MINUTES Regular Meeting November 21, 2022

2:00 p.m. Room 400, CITY HALL 1 Dr. Carlton B. Goodlett Place

This meeting will be held in person at the location listed above. As authorized by California Government Code Section 54953(e) and Mayor Breed's 45th Supplement to her February 25, 2020, emergency proclamation, it is possible that some members of the Civil Service Commission may attend this meeting remotely. In that event, those members will participate and vote by video. Members of the public may attend the meeting to observe and provide public comment at the physical meeting location listed above or by calling (415) 655-0001 and entering meeting id #2481 402 0427. Instructions for providing remote public comment are below.

LISTEN/PUBLIC COMMENT CALL-IN
USA is (415) 655-0001 | Access Code: 2481 402 0427 # #

LONDON N. BREED, MAYOR

COMMISSIONERS

JACQUELINE MINOR
President
KATE FAVETTI
Vice President
DOUGLAS CHAN
F.X. CROWLEY
ELIZABETH SALVESON

SANDRA ENG Executive Officer

The public is encouraged to submit comments in advance of the meeting in one of three ways: (1) email civilservice@sfgov.org, (2) leave a voicemail message in the CSC Office main line at 628-652-1100 or (3) use the Civil Service Commission's dedicated public comment line 1-415-655-0001, Access Code 2481 402 0427. Comments submitted by 5:00 pm the Friday before the meeting will be included in the record.

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Jacqueline P. Minor
Vice President Kate Favetti
Commissioner Douglas S. Chan
Commissioner F. X. Crowley
Present
Present

Commissioner Elizabeth Salveson Excused Absence

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of November 7, 2022 – 2:00 p.m.

Action: Adopted the Minutes. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

Announcement of changes to the agenda.

Other announcements.

HUMAN RESOURCES DIRECTOR'S REPORT

0174-22-1 Progress Report on the Implementation of the Mayor's 48th Supplement – Exempt to Permanent Status Program. (Item No. 5)

October 17, 2022: No action taken.

Action: No action taken.

EXECUTIVE OFFICER'S REPORT

0200-22-1 Annual Planning Calendar of Required Reports to the Civil Service Commission. (Item No. 6)

November 7, 2022: Continued to the next meeting.

Action: Adopted the calendar. (Vote of 4 to 0)

0218-22-8 Review of Request for Approval of Proposed Personal Services Contracts. (Item No. 7)

PSC	Department	Amount	Type of Service	Type of Approval	Duration
41818-22/23	Airport	\$200,000	The San Francisco International Airport (Airport) requires a contractor to provide as-needed and intermittent training to the San Francisco Police Department - Airport Bureau (SFPD-AB) police service canines (K-9) and their handlers on explosives detection in accordance with the latest Transportation Security Administration (TSA) standards and important alert notices.	Regular	6/30/2026
47770-22/23	Airport	\$7,500,000	The San Francisco International Airport ("SFO" or "Airport") requires international marketing consultants to perform services in overseas locations to increase international flight activity and to support the current airline service providers at SFO. Consultants will develop and execute marketing programs, promote SFO's new flights, provide market research support based on their respective region, strategic planning and execution of campaigns for SFO with airlines and industry partners to attract new and retain airlines at SFO. These services also include securing and arranging new partnerships with airlines and/or travel trade partners to promote new and existing air service to SFO in the following regions: Asia, Europe, Latin America, and Oceania. Consultants will provide a staff representative in the international marketing industry in each of these regions.	Regular	12/31/2027
40013-22/23	Assessor/Recorder	\$500,000	The Office of the Assessor-Recorder (ASR) has an existing contract to host approximately 15.1 million pages of documents that were recorded between 1906 and 1999. It is the portal through which members of the public can view and request copies of these archived records. In 2021, the California Legislature approved Assembly Bill 1466 (AB1466) which requires all California Counties to redact from deeds and other property documents any language that is discriminatory or racially restrictive. To achieve this legislated mandate, ASR would like to enter into a new professional services contract to upgrade the existing software, enable search capability for this restrictive language, and subsequently redact inappropriate content. The estimated contract value is \$280,000 but may increase up to \$500,000 during contract negotiations; the initial contract term is four (4) years with two (2) one-year options to extend for one year each. As part of this software upgrade, historical records will be searched using optical character recognition (OCR) technology to identify unlawfully Restrictive Covenants. Once identified, contractor will perform a manual review of each suspected Restricted Covenant for accuracy and will manually data enter key document details and page locations within the recorded document where terms were found. Once identified, contractor will route the documents through a secure AB-1466 website which can be accessed by both ASR and the City Attorney for further processing. The City Attorney's Office will review and approve the proposed changes in the software, and ASR will re-record the original document with the illegal language redacted. Furthermore, this system upgrade would allow ASR to meet the reporting requirement which is required by the legislation.	Regular	12/31/2028

PSC	Department	Amount	Type of Service	Type of Approval	Duration
46672-22/23	City Administrator	\$750,000	Contractors shall provide set-up/installation and breakdown services of barricades, fencing, and other crowd and traffic safety equipment that are rented, and at times, may be purchased by City departments, to ensure public safety during various special events (e.g., Pride Parade, Warriors championship parade, Fleet Week) and for other circumstances, including street/sewer paving and repair, vehicular accidents, etc. that require temporary crowd and/or traffic safety control measures.	Regular	10/17/2027
43920-22/23	City Planning	\$9,500,000	The San Francisco Planning Department seeks to develop a list of qualified contractors to provide a variety of asneeded consulting services, with a focus on advancing equity and shared prosperity for all residents. The Planning Department is seeking to create four pools of qualified contractors ("Pool[s]"). Each Pool will have expertise in one (1) or more of the following areas: 1) Environmental California Environmental Quality Act (CEQA) Services 2) Transportation Review 3) Historical Resources 4) Archeology.	Regular	9/28/2028
46236-22/23	Mayor	\$2,500,000	The Mayor's Office of Housing and Community Development (MOHCD) is seeking to establish a pool of qualified consultants and financial advisors to advise the City on all pertinent issues relating to particular financings, to ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, to structure and update existing programs, assist in advocacy and application for funds and other resources, all while adhering to program requirements and affordable housing objectives. The consultants and financial advisors will; provide advisory services to competitive sales, negotiated sales, private placements, and management of housing assets and/or bond types (tax bond, revenue bonds, etc.), provide financial advisory services to structuring the City's affordable housing programs; provide advisory services for structuring of particularly complex development proposal; provide advisory services for commercial space financing and asset management in affordable housing; assist in applications for state and federal resources; provide policy expertise on structuring new programs and updating existing programs; and to provide advice on advocacy and regulatory changes to housing programs.	Regular	9/1/2026
45050-22/23	Municipal Transportation Agency	\$500,000	Project Management Activities: -coordinate activities with vendor to perform onsite maintenance, troubleshooting, etcensure proper updates are communicated to San Francisco Municipal Transportation Agency (SFMTA) (issue, cause, resolution) -conduct ad-hoc meetings as necessary, take meeting notes, send out updates -track actions/issues list and provide updates when required -prepare quarterly invoice packages for SFMTA -assist in coordinating additional resources when required contractor(s) staff) -assist in RMA (Remote Network Management) coordination and ensure timely delivery of materials back to SFMTA Systems Engineering Activities: -Review of various network management systems in response to emails describing system events and notification of possible system problemsRegular review of the tunnel system using Intermapper, the radio system using the remote network management and system center operations manager review of network devices using network management, and review of Conduent servers using software application. Report any issues that have been discoveredCorrection of problems when a remote solution is possible - e.g. remote reboot of a base station the device, configuration reloads on a tunnel Lantronix module when it is reporting "no SNMP (simple neteork management protocols) response" -Periodic review (via browser) Alarm Point Duplicator (APO) status, Duracomm control center, Netclocks, and power systems (rectifiers and inverters). Report any issues that have been discovered -Support for contractor personnel: primarily Support for Conduent - generally with respect to configuration changes to software application -system configuration changes as required. Historically that has included system database changes (in the user access system, Maestro console layout configuration, managing user accounts and access as required.	Regular	10/17/2024

PSC	Department	Amount	Type of Service	Type of Approval	Duration
48236-22/23	Municipal Transportation Agency	\$500,000	Execute Central Subway unit/integration test and Market Street regression test for subway sign system changes related to Central Subway. Penta travels on-site for two weeks for two engineers to support test execution for both Market and Central Subway. Penta remote analysis of test results. Software development to address bug fixes and mitigation of issues with Thales Automated Train Control System data feed for Central Subway. Software installation and cut-over support for any required updates. Design and software development to support changes to transit service in Central Subway including new shuttle lines and enhanced passenger information at Chinatown station.	Regular	10/31/2024
49342-22/23	Municipal Transportation Agency	\$3,000,000	1. Intelligent Transportation Systems Project Support 2. IT Network Infrastructure Support 3. Data and Analytics Infrastructure Support 4. SharePoint Administration and Migration Support 5. Java / Middleware Engineer Support 6. Salesforce Development and Administration Support	Regular	10/31/2026
42304-22/23	Port	\$7,500,000	The Port requires the expertise of qualified consultants capable of providing environmental and related professional services on an as-needed basis. Requested services may involve an entire project, several projects, and part of a project or for any project phase. Consultants who are awarded contracts under this RFQ may be expected to work in conjunction with the Port's technical staff and/or other consultants hired by the Port as part of a project team	Regular	1/1/2026
41620-22/23	Public Utilities Commission	\$30,000,000	Work will consist of technical and project management services in all aspects required for expansion of an existing reservoir accomplished by raising a dam by over 50 feet. The increased reservoir storage will provide regional storage to benefit to 8 Bay Area and Central Valley water agencies. Activities include planning, permitting and design work related to construction of a surface water dam and a 14 mile conveyance pipeline that will enable delivery of water to California State Water Project infrastructure at the California Aqueduct. Operational and hydraulic modeling, regulatory permitting, facility design for Los Vaqueros dam and Transfer Bethany Pipeline, natural resources services, project management services, asset management services, land acquisition and management services, security and emergency response services, environmental and regulatory compliance services. The San Francisco Public Utilities Commission's (SFPUC) Alternative Water supplies staff are involved in the planning of the project. SFPUC staff at the Water Enterprise work closely in collaboration with other agencies to provide, engineering, financial, and communication direction and support for the project. In addition, the SFPUC's Assistant General Manager for Water and General Manager serve on the Joint Powers Authority (JPA) Board of Directors	Regular	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
42270-22/23	Public Utilities Commission	\$3,000,000	The San Francisco Public Utilities Commission (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 Department of Emergency Management (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	Regular	11/20/2026
42409-22/23	Public Utilities Commission	\$500,000	exercises already being delivered by EPS team. Contractor will be required to assist the San Francisco Public Utilities Commission (SFPUC) with the application of the sodium carbonate peroxyhydrate and hydrogen dioxide in local source water reservoirs, including but not limited to Calaveras, San Antonio Reservoir, Crystal Springs, Pilarcitos and San Andreas Reservoirs. The Contractor is expected to provide all labor, technical advice, written pest control recommendations, watercraft, precision application inductor systems and Global Position System (GPS) tracking equipment for the specified reservoir treatment at the application rate as specified by the SFPUC. The Contractor shall document the aquatic algaecide treatment through the use of GPS data collection equipment to record the path of the treatment boats across the treatment areas within the specified reservoir. Treatments, once started, shall be fully completed prior to the Contractor demobilizing from the site and shall be performed on a 24-hour per day, 7-day per week basis. In addition to the actual algaecide application, the services that shall accompany each treatment are as follows: All work performed by Contractor must conform to and comply with the requirements of all applicable permits, licenses and environmental mitigation requirements developed under the California Environmental Quality Act. A pre-treatment inspection shall be conducted by the Consultant, which shall include a survey of the reservoir to be treated to ensure an accurate assessment of the treatment area conditions. A posttreatment report shall be prepared by the Consultant and submitted to the SFPUC presenting a summary of the treatment. This report shall contain a written description of the work performed, a listing of the licensed applicators and other staff who performed the work, equipment used and the treatment methodology. The post-treatment report shall also contain the GPS treatment data, in digital format, collected during the treatment. The treatment area shall be dow	Regular	12/31/2027

PSC	Department	Amount	Type of Service	Type of Approval	Duration
42602-22/23	Public Utilities Commission	\$15,000,000	The scope of work includes obtain services to augment and assist San Francisco Public Utilities Commission (SFPUC) staff with specialized program/ project scheduling, Critical Path Method (CPM) scheduling, forecasting, change control, cost controls, and cost estimating for capital improvement projects and programs, review construction change orders and evaluate cost and schedule impacts, database modifications, upload/download of data from other software systems to the Primavera suite of tools used in Program Controls Group (PCG), and other specialized services such as providing technical training to staff.	Regular	1/31/2033
48374-22/23	Public Utilities Commission	\$750,000	The San Francisco Public Utilities Commission (SFPUC) seeks to select Proposers with proven expertise and extensive experience in the following areas: 1. Provide aerial surveying and patrol services to support the maintenance of the power transmission system; 2. Provide priority transportation services for emergency repairs of infrastructure not accessible during certain periods of the year; 3. Provide transportation to Hetch-Hetchy Water and Power (HHWP) facilities in the event of unforeseen disasters or emergencies; provide training for Human External Cargo operations, and 4. Provide as-needed shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	Regular	9/30/2028
41517-22/23	Sheriff	\$120,000	The San Francisco Sheriff's Office propose to enter into a contract with Recology San Bruno for the garbage collection services for San Francisco County Jail #3 located in San Bruno, CA. Under the San Bruno Municipal Code 10.20.050, the City of San Bruno issued an exclusive contract for the collection of garbage with Recology San Bruno.	Regular	9/30/2023
40888-16/17	Airport	Current Approved Amount \$100,000,000 Increase Amount Requested \$0 New Total Amount Requested \$100,000,000	Project Management Support Services (PMSS) & Design Build (DB) teams will manage and complete the design and construction of the Energy Management Control System (EMCS) program at the San Francisco International Airport (Airport). The EMCS is a system comprised of hardware and software that manages and controls a building's use of energy for heating, ventilation, air conditioning, water, gas, and electricity. The EMCS will replace the multiple systems currently used by stationary engineers with 1 centralized system. The EMCS will comply with American Society of Heating, Refrigerating and Air-conditioning Engineers (ASHRAE) 36 guidelines, the most recent industry-standard nationally recognized uniform standards for heating, ventilating, and air-conditioning systems, to connect all buildings, provide campus-level management and control, and transfer data to Information Technology and Telecommunications (ITT). This project includes creating the building management system for both terminal and nonterminal buildings from multiple segmented systems to 1 connected system to track energy and utilities information. Services include project controls, scheduling, document controls, design management, contracts management, architectural and engineering design services, construction, and special systems integration services. All work will be supervised by the project manager. A staffing plan will be developed, and Stationary Engineers will maintain the EMCS equipment and system. Of the amount requested, construction costs will account for an estimated \$80,000,000	Modification	12/31/2025

PSC	Department	Amount	Type of Service	Type of Approval	Duration
31087-21/22	Economic And Workforce Development	Current Approved Amount \$100,000 Increase Amount Requested \$250,000 New Total Amount Requested \$350,000	OEWD seeks a qualified consultant (or team of consultants) to support an economic impact analysis, to inform the City's economic recovery efforts with respect to the COVID-19 pandemic. The goals of the analysis include: - To determine changes to the economic make up of San Francisco's office core as a result of COVID-19 and how changes to employee commuting patterns will impact the viability and the space requirements of downtown offices and office serving small businesses - To assess San Francisco office core's competitiveness relative to other comparable markets within the State and nationally - To identify the policies, programs, resources, and interventions required to maximize new entrants to the San Francisco office market as well as the adaptation and long-term robustness of San Francisco offices operating in the post-COVID economic context, and - To identify the activities, uses, and incentives that will increase the motivation for employees and other stakeholders to choose to work and/or visit the downtown office core The scope of this contract (or contracts) will include research tasks (surveys, interviews, stakeholder engagement) as well as impact analysis tasks, described below.	Modification	06/30/2024
36826-18/19	Economic And Workforce Development	Current Approved Amount \$100,000 Increase Amount Requested \$100,000 New Total Amount Requested \$200,000	The Office of Economic and Workforce Development (OEWD) would like to contract with a consultant to provide project management, research, writing, and editing support to produce its mandated Local Workforce Development Plan Update mandated by the California Employment Development Department. Local Workforce Development Areas that administer Department of Labor (DOL) workforce dollars are required by Federal Workforce Innovation and Opportunity Act (WIOA) legislation to submit a Local Plan to the State Workforce Development Board (SWDB) every 4 years. The Plan describes the Local Area's workforce delivery principles and strategies for the subsequent years. The State Workforce Development Board issued directive WSD18-01 on July 27, 2018, requiring Local Workforce Development Boards to submit biennial updates, with the next due in March 2019. While the focus of this contract will be on the Local Plan, additional consulting needs related to WIOA-related DOL and SWDB directives issued within the contract term may be identified and negotiated as part of this contract. Specifically, OEWD wishes to engage a consultant with expert-level knowledge of WIOA to ensure full compliance with all legal and technical requirements for subsequent revisions and updates to the Local Plan. Currently, it is expected that the work completed through this contract will enable the Department to manage biennial updates to the plan after the March 2021 plan is due, but the Department requests an additional 6 months of authority to transition this work (through September 2021) in the event that the Department of Labor requests clarification or resubmission of any documentation.	Modification	12/31/2026

PSC	Department	Amount	Type of Service	Type of Approval	Duration
49873-18/19	Economic And Workforce Development	Current Approved Amount \$450,000 Increase Amount Requested \$500,000 New Total Amount Requested \$950,000	The Office of Economic and Workforce Development ("OEWD") seeks consultants to provide technical assistance to nonprofit community-based workforce entities to build capacity of organizational staff to improve overall workforce programming. Activities may include the following: Workforce Development and Design: Advising and recommending effective and sustainable employment service models for specific populations, including (but not limited to): at-risk and in-risk young adults, transitional age youth, women, Veterans, re-entry, residents of public housing, individuals with barriers to employment, and the long-term unemployed. Planning and implementing new workforce initiatives and innovative models that have proven success in connected job seekers to viable employment, including (but not limited to): accelerated learning/skills development, project-based learning, experiential learning, competency-based training and assessment, prior learning assessments, apprenticeship, learning labs and learning networks, and innovation process strategies. Training and Technical Assistance on Regulatory Compliance: Providing technical assistance and training to service providers on administrative compliance with the State and Federal fund sources with an emphasis on Workforce Innovation and Opportunity Act (WIOA) funds and appropriate activities. Training of Best Practices in Workforce Development: Design, develop, deploy and/or facilitate trainings for best practices in workforce programming. Trainings may be delivered online or in person and include interactive, highly participatory activities on topics promoting skills development in one or more of the following areas: Client customer service - motivational interviews and strength-based interviews; effective case management to enhance participant success; competency based assessments; retention best practices; strategies for effective job development and employer engagement; strategies to utilize external resources outside of workforce system; innovation in incentivizing pa	Modification	6/30/2027
46770-19/20	Human Services	Current Approved Amount \$198,000 Increase Amount Requested \$150,000 New Total Amount Requested \$348,000	Assist CalWORKs to complete the components of CalOAR (CalWORKs Outcome and Accountability Review), a State of California mandated project. Proposed works are as follow: (1) review of the current system and, (2) development of a system improvement plan.	Modification	06/30/2025
4123-12/13	Public Health	Current Approved Amount \$4,548,060 Increase Amount Requested \$2,421,692 New Total Amount Requested \$6,969,752	Contractor will provide nutrition education and support services, with the goal of transforming environments in order to make healthy eating and physical activity possible in a variety of settings including schools, community-based organizations, childcare settings, youth-serving environments and faith-based organizations.	Modification	6/30/2029
45965-19/20	Public Utilities Commission	Current Approved Amount \$375,000 Increase Amount Requested \$375,000 New Total Amount Requested \$750,000	Crane inspections and repair in accordance with California Division of Occupational and Health Administration (CalOSHA) American National Standards Institute (ANSI) standards in compliance with Plate V title 8 Federal code including OSHA 1810.179, American Society of Mechanical Engineers (ASME), and ANSI. Scope of services will include, but is not limited to the following main services on equipment located within SFPUC-Wastewater enterprise (WWE) system wide: • Quarterly Maintenance and Inspections • Mandatory Partial Load Testing, • Proof Load and Operational Testing, • Mandatory Annual Inspection, Maintenance, Certification • Quadrennial Inspection, Maintenance, Certification, • Troubleshooting and • "As-needed Repairs"	Modification	01/31/2026

(7) Continued

Speakers: Henry Gong, Sheriff's Department spoke on PSC #41517-22/23

Kelly Zhou, Municipal Transportation Agency spoke on PSC #s 45050-

22/23; 48236-22/23; and 49342-22/23.

Action:

- 1) Approved PSC #41517-22/23 from the Sheriff's Department with the condition to resubmit once amended to remove the vendor's name and to only provide the scope of work. (Vote of 4 to 0)
- 2) Continued PSC #s 45050-22/23; 48236-22/23; and 49342-22/23 from the Municipal Transportation Agency to a future meeting. (Vote of 4 to 0)
- 3) Adopted the report. Approved the remaining requests for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- 0219-22-5 Secondary Criteria for H-6 Investigator, Fire Investigation; H-30 Captain, Fire Suppression; and H-40 Battalion Chief, (Fire Department). (Item No. 8)

Speakers: Jennifer Lo, Department of Human Resources

Action: Adopted the Secondary Criteria. (Vote of 4 to 0)

0207-22-5 Proposed Rule Amendments to Civil Service Commission Rule Volume I 110.11 Promotional Applicants Applicable to Miscellaneous Classes and Civil Service Commission Rule Volume IV 410.11 Promotional Applicants – Applicable to the Service-Critical Classes of the Municipal Transportation Agency. (Item No. 9)

November 7, 2022: Continued to the meeting of November 21, 2022.

Speakers: Sandra Eng, Executive Officer

Action: Accepted the Executive Officer's report; Directed the Executive

Officer to post the proposed amended Rules 110.11 and 410.11; the Department of Human Resources will conduct any necessary meet

and confer with the affected labor unions. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 10)

Bring timeline for rule changes back aligned with critical timeline for expedited hiring. Bring Commissioners any new information regarding continuing hybrid meetings. Schedule the item of Bryan Salotti to be reconsidered by the Commission

ADJOURNMENT (Item No. 11)

3:24 p.m.