

From: dhr-psccordinator@sfgov.org on behalf of elisa.baeza@sfgov.org
To: [Baeza, Elisa \(JUV\); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Baeza, Elisa \(JUV\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Baeza, Elisa (JUV); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Baeza, Elisa (JUV); DHR-PSCCoordinator, DHR (HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47060 - 22/23
Date: Tuesday, October 18, 2022 5:11:21 PM

RECEIPT for Union Notification for PSC 47060 - 22/23 more than \$100k

The JUVENILE PROBATION -- JUV has submitted a request for a Personal Services Contract (PSC) 47060 - 22/23 for \$500,000 for Initial Request services for the period 01/01/2023 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19272> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Energy efficiency program management

Funding Source: California Public Utilities Commission (CP

PSC Duration: 4 years 1 day

PSC Amount: \$3,800,000

1. Description of Work

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

The Program will provide cost-effective energy efficiency through retrofits and direct installation of equipment for businesses and organizations in the food service sector. CleanPowerSF will solicit and contract for this work from an Energy Service Company (ESCO).

The ESCO will provide turnkey professional services including: customer acquisition and conducting customer pre-qualification and securing customer consent energy audits and site visits (that may be virtual) of the customer's facility to assess energy savings opportunities, execution of a contract between the ESCO and the customer, and subcontracting the installation of energy efficiency measures identified in the energy audit. The ESCO will conduct installation via its pool of pre-qualified and vetted installation contractors. Each installation contractor will work with the customer to schedule and install the measures selected. The ESCO will also conduct commissioning and training as needed.

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

The CPUC has authorized funding to CleanPowerSF to support an energy efficiency program. This money will be provided to support the program described above. Failure to issue an RFP will require CleanPowerSF to return the authorized funds and damage our credibility with the state.

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.

N/A

D. Will the contract(s) be renewed?

Yes

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

CPUC funding for an energy efficiency program is contingent on the use of the approved program design, which relies on the work of a contracted ESCO. Additionally, energy efficiency program management is contingent on skills and expertise not present in the Department.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in building science and systems, especially in retail, office and light-industrial sectors, within the context of administering an energy efficiency program. Experience with using building simulation software, the Modified Lighting Calculator (MLC), and Customer Relationship Management technology to support calculations to inform building energy modeling to support a net-metered energy efficiency program. Program or project development and project management experience in administering and managing energy efficiency programs. Experience in customer engagement, EE-sales and post-installation follow-up. Knowledgeable and familiar with the unique characteristics of Bay Area's energy market, the commercial sector, the utility customer base and energy efficiency offerings available to CleanPowerSF customers.

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

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

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

N/A - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

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

A. Explain why civil service classes are not applicable.

N/A - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

- 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. N/A - The state funding for this program allows the City to pay incentives to an energy management company to install energy efficient equipment. The energy management company takes on the majority of the risk and the reward of the incentive payments which the City provides based on performance of the systems installed. In order to receive funding for this program, the City is precluded from using its own resources to complete the work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No, CPUC funding for an energy efficiency program is contingent on the use of the approved program design, which relies on the work of a contracted ESCO.
- 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 10/21/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42585 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; pkim@ifpte21.org; najuwanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmarenco@twusf.org; pwilson@twusf.org; cmoyer@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; junko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; iduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42585 - 22/23
Date: Friday, October 21, 2022 2:57:12 PM

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RECEIPT for Union Notification for PSC 42585 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42585 - 22/23 for \$3,800,000 for Initial Request services for the period 10/17/2022 -- 10/17/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19335> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Program Administration

Funding Source: Add-back funding

PSC Duration: 1 year 13 weeks

PSC Amount: \$300,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is launching a Pilot Residential Green Infrastructure Grant Program and seeks to retain the services of a qualified Program Administrator to assist the SFPUC with the implementation of the Program. This new pilot Program will test new technologies on residential properties, encourage residential property owners to manage stormwater on-site, improve sewer collection system performance during wet weather, and educate San Franciscans on the collection system and stormwater management. This professional services contract will be used to fund a short-term, pilot-scale program to test a new grant administration structure and deliver a limited number of projects. The lessons learned from the results of this contract will contribute to future budgeting and staffing for the Residential Green Infrastructure Grant Program.

The Program Administrator will be responsible for program administration, financial management, property owner outreach and coordination, project management, and reporting for the installation of green stormwater infrastructure facilities on residential properties in San Francisco. The Program Administrator will conduct outreach to interested homeowners and recruit them to participate in the Program through workshops, outreach collateral, and site visits. The Program Administrator will assess residential properties and support homeowners in developing applications for grant funding. The Program Administrator will issue payments to homeowners for the cost of design and construction services to build green stormwater infrastructure projects on their properties. The Program Administrator will also provide customer service, collect and manage data, and submit monthly reports on Program performance to the SFPUC.

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

During large storm events, the City's sewer system can become overwhelmed, resulting in localized flooding and combined sewer discharges to the Pacific Ocean or San Francisco Bay. One tool that SFPUC uses to manage stormwater and its impacts on the City is green infrastructure, which is a set of engineered, sustainable stormwater management tools that slow down, clean, and route stormwater to keep it from overwhelming the City's sewer system. Because over half of the City's drainage area is located on private properties, the SFPUC's green infrastructure strategy includes offering incentives for property owners to build green infrastructure to manage stormwater on their properties. Engaging property owners is therefore critical to scaling up green infrastructure to manage stormwater in San Francisco. Currently, SFPUC offers two grant programs for stormwater management, however single-family residential properties are not eligible for either program. This pilot program will therefore lay the framework to fill a programmatic gap that remains on the

residential scale by testing the technological feasibility of residential-scale green infrastructure projects on a limited number of pilot homes. Without this program, a gap will remain at the residential scale and SFPUC will not be able to incentivize stormwater management on residential properties.

- 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.

N/A

- 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.

N/A

2. Reason(s) for the Request

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

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

☒ Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

- B. Explain the qualifying circumstances:

The administration of the Pilot Residential Green Infrastructure Grant Program is a short term, one time pilot to test new technologies on residential properties. In addition, this professional services contract is funded by a limited budget of \$300,000 through an add-back funding and there is no future program funding source identified at this time. There is currently no future funding allocated for this program and the establishment of new civil service positions or classes is therefore not feasible at this time.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The Program Administrator must have proven expertise and extensive experience in grant program administration, financial management, invoicing and data tracking; community engagement and outreach; residential-scale construction oversight and project management; and/or knowledge of residential-scale green stormwater infrastructure technologies. The Program Administrator must have skills and experience in interacting with diverse communities, recruiting program participants, providing customer service, and creating and disseminating public outreach materials. The Program Administrator must have knowledge of San Francisco's neighborhoods and communities and proven strategies for engaging these communities.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 5601, Utility Analyst; 5602, Utility Specialist;

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

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

The SFPUC currently does not have staff availability or budget allocated for new staffing required to administer this pilot program. This short-term program will delivery a limited number of pilot projects, with the sole funding source of \$300,000 in add-back funding. Therefore, SFPUC is unable to leverage any available resources within the city to deliver this pilot program. Staff evaluated the capacity of other City departments, including Public Works, Rec and Park, and SF Environment, and determined they do not have available resources or the required expertise to provide this scope.

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

A. Explain why civil service classes are not applicable.

The scope above cannot be performed by civil service staff because of the short-term, limited nature of this pilot program. There is currently no long-term allocated funding source for this program and the sole funding source is \$300,000 in add-back funding. Therefore SFPUC does not have budget to hire a new civil service employee to perform this work. Additionally, this pilot program has a limited duration with only 8 pilot projects expected to be delivered over the course of one to two years. Therefore this pilot program is not full-time work and is sporadic in nature.

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. Existing civil service classes could perform this work. However, as described above, the limited budget and short-term duration of this program makes it infeasible to hire a new civil service employee. Therefore a new civil service class is not needed to perform this work.

6. Additional Information

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

No.

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

No. The contractor will not be training city staff because this is a pilot program with a limited scope and no long-term funding for ongoing operations of the program.

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 09/15/2022, 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:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44431 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dh-psscordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Shawndrea M.; dh-psscordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 44431 - 22/23
Date: Thursday, September 15, 2022 3:15:02 PM

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RECEIPT for Union Notification for PSC 44431 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44431 - 22/23 for \$300,000 for Initial Request services for the period 11/01/2022 – 01/31/2024. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19174> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Choi, Suzanne (HRD)

From: Max Porter <max.porter@seiu1021.org>
Sent: Monday, November 28, 2022 4:10 PM
To: Kyger, Todd (PUC); xiumin.li@seiu1021.org
Cc: Hale, Shawndrea (PUC)
Subject: Re: PSC #44431 - 22/23

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 Todd,

I'm sorry for the late response. I was actually consulting with Xiu about this - we will approve this project on a one-time-only basis.

Thank you,

Max Porter
Field Representative
SEIU Local 1021
350 Rhode Island St., Ste. 100, San Francisco, CA 94103
510-206-8641



Staff Up SF! <https://www.staffupsf.org>

Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>

Sign up for text alerts for updates from the union. <https://www.seiu1021.org/text-me>

From: Kyger, Todd <TKyger@sflower.org>
Sent: Monday, November 28, 2022 4:06 PM
To: XiuMin Li <XiuMin.Li@seiu1021.org>
Cc: Max Porter <max.porter@seiu1021.org>; Hale, Shawndrea M. <SHale@sflower.org>
Subject: FW: PSC #44431 - 22/23

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 XiuMin,

Our recent attempts to contact Max regarding PSC #44431 have been unsuccessful. Are you able to flag our request for him or forward to someone who can take a look? We would need confirmation as soon as possible in order to calendar the PSC for the upcoming December CSC meeting. Cheers, t

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfwater.org



From: Kyger, Todd <TKyger@sfwater.org>
Date: Wednesday, October 26, 2022 at 3:39 PM
To: Max Porter <max.porter@seiu1021.org>
Cc: Hale, Shawndrea M. <SHale@sfwater.org>, XiuMin Li <XiuMin.Li@seiu1021.org>
Subject: PSC #44431 - 22/23

Hi Max,

Please see the attached **PSC # 44431 – 22/23**. Due to the 1-year time lapse during the development of the contract for this previously approved PSC (# 49843 – 20/21), we are resubmitting the PSC request to Civil Service.

SEIU was unintentionally omitted during the notification process when the new PSC was posted on September 26, 2022. It is currently scheduled for the Civil Service Commission meeting of November 21, 2022.

Kindly review the attached and please let me know if you have any concerns or objections. If none, please reply to this email confirming SEIU 1021 has no objections to **PSC # 44431 – 22/23**. Thanks in advance for your timely response.

Thank you,
t

Todd Kyger

Project Labor Agreement Administrator, Infrastructure
Workforce & Economic Program Services

Cell: 415-308-0839

Pronouns: he, him, his

sfpuc.org | tkyger@sfwater.org



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: Contractor Engagement and Support Services

Funding Source: Infrastructure Budget

PSC Duration: 4 years 43 weeks

PSC Amount: \$1,500,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking specialized technical consultant support to (1) identify new and existing small, local businesses to receive technical assistance and business consulting at the Contractors Assistance Center to better compete for City-funded contracting opportunities; (2) consult with, advise, and support small, local contractors and consultants to improve and reinforce beneficial administrative and business practices and the development, accuracy, and competency of their technical work product, including, but not limited to estimates, quotes, bids, proposals, project schedules, health and safety plans, business operations plans and negotiation strategies; and (3) develop national best practices and tools to reduce barriers to contracting for small, local businesses to increase the participation of Local Business Enterprises (LBEs), including women-owned and minority-owned businesses, on the SFPUC's mission-critical projects.

Additionally, the SFPUC is seeking short-term consultant support and staff augmentation during peak workloads to assist with (1) the administration of the agency's project labor agreement (PLA); (2) the satisfaction of reporting requirements related to the PLA; and (3) collecting, documenting, and archiving contractors' worker projections and other paperwork required by the agency's PLA, the City's Local Hire obligations and the City's First Source Hiring mandate for the agency's capital improvement construction projects.

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

This service is necessary to increase the pool of small, local businesses available to pursue the SFPUC's capital projects and secure efficient access to labor on those projects to ensure that the agency can deliver safe drinking water, sewer services and power to its wholesale and retail customers and effectively deliver its capital programs. The SFPUC manages the agency's Contractors Assistance Center, located in the Bayview Hunters Point community, which hosts recurring contractor events and networking opportunities and provides recurring training initiatives and support services for local firms seeking opportunities to contract on the City's capital public works projects. The SFPUC also administers its PLA which promotes efficient construction and facilitates communication between the SFPUC, unions, and contractors. During peak workloads, and for short durations or highly specialized tasks, the SFPUC requires consultant expertise and staff augmentation to meet project demands. Denial of these services will limit the agency's ability to provide seamless

support during peak workloads and/or will reduce the agency's ability to maximize participation of local small businesses and local workers on its projects.

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, previous support related to small business assistance and economic development was provided through PRO.0053 (PSC 45314-1516 17/18).

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):

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

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The majority of this PSC request is for technical assistance and consultant services which City staff are conflicted out of providing. The remainder of this PSC is for short-term, intermittent assignments during peak workloads associated with the agency's capital plan, the need for which will diminish over time.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience and expertise creating and implementing economic development strategies and providing comprehensive business management consultation services to small businesses in the construction and professional services industries. Specifically, experience and expertise managing the initiation, growth, and expansion of small businesses in the construction and professional service industries; and highly specialized experience delivering projects that address specific community needs within San Francisco or other similar municipalities with unique local, diverse communities. Expertise administering projects covered by federal, state, and local reporting requirements and/or expertise administering projects covered by a project labor agreement, and specialized technical experience providing complex program planning, development, implementation, monitoring and evaluating programs serving historically under-represented communities in San Francisco or other similar municipalities with large, multi-year, multi-billion-dollar capital infrastructure projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst;

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

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

The City has existing staff in the 1822 and 1823 classifications who can perform some of the tasks identified. For these tasks, consultant support will be utilized for short-term, as-needed, intermittent assignments, directed by City staff, to provide seamless coverage during peak workloads associated with the SFPUC's 10-year capital plan, which is projected to peak in the last third of this contract. However, the majority of this PSC request is for technical assistance and consultant services for which City staff are conflicted out of providing.

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

- A. Explain why civil service classes are not applicable.

The City has existing staff in the 1822 and 1823 classifications who can perform some of the tasks identified. Consultant support will only be utilized for short-term, as-needed assignments, directed by City staff, to provide intermittent support during peak workloads. However, the majority of this PSC request is for technical assistance and consultant services for which City staff is conflicted out of providing because it would require City staff to provide technical support on City contracts that the businesses would be pursuing.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical or feasible to adopt a new civil service class to perform this work because City staff would be conflicted out of providing the majority of the technical assistance and consultant services described herein.

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. Some knowledge transfer will be made available to City staff in the process of partnering with and/or directing technical experts to develop, initiate and deliver specialized programming and trainings for small, local businesses.

- 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 11/23/2022, 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:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49824 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: dhrrpscordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; max.porter@seiu1021.org; junko.laxamana@sfgov.org; sarah.wilson@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; jason.klumb@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; thomas.vitale@seiu1021.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; Hale, Shawndrea M.; dhrrpscordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49824 - 22/23
Date: Tuesday, September 27, 2022 10:03:26 AM

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.

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RECEIPT for Union Notification for PSC 49824 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49824 - 22/23 for \$1,500,000 for Initial Request services for the period 06/02/2023 -- 04/01/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrrupal/node/19217> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: dhrrpscordinator@sfgov.org on behalf of shale@sfwater.org
To: Hale, Shawndrea M.; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Shawndrea M.; dhrrpscordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49824 - 22/23
Date: Thursday, September 22, 2022 11:42:26 AM

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RECEIPT for Union Notification for PSC 49824 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49824 - 22/23 for \$1,500,000 for Initial Request services for the period 06/02/2023 -- 04/01/2028. Notification of 30 days (60 days for SEIU) is required.

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READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

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: Contractor Engagement Support Services (PRO.0040;PRO.0053)

Funding Source: Infrastructure Budget

PSC Duration: 4 years 52 weeks

PSC Amount: \$1,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is seeking the services of six (6) consultants to increase the participation of small and micro construction, construction management, and related professional services firms for the advancement of the Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetchy Capital Improvement Projects (HCIP) and Auxiliary Water Supply System (AWSS) projects.

The Contractor Engagement Support Services will include work in the following areas:

1. Marketing and promoting of contracting opportunities;
2. Regional construction contractors services, SFPUC- Local Business Enterprise (LBE) Program site visits;
3. Specialized Technical Support Services; and
4. Creating economic development strategies to enhance the LBE Program.

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

A denial would interrupt the continuing need to engage with contractors, construction management, and related professional services firms that have expressed interest to participate on SFPUC projects located locally and regionally in the Hetch Hetchy water service territory. In addition, a denial will prevent the creation of economic development strategies to promote contracting opportunities for small, local business and result in the lack of hiring of local workers.

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 services was is currently being provided via PSC No. 4138-09/10 which expires on 8/31/2016. We are in the process of issuing a new Request for Proposal (RFP).

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.
not applicable

2. Reason(s) for the Request

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

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

- B. Explain the qualifying circumstances:

City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Minimum of eight (8) years of experience and expertise developing strategies to identify contractors and consultants that have not participated on SFPUC contracts. Additionally, minimum of 10 years of experience and expertise developing strategic marketing plans for the promotion of construction, construction management, and related professional services contracting opportunities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst 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?

None. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.

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 City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new class due to the specialized nature of contracting activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. No. City staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community-based organizations, including employment and job training programs.
- 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 05/23/2016, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45314 - 15/16

DHR Analysis/Recommendation:

action date: 07/18/2016

Commission Approval Required

Approved by Civil Service Commission

07/18/2016 DHR Approved for 07/18/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Historic Preservation Specialty Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$1,600,000

PSC Est. Start Date: 12/19/2022

PSC Est. End Date
12/31/2029

1. Description of Work

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

Provide specialized services in Historic Preservation to support Public Works' design staff on an as-needed basis.

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

Historic Preservation consultation is a specialized professional service that is out of Public Work's Building Design & Construction's (BDC) area of expertise. Historic Preservation consultants would have a strong working knowledge on researching historic buildings and providing the reports necessary for the design team. If these services are denied, Public Works will need to rely more on subcontractors from our "As-Needed" prime contracts, which will result in additional administrative fees (i.e. subcontracting markup) and delays to reach project timelines. This service is necessary for Public Works to ensure effective program delivery, organizational efficiency, and identify cost saving methodologies and technologies to support current and future programs and operations. Denial of these can negatively impact both the day-to-day operations and long-term mission/goals of the Department.

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 service has been provided in the past. Most recent personal services contract approval number is PSC# 39172-16/17 approved on 06/05/2017.

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.

All contracts will have maximum 5-year term. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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).

B. Explain the qualifying circumstances:

This service will only be utilized when historic preservation expertise is needed on a project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable. Knowledge and expertise in preserving Historic Buildings, and extensive experience in working with San Francisco Planning Department, San Francisco Historic Preservation Commission, California Office of Historic Preservation, and other related entities.

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

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

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

There are no available resources with this specialty expertise.

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

A. Explain why civil service classes are not applicable.

These are as-needed services only. They will only be utilized when historic preservation expertise is needed on a project.

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. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

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

No.

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

No. The services are only going to be utilized on an as-needed basis. There is no ongoing need to train City staff.

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 10/24/2022, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40710 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)