

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Emergency Planning, Response, Training, and Technical Support

Funding Source: SFPUC Water Enterprise

PSC Duration: 4 years

PSC Amount: \$3,000,000

1. Description of Work

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

The SFPUC requests to solicit the services of a consultant to provide and support ongoing emergency preparedness, response, and support activities to all SFPUC enterprises and divisions. Specifically: Incident Command System (ICS) training under the National Incident Management System (NIMS) to SFPUC employees, updates to Field Operations Guides (FOG's) and Emergency Operations Plans (EOP's), assistance with the creation of an emergency drinking water distribution plan (in conjunction with DEM and other city partners), and other related emergency planning and response services to the SFPUC as needed. Consultant would additionally coordinate any needed updates of existing Divisional EOPs into the general EOP as necessary; and ensure that comments, corrections and editing discussed in after action report/post exercise briefings are incorporated into the EOP, DEOP, and/or FOG, as necessary and/or as prescribed. Consultant would work with SFPUC Emergency Planning and Security (EPS) team to strategize on how to update complex EOP documents, targeted at producing specific checklists for actionable emergency response for operating divisions and front line staff. Consultant would also work with EPS Team to design, coordinate, and conduct multi-divisional emergency response exercises to build upon smaller division specific exercises already being delivered by EPS team.

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

Consultant support is necessary to support the Emergency Planning team and Division and Bureau staff in emergency response training and exercise coordination to address a multitude of emergencies the agency could face. SFPUC staff and facilities span across many counties, with varying needs and resources available to support emergency preparedness and response. The EPS team and SFPUC as a whole request consultant support to augment staff time and realize continual improvements in emergency preparedness and response due to the number of Divisions and Bureaus we are expected to support. Not being able to have support on emergency training, exercises and general planning would decrease the agency's ability to respond and recover from emergencies.

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

Yes. PSC 45752 - 13/14

D. Will the contract(s) be renewed?

No

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

2. Reason(s) for the Request

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

Consultant support is needed to deliver SFPUC staff emergency training, exercise and emergency plan update support. In addition, unpredictable circumstances could arise which can necessitate further need for additional training and expertise. EPS team can easily be pulled in multiple directions, and workload is always high. Recent events and increased emergency environment (COVID, wildfires, drought) require not only SFPUC staff, but qualified consultant support to ensure SFPUC staff are as prepared as possible to ensure staff safety and continue to deliver critical services to our customers.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Qualified consultants would need to have proven expertise and extensive experience in emergency management systems as based on NIMS and the Standardized Emergency Management System (SEMS), training and exercises as based on the Homeland Security Exercise Evaluation Program (HSEEP), providing ICS training, and in working with large utilities to develop, update and exercise emergency plans. Consultant would also need to be able to support immediate training needs or plan development or updates in response to SFPUC needs to support staff safety when carrying out operations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5291, Planner 3; 8602, Emergency Services Coord II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

SFPUC Emergency Planning and Security hired a Training and Exercise Planner (5291) in 2018. This position is crucial in managing overall training and exercise program. Consultant support is needed to provide specialized ICS training, perform plan updates, and support complex planning efforts for SFPUC Divisions and Bureaus, and address emergency response support needs that may not be easily anticipated.

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

A. Explain why civil service classes are not applicable.

Certain Incident Command Courses (ICS 300 and ICS 400) are required to be delivered by a certified trainer with vast incident response experience. No Civil Service staff are certified to provide this training. Typically certified trainers have a fire service background, responding to and leading complex incidents and emergencies. There is also a need for technical support in updating emergency operations plans, requiring a strong engineering aptitude and familiarity with water and wastewater 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. I believe the variance in the scope of work would make it difficult for one position to support this as a whole. Plan updates necessitate a strong engineering background and familiarity with state/federal regulations; emergency exercise and training necessitate a strong background in emergency response and training. As mentioned before, the large number of staff and specific needs from SFPUC enterprises and divisions require support to establish and maintain momentum in our emergency planning and response readiness.

6. Additional Information

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

No.

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

Yes. Incident Command System Training. Hours are difficult to approximate, but over the course of 4 years are estimated to reach 3,000 hours total. Staff receiving training would be various engineers, managers, operators, field staff, accountants, administrative analysts, utility analysts, etc.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 09/22/2022, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42270 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/21/2022