Selection of Contractors from the Prequalified Pool

Pursuant to Section 21.4 of the San Francisco Administrative Code, City shall select contractors from the Prequalified Pool for Resulting Contracts pursuant to three options, as described below. Selections must be made prior to Pool expiration.

- a. City may select the highest available ranked contractor from the Prequalified Pool (if a ranking was done when the pool was created); OR
- b. City may request quotes or proposals from Prequalified Pool from which to select. Where applicable, the City shall apply Chapter 14B LBE Rating Bonuses or Bid Discounts when evaluating quotes and proposals received from the Prequalified Pool. The request for quotes or proposals may also include an LBE Participation Requirement.
- c. For Resulting Contracts that are less than the Minimum Competitive Amount in effect when the selections are made, City may select a contractor from the Prequalified Pool without any further solicitation. In choosing this option, City shall notify the Prequalified Pool of its selection. The Notice shall specify the commodities and/or services awarded; their cost; and the selected Contractor's unique qualifications for having been selected without a further solicitation.

# 2. Notice of Intent to Award a Resulting Contract to the Prequalified Pool

Except where a contractor was selected without a further solicitation for a contract amount equal to or less than the Minimum Competitive Amount, City shall <u>not</u> issue a Notice of Intent to Award when awarding a Resulting Contract to a contractor from the Prequalified Pool. The City's award of a Resulting Contract to a contractor from the Prequalified Pool is <u>final</u> and not subject to further review.

#### 3. Anticipated Term of Resulting Contracts

The anticipated contract term for contracts resulting from this RFQ may last up three (3) years, with the option to extend the contract for up to two (2) additional years. Actual contract term may vary at the City's sole, absolute discretion, depending upon service and project needs.

#### 4. Anticipated Not to Exceed Amount of Resulting Contracts

The Not-to-Exceed (NTE) amount of a Resulting Contract awarded to the Prequalified Pool shall be determined at the time of Contract award based on the awarding Department's business needs, and is expected not to exceed \$600,000. The actual contract budget may vary at the City's sole and absolute discretion, depending upon service and project needs.

#### **D.** Cooperative Agreement

Any other City department, public entity or non-profit made up of multiple public entities, may use the results of this RFQ to select Contractors from the Prequalified Pool under the same terms and conditions of this RFQ.

#### E. RFQ Schedule

The anticipated schedule for this RFQ is set forth below. These dates are tentative and subject to change. It is the responsibility of the Proposer to check for any Addenda to this RFQ or other pertinent information posted in the City's Supplier Portal.

Request for Qualifications Issued  Contract Monitoring Division (CMD) Technical Assistance Period  Deadline for Written Questions to CentralContracts@sfgov.org  CMD Informational Call  January 10, 2024 at 5:00pm PT  Microsoft Teams meeting Join on your computer, mobile app or room device Citck here to join the meeting Meeting ID: 244 737 998 205 Passcode: 6qq2nf Download Teams   Join on the web Or call in (audio only) +1 415-906-4659_,670253662#  Questions & Answers Document Posted  Courtesy Intent to Repond via email to CentralContracts@sfgov.org  Deadline to Submit Proposals  Notice of Intent to Establish Proposals  May 1, 2024	Proposal Phase	Tentative Date
Assistance Period  Deadline for Written Questions to CentralContracts@sfgov.org  CMD Informational Call  January 11, 2024 at 11:00am PT Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 737 998 205 Passcode: 6qq2nf Download Teams   Join on the web Or call in (audio only) +1 415-906-4659,,670253662# United States, San Francisco Phone Conference ID: 670 253 662#  Questions & Answers Document Posted  January 17, 2024  Courtesy Intent to Repond via email to CentralContracts@sfgov.org  Deadline to Submit Proposals  January 5, 2024 at 1:00pm PT	Request for Qualifications Issued	January 4, 2024
Deadline for Written Questions to CentralContracts@sfgov.org  CMD Informational Call  January 11, 2024 at 11:00am PT Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 244 737 998 205 Passcode: 6qq2nf Download Teams   Join on the web Or call in (audio only) +1 415-906-4659,,670253662# United States, San Francisco Phone Conference ID: 670 253 662#  Questions & Answers Document Posted  January 17, 2024  Courtesy Intent to Repond via email to CentralContracts@sfgov.org  Deadline to Submit Proposals  January 5, 2024 at 1:00pm PT	Contract Monitoring Division (CMD) Technical	January 5, 2024 to February 1, 2024
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Deadline to Submit Proposals February 5, 2024 at 1:00pm PT	<u> </u>	January 19, 2024
	CentralContracts@sfgov.org	
Notice of Intent to Establish Prognalified Pool May 1, 2024	Deadline to Submit Proposals	<b>February 5, 2024 at 1:00pm PT</b>
Notice of littent to Establish Frequantied Fool Way 1, 2024	Notice of Intent to Establish Prequalified Pool	May 1, 2024
Period for Protesting Notice of Intent to Establish A Within three (3) business days of the	Period for Protesting Notice of Intent to Establish A	Within three (3) business days of the
Prequalified Pool City's issuance of a Notice of Intent to	Prequalified Pool	City's issuance of a Notice of Intent to
Establish A Prequalified Pool		Establish A Prequalified Pool

The CMD Informational Call Details: The CMD Informational Call will begin at the time specified. Proposers' representatives are urged to arrive on time. Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the CMD Informational Call shall not excuse the awarded Proposer from any obligations of a Resulting Contract awarded pursuant to this RFQ. Any change or addition to the requirements contained in this RFQ as a result of the CMD Informational Call will be executed by a written Addendum to this RFQ. It is the responsibility of the Proposer to check for any Addendum to this RFQ or other pertinent information posted on the City's Supplier Portal https://sfcitypartner.sfgov.org/pages/index.aspx..

#### F. Contract Terms and Negotiations

The successful Proposer will be required to enter into a contract substantially in the form attached hereto as Attachment 7, City's Contract Terms. If Proposer is unable to accept City's Contract Terms substantially in the form presented, Proposer shall include a revised copy of City's Contract Terms with its Proposal, using Track Changes in Microsoft Word. The revised copy of City's Contract Terms must clearly:

- (1) Mark those sections to which it objects;
- (2) Set forth Proposer's alternative terms with respect to each such section; and
- (3) Explain the basis for each proposed change.

If a satisfactory contract(s) cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations. Upon termination of negotiations and in accordance with San Francisco Administrative Code Section 21.4 (d), City may begin negotiations with another Proposer.

#### II. SERVICES REQUESTED

#### A. Services Requested

This Services Requested is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. This RFQ is being issued to create a Prequalified Pool of suppliers to provide municipal financial advisory services. These services will be used to assist the OPF and other interested City departments with municipal debt financing or general financial advisory services, as described herein. Proposers must have experience working on debt financing. Desired areas of expertise include general obligation bonds, certificates of participation, lease revenue bonds, special tax bonds, tax increment bonds, commercial paper, and other forms of municipal debt financing.

Selected firms shall provide qualified personnel for services that may include, but are not be limited to, the following:

- Provide advice and recommendation related to the issuance of bonds and other debt-like instruments (including commercial paper) and project-specific financing programs.
- Review the overall financial status of the City and recommend specific financing programs to maximize resources available for the implementation of each specific project.
- Assist in the formulation of financing plans, including presentations of alternative financial programs and strategies, taking into consideration appropriate debt structures, timing, impact on tax rates and taxpayers, budgeting, credit ratings, tax laws, and assessment of capital market conditions. Provide recommendations whenever requested. In the performance of all aspects of financial planning, financial advisors must demonstrate awareness of constraints of the City's laws, budget, and fiscal policies.
- Provide information, judgments, and forecasts regarding general economic and capital market conditions. Assist in conducting surveys of the financial activities of other major metropolitan cities and counties and the State of California. Upon request, prepare special studies of a financial nature and review new financial products or techniques.
- With respect to bond financings, assist in sizing and structuring of the sale done on a competitive or negotiated basis, prepare credit presentations, determine the maturity schedule, establish syndicate policies and closing procedures, and any other matters which may assist the City in obtaining the lowest practical interest cost and the widest competition for purchase of its obligations.
- Assist in the presentation, review and distribution of the Preliminary Official Statement (POS) including Appendix A, Notice of Sale (NOS), Official Statement (OS), and other documents and materials required to facilitate the sale of any securities. The financial advisors must be cognizant of the City's administrative requirements for approval and issuance of any securities including, but not limited to, relevant legislative actions or policies, other non-profit public benefit corporation actions, and advertising requirements. Provide consultation and advisory services related to investment of relevant funds on an as-needed basis.
- Issue requests for bids from trustee banks, feasibility consultants, investment providers, verification agents, or other agents or consultants as required by the City.

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- Create presentation materials and arrange calls/meetings with the rating agencies, bond underwriters (if negotiated), institutional investors, financial publications, credit enhancers, and other market participants.
- Provide the City with an analysis of the benefit of any relevant financial products such as investment agreements, swaps, and interest rate caps.
- Provide the City with an analysis of the benefit of any credit liquidity enhancement, such as bond insurance, lines of credit, letters of credit, and liquidity facilities. Assist in procuring any such credit enhancement and negotiating appropriate fees and terms.
- Work with bond/tax counsel in advance of the sale of any securities to ensure marketability of the financing structure and the ability of bond counsel to deliver an unqualified opinion. Review tax certificate executed by the City.
- If the securities are sold on a competitive basis, assist in the bid process, verify the bids, and reallocate principal amounts throughout the loan if required to meet City objectives. Have a working knowledge of those competitive underwriters who typically lead syndicates that bid for municipal securities.
- If the securities are sold on a negotiated basis, participate in the underwriting selection process, which includes providing mailing list and overall distribution of a Request for Proposals as well as reviewing underwriting Proposals. Negotiate preliminary and final pricing structures and allocations. Enforce the City's co-manager participation goals, if applicable. Act as liaison between the City and the underwriting syndicate in the event of disputes until such time as the City seeks alternative resolutions.
- Assist in the preparation and review of legal and financing documents in coordination with the City Attorney's office, bond counsel, underwriter's counsel (if any) and disclosure counsel (if any), City staff, and other relevant parties.
- Provide mailing list and overall management of mailing of the POS and NOS to potential underwriters and investors and manage the production mailing of the final OS.
- Make available qualified personnel for consultations and conferences with City officials, bond counsel, and staff members of the City, as well as for other meetings on an as needed basis.
- Participate in pre-closing and closing activities to ensure that all documents contained in the transaction of the sale accurately reflect the City's understanding of the terms of the transaction. Review and approve closing documents including the tax certificate and 8038 filing forms.
- Advise the City on reinvestment strategies for bond proceeds and any other funds related to the financing, execute investment bid processes, as needed, and negotiate final terms and conditions on the City's behalf.
- Perform other financial advisory services as may be required from time to time, including advising the City on refunding opportunities.
- At the completion of each transaction, prepare a summary of the transaction describing any unique financing feature, security and other characteristics of the transaction.

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- Analyze and make recommendations relating to various financing options so as to secure the lowest practical interest rate; enhance the marketability of the Bonds; achieve the widest competition for bond purchase to include retail, institutional, and other investor classes; and achieve optimal leverage of City resources, while maintaining a prudent level of risk, through debt obligations. Identify the advantages and disadvantages of any recommendations.
- Prior to a competitive sale, provide a comparable sales analysis and market outlook to justify proposed scale used for preliminary amortization distributed in the NOS. Manage the marketing and sale of the Bonds.
- Prior to the sale of and debt issuance, electronically report the proposed sale per CDIAC SB 1028 Section 8855 (i).
  - Assist in the coordination of the bond closing.
- Prepare a comprehensive "Final Pricing Book" within a reasonable time of the closing of each financing transaction that includes information requested by the City.
- Provide continuing updates and advice on the impact of current or proposed state or federal legislation and market conditions that could affect the financial plans of the City and refunding opportunities.
- With respect to Infrastructure Finance Districts (IFDs) and Community Facilities Districts (CFDs) and related bond financings, analyze and make recommendations relating to various tax increment and special tax financing options so as to secure the lowest practical interest rate; enhance the marketability of the IFD and CFD bonds; achieve the widest competition for bond purchase to include retail, institutional, and other investor classes; and achieve optimal leverage of City administration and resources, while maintaining a prudent level of risk. Identify the advantages and disadvantages of any recommendations.
  - B. Reserved (Regulatory and Compliance Requirements Specific to the Goods/Services Solicited).
  - C. Green Purchasing Requirements

In preparation for any Proposal submitted in response to this Solicitation, Proposers are required to review the City <u>Mandatory Green Purchasing Requirements</u> to ensure all goods and services offered to City in response to this Solicitation comply with the City's Green Purchasing Requirements.

#### III. LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM REQUIREMENTS

#### A. CMD Compliance Officer

The CMD Compliance Officer (CCO) for this Solicitation and any Contract awarded to a Contractor selected from the resulting Pregualified Pool is:

Diane Mai-Tran Contract Monitoring Division City and County of San Francisco Tel: 650-821-9477

Email: diane.mai-tran@sfgov.org Website: www.sfgov.org/cmd.

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#### B. Application of LBE Rating Bonuses and/or Bid Discounts

LBE Rating Bonuses and/or Bid Discounts shall be applicable to at each phase of the RFQ evaluation and selection process, in accordance with the values shown below. LBE Rating Bonuses and/or Bid Discounts shall also be applicable when selecting a Contractor from the resulting Prequalified Pool.

#### a. Reserved (Commodities).

#### b. General and Professional Services

<b>Estimated Contract Value</b>	Small/Micro LBEs Rating Bonus	SBA LBEs Rating Bonus
Greater than \$10,000 but less than or equal to \$400,000.	10%	0%
Greater than \$400,000 but less than or equal to \$10,000,000.	10%	5% So long as it does not adversely affect a Small or Micro-LBE Proposer's participation or, for Professional Services, an JV Proposer's participation.
Greater than \$10,000,000 but less than or equal to \$20,000,000.	2%	2%

#### c. Professional Services by Joint Ventures

<b>Estimated Contract Value</b>	Small/Micro LBE	Rating Bonus
	Subcontracting Level	
Greater than \$10,000 but less than or	Equals or exceeds 35%,	5%
equal to \$10,000,000.	but less than 40%	
	Equals or exceeds 40%,	7.5%
	but less than 100%	
	100%	10%

If applying for an LBE rating discount as a Joint Venture (JV), the Micro and /or Small-LBE must be an active partner in the JV and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the Proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the JV. The portion of the Micro and/or Small-LBE JV's work shall be set forth in detail separately from the work to be performed by the non-LBE JV. The Micro and/or Small-LBE JV's portion of the contract must be assigned a commercially useful function.

#### C. LBE Subcontracting Participation Requirements

There shall be no LBE Subcontracting Requirement for any Contract awarded to a Contractor selected from the Prequalified Pool because the LBE Subcontracting Requirements were waived by the Contract Monitoring Division.

#### IV. PROPOSAL EVALUATION CRITERIA

<b>Evaluation Phase</b>	Maximum Points
Minimum Qualifications Documentation	Pass/Fail
Written Proposal	100 Points
TOTAL POINTS	100

# V. MINIMUM QUALIFICATIONS DOCUMENTATION REQUIRED WITH PROPOSAL (PASS/FAIL)

Proposers must complete Attachment 4: Minimum Qualifications Certification to confirm that each Minimum Qualification (MQ) listed below has been met. Each Proposal will be reviewed to determine whether Proposer meets the MQs referenced in this section. This screening is a pass or fail determination and a Proposal that fails to meet the Minimum Qualifications will not be eligible for further consideration in the evaluation process. The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications.

MQ#	Description
MQ 1	Proposer has certified that it holds all licenses and registrations required by applicable federal and state laws for entities offering municipal financial advisory services. All Municipal Securities Rulemaking Board (MSRB) required licenses and registrations must be current and in good standing, and Proposer has provided MSRB ID number.
MQ 2	In Attachment 5, the Proposer has provided three (3) prior transaction case studies where the Proposer's firm provided municipal financial advisory services for California issuers on transactions that have closed since January 1, 2020.
MQ 3	In Attachment 6, the Proposer has provided a list of all financings closed for California issuers since January 1, 2020 where Proposer's firm provided municipal financial advisory services.

#### VI. WRITTEN PROPOSAL REQUIREMENTS

In addition to submitting the Minimum Qualifications Certification, **Attachment 4**, as required by this Solicitation, Proposers shall also submit a complete Written Proposal Template, **Attachment 5**. There is a page limit of 25 pages for **Attachment 5**. If your firm submits more than 25 pages, only the first 25 pages will be evaluated.

#### A. Introduction & Executive Summary (up to 1 page)

1. Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation that your firm is willing and able to perform the commitments contained in the proposal.

#### **B.** Firm Qualifications & Experience

1. Please describe the qualifications and experience that demonstrate your firm's capability to provide the services described in **RFQ Section II. SERVICES REQUESTED.** 

- 2. Describe your firm's recent experience (since January 1, 2020) providing municipal financial advisory services for issuers in California for the following types of financings: General Obligation Bonds, Certificates of Participation (COPs)/Lease Revenue Bonds (LRBs), Commercial Paper (CP) Programs, Tax Increment Bonds, and Mello-Roos Community Facilities District (CFD) Special Tax Bonds. Please provide your answer in a paragraph or less for each type of financing.
- a. Please note which types of financings your firm believes it can provide a superior level of service to the City and describe what makes your firm different or more effective than other firms providing the same services.
- b. For each type of financing, include the total number of financings closed for California issuers since January 1, 2020 where your firm provided municipal financial advisory services.
- c. Provide a list of all financings closed for California issuers since January 1, 2020 where your firm provided municipal financial advisory services, providing the information requested in the table below as **Attachment 6.**

Closing Date	Issuer Name	Financing Type		NM / Refunding	Method of Sale	3	Total MA Fee

<sup>[1]</sup> Competitive, negotiated or privately placed.

3. Using the template provided in **Attachment 5**, please provide three (3) prior transaction case studies where your firm provided municipal financial advisory services for California issuers on transactions that have closed since January 1, 2020. Also furnish the name, title, address, telephone number, and e-mail address of the person(s) at the issuer who is most knowledgeable about the work performed.

#### C. Staff Qualifications

- 1. Please describe the staffing structure proposed for services under this RFQ, including a proposed staff organization chart. Refer to Attachment 5 for format.
- 2. Use the tables provided in **Attachment 5** to provide detailed narrative information on the proposed roles and responsibilities, qualifications and educational background of principals and key staff members, including subcontractor staff, if applicable, proposed to perform services for the City. Include as many tables as needed and be sure that sufficient detail is provided to inform based on the following items:
  - a. Clearly identify project leader(s) and the individual who will have secondary responsibility, if any.
  - b. Specify the individual(s) who will have day-to-day responsibility for financings undertaken for the City and other lead advisory staff, if any.
  - c. Summarize the proposed project leader(s)'s background, expertise, and authority to represent the firm under "Experience".
  - d. Specify the staff who will prepare bond sizings and other related financial analysis and provide specific experience.
  - e. Provide or refer to a previously provided case study for each member of the proposed staff which exemplifies their strengths and describes their value added to the referenced transaction.
- 3. If any of the proposed staff have ever been removed or asked to resign from a financing, please identify the financing and explain the circumstances.

#### D. General City Questions

- 1. Provide a discussion of your experience with the City and knowledge of the City's outstanding debt, authorized but unissued debt and capital planned debt, along with any analyses of the City's debt you can provide.
- 2. Describe your firm's expectations and/or assumptions of City staff's involvement or level of effort, including review, approval and other communication protocols necessary to successfully complete the services.

#### E. Firm Diversity, Equity, and Inclusion

1. Please state if your firm has a formal system for measuring diversity and inclusion at the senior management level. If so, please describe. If your firm does not have a formal system, then please describe your firm's approach for measuring diversity and inclusion at the senior management level.

#### F. Conflicts of Interest and Regulatory Information

- 1. Describe any actual or potential conflicts of interest with the City, or any arrangements or relationships, formal or informal, that the firm or any of the personnel listed in the response has with any party that might interfere with the firm's ability to provide independent and objective advice and recommendations to the City in performing the firm's role as a municipal financial advisor. If none, state "None."
- 2. Describe any litigation, arbitration, administrative proceeding, investigation, or disciplinary action (actual or pending, or which has occurred in the last seven years) in which the firm, or any personnel with the firm, is involved or to which it is subject. If none, state "None."
- 3. Provide a list of your clients where the contractual relationship was not completed and was severed for reasons other than convenience. A brief description of why the relationship was severed and the name of the client and the client's project manager are also required. If none, state "None."
- 4. State if your firm has ever filed for protection under federal or state bankruptcy laws. If yes, please describe. If none, state "None."
- 5. State if your firm or any of its current principals been subject to criminal action under either federal or state law? If yes, please describe. If none, state "None."

#### G. Fees

The City ultimately intends to select Contractor(s) based upon the City's assessment that such Contractor(s) will provide the best overall array of financial advisory services to the City, inclusive of fee considerations. As with all professional services agreements, the City reserves the right to select an advisor for transactions undertaken by the City on a basis other than price. The City reserves the right to set fees on a on a project-by-project basis.

- 1. Please provide a fee proposal based on the scale of effort you envision for the scope of services you are proposing to provide. Your proposal should include the following:
  - a. Please use the table format below and include the name, title, and hourly billing rates for each employee that you anticipate being involved in any scope of work.

Employee Name	Employee Title/Level	Hourly Billing Rate	

b. Please provide an estimate for a maximum not-to-exceed compensation amount for providing municipal financial advisory services on a General Obligation Bond financing totaling \$50 million in par.

- c. Please provide an estimate for a maximum not-to-exceed compensation amount for providing municipal financial advisory services on a Certificate of Participation financing totaling \$50 million in par.
- d. Please provide an estimate for a maximum not-to-exceed compensation amount for providing municipal financial advisory services on a Community Facilities District (CFD) Special Tax Bonds financing totaling \$25 million in par.

Please note that the Controller's Office will not be bound to accept any fee proposal. Proposers may be compensated on a fixed transaction cost or hourly approach. The Controller's Office's objective is to implement a fee structure that provides incentives for high quality, value-added services, at a fair and competitive price. The fees for the selected firms may be negotiated.

#### VII. WRITTEN PROPOSAL EVALUATION CRITERIA (100 POINTS)

City representatives will serve as the Evaluation Team responsible for evaluating Proposals. Specifically, the team will be responsible for the evaluation and rating of the Proposals for prequalification, for conducting reference checks, and for interviews, if desired by the City. Each RFQ Proposal that meets the Minimum Qualifications will be evaluated in accordance with the criteria below. A Proposal must receive a score of **75 points** or above out of the 100 total possible points to be prequalified. There is no numerical limit to the number of firms that may be prequalified.

#### A. <u>Introduction & Executive Summary - 0 points</u>

1. Proposers should include an Introduction and Executive Summary not exceeding one page in length, which accurately summarizes the proposal.

#### B. Firm Qualifications & Experience – 30 points

- 1. The Proposer's response in this Section clearly and substantively demonstrates the Proposer's:
  - a. Experience and ability to provide the services requested;
  - b. Experience with performing complex assignments; and
- 2. The Proposer has recent and relevant experience providing municipal financial advisory services to issuers in California since January 1, 2020. Proposer has demonstrated expertise and ability to provide superior level of services and described what makes the firm different or more effective than other firms providing the same services in one or more of the specified types of debt financings in Attachment 5, Section B. 2. Relevant Financing Experience and in Attachment 6: List of Financings.
- 3. The Proposer has provided three (3) prior transaction case studies where the Proposer's firm provided municipal financial advisory services on transactions for California issuers which have closed since January 1, 2020. The Proposer has included the contact information for the issuer named in each prior transaction case study.

#### C. Staff Qualifications – 25 points

- 1. Clarity and appropriateness of proposed staffing structure.
- 2. Relevance of staff roles and responsibilities, experience, education and other qualifications of staff to services requested under this RFQ.

- 3. Clarity, appropriateness, and value of the project leader(s)'s background, expertise, and authority to represent the firm, including leader(s)'s value to the City and its finances, biggest strength as a project manager, and demonstrated ability to solve problems.
- 4. Experience of proposed staff with debt financings.
- 5. Background, expertise, and authority of the staff person(s) who would prepare bond sizings and other related financial analysis.
- 6. Disclosure of whether any proposed staff have ever been removed or asked to resign from a financing.

#### D. General City Questions – 15 points

- 1. Demonstrated knowledge of the City's debt profile and plans for future debt.
- 2. Provided a thoughtful description of how the Proposer would work with City staff to deliver the proposed services.

#### E. Firm Diversity, Equity, and Inclusion – 5 points

1. Description of Proposer's formal system or approach for measuring diversity and inclusion at the senior management level.

#### F. Conflicts of Interest and Regulatory Information – 10 points

- 1. Proposal describes completely Proposer's:
  - a. Actual or potential conflicts of interest with the City;
  - b. Litigation, arbitration, administrative proceedings, investigations, or disciplinary action (actual or pending, or which has occurred in the last seven years) in which the firm, or any personnel with the firm, is involved or to which it is subject; and
  - c. Contractual relationships that were not completed and were severed for reasons other than convenience; and
  - d. Disclosure of filing for protection under federal or state bankruptcy laws; and
  - e. Disclosure of the firm or current principals being subject to criminal action under either federal or state laws.

#### G. $\underline{\text{Fees} - 10 \text{ points}}$

- 1. The fee proposal includes hourly billing rates by employee and estimated maximum not-to-exceed amounts for compensation on General Obligation Bond, Certificate of Participation, and Community Facility District Special Tax Bond financings.
- 2. Reasonableness of hourly billing rates.
- 3. Reasonableness of not-to-exceed financing estimates.

#### H. Completeness of Proposal Submission – 5 points

- 1. Proposal conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements;
- 2. Proposal is professionally presented and contains organized content and format.

#### VIII. REQUIRED SUPPORTING DOCUMENTATION

Proposers must provide each Required Supporting Documentation ("RSD") identified below with their Proposal. Failure to do so may result in the Proposal being deemed Non-Responsive.

Required Completed Proposal Attachments:

- Attachment 1: Proposer Questionnaire and References
- Attachment 2: Contract Monitoring Division Forms
- Attachment 3: Contract Monitoring Division: Non-Discrimination Affidavit
- Attachment 4: Minimum Qualifications Certification
- Attachment 5: Written Proposal Template
- Attachment 6: List of Financings
- Attachment 7: City Contract Terms and Conditions
- Attachment 8: Health Care Accountability Ordinance and Minimum Compensation Ordinance Declaration Forms

#### IX. CITY'S SOCIAL AND ECONOMIC POLICY REQUIREMENTS

The San Francisco Municipal Code establishes a number of requirements for entities seeking to do business with the City ("Social and Economic Policy Requirements"). The Social and Economic Policy Requirements set forth below are not intended to be a complete list of all Social Policy Requirements applicable to this Solicitation and any contracts awarded from it.

#### A. Proposers Unable to do Business with the City

#### a. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City.

#### b. Administrative Code Chapter 12B

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may not, during the term of the Contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

#### B. Reserved (Payment of Prevailing Wages).

#### C. Health Care Accountability Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with the requirements of Chapter 12Q. For more information, visit: <a href="http://sfgov.org/olse/hcao">http://sfgov.org/olse/hcao</a>.

#### **D.** Minimum Compensation Ordinance

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with Administrative Code Chapter 12P. For more information, visit: <a href="http://sfgov.org/olse/mco">http://sfgov.org/olse/mco</a>.

#### E. First Source Hiring Program

If awarded a Resulting Contract when selected from the Prequalified Pool, Proposer may be required to comply with all of the applicable provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code. For more information, visit <a href="https://oewd.org/first-source">https://oewd.org/first-source</a>

#### F. Reserved (Sweatfree Procurement).

#### G. Non-Profit Entities

If awarded a Resulting Contract under this Solicitation, any nonprofit Proposer must be in good standing with the California Attorney General's Registry of Charitable Trusts by the time of contract execution and must remain in good standing during the term of the agreement. Upon request, Proposer must provide documentation to the City demonstrating its good standing with applicable legal requirements. If Proposer will use any nonprofit subcontractors to perform the agreement, Proposer will be responsible for ensuring they are also in compliance with all requirements of the Attorney General's Registry of Charitable Trusts at the time of Contract execution and for the duration of the agreement.

#### X. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

#### A. How to Register as a City Supplier

The following requirements pertain only to Proposers <u>not</u> currently registered with the City as a Supplier.

**Step 1:** Register as a BIDDER at City's Supplier Portal:

https://sfcitypartner.sfgov.org/pages/index.aspx

- **Step 2:** Follow instructions for converting your BIDDER ID to a SUPPLIER ID. This will require you to register with the City Tax Collector's Office and submit Chapter 12B and 12C forms through the Supplier portal. Once these forms have been completed, submitted, and processed, you will be notified via email with your organization's new Supplier ID. That email will also provide instructions for completing your Supplier registration.
  - City Business Tax Registration Inquiries: For questions regarding business tax registration procedures and requirements, contact the Tax Collector's Office at (415) 554-4400 or, if calling from within the City and County of San Francisco, 311.
  - Chapter 12(B) and 12(C) Inquiries: For questions concerning the City's Chapter 12(B) and 12(C) Equal Benefits and Non-Discrimination in Contracting requirements, go to: <a href="https://www.sfgov.org/cmd">www.sfgov.org/cmd</a>.

#### **B.** Proposal Questions and Submissions

#### a. Proposer Questions and Requests for Clarification

Proposers shall address any questions regarding this Solicitation to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Proposers who fail to submit questions concerning this Solicitation and its requirements will waive all further rights to protest based on the specifications and conditions herein. Questions must be submitted by email to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation no later than Deadline for Written Questions. A written Addendum will be executed addressing each question and answer and posted publicly. It is the responsibility of the Proposer to check for any Addenda and other updates that will be posted on the City's Supplier Portal: <a href="https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx.">https://sfcitypartner.sfgov.org/pages/Events-BS3/event-search.aspx.</a>

#### b. Proposal Format

Proposals should be created using a word processing software (e.g. Microsoft Word or Excel) and typed in a serif font (e.g. Times New Roman). The document should have page margins of at least .5" on all sides. Information must be provided at a level of detail that enables effective evaluation and comparison between Proposals. Failure to follow formatting, submission, or content requirements, as well as page limit restrictions for **Attachment 5**, may negatively impact the evaluation of your Proposal.

#### c. Courtesy Intent to Respond

Proposers who intend to submit a Proposal are encouraged to submit a Courtesy Intent to Respond via e-mail to <a href="CentralContracts@sfgov.org">CentralContracts@sfgov.org</a> by the deadline that appears on the cover page of this Solicitation.

#### d. Time and Place for Submission of Proposals

Prior to the Proposal submission deadline, Proposers must upload their complete Proposals into the City's Supplier Portal: <a href="https://sfcitypartner.sfgov.org/pages/index.aspx.">https://sfcitypartner.sfgov.org/pages/index.aspx.</a>. Late submissions will not be considered. Each original Proposal received will be screened to ensure that all content required by this Solicitation is included. Partial or complete omission of any required content may disqualify Proposals from further consideration. Late Proposal submissions will not be considered and failure to adhere to the above requirements may result in the complete rejection of your Proposal.

Please note that the SF City Supplier Portal has a hard-stop at the due date and time and will become inaccessible within the next second. You must be a registered Bidder to submit in the Portal.

Proposers are encouraged to upload their Proposals to the SF Supplier Portal as early as possible to address any technical issues that may arise during the submission process. In the event a Proposer is unable to upload its complete Proposal into the SF Supplier Portal, Proposer must email its Proposal to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation prior to the Proposal submission deadline and request confirmation of receipt. Proposer must include in its email: (a) documentation (e.g. screenshots) verifying its inability to upload its Proposal into the SF Supplier Portal and (b) a detailed justification explaining why it was not able to have the issue addressed prior to the submission deadline.

Please reach out to User Support if you experience any technical issues with submission: https://sfcitypartner.sfgov.org/pages/contact.aspx or tel. (415) 944-2442, 8:30 am - 5:00 pm PT, Monday through Friday.

#### e. City Communication Following Receipt of Proposals

The City may contact the Proposers for clarification or correction of minor errors or deficiencies in their Proposals prior to deeming a Proposal as non-responsive. Clarifications are "limited exchanges" between the City and a Proposer for the purpose of clarifying certain aspects of the Proposals, and do not give a Proposer the opportunity to revise or modify its Proposal.

#### C. Proposal Addenda

The City may modify this Solicitation, prior to the Proposal Due Date, by issuing an Addendum to the Solicitation, which will be posted on the San Francisco Supplier Portal. Every Addendum will create a new version of the Sourcing Event and Proposers must monitor the event for new versions. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the City prior to the Proposal Due Date regardless of when the Proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposal Due Date, to determine if the Proposer has downloaded all Solicitation Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers documents, and updates, which may be posted to the subject Solicitation.

THE SUBMITTAL OF A RESPONSE TO THIS SOLICITATION SHALL EXPLICITLY STIPULATE ACCEPTANCE BY PROPOSERS OF THE TERMS FOUND IN THIS SOLICITATION, ANY AND ALL ADDENDA ISSUED TO THIS SOLICITATION, AND THE PROPOSED CONTRACT TERMS.

#### D. Public Disclosure

All documents under this solicitation process are subject to public disclosure per the California Public Records Act (California Government Code Section §6250 et. Seq) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67). Contracts, Proposals, responses, and all other records of communications between the City and Proposers shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit.

If the City receives a Public Records Request ("Request") pertaining to this solicitation, City will use its best efforts to notify the affected Proposer(s) of the Request and to provide the Proposer with a description of the material that the City deems responsive and the due date for disclosure ("Response Date"). If the Proposer asserts that some or all of the material requested contains or reveals valuable trade secret or other information belonging to the Proposer that is exempt from disclosure and directs the City in writing to withhold such material from production ("Withholding Directive"), then the City will comply with the Withholding Directive on the condition that the Proposer seeks judicial relief on or before the Response Date. Should Proposer fail to seek judicial relief on or before the Response Date, the City shall proceed with the disclosure of responsive documents.

#### **E.** Limitation on Communications During Solicitation

From the date this Solicitation is issued until the date the competitive process of this Solicitation is completed (either by cancelation or final Award), Proposers and their

subcontractors, vendors, representatives and/or other parties under Proposer's control, shall communicate solely with the Contract Administrator whose name and contact information appears on the cover page of this Solicitation. Any attempt to communicate with any party other than the Contract Administrator whose name appears in this Solicitation – including any City official, representative or employee – is strictly prohibited. Failure to comply with this communications protocol may, at the sole discretion of City, result in the disqualification of the Proposer or potential Proposer from the competitive process. This protocol does not apply to communications with the City regarding business not related to this Solicitation.

#### F. Proposal Selection Shall Not Imply Acceptance

The acceptance and/or selection of any Proposal(s) shall not imply acceptance by the City of all terms of the Proposal(s), which may be subject to further approvals before the City may be legally bound thereby.

#### G. Cybersecurity Risk Assessment

As part of City's evaluation process, City may engage in Cybersecurity Risk Assessment (CRA). CRA may be performed for each entity manufacturing the product, performing technical functions related to the product's performance, and/or accessing City's networks and systems. Where a prime contractor or reseller plays an active role in each of these activities, CRA may also be required for the prime contractor or reseller.

To conduct a CRA, City may collect as part of this Solicitation process one of the following two reports:

- **SOC-2 Type 2 Report:** Report on Controls at a Service Organization Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy; or
- City's Cyber Risk Assessment Questionnaire: Proposer's responses to a City's Cyber Risk Assessment Questionnaire.

The above reports may be requested at such time City has selected or is considering a potential Proposer. The reports will be evaluated by the soliciting Department and the City's Department of Technology to identify existing or potential cyber risks to City. Should such risks be identified, City may shall afford a potential Proposer an opportunity to cure such risk within a period of time deemed reasonable to City. Such remediation and continuing compliance shall be subject to City's on-going review and audit through industry-standard methodologies, including but not limited to: on-site visits, review of the entities' cybersecurity program, penetration testing, and/or code reviews.

#### H. Solicitation Errors and Omissions

Proposers are responsible for reviewing all portions of this Solicitation. Proposers are to promptly notify the City, in writing and to the Contract Administrator whose name and contact information appears on the cover page of this Solicitation if the Proposer discovers any ambiguity, discrepancy, omission, or other error in the Solicitation. Any such notification should be directed to the City promptly after discovery, but in no event later than the deadline for questions. Modifications and clarifications will be made by Addenda as provided below.

#### I. Objections to Solicitation Terms

Should a Proposer object on any ground to any provision or legal requirement set forth in this Solicitation, the Proposer must, no later than the deadline for questions, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a Proposer to

object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

#### J. Protest Procedures

#### a. Protest of Non-Responsiveness Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsiveness, a Proposer may submit a written Notice of Protest of Non-Responsiveness. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

#### **b.** Protest of Non-Responsible Determination

Within three (3) business days of the City's issuance of a Notice of Non-Responsibility, a Proposer may submit a written Notice of Protest of Non-Responsibility. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

#### c. Protest of Prequalified Pool Creation

Within three (3) business days of the City's issuance of a Notice of Intent to Establish a Prequalified Pool, a Proposer may submit a written Notice of Protest to Establish a Prequalified Pool. The Notice of Protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The Notice of Protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or Solicitation provision on which the protest is based. In addition, the Notice of Protest must specify facts and evidence sufficient for the City to determine the validity of the protest.

#### d. Delivery of Protests

A Notice of Protest must be written. Protests made orally (e.g., by telephone) will not be considered. A Notice of Protest must be delivered by mail or email to the Contract Administrator whose name and contact information appears on the cover page to this Solicitation and received by the due dates stated above. A Notice of Protest shall be transmitted by a means that will objectively establish the date the City received the Notice of Protest. If a Notice of Protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein.

#### e. Protest Review

The Controller's Office will confirm receipt of notice of protest by Proposer which must be submitted in accordance to above Section Ja., b., c., and d. If a Proposer submits a complete and timely protest, the Controller's Office will review notice of protest soon after receipt of the protest to determine validity of notice, including but not limited to: i) receipt by due date; ii) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; iii) execution by an individual authorized to represent the Proposer; iv) citation of the law, rule, local ordinance, procedure, or RFP provision on which the protest is based; and v) specification of facts and evidence sufficient for the City to determine the validity of the protest. A

Proposer may not rely on a Protest submitted by another Proposer but must timely pursue its own Protest.

The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that were not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence.

If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The review shall be an informal process, conducted by the Controller's Office or its designee, and will be based upon the information submitted by the Proposer in its protest letter. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate. The Controller's Office or its designee will notify the Proposer in writing of its decision at the conclusion of the review. The Controller's Office or its designee shall make the final determination regarding the outcome of the protest. The decision of the Controller's Office or its designee is final.

#### K. Proposal Term

Submission of a Proposal signifies that the proposed products, services and prices are valid for 180 calendar days from the Proposal Due Date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the Proposal may remain valid beyond the 180-day period in the circumstance of extended negotiations.

#### L. Revision to Proposal

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the deadline for submission of Proposals. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposal Due Date and time. In no case will a statement of intent to submit a revised Proposal, or commencement of a revision process, extend the Proposal Due Date for any Proposer. At any time during the Proposal evaluation process, the City may require a Proposer to provide oral or written clarification of its Proposal. The City reserves the right to make an award without further clarifications of Proposals received.

#### M. Proposal Errors and Omissions

Failure by the City to object to an error, omission, or deviation in the Proposal will in no way modify the Solicitation or excuse the Proposer from full compliance with the specifications of this Solicitation or any contract awarded pursuant to this Solicitation.

#### N. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a Proposer in responding to this Solicitation. Proposers acknowledge and agree that their submissions in response to this Solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

#### O. Proposer's Obligations under the Campaign Reform Ordinance

If a Resulting Contract awarded to a Contractor from the Prequalified Pool has (A) a value of \$100,000 or more in a fiscal year <u>and</u> (B) requires the approval of an <u>elected</u> City official, Proposers are hereby advised:

- 1. Submission of a Proposal in response to this Solicitation may subject the Proposers to restrictions under Campaign and Governmental Conduct Code Section 1.126, which prohibits City contractors, Proposers, and their affiliates from making political contributions to certain City elective officers and candidates; and
- 2. Before submitting a Proposal in response to this Solicitation, Proposers are required to notify their affiliates and subcontractors listed in the awarded contract or Proposal of the political contribution restrictions set forth in Campaign and Governmental Conduct Code section 1.126.

This restriction applies to the party seeking the contract, the party's board of directors, chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest greater than ten percent, and any political committees controlled or sponsored by the party, as well as any subcontractors listed in the awarded contract or Proposal. The law both prohibits the donor from giving contributions and prohibits the elected official from soliciting or accepting them.

The people and entities listed in the preceding paragraph may not make a campaign contribution to the elected official at any time from the submission of a Proposal for a contract until either: (1) negotiations are terminated and no contract is awarded; or (2) twelve months have elapsed since the award of the contract.

A violation of Section 1.126 may result in criminal, civil, or administrative penalties. For further information, Proposers should contact the San Francisco Ethics Commission at (415) 252-3100 or go to <a href="https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders">https://sfethics.org/compliance/city-officers/city-contracts/city-departments/notifying-bidders-and-potential-bidders</a>.

#### P. Reservations of Rights by the City

The issuance of this Solicitation does not constitute a guarantee by the City that a contract will be awarded or executed by the City. The City expressly reserves the right at any time to:

- 1. Waive or correct any defect or informality in any response, Proposal, or Proposal procedure;
  - 2. Reject any or all Proposals;
  - 3. Reissue the Solicitation:
- 4. Prior to submission deadline for Proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this Solicitation, or the requirements for contents or format of the Proposals;
- 5. Procure any materials, equipment or services specified in this Solicitation by any other means; or
  - 6. Determine that the subject goods or services are no longer necessary.

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#### O. No Waiver

No waiver by the City of any provision of this Solicitation shall be implied from the City's failure to recognize or take action on account of a Proposer's failure to comply with this Solicitation.

#### R. Other

- 1. The City may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which the goods are to be delivered or the work is to be performed. Factors considered by the City shall include, but not be limited to:
  - a. Any condition set forth in this Solicitation;
- b. Adequacy of Proposer's plant facilities and/or equipment, location and personnel location to properly perform all services called for under the Purchase Order; and
  - c. Delivery time(s).
- 2. City reserves the right to inspect an awarded Proposer's place of business prior to award of and/or at any time during the contract term (or any extension thereof) to aid City in determining an awarded Proposer's capabilities and qualifications.
- 3. Failure to timely execute a contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another Proposer and may proceed against the original selectee for damages.
- 4. City reserves the right to reject any Proposal on which the information submitted by Proposer fails to satisfy City and/or if Proposer is unable to supply the information and documentation required by this Solicitation within the period of time requested.
- 5. Any false statements made by a Proposer or any related communication/clarification may result in the disqualification of its Proposal from receiving further evaluation and a contract award.

### **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** POL ServiceNow Number: DHRPSC0005646

**Submitted By:** Vincent Lee **Version:** 0.01

**Department Coordinator:** Vincent Lee, **Version Type:** New

vincent.lee@sfgov.org

**Project Manager:** William Sanson-Mosier

**Brief description of proposed work:** Implementation, training, warranty support, and maintenance services for new drone programs/software that is being procured by SFPD

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$575,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$408,000

- Cloud-Based Software Licenses and Support (without Professional Services): \$300,000

#### **Duration**

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

**PSC Duration (Months):** 48

#### **Funding**

Funding Source: Private Grant

Special circumstances related to funding: No

### **Scope of Work**

Clearly describe scope and detail the services to be performed: The implementation of new drone hardware and software. Scope includes the training, implementation, and maintenance of all systems.

Why are these services required and what are the consequences of denial?: These specialized services are required to implement new drone technology for SFPD. Denial of this request would delay/prohibit drone implementation under Prop E.



Page 1 of 3 08/25/2025

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

#### **Board and Commission Approvals**

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

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

#### **Justification**

- Q1 Are there any regulatory or legal requirements supporting outsourcing of this work?: No
- **Q2** Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?:

These services are required for implementation and there will be training provided to City employees to take ownership of the work

- Q5b) Do the services require specialized expertise, knowledge experience?: Yes
- **Q5b1)** Describe the specialized skills and expertise required to perform the services: contractor must have in-depth knowledge of application programming interfaces (APIs). They must possess both technical proficiencies and essential soft skills to diagnose and resolve complex issues related to API functionality, performance, and integration.
- Q5c) Does City have classifications with the required specialized skills or expertise?:  $\ensuremath{\mathsf{No}}$
- Q5c1) Should City develop a classification to perform these services?: No
- **Q5c2) Explain why new a job classification is not feasible:** These services will be onboarded to our existing 1043, 1094 city employees & Police Officers(Q2)
- Q5d) Will contractor directly supervise City employees?: No
- **Q5e) Will contractor train City employees?:** Yes
- **Q5e1) Clearly describe and detail the training activities:** Training activities will include:
- Flight training for agency drone operators, FAA regulations and Compliance
- Uploading drone video to Digital Evidence Management Platform, real-time feeds, access control & Tagging.
- On hardware Side: Firmware updates, Battery care and management, Propeller and sensor inspection.
- Q5f) Is there a plan to transition this work back to the City?: Yes
- **Q5f1) Describe the transition plan, including the anticipated timeline:** For flight training each district station will have drone operators who will be trained to take on operations after implementation
- Maintenance will be handled by SFPD IT Technology team, who will be trained during implementation

- It is expected to complete this within 5-months post implementation.

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

#### **Union Notifications**

Job Class(es): 1094 - IT Operations Support Admin IV, 1043 - IS Engineer-Senior

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 8/14/2025 **Union Review End Date:** 8/24/2025

**Union Review Duration Met On:** 8/24/2025



17800 N 85TH STREET SCOTTSDALE, ARIZONA 85255

AXON.COM

August 14, 2025

Vincent Lee Contracts Manager, Fiscal Division San Francisco Police Department 1245 3<sup>rd</sup> St., 6<sup>th</sup> Floor San Francisco, CA 94158

Re: Quote Q-713290-45863MH

Dear Mr. Lee:

Only Skydio or Axon personnel, who have been specifically trained, are authorized to perform services under this Quote which include: implementation, training, warranty support, and maintenance services.

Sincerely,

-Signed by:

Robert E. Driscoll, Jr.

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Robert E. Driscoll, Jr. Deputy General Counsel

# **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

Submitting Department: PRT ServiceNow Number: DHRPSC0005446

**Submitted By:** Carlos Colon **Version:** 0.01

**Department Coordinator:** Alysabeth Alexander- **Version Type:** New

Tut,

aly sabeth. alexander-tut@sfport.com

**Project Manager:** Steven Reel

**Brief description of proposed work:** Supports development and management of the entire Waterfront Resilience Program including, environmental review and regulatory permitting, general planning and predesign, engineering and technical review, constructability and cost estimating review, communications, and other related services.

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$40,000,000

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: Professional Engineering and related services to assist the Port in advancing and managing the multi-billion-dollar Waterfront Resilience Program including:

- Program Management services
- Environmental review & regulatory permitting for the overall Program and individual Projects
- USACE related services to support completion of SF Waterfront Flood Study and manage advancement of preconstruction engineering and design.

- Planning, design & engineering technical services to develop program standards and procedures, provide technical advisement, complete planning studies, complete project predesign, and complete design reviews for projects advancing to design and construction by others.
- Communications services for the Program
- Finance and legislative support services for the Program
- Workforce development and small business support services
- Real estate & development support services
- Maritime facility planning and business-related services

Why are these services required and what are the consequences of denial?: The Waterfront Resilience Program will plan, fund, design, and construct improved coastal flood defenses and shoreline infrastructure along the Port's 7-1/2 mile jurisdiction including seawalls, wharves, and levees that incorporate natural and nature based features and are adaptable for sea level rise. The WRP has been working with the United States Army Corps of Engineers (USACE) to complete a feasibility study and develop a recommended plan which is expected to wrap up in late 2025 and go to US Congress for authorization in 2026. WRP efforts over the next 5 to 10 years will focus on advancing planning, design and engineering, permitting and beginning construction of the USACE Recommended Plan in advance of and in collaboration with USACE. The overall cost estimate to deliver the Recommended Plan is \$15.5B (2024 dollars). Services for this contract include assistance to develop and manage the program, strategic advisement to advance and fund the program, expertise to advanced planning of coastal flood defenses and related infrastructure, expertise to advise on delivery methods, expertise for reviewing engineering/design/constructability/cost estimating, completing environmental review and permitting for coastal and in-water construction, communications support, and expertise in USACE policy, procedures, standards and relationship. These expert services are necessary to assist the Port to advance the program on time and budget. Without these services, the program may slow down or stop, risking billions of dollars in potential federal funding and increasing coastal flood damages to the Port, City infrastructure including transit systems, and to adjacent properties housing residents, businesses, community facilities, cultural resources, and attractions.

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

#### How many contracts?: 1

Why have you not hired City employees to perform the services?: The Port has continued to hire staff when possible. The existing civil service classes do not have the demonstrated specialized expertise in earthquake engineering, coastal engineering, marine structural engineering, marine construction, and Bay habitat necessary to lead planning, feasibility studies, and preliminary design for major coastal infrastructure.

#### **Board and Commission Approvals**

**Post Union Notification** 

Page 2 of 4 07/14/2025

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 RFP, and separately grants authorization to award contracts.

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

**Provide details related to contracts for which BOS approval will be required?:** BOS approval is required for contract over \$10M

#### **Justification**

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

While the seawall is a long-term project, the services required by the program advisory contract are as-needed, intermittent, far-reaching in scope, and there is a degree of uncertainty in the approach.

- Q5b) Do the services require specialized expertise, knowledge experience?: Yes
- **Q5b1)** Describe the specialized skills and expertise required to perform the services: Skills and expertise in seawalls, coastal flood defenses, marine structures, harbors, and coordination with United States Army Corps of Engineers design and engineering standards and processes.
- Q5c) Does City have classifications with the required specialized skills or expertise?: No
- Q5c1) Should City develop a classification to perform these services?: No
- **Q5c2) Explain why new a job classification is not feasible:** The area of work is extremely specialized and is needed on an as-needed basis. Funding for such positions is uncertain and relies on external sources.
- **Q5d) Will contractor directly supervise City employees?:** No
- **Q5e) Will contractor train City employees?:** Yes
- **Q5e1) Clearly describe and detail the training activities:** Staff education and professional development is included in the scope of work. The specific training activies will be identified at the Task Order level.

Training workshops will be developed for seismic analysis and design of waterfront structures that will be useful for Port staff in designing other City projects.

- 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 Port is seeking to

hire positions as part of the WRP program. It is expected that external expertise will continue to be necessary.

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

#### **Union Notifications**

**Job Class(es):** 5241 - Engineer, 5212 - Engineer/Architect Principal, 5314 - Survey Associate, 5268 - Architect, 5274 - Landscape Architect, 1044 - IS Engineer-Principal, 5209 - Industrial Engineer, 7328 - Operating Engineer, Universal, 5207 - Assoc Engineer, 6318 - Construction Inspector, 6331 - Building Inspector

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 003 - Operating Engineers, Local 3, 930 - SF Building Inspectors-6331/33

Labor Union Email Addresses: L21pscreview@ifpte21.org, ccarr@oe3.org, mleach@ibt856.org

**Union Review Sent On:** 6/6/2025 **Union Review End Date:** 7/6/2025

**Union Review Duration Met On:** 7/6/2025

Page 4 of 4



# City and County of San Francisco Port of San Francisco

August 7, 2025

#### Port Summary of Response to Union Objection

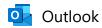
This memo summarizes the Port's response to the objects raised by IFPTE Local 21 regarding DHRPSC0005446.

#### Attachment 1: Union Review notification and Local 21 objection

DHRPSC0005446 was submitted for Union Review on June 6, 2025 and ended on July 6, 2025. The union issued their objection via email on July 7, 2025.

# Attachment 2: Supplemental Information for Local 21 Regarding Waterfront Resilience Program (WRP) Program Advisory Consulting Services

Supplemental information was provided to Local 20 on July 30, 2025. As of the date of this memo, no response has been received.



#### RE: PRT [DHRPSC0005446] submitted for Union Review

From Alicia Flores <aflores@ifpte21.org>

Date Mon 7/7/2025 4:54 PM

To DT Service Now (TIS) <ccsfdt@service-now.com>; Reel, Steven (PRT) <steven.reel@sfport.com>; Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; Colon, Carlos (PRT) <carlos.colon@sfport.com>; Isen, Carol (HRD) <carol.isen@sfgov.org>

Cc Emily Wallace <ewallace@ifpte21.org>

1 attachment (596 KB)

Personal Service Contract Summary (PSC Form 1) (22).pdf;

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

Hello,

Local 21 objects to this PSC proceeding for Civil Service Commission approval for the following reasons:

- 1. We object as the Department is unable to demonstrate they are in a position to transition the work back to the City while there is currently a hiring freeze and historic budget deficit that limits the Department's ability to budget for and hire staff needed to transition the PSC work back by the completion of the proposed PSC.
- 2. The PSC's responses for a hiring plan and/or transition plan does not provide an adequate explanation for how the Department intends to have this work transitioned back to the City's workforce at the conclusion of the duration of the PSC.
- 3. Per the Mayor's January 9 Hiring Freeze directive, department's are to "realign programming and [paus[e] new contracts or programs that not yet been signed or implemented," and per the Mayor's April 17 "Additional Budget Instructions," departments are to work with the Mayor's Budget Office to "understand all Professional service contracts, with a goal of making a significant reduction in contract spending on existing contracts and upcoming RFPs." We object as the Department should be seeking to pause new contracts and make significant reduction in contract spending in order to meet the Mayor's directives in responding to the City's budget deficit.

If the Department disagrees with these assertions and does not intend to withdraw this PSC, please provide the following information:

1. Prior actions taken by the department to have the work in the PSC request performed by City employees.

- 2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- 3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.
- 4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- 5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.
- 6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

Local 21 reserves the right to request to meet upon receiving this information.

Thank you,

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

**From:** CCSF IT Service Desk < <a href="mailto:ccsfdt@service-now.com">ccsfdt@service-now.com</a>>

**Sent:** Friday, June 6, 2025 11:33 AM

**To:** L21PSC Review < L21PSCReview@ifpte21.org>; ccarr@oe3.org; mleach@ibt856.org; steven.reel@sfport.com;

<u>alysabeth.alexander-tut@sfport.com</u>; <u>Carlos.Colon@sfport.com</u> **Subject:** PRT [DHRPSC0005446] submitted for Union Review

Hello 021 - Prof & Tech Eng, Local 21, 930 - SF Building Inspectors-6331/33, 003 - Operating Engineers, Local 3 union representatives,

PRT is requesting your review of PSC [DHRPSC0005446]. 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 2025-07-06.

#### **PSC Summary**

\_\_\_\_\_

Record Number: DHRPSC0005446 v 0.01

**Description of Proposed Work:** Supports development and management of the entire Waterfront Resilience Program including, environmental review and regulatory permitting, general planning and predesign, engineering and technical review, constructability and cost estimating review, communications, and other related services.

Request Type: New

**Approval Type:** CSC Approval **CSC Review Reason(s)**:

#### 

**Submitting Department: PRT** 

Dept PSC Coordinator: Alysabeth Alexander-Tut

**Dept PSC Coordinator Email:** <u>alysabeth.alexander-tut@sfport.com</u>

PSC Amount: \$40,000,000.00 PSC Duration (months): 60 Funding Source(s): City Funds

Scope of Work: Professional Engineering and related services to assist the Port in advancing and managing the multi-billion-dollar Waterfront Resilience Program including: • Program Management services • Environmental review & regulatory permitting for the overall Program and individual Projects • USACE related services to support completion of SF Waterfront Flood Study and manage advancement of preconstruction engineering and design. • Planning, design & engineering technical services to develop program standards and procedures, provide technical advisement, complete planning studies, complete project pre-design, and complete design reviews for projects advancing to design and construction by others. • Communications services for the Program • Finance and legislative support services for the Program • Workforce development and small business support services • Real estate & development support services • Maritime facility planning and business-related services

Job Class(es): 1044 - IS Engineer-Principal, 5207 - Assoc Engineer, 5209 - Industrial Engineer, 5212 - Engineer/Architect Principal, 5268 - Architect, 5241 - Engineer, 5274 - Landscape Architect, 5314 - Survey Associate, 6318 - Construction Inspector, 6331 - Building Inspector, 7328 - Operating Engineer, Universal

#### **PSC Justification(s)**

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- Services required on an as-needed, intermittent, or periodic basis
- Services requiring specialized expertise, knowledge experience

Ref:TIS5918730 5IJ0nhxhwPA0EmuH0H6R

Attachment 2: Supplemental Information for Local 21 Regarding Waterfront Resilience Program (WRP) Program Advisory Consulting Services

# Supplemental Information for Local 21 Regarding Waterfront Resilience Program (WRP) Program Advisory Consulting Services

#### 7/30/2025

The Port issued Public Service Contract (PSC) union notification process for ServiceNow number DHRPSC0005446 v 0.01 and the union notification and objection period closed on 7/6/2025. On the following day, 7/7/2025, Local 21 asked for supplemental information about the Port's work to engage City employees in the Waterfront Resilience Program (WRP) and efforts to prioritize City workers over consultants. 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 responses to Local 21's questions. In good faith, the Port delayed moving forward and prepared this memo addressing the concerns. However, we were not able to wait to receive a response before moving the PSC to DHR review.

The numbered statements below are bold are requests from Local 21, and the Port's responses are below.

# 1. Prior actions taken by the department to have the work in the PSC request performed by City employees.

The Port's Waterfront Resilience Program is led by City employees, and a significant portion of the entire program is led by City employers. The WRP program originated with five employes and has since grown to eleven staff members with specialties ranging from program and project managers, administrative analysts, planners, engineers, environmental specialists, and communications professionals.

Additionally, the WRP utilizes the expertise of City workers from various City departments. Since 2021, the Waterfront Resilience Program has convened a group of City Agency staff to help develop, provide input, review, and comment on materials associated with the USACE Flood Study and associated projects. The group includes staff from the Port (various divisions), Office of Resilience and Capital Planning, Recreation and Parks Department, SFMTA, SF Planning, SFPUC, and SF Public Works (SFPW). The group meets bi-weekly to discuss project-related issues and reviews materials throughout their broader agency to provide feedback on the Flood Study and associated projects.

This group has reviewed and provided feedback on the scope of work for the Program Advisory Servies RFP and upcoming phases of work. In particular, the group including SFPUC and SFPW staff have helped shape the portion of the scope of work related to interior drainage modeling and analysis. This review identified that SFPW expects the

opportunity to review consultant technical deliverables and may be able to provide Regulatory and Remediation and Hydraulic services and subject matter expertise.

2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.

The Program Advisory Services contract identifies the need for consultant resources to provide expertise in specific technical fields and federal processes that are outside of civil service employees purview. These areas include but are not limited to design and constructability of marine structures, seawalls, coastal flood defense systems, ground improvement, engineering with nature features, and historic building relocation, as well as implementation of civil works projects in compliance with US Army Corps of Engineer's regulations and procedures. Expertise in these areas is intended to mitigate risk that the City's contribution to the Federal project will not be creditable toward the cost-share agreement because of non-compliance with USACE policy and engineering standards for design and construction of coastal flood defense structures.

3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.

See below.

4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.

#### Report as of 7/9/25

CLASS	TITLE	VACANT SINCE	VACATED BY
5212	Principal Engineer	7/1/2025	U. Prasad
5241	Engineer	7/1/2024	NP FY 24/25
5314	Survey Associate	2/10/2018	NP FY 18/19
5314	Survey Associate	3/3/2022	J. Dominguez

5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.

This contract is bond funded. The request to move forward with this RFP has already been submitted to the Mayor's Office and has been approved.

The Port did receive approval from the Mayor's Office to hire bond funded program manager and planner positions for the Waterfront Resilience Program that will assist in leading this work.

The scope of work is extremely specialized and is a short-term need and not continuous in need. Additional need for positions for the Waterfront Resilience Program will be evaluated over time.

6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

The Port and City Agency staff will continue to engage in discussions about how this program will be delivered, using a combination of Port and City staff and consultants as needed. In addition, we plan to have biannual training sessions by consultants for Port staff on topics related to advancing future program work such as: design, operations, maintenance and repair of coastal flood defense systems; USACE Policy and Engineering Standards for Flood Defenses; groundwater and interior drainage management including sea level rise and climate change; and Engineering with Nature.

Because of the tardiness of the union objection, Port intends on moving the PSC for review directly after issuing this memo.

For questions or follow-up, please email proposals@sfport.com.

# **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

Submitting Department: PRT ServiceNow Number: DHRPSC0005503

**Submitted By:** Alysabeth Alexander-Tut **Version:** 0.01

Department Coordinator: Alysabeth Alexander- Version Type: New

Tut,

alysabeth.alexander-tut@sfport.com **Project Manager:** Kathryn Purcell

**Brief description of proposed work:** The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirement associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance, permitting and compliance, dredging surveying, and hazardous materials management.

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$18,000,000

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 nature of As-Needed is that the Port cannot anticipate all scopes of services that will be required through this contract. The Port anticipates that the following "Major Categories of Work" will cover most of the Contract Service Orders issued under this contract, and that some but not all of the "Minor

**Post Union Notification** 

Categories of Work" will also be required.

MAJOR CATEGORIES OF WORK

Maher required Phase I Environmental Site Assessments per ASTM E1527-21

Pre-Construction Hazardous Building Material Surveys, Maher Assessments, and Construction Environmental Specifications

Phase II Environmental Site Assessment

Environmental Engineering, Feasibility Studies and Remedial Action Plans in accordance with applicable environmental regulations (i.e., CERCLA, RCRA, TSCA)

Coastal Engineering, including Shoreline Protection, Sediment Transport.

Sea Level Rise, Groundwater Level Rise and Coastal Resilience Design Studies

Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services

CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services

Historic Preservation Review, Analysis and Compliance Services

Federal, State, and Local Environmental Project Permit Applications and Supplemental Site Reports

Regulatory Agency Permitting and Consultation Services

Risk Management and Mitigation Plans, Site Monitoring and Compliance Reporting

Biological Monitoring and Reporting

Phase II Municipal Stormwater General Permit Services including Post Construction Stormwater Program Services

Construction Site Runoff Control Program Services

Industrial Storm Water Monitoring and Compliance Services

Wastewater Treatment System Monitoring and Reporting



Compliance with Public Resources Code (PRC) and Titles 14 and 27 of the California Code of Regulations for Regulates Solid Waste Handling Facilities

Industrial Hygiene Services and Safety Qualification Review

Air Emissions Program

GIS and Environmental Information Management Services including Computer Aided Design (CAD)

MINOR CATEGORIES OF WORK

Project Management and Project Control Services

**Grant Application Support** 

Forensic Investigation and Litigation Support Services

Data Management, Library Sciences, Enterprise Asset Management System Development

Urban and Waterfront Design and Architecture, including Graphic Design, Interpretive and Wayfinding Signage

**Green Building Design Services** 

Built Environment Sustainability Consulting including Envision, LEED, local Green Building, Solar, Energy, and Utility requirements, and specification writing/review.

Geotechnical, Environmental and Forensic Laboratory Services

Environmental (C57 Licensed) and Geotechnical Drilling Services

Stakeholder and Community Outreach

Hazardous Waste and Solid Waste Characterization Services

Why are these services required and what are the consequences of denial?: The Port is required by code, permit, or law to provide assessments of hazardous materials, dredging surveying, environmental assessments, and similar services. Often these must be performed by a third party, or are best performed by a third party.

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



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

#### **How many contracts?:** 3

Why have you not hired City employees to perform the services?: Because the expertise in specific disciplines sought through this as-needed contracts are highly specialized and required occassionally for specific tasks, that expertise generally is not within the scope of existing civil service classifications. Additionally, many of the services required under this contract are not available through the City, such as chemical and biological laboratories or soil drilling equipment. In teh past, Port staff have notified other City departments who have staff with related skills before we issue task orders to see if existing City staff could perform any or all of the services needed. Over the many years and dozens of such requests, other City departments have not been able to provide such 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:** All contracts will require Port Commission approval prior to award.

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?:
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- ${\bf Q4}$   ${\bf Does}$  City lacks necessary facilities/equipment?: No
- **Q5 Are the services required on a temporary basis or on a long-term basis?:** Long-term Basis
- Q5a) Are the services required on an as-needed, intermittent, or periodic basis?: Yes Q5a1) Why are the services required on an as-needed, intermittent and periodic basis?: The services are required when the need arises, such as a potentially hazardous material is dumped on the sidewalk, discovered during construction/maintenance, or in the water. Or, when we need to assess sediment movement in the Bay to ensure vessels can embark. These circumstances are intermittent and therefore are needed on an as-needed basis. This is also true of environmental planning, environmental impact reports, and testing.
- Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services: California Qualified Stormwater Pollution Prevention Plan Practitioner (QSP)

California Qualified Stormwater Pollution Prevention Plan Developer (QSD)



California Qualified Industrial Stormwater Practitioner (QISP)

Certified Industrial Hygienist (American Board of Industrial Hygiene)

California Department of Public Health (CDPH) Lead Inspector Assessor

California Department of Public Health (CDPH) Certified Lead Professional

California Occupational Safety and Health Administration (OSHA) Certified Asbestos Consultant

Asbestos Hazard Emergency Response Act compliant training for Contractor/Supervisor, Inspector, and Management Planner

California Registered Geologist and/or California Registered Hydrogeologist

California Professional Engineer

**LEED Accredited Professional** 

Professional Land Surveyor

Certified Hydrographer

DIR Asbestos Consultant (CAC) certification

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

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

**Q5c2) Explain why new a job classification is not feasible:** There are too many expertises required by this contract, it is impractical to create a civil service classification to cover them all.

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

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

**Q5e1) Explain why training of City employees is not required:** There is no opportunity to return this back to the City.

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:** Because the work is highly specialized and intermittent in nature.

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

#### **Union Notifications**

**Job Class(es):** 5305 - Materials Testing Technician, 6137 - Assistant Industrial Hygienist, 5620 - Regulatory Specialist, 5291 - Planner 3, 6138 - Industrial Hygienist

**Post Union Notification** 

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 6/13/2025 **Union Review End Date:** 7/13/2025

**Union Review Duration Met On: 7/13/2025** 



# City and County of San Francisco Port of San Francisco

#### Port Summary of Response to Union Objection

August 4, 2025

This memo summarizes the Port's response to the objects raised by IFTPE Local 21 regarding DHRPSC0005503.

#### Attachment 1: Union Review notification and Local 21 objection

DHRPSC0005503 was submitted for Union Review on Friday, June 13, 2025 and an objection was filed by Jessica Nuti of IFPTE Local 21 on June 20, 2025.

#### Attachment 2: Port P&E Memo to Local 21, July 25, 2025

The Port thoroughly researched and responded to Local 21's objection.

As of the submittal of this summary, the Port has not received a response from Local 21.

Regards,

Alysabeth Alexander-Tut (she/her/hers)
Port of San Francisco

#### Attachment 1: Union Review notification and Local 21 objection



#### Re: PRT [DHRPSC0005503] submitted for Union Review

From Jessica Nuti < jnuti@ifpte21.org>

Date Fri 6/20/2025 12:49 PM

To Alexander Tut, Alysabeth (PRT) <alysabeth.alexander-tut@sfport.com>; Purcell, Kathryn (PRT) <kathryn.purcell@sfport.com>

Cc Mark Weirick <mweirick@ifpte21.org>; Emily Wallace <ewallace@ifpte21.org>; Isen, Carol (HRD) <carol.isen@sfgov.org>

2 attachments (622 KB)

PSC Submission List of Previously Approved Contracts - Copy - Copy.xlsx; Personal Service Contract Summary (PSC Form 1) (24).pdf;

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

Hi Alysabeth and Kathryn,

Local 21 objects to this PSC proceeding for Civil Service Commission approval for the following reasons:

- We object as the Department is unable to demonstrate they are in a position to transition the
  work back to the City while there is currently a hiring freeze and historic budget deficit that limits
  the Department's ability to budget for and hire staff needed to transition the PSC work back by the
  completion of the proposed PSC.
- 2. The PSC's responses for a hiring plan and/or transition plan does not provide an adequate explanation for how the Department intends to have this work transitioned back to the City's workforce at the conclusion of the duration of the PSC.
- 3. Per the Mayor's January 9 Hiring Freeze directive, department's are to "realign programming and pause new contracts or programs that not yet been signed or implemented," and per the Mayor's April 17 "Additional Budget Instructions," departments are to work with the Mayor's Budget Office to "understand all Professional service contracts, with a goal of making a significant reduction in contract spending on existing contracts and upcoming RFPs." We object as the Department should be seeking to pause new contracts and make significant reduction in contract spending in order to meet the Mayor's directives in responding to the City's budget deficit.

If the Department disagrees with these assertions and does not intend to withdraw this PSC, please provide the following information:

1. Prior actions taken by the department to have the work in the PSC request performed by City employees.

- 2. Any feasibility studies and department assessments that may have been done to confirm that services cannot be performed by civil service employees in the past, now or future.
- 3. Departmental vacancy rates for the listed Local 21 job class[es] addressed in the PSC.
- 4. Vacancy report for all IFPTE Local 21 classifications in your department that may perform this work or may perform this work along with the contractor selected.
- 5. Confirm if the Department has requested approval from the Mayor's office to hire Local 21 classifications to perform this work, when that occurred, how many of each job code were requested, if those requested positions were approved or denied and when the Department was informed if they were requested or denied.
- 6. Detailed transition plan for how the work to be contracted out will return to the City's workforce, including plans to hire for the affected Local 21 positions and a timeline for how the work will be transitioned back to such positions at the conclusion of the duration of the PSC.

Local 21 reserves the right to request to meet upon receiving this information.

Sincerely,

Jessica Nuti, IFPTE Local 21 Union Organizer/Representative

From: CCSF IT Service Desk <ccsfdt@service-now.com>

**Sent:** Friday, June 13, 2025 11:47 AM

To: L21PSC Review <L21PSCReview@ifpte21.org>; kathryn.purcell@sfport.com; alysabeth.alexander-

tut@sfport.com

**Subject:** PRT [DHRPSC0005503] submitted for Union Review

#### Hello 021 - Prof & Tech Eng, Local 21 union representatives,

PRT is requesting your review of PSC [DHRPSC0005503]. 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 2025-07-13.

**PSC Summary** 

\_\_\_\_\_

Record Number: DHRPSC0005503 v 0.01

**Description of Proposed Work:** The Port will issue a Request for Qualifications to establish a pool of pre-qualified consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirement associated with Port capital project planning, development, property management, maintenance, and maritime operations. Three as-needed consulting teams will assist Port staff by providing services in the areas of environmental characterization and compliance, permitting and compliance, dredging surveying, and hazardous materials management.

Request Type: New

**Submitting Department: PRT** 

Dept PSC Coordinator: Alysabeth Alexander-Tut

**Dept PSC Coordinator Email:** <u>alysabeth.alexander-tut@sfport.com</u>

PSC Amount: \$18,000,000.00 PSC Duration (months): 60 Funding Source(s): City Funds

Scope of Work: The nature of As-Needed is that the Port cannot anticipate all scopes of services that will be required through this contract. The Port anticipates that the following "Major Categories of Work" will cover most of the Contract Service Orders issued under this contract, and that some but not all of the "Minor Categories of Work" will also be required. MAJOR CATEGORIES OF WORK Maher required Phase I Environmental Site Assessments per ASTM E1527-21 Pre-Construction Hazardous Building Material Surveys, Maher Assessments, and Construction Environmental Specifications Phase II Environmental Site Assessment Environmental Engineering, Feasibility Studies and Remedial Action Plans in accordance with applicable environmental regulations (i.e., CERCLA, RCRA, TSCA) Coastal Engineering, including Shoreline Protection, Sediment Transport. Sea Level Rise, Groundwater Level Rise and Coastal Resilience Design Studies Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services Historic Preservation Review, Analysis and Compliance Services Federal, State, and Local Environmental Project Permit Applications and Supplemental Site Reports Regulatory Agency Permitting and Consultation Services Risk Management and Mitigation Plans, Site Monitoring and Compliance Reporting Biological Monitoring and Reporting Phase II Municipal Stormwater General Permit Services including Post Construction Stormwater Program Services Construction Site Runoff Control Program Services Industrial Storm Water Monitoring and Compliance Services Wastewater Treatment System Monitoring and Reporting Compliance with Public Resources Code (PRC) and Titles 14 and 27 of the California Code of Regulations for Regulates Solid Waste Handling Facilities Industrial Hygiene Services and Safety Qualification Review Air Emissions Program GIS and Environmental Information Management Services including Computer Aided Design (CAD) MINOR CATEGORIES OF WORK Project Management and Project Control Services Grant Application Support Forensic Investigation and Litigation Support Services Data Management, Library Sciences, Enterprise Asset Management System Development Urban and Waterfront Design and Architecture, including Graphic Design, Interpretive and Wayfinding Signage Green Building Design Services Built Environment Sustainability Consulting including Envision, LEED, local Green Building, Solar, Energy, and Utility requirements, and specification writing/review. Geotechnical, Environmental and Forensic Laboratory Services Environmental (C57 Licensed) and Geotechnical Drilling Services Stakeholder and Community Outreach Hazardous Waste and Solid Waste Characterization Services

**Job Class(es):** 5291 - Planner 3, 5305 - Materials Testing Technician, 5620 - Regulatory Specialist, 6137 - Assistant Industrial Hygienist, 6138 - Industrial Hygienist

#### **PSC Justification(s)**

\_\_\_\_\_

- Services required on an as-needed, intermittent, or periodic basis
- Services requiring specialized expertise, knowledge experience

Ref:TIS5932959\_00LOAL2tfuFdYjnO73Ch



# Supplemental Information for Local 21 Regarding Port of San Francisco Planning and Environment As-Needed Contract dated July 25, 2025

As part of the Public Service Contract union notification process for Service Now Number DHRPSC0005503, Local 21 has asked for supplemental information about the Port's existing Planning and Environment 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. We understand that 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 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 requested, the Port provides the following information including actions taken by the Department to have the work in the PSC request performed by City employees.

Historically, the Port has used as-needed environmental and related professional services
contracts to address the Port's fluctuating needs when existing Port and City staff are
unavailable or lack the expertise to perform the required work. These as-needed contracts
are also used when highly specialized environmental expertise is required that otherwise does
not exist with current personnel resources due to the limited need for such expertise or when
rapid response is necessary.

Port City employees have developed, managed and performed oversight of the scopes of work in this PSC as described under the Port's existing Planning and Environment as-needed contracts. As of today, 56 Contract Service Orders (CSOs) have been issued on the Port's existing as-needed Planning and Environment contracts totaling about \$7.5 million worth of work. Per the attached Table 1, past, current and future CSO's anticipated under PCS this focus on providing projects with the following specialized services and expertise not found with City staff:

• Site Assessment, Investigation, and Characterization Studies requiring environmental engineering, hydrogeology and chemistry expertise, and third party independent technical review.

- Environmental Engineering, Feasibility Studies, and Remedial Action Plans requiring geotechnical, coastal engineering, and CERCLA expertise.
- For Port project sites located within the National Historic Register, often require specialized planning and historical design review to confirm compliance with Secretary of the Interior Standards for Historic Structures and Port Historic Preservation policy.
- Construction projects typically require Federal, State, and Local environmental permits
  including site-specific transportation, noise, air and biological reports documenting site
  surveys, data analysis and modeling to support agency consultations and project permits.
- Pre-Dredge Sediment Characterization Studies including vessel surveys, boring, sampling and chemical and biological laboratory analysis and reporting required by permitting agencies to evaluate and authorize project dredging and material disposal sites.
- Federal stimulus and grant funded projects often require specialized mitigation and monitoring plans and construction compliance services in support of CEQA and NEPA project requirements.
- Construction projects often require onsite biological, sound, habitat and stormwater management monitoring work when limited Port Planning and Environment staff already have a full workload and lack specialized experience and agency required training and certifications. Workload issues are temporary and due to the influx of funding that must be exhausted within the next 18 to 24 months.
- Projects in construction that require special inspections and testing services that Port cannot provide in house, for example Hazardous Building Materials and Solid Waste Management Assessments and Laboratory Services.
- 2. To date, the Port has not performed a formal Feasibility Study, but the Department has assessed and confirmed that a good portion of the services in this PCS, including soil, sediment, groundwater, building material and waste sampling, laboratory testing and analytical reporting are outside the scope of work that can be performed by civil service employees.
- 3. There is 1 current Departmental vacancy for Local 21 job class(es) addressed in the scope of services in this PCS.
- 4. We currently have a Planner IV (5293) Port of San Francisco (157059) which would potentially assist in some of the scope of services in this PCS.
- 5. N/A
- 6. Due to current budget constraints, the Port may face challenges in hiring additional planning and environmental staff, which could affect our capacity to manage workloads and deliver on our commitments.

PS Contract ID 1000028363	Contract Start Date 6/15/2023	Contract End Date 6/14/2027	Contract Not to Exceed Amount \$ 2,500,000	PSC ServiceNow Record Number (if PSC approval was obtained) 42304 - 22/23	Brief Description of Services Rendered  Pre-Construction Maher Assessments
					Environmental Engineering, Feasibility Studies and Remedial Action Plans in accordance with environmental regulations (i.e., CERCLA, RCRA, TSCA)  Coastal Engineering, including Shoreline Protection, Sediment Transport Studies  Sea Level Rise, Groundwater Level Rise and Coastal Resilience Design Studies  Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services  CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services  Historic Preservation Review, Analysis and Compliance Services  Federal, State, and Local Environmental Project Permit Applications, Supplemental Site Reports and Agency Consultations  Urban and Waterfront Design and Architecture, including Graphic Design,  Geotechnical, Environmental and Forensic Laboratory Services  Data Management, Library Sciences
1000028364	7/26/2023	7/25/2027	\$ 2,500,000	42304 - 22/23	Phase II Environmental Site Assessments Environmental Engineering, Feasibility Studies and Remedial Action Plans in accordance with environmental regulations (i.e., CERCLA, RCRA, TSCA) Coastal Engineering, including Shoreline Protection, Sediment Transport Studies. Sea Level Rise, Groundwater Level Rise and Coastal Resilience Design Studies Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services Federal, State, and Local Environmental Project Permit Applications, Supplemental Site Reports and Agency Consultations Biological Monitoring and Reporting Forensic Investigation and Litigation Support Services Urban and Waterfront Design and Architecture, including Graphic Design, Geotechnical, Environmental and Forensic Laboratory Services
1000028365	6/22/2023	6/21/2027	\$ 2,500,000	42304 - 22/23	Pre-Construction Hazardous Building Material Surveys, Maher Assessments, and Construction Environmental Specifications Phase II Environmental Site Assessment s Pre-Dredge Sediment Characterization Studies, Dredge Authorization, Bathymetric Surveys, and Dredge Verification and Reporting Services CEQA and NEPA Permitting and Related Environmental Studies, and Mitigation Monitoring and Reporting Program Services Biological Monitoring and Reporting Phase II Municipal Stormwater General Permit Services and Post Construction Stormwater Program Services Geotechnical, Environmental and Forensic Laboratory Services Hazardous Waste and Solid Waste Characterization Services

# **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** PUC **ServiceNow Number:** DHRPSC0005307

**Submitted By:** Alison Kastama **Version:** 0.01

**Department Coordinator:** Shawndrea Hale, **Version Type:** New

SHale@sfwater.org

Project Manager: Alison Kastama

**Brief description of proposed work:** CS-1269: Private water utility provider will conduct investigation, modeling and design work to produce a preliminary design for private water utility retail water infrastructure - water mains, valves, hydrants - adequate to serve approximately 75 SFPUC suburban retail customers identified for transfer to the private water utility water system. This preliminary design work product is necessary to produce a construction cost estimate for customer transfer finalization and necessary agreements.

SFPUC is transferring SFPUC retail water customers outside of SF to a private water utility. In order to serve these transferred customers, the private utility must build infrastructure. The private utility will not undertake any design work without a deposit or contract. This will pay them for preliminary design of infrastructure they will design, build and own. The preliminary design will allow the SFPUC to negotiate final agreement for the customer transfer.

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$217,000

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**

**Post Union Notification** 

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Clearly describe scope and detail the services to be performed: o Private water utility provider will conduct review of topographic survey data, existing private water utility infrastructure, hydraulic modeling, and SFPUC suburban retail customer data to produce a preliminary design for needed private water utility infrastructure – water mains, valves, hydrants – adequate to serve the 75 SFPUC suburban retail customers identified for transfer to private water utility. This preliminary design will be adequate for cost estimating of final design and construction bid purposes.

Contract will include work to:

- o Obtain water permits from State Water Resources Division of Drinking Water where applicable o Provide potholing exhibits related to SFPUC existing infrastructure and obtain approval from SFPUC for planned infrastructure adjacencies.
- o Perform Preliminary field and necessary site visits.
- o Obtain topographic survey and boundary survey within the proposed project limits.
- o Work with SFPUC on obtaining fire department approval for fire hydrant locations.
- o Provide submittals at 30%, 60%, 90% and 100% design.
- o Obtain authorization from SFPUC's Project Review committee for private water utility infrastructure with adjacencies to SFPUC infrastructure.
- o Obtain bids to generate cost estimate once 100% plans are complete and approved by SFPUC.

Why are these services required and what are the consequences of denial?: The SFPUC has legacy suburban retail customers connected to our 60" large diameter regional transmission water pipelines in unincorporated San Mateo County, which contribute operational risk to the regional system and are counter to the regional transmission purpose of these pipelines. The SFPUC is negotiating to transfer these customers to the private water utility system, which is an appropriate utility configuration for retail water service in this area. Private water utility must provide preliminary design for the anticipated infrastructure needed to serve these transferred customers. As the intended owner of the infrastructure designed under this contract, and under private water utility's standard design process, private water utility is the appropriate and most efficient service provider for this work. Consequences of denial are the continued reliance of the legacy suburban retail water customers on the regional transmission pipelines and continued operational risk to the regional water system.

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**

 $\mathbf{Q1}$  - Are there any regulatory or legal requirements supporting outsourcing of this work?: No



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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?:** Private water utility provider is the ultimate owner of the to be designed facilities. Their designers will be completing facility design.

Does the dept plan to acquire the facilities/equipment to perform the services?: No **Explain why:** Private water utility provider is the ultimate owner of the to be designed facilities. Their designers will be completing facility design.

**Additional information to support your request (Optional):** To accept transfer of SFPUC customers to the private water utility water system, the private water utility provider must complete a preliminary design for their needed assets which will provide a construction cost estimate for customer transfer finalization and necessary agreements. Since the ultimately designed and built assets are assets of private water utility provider, they are the appropriate designer to undertake preliminary design work.

#### **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: 7/23/2025 Union Review End Date: 8/2/2025

**Union Review Duration Met On: 8/2/2025** 

# **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** PUC **ServiceNow Number:** DHRPSC0005347

**Submitted By:** Lucas Hoffmann **Version:** 0.01

**Department Coordinator:** Shawndrea Hale, **Version Type:** New

SHale@sfwater.org

**Project Manager:** Lucas Hoffmann

Brief description of proposed work: PRO.0343 Hetchy Capital Improvement Projects As-

Needed Construction Management and Staff Augmentation Services

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$18,000,000

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 San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements at \$6 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects.

This contract will be for the sole use of the Hetchy Capital Improvement Project (HCIP) for CM services. HCIP is made up of several highly technical construction projects that are critical parts of SFPUC infrastructure that provides drinking water to the Bay Area and clean electricity to the state power grid. HCIP is ramping up with a record number of construction projects being planned and implemented. The 10-Year Capital Plan increased from \$900 Million to \$1.5 Million.

The increase of construction projects requires a temporary increase to the CM team to administer the construction contracts. The construction contracts are in multiple remote construction sites, and heavily focused on completing construction activities during critical water infrastructure system shutdowns. All these aspects lead to needing a highly technical and larger construction management team to be able to deliver a fully operational project to Hetch Hetchy Water and Power.

These CM services include, but are not limited to, the following: construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

Why are these services required and what are the consequences of denial?: Construction Management service are required to provide full time quality assurance construction management of all Hetchy Capital Improvement Projects in terms of execution and construction of the project. Denial of this request would exhaust all existing construction management services funding, resulting in the disolvement of the Contruction Management Staff prior to the completion of the physical construction work. Thus resulting in not completing construction projects, not being able to ensuring project elements are being built according to contract plans and specifications as well as increase risk to safety and environmental issues.

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

**How many contracts?:** 1

Why have you not hired City employees to perform the services?: There have been several City personnel hired over the past few years such as three individual 6318 Construction Inspectors as well as a single 5203 Assistant Engineer. The HCIP has been flurishing in the amount of current and future construction projects to where the demand for staffing far exceeds the availabliity of City personnel to manage all of the projects.

### **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** 

**Post Union Notification** 

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

Construction Management services are only needed for the duration of individual construction projects. Once construction is complete, staff for that project are no longer needed.

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

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

Construction contract management, construction inspection (civil, mechancial, electrical, etc), project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

- **Q5c)** Does City have classifications with the required specialized skills or expertise?: Yes **Q5c1)** Identify the classifications: 5241 Engineer, 5203 Assistant Engineer, 6130 Safety Analyst, 6319 Senior Const Inspector, 5207 Assoc Engineer, 6318 Construction Inspector
- Q5c2) Does the Department have employees in these classifications?: Yes
- **Q5c3) Why are they not able to perform the services?:** Most construction management related tasks can be performed by the listed classifications. There is more construction management staff needed to manage the work load then there are City personnel.
- **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:** Specialized training is not needed for these services. Only expertise knowledge in construction management services is needed.
- 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:** No, these services won't be needed once the capital work has been completed.

Additional information to support your request (Optional): The Hetchy Capital Improvement Project is made up of several highly technical construction projects that are critical parts of SFPUC infrastructure that provides drinking water to the Bay Area and clean electricity to the state power grid. The Hetchy Capital Improvement Project is ramping up with a record number of construction projects being planned and implemented. The 10-Year Capital Plan increased from \$900 Million to \$1.5 Million. The increase of construction projects requires a temporary increase to the construction management team to administer the construction contracts. The construction contracts are in multiple remote construction sites, and heavily focused on completing construction activities during critical water infrastructure system shutdowns.

All these aspects lead to needing a highly technical and larger construction management team to be able to deliver a fully operational project to Hetch Hetchy Water and Power.

#### **Union Notifications**

Job Class(es): 5241 - Engineer, 5203 - Assistant Engineer, 6130 - Safety Analyst, 6319 - Senior

Const Inspector, 5207 - Assoc Engineer, 6318 - Construction Inspector

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 7/24/2025 **Union Review End Date:** 8/3/2025

**Union Review Duration Met On:** 8/3/2025

# 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 and adding row at the bottom, do not change or alter this template.

Dept Acronym:	PUC	
Dept Name:	Public Utilities Commission	
PSC Coordinator Name:	Shawndrea Hale	
PSC Coordinator Email:	shale@sfwater.org	
PSC ServiceNow Record No.:	DHRPSC0005347	

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained)	
1000031002	10/6/2023	10/5/2028	\$ 18,000,000	DHRPSC0003650	Hetchy Capital Improvement Projects As-Needed Construction Management and Staff Augmentation Services (PRO.0275)

# **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

Submitting Department: PUC ServiceNow Number: DHRPSC0005451

**Submitted By:** Tara Barnes **Version:** 0.01

**Department Coordinator:** Shawndrea Hale, **Version Type:** New

SHale@sfwater.org

Project Manager: Karen Frye

Brief description of proposed work: PRO.0333 As Needed Environmental Services

#### **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$75,000,000

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months): 84** 

#### **Funding**

Funding Source: 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 San Francisco Public Utilities Commission (SFPUC), a department of the City and County of San Francisco ("City"), seeks to retain the services of up to five (5) Proposers to assist the SFPUC with as-needed environmental analyses, studies, and reports; preparing resource agency documents/permit applications; environmental compliance support during construction; and providing specialized natural resource and other environmental expertise in support of Water, Wastewater, and Power Enterprise capital projects. Other related environmental services may be requested during the term of the Professional Services Agreement. Such services could include environmentally-related specialized services at the SFPUC's discretion.



Why are these services required and what are the consequences of denial?: The SFPUC capital projects for water, wastewater and power enterprises require additional short term, specialized work and technical expertise to support the environmental and design phases. Without the information and recommendations generated by this specialized expertise, the environmental compliance and design phases can be delayed or stopped. This would mean that construction would be delayed or, if permits were not obtained, disallowed. In addition, the Planning Department requires an objective third-party to prepare certain environmental documents in compliance with CEQA, thus denial would not allow us to meet the requirements of CEQA.

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?: City employees conduct these services, however, the necessary resources are not available through City staff alone. The Environmental Management Group has hired eight environmental planners since July 2021 when PRO.0216 was under development and subsequently executed in Spring 2023. These positions include two 5298s-Planner II, three 5298s Planner III-Environmental Review, and three 5299s-Planner IV-Environmental Review In addition, recruitments are underway for two 5299s Planner IV-Environmental Review.

#### **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: Yes

**Provide details related to contracts for which BOS approval will be required?:** Over \$10,000,000

#### **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 environmental review needs include many projects which are dependent on many variables that can impact project scope, timeline and specific regulatory requirements.

Q5b) Do the services require specialized expertise, knowledge experience?: Yes Q5b1) Describe the specialized skills and expertise required to perform the services:

Detailed knowledge of California environmental QualityAct (CEQA) and National Environmental Protection Act (NEPA) statutes, regulations, and

guidance; natural resource policy, planning, and management; comprehensive expertise in environmental disciplines;

survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

**Q5c)** Does City have classifications with the required specialized skills or expertise?: Yes **Q5c1)** Identify the classifications: 2483 - Biologist, 5299 - Planner 4-Environmental Review, 5278 - Planner 2, 5298 - Planner 3-Environmental Review, 5602 - Utility Specialist, 2484 - Biologist III

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

**Q5c3)** Why are they not able to perform the services?: While civil service classes produce environmental related documentation, these classes do not have certain specialized training and expertise to do the work necessitated by multidisciplinary environmental work. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, cultural resources, geology, hydrology, air quality, noise, natural resource economics, etc.) and the indepth knowledge of certain environmental planning, review and management activities. In addition, the Planning

Department requires an objective third-party to prepare certain environmental documents in compliance with CEQA, thus denial would not allow us to meet the requirements of CEQA.

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

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

**Q5e1) Clearly describe and detail the training activities:** Consultants will be providing training to City staff through knowledge transfer sessions including webinars, brown bag trainings at lunchtime, and training on new technologies, software or regulations, such as California Environmental Quality Act case law. As such, task orders from PRO.0216 could be transitioned to Department staff. However, EMG's current workforce capacity cannot accommodate the transition of all consultant assigned task orders.

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 Environmental Management Group (EMG) conducts as much work as possible in-house for all three areas of the contract: environmental review, permitting and environmental construction compliance. Since 2021, EMG hired eight Environmental Planners to expand the team. Additionally, EMG is currently recruiting for two 5299s Planner IV - Environmental Review to support in-house work. However, the scale of project work of up to \$75 million over seven years based on SFPUC's capital plan requires additional short-term staff augmentation and some work needs to be done by a third party as noted above.

The need for staff augmentation can be temporary and fluctuate depending on the status of capital projects and the capacity of EMG's in-house resources. The utilization of in-house resources is preferred, as indicated by the last four years of recruitment efforts, and in-house staffing capacity is consistently evaluated using tools such as EMG's staffing plan to help ensure that as much of the project work is maintained in-house when and where feasible.

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

#### **Union Notifications**

**Job Class(es):** 2483 - Biologist, 5299 - Planner 4-Environmental Review, 5278 - Planner 2, 5298 - Planner 3-Environmental Review, 5602 - Utility Specialist, 5260 - Arch/Landscp Architectrl Ast1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 7/22/2025 **Union Review End Date:** 8/1/2025

**Union Review Duration Met On: 8/1/2025** 

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

Instructions:

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Step 3: Upplete the fields below.

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

Document Content:

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

Dept Acronym:	PUC
Dept Name:	Public Utilities Commission
PSC Coordinator Name:	Shawndrea Hale
PSC Coordinator Email:	shale@sfwater.org
PSC ServiceNow Record Number:	DHRPSC0005451

PS Contract ID	Contract Start Date	Contract End Date	Contract Not to Exceed Amount	PSC ServiceNow Record Number (if PSC approval was obtained) 41646-21/22	Briaf Description of Services Bendared
PRO.0216 A-D	4/3/2023	4/2/2030	\$ 28,000,000	41646-21/22	Brief Description of Services Rendered As-needed environmental services for the SPPUC

## **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** PUC **ServiceNow Number:** DHRPSC0005547

**Submitted By:** Jen Yoon Leong **Version:** 0.01

**Department Coordinator:** Shawndrea Hale, **Version Type:** New

SHale@sfwater.org

Project Manager: Jen Yoon Leong

Brief description of proposed work: PRO.0339 Power Capital Program Management

## **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$30,000,000

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months): 120** 

## **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 Power Capital Improvement Program – Program Management Support Services Contract ("Contract") is required to provide expert support across multiple aspects of program execution. Services will be delivered through task orders over the life of the Contract and are organized into four primary focus areas: Program Administration, Strategic Capital Planning, Program Delivery, and Project Technical Support.

Program Administration services will establish and maintain the core structure necessary for effective program management. This includes overseeing contract execution and compliance, developing and maintaining the Program Management Charter and Program Management Plan,

**Post Union Notification** 

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and implementing document control systems to support project transparency and consistency. Additionally, quality management systems will be developed and maintained to ensure programwide adherence to established standards and practices.

Strategic Capital Planning focuses on aligning the Power Enterprise's capital program with long-term goals and evolving system demands. This includes conducting programmatic reviews and ensuring alignment with enterprise priorities, supporting long-range capital planning efforts, and implementing adaptive management processes to respond to emerging challenges and opportunities. Integration with the utility's asset management framework is also critical, ensuring that capital investments contribute to system resilience, reliability, and efficiency over time.

Program Delivery services are aimed at supporting the efficient and safe implementation of projects throughout their lifecycle. These services include establishing pre-construction safety protocols, defining and tracking program performance metrics, capturing lessons learned, and managing risks. Additional support will be provided for facility integration planning, labor relations through Project Labor Agreements, and promotion of diversity, equity, and inclusion. Quality control for planning and design, cost estimating, communications and reporting, and coordination with operations staff are also part of this scope. The program team will also support deliverability reviews, advise on collaborative project delivery approaches (such as progressive design-build), recommend design standards, and provide regulatory compliance support.

Project Technical Support provides targeted, technical expertise to strengthen individual projects and ensure alignment with program-wide objectives. This includes reviewing project delivery approaches, supporting planning efforts, and evaluating the impacts of fuel switching, carbonzero initiatives, and other factors that influence system capacity and reliability. The scope also includes knowledge transfer, training, and professional development; review of emerging technologies; value engineering; and independent technical reviews. Projects will benefit from support in implementing building information modeling and asset digitization strategies, continuous updates to the Power Master Plan, and assistance with power system modeling and grid interconnection. Finally, the Contract supports the onboarding of new assets and their successful transition into operations.

Why are these services required and what are the consequences of denial?: The capital programs for the Power Enterprise are projected to exceed \$1.5 billion over the next ten years, focused on modernizing and expanding the transmission, distribution, and substation infrastructure within the City. These investments are critical to meeting the evolving energy demands of San Francisco's municipal operations, public services, and essential facilities. As the City moves toward broader electrification and carbon-free goals, the Power Enterprise must be equipped to deliver reliable, resilient, and scalable infrastructure that supports decarbonization, renewable energy integration, and increased system capacity.

The Program Management Support Services Contract is essential to launching and building the foundational structure of this capital program. It provides the strategic and technical support

necessary to shape program governance, delivery standards, asset onboarding, and long-range capital planning processes. With limited internal staffing and no prior program management contract in place, the SFPUC needs experienced consultant support to stand up efficient delivery systems, establish quality and risk management protocols, and develop tools and practices aligned with utility best practices.

These services will also offer critical expertise in cost estimating, program deliverability, regulatory support, stakeholder communication, and coordination with operations. Without this contract, the SFPUC risks delayed project delivery, cost overruns, and an inability to meet customer and Citywide electrification needs. Delays in upgrading and expanding the power infrastructure may lead to service disruptions, project backlogs, and missed opportunities to support climate goals and operational readiness. The consultant team will enable the SFPUC to move quickly and confidently in building a capital delivery program that meets the City's strategic energy objectives while safeguarding system reliability and public service continuity.

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: Yes

**Provide details related to contracts for which BOS approval will be required?:** Contracts over 10 million and 10 yrs

## **Justification**

- $\mathbf{Q1}$  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
- ${\bf Q4}$   ${\bf Does}$  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 Power Enterprise's capital programs require support from consultants with broad and specialized expertise in the planning and delivery of complex power infrastructure. These services are needed on an as-needed, intermittent, and periodic basis to support both individual projects identified in the 10-year Capital Plan and the overall capital program framework. For specific

projects, the need for consultant support may arise at key milestones—such as planning, design, permitting, or construction—and may not require continuous engagement. At the program level, consultant services will be used to help develop and implement new standards, processes, and tools that support long-term capital delivery. These efforts span multiple projects over multiple years but do not require full-time support at all times, making a task order—based contract structure the most efficient and cost-effective approach.

**Q5b)** Do the services require specialized expertise, knowledge experience?: Yes **Q5b1)** Describe the specialized skills and expertise required to perform the services: Program management support services for the Power Capital Improvement Program require a wide range of technical and management expertise at both the programmatic and project levels.

At the programmatic level, required expertise includes program management planning, document and records management, quality management—including quality assurance and quality control (QA/QC)—regulatory compliance, risk management, cost estimating, capital planning, program deliverability assessment, and internal and external communications and reporting. Additional skills include facilities integration planning, project labor agreement support, diversity, equity, and inclusion implementation, collaborative project delivery (e.g., progressive design-build), design standards development and review, asset management integration, and performance monitoring and metrics tracking.

At the project level, expertise is needed in technical evaluation and delivery support for substation, distribution, and grid-related projects. This includes power systems modeling, grid interconnection planning, project planning and controls, evaluation of decarbonization strategies, gas system decommissioning, and grid modernization. Additional skills required include value engineering, independent technical reviews, cost estimating for power infrastructure, building information modeling (BIM), asset digitization, operational transition and testing, training and start-up, asset onboarding and management, contract development support, project close-out documentation, and lessons learned evaluation.

**Q5c)** Does City have classifications with the required specialized skills or expertise?: Yes **Q5c1)** Identify the classifications: 1823 - Senior Administrative Analyst, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5508 - Project Manager 4, 5408 - Coord of Citizen Involvement, 5211 - Eng/Arch/Landscape Arch Sr, 5506 - Project Manager 3, 1825 - Prnpl Admin Analyst II, 1824 - Pr Administrative Analyst, 9252 - Communications Specialist

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

**Q5c3) Why are they not able to perform the services?:** City employees who are available and have the required skills and expertise will be (or already are being) fully utilized. However, delivering a capital program of this scale and complexity—particularly one focused on urban transmission, distribution, and substation infrastructure—requires additional professionals with highly specialized expertise. This includes experience in large-scale power capital programs, electrification, grid modernization, resilience strategies, power systems modeling, and asset onboarding.

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

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

**Post Union Notification** 

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**Q5e1) Clearly describe and detail the training activities:** The contractor will deliver training through a combination of workshops, job shadowing, mentoring, technical manuals, customized toolkits, and hands-on use of program systems such as dashboards and data platforms. All training will be tailored to the SFPUC's organizational structure and the evolving maturity of the Power Capital Improvement Program, with flexibility to adapt to staff needs throughout the duration of the contract.

At the program level, the contractor will train City staff in core program management functions, including the development and implementation of governance structures, risk management frameworks, performance tracking methods, and capital planning processes. Training will also cover document and records management systems, quality assurance and quality control (QA/QC) protocols, and project controls for tracking cost, schedule, and performance. Additional instruction will focus on collaborative project delivery methods (e.g., progressive design-build), regulatory compliance coordination, stakeholder communication strategies, and the integration of equity, sustainability, and resilience into capital planning—using tools such as triple bottom line and climate alignment metrics.

At the project level, training will provide technical orientation and delivery support for transmission, distribution, and substation infrastructure projects. This includes instruction on grid modeling and power systems planning, evaluation of electrification and decarbonization impacts, and readiness assessments for gas system decommissioning. Staff will also be trained in the use of Building Information Modeling (BIM), asset digitization platforms, and asset onboarding processes to support seamless operational transitions. Additional project-level training will address value engineering, cost estimating, contract development, construction start-up and testing, and the documentation of project close-out activities and lessons learned to support ongoing improvement and knowledge retention.

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

**Q5f1) Describe the transition plan, including the anticipated timeline:** The Power Capital Improvement Program is a 10-year effort to upgrade and expand transmission, distribution, and substation infrastructure within San Francisco. At this early stage, the SFPUC Power Enterprise requires external consultant support to establish foundational program management systems and provide technical expertise not currently available in-house. However, the long-term goal is to build internal capacity and transition key responsibilities to City staff over the life of the program.

## Years 1-5: Program Establishment and Capacity Building

During the first five years, the contractor will lead the development of core systems and processes, including program governance, project controls, cost estimating, QA/QC, grid modeling, and capital planning tools. In parallel, the contractor will deliver structured training and mentoring to City staff through workshops, job shadowing, and hands-on implementation. As staff become more familiar with program tools and procedures, they will gradually assume increasing responsibility in areas such as planning, documentation, reporting, and project delivery support.

Years 6–10: Gradual Transition and Handoff

In the second five years, the intention is to shift toward transferring day-to-day responsibilities to City staff but there will be on-going needs to have contractor's support. Contractor involvement will taper as staff take on leadership roles in program management, project execution, and technical oversight. The contractor will continue to provide support to specialized subjects, and through advanced training, refresher courses, and final documentation of systems, processes, and lessons learned.

This phased approach allows the Power Enterprise to build a skilled and sustainable internal team, ensuring long-term ownership and effective delivery of its capital program.

Additional information to support your request (Optional): While some City employees possess relevant knowledge or skillsets, they are limited in number and are primarily dedicated to ongoing capital projects, operations and maintenance activities - not program management. These emplyees are fully committed to running projects and sustaining essential services; and cannot be reassigned without impacting project delivery or core operations. Furthermore, the scale and complexity of the 10-year capital program require a broader range of specialized expertise and capacity than currently exists within the organization. Engaging a program management consultant allows the SFPUC to bridge this gap while building internal capabilities for long-term sustainability.

#### **Union Notifications**

**Job Class(es):** 1823 - Senior Administrative Analyst, 5241 - Engineer, 5212 - Engineer/Architect Principal, 5508 - Project Manager 4, 5408 - Coord of Citizen Involvement, 5211 - Eng/Arch/Landscape Arch Sr, 5506 - Project Manager 3, 1824 - Pr Administrative Analyst, 9252 - Communications Specialist

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc **Labor Union Email Addresses:** L21pscreview@ifpte21.org, staff@sfmea.com

**Union Review Sent On:** 7/22/2025 **Union Review End Date:** 8/21/2025

**Union Review Duration Met On: 8/21/2025** 

## **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** SHF **ServiceNow Number:** DHRPSC0005638

**Submitted By:** Henry Gong **Version:** 0.01

**Department Coordinator:** Henry Gong, **Version Type:** New

henry.gong@sfgov.org

Project Manager: Mel Fonthal

Brief description of proposed work: Pre-employment polygraph examinations for law

enforcement applicants.

## **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$400,000

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 36

## **Funding**

Funding Source: City Funds

**Special circumstances related to funding: No** 

### **Scope of Work**

Clearly describe scope and detail the services to be performed: The polygraph examination will cover general information about the candidate to include employment history, prior law enforcement history, military services, criminal activity, illegal drugs, employment theft, financial issues, gambling, social media usage, illegal drug use, drinking habits and incidence of domestic violence.

Contract will submit a detailed written report to the Supervising staff of the Sheriff's Background Unit documenting the candidate's responses in the tested categories, and will include comments of the polygraph examiner, the polygraph examination, and the dresults of the polygraph.

Contractor will conduct follow-up polygraph examinations fo applicants if the City has unresolved concerns in any one or more of the tested areas.

Contractor shall provide consent forms and obtain signatures relasing the City and County of San Francisco from any liability form each applicant before and after each polygraph examination.

Why are these services required and what are the consequences of denial?: Polygraph examinations verifies information provided by applicants about their personal history, employment background, and financial information, ensuring they are truthful in their application and assesses their suitability for the position. In addition, polygraph examinations identify potential risks of applicants. This is a key evaluation tool utilized to support the overall assessment of an applicant's suitability.

The consequences of denial may lead to undisclosed information about an applicant's past, such as invlovement in criminal acivity, drug use or dishonesty. This will eliminate the ability to evaluate an applicant's honesty and integity, which are critical qualities for law enforcement officers to uphold the law and maintaining public trust in law enforcement. This may result in a higher risk exposure for the City and public safety.

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: Department does not have a Commission

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

#### **Justification**

- $\mathbf{Q1}$  Are there any regulatory or legal requirements supporting outsourcing of this work?:  $\mathsf{No}$
- Q2 Does performing these services cause a conflict of interest?: No
- Q3 Are these proprietary services City is not authorized to do?: No
- Q4 Does City lacks necessary facilities/equipment?: Yes
- **Q4a) What facilities or equipment does the City lack that contractor possesses?:** The Contractor will provide the polygraph equipment, interrogation facilities, and a video or audio recording of each polygraph examination.

Does the dept plan to acquire the facilities/equipment to perform the services?: No **Explain why:** The Sheriff's Office does not have the funding and expertise to perform polygraph examinations.

Additional information to support your request (Optional):



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#### **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@sfsheriffsmsa.org, cjohnson@bac3-ca.org, mhenneberry@teamsters853.org, staff@sfmea.com, mleach@ibt856.org

**Union Review Sent On:** 8/7/2025 **Union Review End Date:** 8/14/2025

**Union Review Duration Met On: 8/14/2025** 

## **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** TIS **ServiceNow Number:** DHRPSC0005481

**Submitted By:** Jolie Gines **Version:** 0.01

**Department Coordinator:** Jolie Gines, **Version Type:** New

jolie.gines@sfgov.org

**Project Manager:** Glacier Ybanez

Brief description of proposed work: Professional and Engineering Services for Data Transport

Services

## **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Amount

#### **Amount**

**PSC Amount:** \$5,000,000

Does contract include items other than services?: Yes

- Commodities & Equipment: \$50,000,000

#### **Duration**

Is PSC by Duration or Continuing: Duration

**PSC Duration (Months):** 108

## **Funding**

Funding Source: City Funds, State Funds, Federal Funds

Special circumstances related to funding: No

## Scope of Work

Clearly describe scope and detail the services to be performed: Professional and Engineering Services for Data Transport Services. The work involves: 1) Upgrading the design of network architecture for resiliency, reliability, performance, and capability enhancements to allow expansion of service to meet current and future provisioning requests; 2) Evaluation of the City's network management policy, architecture, and identify opportunities for automating provisioning; 3) Evaluation of the City's network change control and configuration management strategies, procedures, with recommendations for process improvement, platform changes, acquisitions, and consistency with required compliance for industry standards; 4) Evaluation of and recommend improvement of City's's network security for vulnerabilities, and best practices;

**Post Union Notification** 

and 5) Recommendation on revenue-producing network based service opportunities.

Why are these services required and what are the consequences of denial?: Failing to secure engineering data transport services can lead to severe consequences for the City which include, but not limited to:

- 1. Data Breaches and Intellectual Property Theft: Unauthorized Access: Insecure transfers can allow unauthorized individuals to access sensitive engineering data, designs, and intellectual property. Data Interception: Hackers can easily intercept unsecured data transfers, potentially leading to financial losses and harm to your reputation. Data Leakage: Weak transfer security can inadvertently expose crucial information, compromising business success and trust.
- 2. Operational Impacts and Disruption: Cyberattacks can disrupt services, endanger lives, and cause significant economic damage in industries like transportation that rely on automated systems and real-time data. Financial Losses: Data breaches can lead to financial losses through incident response, investigations, legal fees, regulatory fines, and reputational damage.
- 3. Legal and Regulatory Violations: Non-compliance: Failing to protect data properly can lead to violations of data protection regulations like General Data Protection Regulation (GDPR), California Consumer Privacy Act (CCPA), and Health Insurance Portability and Accountability Act (HIPAA), resulting in significant penalties and fines. Legal Liability: The City can face legal action from affected individuals for negligence, privacy violations, and deceptive business practices, potentially leading to costly lawsuits.

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: Department does not have a Commission

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?:** The City does not have sufficient Fiber Network to cover all city sites and locations within and outside the City and County of San Francsico

Does the dept plan to acquire the facilities/equipment to perform the services?: Yes Provide plan and timeline to secure what is required to perform the services: The City will lease and/or procure the equipment needed for the data transport services



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

## **Union Notifications**

**Job Class(es):** 1044 - IS Engineer-Principal **Labor Unions:** 021 - Prof & Tech Eng, Local 21

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 6/30/2025 **Union Review End Date:** 7/30/2025

**Union Review Duration Met On: 7/30/2025** 

## **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

**Submitting Department:** ADM **ServiceNow Number:** DHRPSC0002172

**Submitted By:** Amanda Wentworth **Version:** 1.01

**Department Coordinator:** Amanda Wentworth, **Version Type:** Amendment

Amanda.Wentworth@sfgov.org

Project Manager: Hallie Albert Legacy PSC #: 49305-21/22

**Brief description of proposed work:** Monitoring, reporting and consultation services on

sweatshops

**Reason for the Request for Amendment:** The Office of Labor Standards Enforcement (OLSE) requires on-going support to provide oversight, review and reporting on the requirements under the Sweatfree Contracting Ordinance. OLSE is exercising an option to extend their agreement to continue support.

## **Review Type and Reason**

**CSC Review Required:** Yes **CSC Review Reason(s):** 

- Requires CSC Approval by Amount

#### **Amount**

**Previously Approved Amount: \$250,000** 

Increase Amount: \$175,000

Why are you requesting the PSC amount to be increased?: The Office of Labor Standards Enforcement (OLSE) requires on-going support to provide oversight, review and reporting on the requirements under the Sweatfree Contracting Ordinance. OLSE is exercising an option to extend their agreement to continue support.

**Total Amended Amount:** \$425,000

Does contract include items other than services?: No

#### **Duration**

**Is PSC by Duration or Continuing:** Duration **Previously Approved Duration (months):** 36

**Duration Increase (months): 24** 

Why are you requesting the PSC duration to be increased: The Office of Labor Standards Enforcement (OLSE) requires on-going support to provide oversight, review and reporting on the requirements under the Sweatfree Contracting Ordinance. OLSE is exercising an option to extend their agreement to continue support.

**Total Amended Duration (months):** 60 **First Contract Start Date:** 11/1/2022

**PSC Duration End Date:** 11/1/2027

**Funding** 

Funding Source: City Funds

**Special circumstances related to funding:** No

Scope of Work

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

**Clearly describe scope and detail the services to be performed:** Original coordinator's email: joan.lubamersky@sfgov.org.

The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes the Office of Labor Standards Enforcement (OLSE) to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines it is able to adequately monitor compliance using City personnel, the City shall enter into a professional services contract with an independent nonprofit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles.

Why are these services required and what are the consequences of denial?: The Sweatfree Contracting Ordinance specifies that OLSE shall contract an independent nonprofit organization with expertise in Sweatshop Labor for the implementation of the ordinance. If this request is denied, the Ordinance will not be effectively enforced or fully implemented.

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: Department does not have a Commission

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

**Justification** 

Has your response to Q1 changed?: No

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

Q1a) Clearly describe & site the regulatory/legal requirements to support outsourcing: Per the San Francisco Admin Code, Article 151 details the requirements of the Sweatfree Contracting Ordinance. This ordinance details that "The City and County, as a major purchaser of goods, must be cognizant of the labor conditions that may be supported by its actions as a major market participant..." (Sec 151.1 (c)) and "In its role as a market participant, the City and County seeks to

assure that the integrity of the procurement process is not undermined by contractors or subcontractors who engage in sweatshop practices..." (Sec 151.1 (d)).

To fully comply with, and enforce this ordinance, the article details requirements to ensure that the City does not inadvertently support companies or manufacturers that engage in sweatshop conditions. This requires intensive review and monitoring of contractors' manufacturing practices, which primarily happen overseas. Per section 151.8 (b), "Until such time as the City and County determines that it is able to adequately monitor compliance with this Article using City personnel, the City and County shall... enter into an agreement with an independent non-profit organization with expertise in monitoring and reporting on Sweatshop Labor for assistance monitoring the compliance of Contractors....". It is not financially or logistically feasible for the City to engage in overseas monitoring of foreign manufacturing companies and therefore must contract for services to comply with the ordinance.

- 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?:

Services are needed intermittently as new contractors submit their required disclosure information identifying the factories used to manufacture the goods purchased by the City. Based on these disclosures, the non-profit contractor works with a local NGO to conduct outreach at the factory and if a worker complaint is received, they will investigate, as needed.

**Q5b)** Do the services require specialized expertise, knowledge experience?: Yes **Q5b1)** Describe the specialized skills and expertise required to perform the services: This work requires at least three years' experience in monitoring, reporting, conducting workplace inspections and investigations of Sweatshop Labor violations. The contractor must also have multilingual staff and experience operating in states and foreign countries where City contracted goods are manufactured. Extensive knowledge of local, state and international laws pertaining to Sweatshop labor violations is required in order to complete the work as well as extensive knowledge of the Labor and Employment Code 151, Sweatfree Contracting.

Q5c) Does City have classifications with the required specialized skills or expertise?: No Q5c1) Should City develop a classification to perform these services?: No

**Q5c2) Explain why new a job classification is not feasible:** These would be classifications specific only to OLSE and most of the work would need to be completed internationally to visit, inspect and monitor manufacturing companies and factories selling products to the City to determine any Sweatshop labor violations. It would not be feasible for the City to take on this work in house.

**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:** This work requires the inspection of international manufacturing companies and factories to assess for Sweatshop Labor violations, and it is not feasible for the City to complete this work in-house.

## 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 work requires the inspection of international manufacturing companies and factories to assess for Sweatshop Labor violations, and it is not feasible for the City to complete this work in-house.

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

#### **Union Notifications**

Have the Job Classes/Labor Unions changed?:

Job Class(es): 2978 - Contract Compliance Officer II, 2992 - Contract Compliance Officer 1

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

Labor Union Email Addresses: L21pscreview@ifpte21.org

**Union Review Sent On:** 8/12/2025 **Union Review End Date:** 8/22/2025

**Union Review Duration Met On: 8/22/2025** 

#### **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1") Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM ✓ Initial ☐ Modification of an existing PSC (PSC # Type of Request: ☐ Expedited Regular ( Omit Posting) Type of Approval: Type of Service: Monitoring, Reporting and Consultation Services on Sweatshops **PSC Duration:** 3 years Funding Source: General Fund **PSC Amount:** \$250,000 **PSC Est. Start Date:** 08/01/2022 **PSC Est. End Date:** 07/31/2025 1. Description of Work A. Scope of Work: The City's Sweatfree Contracting Ordinance (Administrative Code Section 12U) authorizes the Office of Labor Standards Enforcement (OLSE) to monitor contractors' compliance with the Ordinance. The Ordinance provides that until such time as the City determines it is able to adequately monitor compliance using City personnel, the City shall enter into a professional services contract with an independent nonprofit organization for assistance in monitoring compliance. The vendor will monitor compliance by contractors located outside of the Bay Area and abroad that provide goods to the City. Currently, the Ordinance applies only to apparel, garments (uniforms), related accessories and textiles. Explain why this service is necessary and the consequence of denial: The Sweatfree Contracting Ordinance specifies that OLSE shall contract an independent nonprofit organization with expertise in Sweatshop Labor for the implementation of the ordinance. If this request is denied, the Ordinance will not be effectively enforced or fully implemented. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. A prior contract for similar services was approved by the Civil Service Commission under PSC #45492-16.17. Before that, a contract was awarded under PSC #4020-06/07. Will the contract(s) be renewed? Unknown, but likely. 2. Union Notification: On 05/12/2022, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21 \*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49305 - 21/22

DHR Analysis/Recommendation:

07/18/2022

Commission Approval Required

DHR Approved for 07/18/2022

Approved by Civil Service Commission

#### **Department of Human Resources**

#### 3. <u>Description of Required Skills/Expertise</u>

A. Specify required skills and/or expertise:

At least three years experience in monitoring, reporting, conducting workplace inspections and investigations of Sweatshop Labor violations.

Staff with multilingual capabilities and experience operating in states and foreign countries where City contracted goods are manufactured.

- B. Which, if any, civil service class(es) normally perform(s) this work? 2992,2978,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

#### 4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Current classes do not have expertise in international laws and contract monitoring abroad and can't travel abroad to monitor contractor performance.

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

No. Any new classification would be needed only by OLSE.

5.	<u>Add</u>	itional Information (if "yes", attach explanation)	YES	NO
	A.	Will the contractor directly supervise City and County employee?		
	В.	Will the contractor train City and County employee?  No training will be provided.		
	C.	Are there legal mandates requiring the use of contractual services?		
	D.	Administrative Code Chapter 12.U7 (b) requires the City to enter into an aç Are there federal or state grant requirements regarding the use of		
		contractual services?		
	E.	Has a board or commission determined that contracting is the most effective way to provide this service?		
	F.	Will the proposed work be completed by a contractor that has a current PSC		
		contract with your department?		
		E ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHAL 13/2022 BY:	F OF THI	E DEPARTMENT HEAD
Na	ıme:	Joan Lubamersky Phone: 4155544859 Email: joa	an.lubam	nersky@sfgov.org
Ac	ldres	S: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102		

## **Personal Service Contract Summary (PSC Form 1)**

#### **PSC Basic Information**

Submitting Department: AIR ServiceNow Number: DHRPSC0001776

**Submitted By:** Cynthia Avakian **Version:** 1.01

**Department Coordinator:** Cynthia Avakian, **Version Type:** Amendment

cynthia.avakian@flysfo.com

Project Manager: Adam Gubser Legacy PSC #: 44356-19/20

Brief description of proposed work: Airport Parking Access Revenue Control System (PARCS)

Support & Maintenance

Reason for the Request for Amendment: Need to exercise the option to extend the term of

the contract.

## **Review Type and Reason**

CSC Review Required: Yes CSC Review Reason(s):

- Requires CSC Approval by Duration

### **Amount**

**Previously Approved Amount:** \$6,500,000

Increase Amount: \$3,000,000

Why are you requesting the PSC amount to be increased?: Need to add the additional

amount to the contract.

**Total Amended Amount:** \$9,500,000

Does contract include items other than services?: No

#### **Duration**

Is PSC by Duration or Continuing: Duration Previously Approved Duration (months): 85

**Duration Increase (months): 40** 

Why are you requesting the PSC duration to be increased: Need to extend the contract

**Total Amended Duration (months):** 125 **First Contract Start Date:** 12/1/2019 **PSC Duration End Date:** 5/2/2030

### **Funding**

**Funding Source:** City Funds

Special circumstances related to funding: No

### **Scope of Work**

**Post Union Notification** 

Page 1 of 3 08/28/2025

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

Clearly describe scope and detail the services to be performed: Original coordinator's email: cynthia.avakian@flysfo.com.

Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.

Why are these services required and what are the consequences of denial?: Currently that capacity is now 22,500 parking spaces. If comprehensive maintenance service does not continue, the parking access revenue control system (PARCS) will become unstable, jeopardizing revenue flow and the ability for Airport to provide safe and secure parking operations.

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

How many contracts?: 2

Why have you not hired City employees to perform the services?: There are no Civil Service classes for the specialty of maintaining this or other proprietary parking control systems.

## **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:** All formal contracts are approved by the Airport Commission.

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

### **Justification**

Has your response to Q1 changed?: No

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

- $\mbox{\bf Q2}$   $\mbox{\bf Does}$  performing these services cause a conflict of interest?: No
- **Q3 Are these proprietary services City is not authorized to do?:** Yes. See attached letter from the manufacturer confirming these services must be performed by the manufacturer or an authorized reseller/distributor.

Additional information to support your request (Optional):



### **Union Notifications**

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

Job Class(es): 0932 - Manager IV, 1042 - IS Engineer-Journey, 1054 - IS Business Analyst-

Principal, 1043 - IS Engineer-Senior

**Labor Unions:** 021 - Prof & Tech Eng, Local 21, 351 - Municipal Exec Assoc-Misc **Labor Union Email Addresses:** L21pscreview@ifpte21.org, staff@sfmea.com

**Union Review Sent On:** 8/18/2025 **Union Review End Date:** 8/28/2025

**Union Review Duration Met On: 8/28/2025** 

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

Department: <u>AIRPORT COMMISSION</u>			Dept. Code: <u>AIR</u>				
Type of Request:	□Initial	☑ Modification of	f an existing PSC (PSC # 44356 - 19/20)				
Type of Approval:	□Expedited	<b>☑</b> Regular	□Annual	☐ Continuing	☐ (Omit Posting)		
Type of Service: <u>Air</u>	port Parking Acce	ss Revenue Control	System (PARCS	S) Support & Mair	ntenance		
Funding Source: <u>Airport Operating Funds</u>							
PSC Original Approved Amount: \$2,000,000			PSC Original Approved Duration: 12/01/19 - 11/30/23 (4 years)				
PSC Mod#1 Amount: \$1,000,000			PSC Mod#1 Duration: <u>11/30/23-11/28/25 (1 year 52 weeks)</u>				
PSC Mod#2 Amount: \$3,500,000		PSC Mod#2 Duration: <u>11/28/25-12/31/26 (1 year 4 weeks)</u>					
PSC Cumulative Amount Proposed: \$6,500,000			PSC Cumulative Duration Proposed: 7 years 4 weeks				

#### 1. Description of Work

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

Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.

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

The existing PARCS has reached the end of its useful life and requires consistent maintenance support to remain functional while the Airport seeks a replacement solution. When the initial PARCS was installed in 1986, Airport had a total capacity of approximately 9,000 parking spaces. Currently that capacity has now grown to over 23,000 parking spaces. If comprehensive maintenance service does not continue, the PARCS will become unstable, jeopardizing revenue flow and the ability for Airport to provide safe and secure parking operations.

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

PSC 44356-19/20

D. Will the contract(s) be renewed?

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

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

Need to bridge the service before being able to issue a RFP for a new service.

#### 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:

Airport does not have access to the proprietary software to maintain this system.

B. Reason for the request for modification:

Need to bridge the service before being able to issue a RFP for a new service.

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

- A. Specify required skills and/or expertise: Expertise providing software and hardware maintenance for the proprietary PARCS system at the Airport's parking facilities, including skills and experience installing new equipment for the PARCS system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide provide access to specialized PARCS components (both software and hardware components), as well as specialized testing equipment used to verify the functionality of the PARCS.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
  - There are no Civil Service classes for the specialty of maintaining this or other proprietary parking control systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a highly specialized field of expertise, and the Airport's PARCS system requires it to be maintained by authorized technicians.

#### 6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. No training will be provided since City staff do not have access to the proprietary software to maintain the system.

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

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

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

Yes, Scheidt and Bachmann is the current provider

**7.** <u>Union Notification</u>: On <u>08/18/23</u>, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Municipal Executive Association;

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

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

Address: PO Box 8097, San Francisco, CA 94128

\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44356 - 19/20

DHR Analysis/Recommendation:

10/02/2023

Commission Approval Required

Approved by Civil Service Commission

10/02/2023 DHR Approved for 10/02/2023

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

Department: <u>AIRPORT COMMISSION</u>				Dept. C	ode: <u>AIR</u>
Type of Request:	□Initial	✓Modification	of an existing PSC (	PSC # 44356 - 19/	/20)
Type of Approval:	□Expedited	<b>☑</b> Regular	□Annual	☐ Continuing	☐ (Omit Posting)
Type of Service	: <u>Airport Parking</u>	Access Revenue	Control System (PA	ARCS) Support & N	<u>Maintenance</u>
Funding Source	: Airport Operat	ing Funds			
PSC Original Ap	proved Amount:	\$2,000,000	PSC Original Approved Duration: <u>12/01/19 -</u> <u>11/30/23 (4 years)</u>		
PSC Mod#1 Am	ount: <u>\$1,000,00</u>	<u>0</u>	PSC Mod#1 Duration: <u>11/30/23-11/28/25</u> (1 year 52 weeks)		
PSC Cumulative Amount Proposed: \$3,000,000			PSC Cumulative Duration Proposed: 5 years 52 weeks		

#### 1. Description of Work

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

Complete integrated parking access revenue control system (PARCS) support and maintenance for both hardware and software at the San Francisco International Airport (Airport) public and employee parking facilities. Contractor shall provide all labor, materials, spare parts, software, testing equipment, tools, etc. necessary to perform technical maintenance services for all PARCS equipment and software.

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

The existing PARCS has reached the end of its useful life and requires consistent maintenance support to remain functional while the Airport seeks a replacement solution. When the initial PARCS was installed in 1986, Airport had a total capacity of approximately 9,000 parking spaces. Currently that capacity has now grown to over 23,000 parking spaces. If comprehensive maintenance service does not continue, the PARCS will become unstable, jeopardizing revenue flow and the ability for Airport to provide safe and secure parking operations.

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

  Yes, this PSC 44356-1/20
- D. Will the contract(s) be renewed?

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

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

Airport needs PSC approval to align with contract term.

#### 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:

Airport does not have access to the proprietary software to maintain this system.

B. Reason for the request for modification:

Modification to increase PSC amount and duration.

#### 3. <u>Description of Required Skills/Expertise</u>

- A. Specify required skills and/or expertise: Expertise providing software and hardware maintenance for the proprietary PARCS system at the Airport's parking facilities, including skills and experience installing new equipment for the PARCS system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide provide access to specialized PARCS components (both software and hardware components), as well as specialized testing equipment used to verify the functionality of the PARCS.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
  - There are no Civil Service classes for the specialty of maintaining this or other proprietary parking control systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this is a highly specialized field of expertise, and the Airport's PARCS system requires it to be maintained by authorized technicians.

#### 6. Additional Information

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

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
  - No training will be provided since City staff do not have access to the proprietary software to maintain the system.
- C. Are there legal mandates requiring the use of contractual services?

No.

- 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.** <u>Union Notification</u>: On <u>01/24/20</u>, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Municipal Executive Association;

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

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

Address: PO Box 8097, San Francisco, CA 94128

\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44356 - 19/20
DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 02/11/2020

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

Department: <u>AIRPORT CON</u>	MMISSION AIR	Dept. C	ode: <u>AIR</u>		
Type of Request:	☑Initial	$\square$ Modification of	)		
Type of Approval:	□Expedited	<b>☑</b> Regular	□Annual	☐ Continuing	☐ (Omit Posting)
Type of Service: Airport Pa	arking Access Re	venue Control Syst	em (PARCS) Su	pport & Maintena	<u>nce</u>
Funding Source: <u>Airport O</u> PSC Amount: <u>\$2,000,000</u>	perating Funds	PSC Est. Start Date:	12/01/2019	PSC Est. End Dat	re <u>11/30/2023</u>
1. Description of Work  A. Scope of Work/Service  Complete integrated parand software at the Sand shall provide all labor, in technical maintenance states.	rking access rev Francisco Interi naterials, spare i	renue control syster national Airport (Air parts, software, tes	rport) public ar	nd employee parki	ng facilities. Contracto
B. Explain why this serving The existing PARCS has functional while the Airphad a total capacity of a parking spaces. If complete personal particles in the parking spaces are particles in the particles are particles in the particles are particles in the particles are	reached the end port seeks a rep approximately 9, rehensive maint	d of its useful life an lacement solution. 000 parking spaces enance service doe	d requires con When the initia . Currently that es not continue	al PARCS was insta t capacity has now , the PARCS will be	lled in 1986, Airport grown to over 23,000 ecome unstable,
C. Has this service been copy of the most red This service has bee	cently approved	PSC.			a previous PSC, attach
D. Will the contract(s) be Yes, if there continues t		such services at the	e Airport.		
E. If this is a request for another five years, protapplicable		,	r if your reque:	st is to extend (mo	odify) an existing PSC b
2. Reason(s) for the Reque		d attach any releval	nt supporting c	locuments):	
☑ Short-term or capital	projects requirir	ng diverse skills, exp	pertise and/or I	knowledge.	
B. Explain the qualifying	circumstances:				

Airport does not have access to the proprietary software to maintain this system.

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

- A. Specify required skills and/or expertise: Expertise providing software and hardware maintenance for the proprietary PARCS system at the Airport's parking facilities, including skills and experience installing new equipment for the PARCS system.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal; 0932, Manager IV;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide provide access to specialized PARCS components (both software and hardware components), as well as specialized testing equipment used to verify the functionality of the PARCS.

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

None

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

- A. Explain why civil service classes are not applicable.
  - There are no Civil Service classes for the specialty of maintaining this or other proprietary parking control systems.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a highly specialized field of expertise, and the Airport's PARCS system requires it to be maintained by authorized technicians.

#### 6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

  No. No training will be provided since City staff do not have access to the proprietary software to maintain the system.
- C. Are there legal mandates requiring the use of contractual services? No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

  No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If

so, please explain and include a copy of the board or commission action. No.

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

Yes. Scheidt & Bachmann holds the current contract for PARCS maintenance.

**7.** <u>Union Notification</u>: On <u>09/09/2019</u>, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; Prof & Tech Eng. Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

\*

#### FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#<u>44356 - 19/20</u>

DHR Analysis/Recommendation: Commission Approval Required

11/04/2019 DHR Approved for 11/04/2019

action date: 11/04/2019

Approved by Civil Service Commission

## 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 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:	AIR
Dept Name:	Airport Commission
PSC Coordinator Name:	Cynthia Avakian
PSC Coordinator Email:	cynthia.avakian@flysfo.com
PSC ServiceNow Record Number:	DHRPSC0001776

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
1000031104	12/1/2023	11/30/2025	\$ 2,900,000		Parking Access and Revenue Control System (PARCS) at the San Francisco International Airport proprietary software, equipment maintenance and support services
1000017439	12/1/2019	11/30/2023	\$ 2,500,000		Parking Access and Revenue Control System (PARCS) at the San Francisco International Airport proprietary software, equipment maintenance and support services

1001 Pawtucket Blvd., Lowell, MA 01854 Phone: (781) 272-1664 Fax (781) 272-1654

September 22, 2023

Adam Gubser, Airport Parking Manager San Francisco International Airport Post Office Box 8097, San Francisco, CA 94128

RE: Maintenance Agreement renewal between the City and County of San Francisco and Scheidt & Bachmann, USA Inc. (S&B) for software and equipment maintenance and support services for the Parking Access and Revenue Control System at San Francisco International Airport (SFO).

Dear. Mr. Gubser,

This letter is to confirm that Scheidt & Bachmann USA is the only certified and authorized vendor to provide service and maintenance services on the existing Parking Access and Revenue Control System at San Francisco Internal Airport.

Based upon our understanding of the desired scope of services SFO is seeking under our next Maintenance Agreement, we currently anticipate that the total two (2) year contract value will come in at around \$2,681,840.00.00. Included, but not limited to, items within this ballpark estimate would be:

- Payment of prevailing wages as per California and City code.
- Options for entervo database upgrades
- Options for upgrades to the current LPR system
- Options for upgrading the network IP addresses

An itemized overview of the complete scope will be clearly spelled out in our final agreement.

We look forward to continuing our relationship with SFO under this next renewal. Should you have any additional questions or would like to discuss this matter in further detail, please do not hesitate to contact me directly. Thank you.

Sincerely,

Bill Geraghty, Managing Director, EVP Scheidt & Bachmann USA, Inc.