

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [RECEIPT for Union Notification for PSC 40710 - 22/23 more than \\$100k](mailto:Burns,Alexander(DPW);pkim@ifpte21.org;NajuawandaDaniels;PierreKing-UAPD;president@sanfranciscodsa.com;max.porter@seiu1021.org;kennethlomba@gmail.com;snaranjo@cirseiu.org;mdennis@twusf.org;roger.marengo;pwilson@twusf.org;cmoyer@nccrc.org;Frigault,Noah(HRC);sfdpoa@cloud.com;mjayne@iam1414.org;Emanuel,Rachel(DEM);laborers261@gmail.com;Laxamana,Junko(DBI);jennifer.esteen@seiu1021.org;emathurin@cirseiu.org;abush@cirseiu.org;sbabaria@cirseiu.org;anthony@dc16.us;mlobre@sfpoa.org;@sfpoa.org;tracym@sfpoa.org;mleach;rooferslocal40@gmail.com;sal@local16.org;Criss@sfmea.com;Julie.Meyers@sfgov.org;Stan.Eichenberger;Jason.Klumb;camaguey@sfmea.com(contact);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;Kbasconcillo@sfwater.org;Sandeep.lal@seiu1021.me;pcamarillo_seiu@sbcglobal.net;MRainsford@local39.org;Wendy.Frigillana;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@opcmllocal300.org;Ramon.Hernandez;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;jduritz@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;Sy,Don(DPW);DHR-PSCCoordinator,DHR(HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 40710 - 22/23
Date: Monday, October 24, 2022 5:10:13 PM</p><hr/></div><div data-bbox=)

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 40710 - 22/23 for \$1,600,000 for Initial Request services for the period 12/19/2022 – 12/31/2029. 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/19334> 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

Additional Attachment(s)

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: Departmental Work Orders

PSC Amount: \$1,000,000

PSC Est. Start Date: 06/01/2017

PSC Est. End Date 08/30/2023

1. Description of Work

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

San Francisco Public Works (Public Works) is seeking highly qualified specialty consultants to provide professional historic preservation consulting services for City projects 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.

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.

Historic Preservation consulting services for building projects have been provided through subconsultants under the as-needed Architectural contracts on PSC 4095-09/10 approved March 15, 2010. This proposed contract will allow BDC to have a dedicated prime consultant to provide historic preservation consulting services.

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. The contracts will have a duration of no more than 5 years.

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 required on an as-needed basis when City staff does not have the expertise to fulfill all project requirements pertaining to historic preservation.

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.
- 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 contact? If so, please explain what that will entail; if not, explain why not.
No. Historic preservation consultation is a specialized professional service that is out of Public Works' Building Design & Construction's (BDC) area of expertise. This kind of expertise requires up-to-date knowledge of current historic preservation procedures and regulations and cannot be taught in a training class.
- 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 05/01/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39172 - 16/17

DHR Analysis/Recommendation:

action date: 06/05/2017

Commission Approval Required

Approved by Civil Service Commission

06/05/2017 DHR Approved for 06/05/2017

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: Hillside Weed Abatement Services

Funding Source: Invoiced to Private Property Owners

PSC Duration: 5 years

PSC Amount: \$.500,000

1. Description of Work

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

This contract will provide weed and vegetation removal services for San Francisco Public Works (SFPW) on an as-needed basis on various hillsides, including those with steep slopes, within San Francisco geographical limits.

The Contractor will perform hillside weed abatement, which includes but is not limited to, removal of weeds and vegetation, managing grasses and brush/small trees, pruning and removal of woody vegetation, raking and hauling away of cleared vegetation. Manual methods include hand-pulling and trimming with clippers and other hand tools. Mechanical methods include use of string trimmers and weed whackers.

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

Consequence of denial will put various hillsides in San Francisco at higher risk of fire, the results of which would include loss of life and damage or destruction of City infrastructure and private property.

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 is the responsibility of private property owners. However, in the event that private property owners choose not to perform the needed service on their own, then SFPW staff or its contractor performs the service and SFPW invoices the cost to the private property owners.

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, this is a 5-year PSC request.

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:

These services are needed on an intermittent basis and will only be performed by a contractor when property owners do not do the work themselves, and then, only if Civil Service staff are not available to perform the services when needed. The services are essential to prevent fires on San Francisco hillsides.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The services require experience in proper hand-weeding and vegetation clearing techniques as well as knowledge of and experience in the proper use of hand tools, such as clippers and hedge trimmers, and mechanical tools, such as string trimmers and weed whackers. Further, experience and ability to safely work on steep slopes and rough terrain is essential.
- B. Which, if any, civil service class(es) normally perform(s) this work? 3410, Apprentice Gardener; 3417, Gardener; 7215, General Laborer Supervisor 1; 7514, General Laborer;
- 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?

In the event that private property owners choose to not perform these services on their own, then SFPW staff perform the services, if staff are available. However, due to the intermittent nature of the need (e.g., on a year-to-year basis, differing numbers of private property owners choose to perform the services on their own), and based on existing workload, City staff may not be available to perform the services when such services are required.

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

- A. Explain why civil service classes are not applicable.
Civil Service workers can perform this work, but due to the intermittent nature (e.g., on a year-to-year basis, differing numbers of private property owners choose to perform the services on their own), and based on existing workload, City staff may not be available to perform the services when such services are needed.
- 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, there are existing Civil Service classes that can perform 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. Contractor will not provide training to City staff as City staff can perform this work; contractor would only be utilized if/when City staff are not available to perform the services due to their existing workload and availability when such services are needed.
- 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:
Laborers, Local 261

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 Avenue, Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47576 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

From: [Feel The Power](#)
To: [Fard, Abby \(ADM\)](#)
Cc: [Macaranas, Belle \(DPW\)](#); [Crawford, Nicholas \(DPW\)](#); [Repola, Linda \(ADM\)](#); [Burns, Alexander \(DPW\)](#)
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement
Date: Wednesday, November 23, 2022 8:41:26 AM
Attachments: [image002.png](#)

Good morning,
Thank you for the clarification on the PSC, the Union does not object to it moving forward.

Happy Thanksgiving!

Theresa Foglio-Ramirez
Business Agent / City Representative
LiUNA!, Local 261
3271 18th St.
San Francisco, CA 94110
Office - 415-826-4550
Cell - 415-420-0630

On Nov 23, 2022, at 8:23 AM, Fard, Abby (ADM) <abby.fard@sfgov.org> wrote:

Good morning. Please provide me with the status of this. Please let me know if/when it will be approved and/or if you have scheduled a time to discuss further. Thank you.

Abby Fard
City and County of San Francisco
Office of Contract Administration
Tel: 415-551-2971
Email: abby.fard@sfgov.org

Working Remotely: Mon, Tues, Fri

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From: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Sent: Monday, November 21, 2022 12:17 PM
To: laborers261@gmail.com
Cc: [Crawford, Nicholas \(DPW\) <nicholas.crawford@sfdpw.org>](mailto:nicholas.crawford@sfdpw.org); [Fard, Abby \(ADM\) <abby.fard@sfgov.org>](mailto:abby.fard@sfgov.org); [Repola, Linda \(ADM\) <linda.repola@sfgov.org>](mailto:linda.repola@sfgov.org); [Burns, Alexander \(DPW\) <alexander.burns@sfdpw.org>](mailto:alexander.burns@sfdpw.org)
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hi Theresa,

The 30-day Union review period has ended on October 15, 2022 for PSC 47576-22/23, As-Needed Hillside Weed Abatement. Please let us know if you have any objections to items 1-3, below, for the Public Works reasoning why this type of work is being contracted out rather than done by internal crews.

1. The work performed is the sole responsibility of the private property owner. The owners can perform the work themselves, hire their own contractor, or we can provide them the list of our approved city contractors for them to reach out to request an estimate for the work on their private property. Contracting this intermittent work out transfers the liability to the contractor.
2. This work is given to us on short notice after the fire inspection with a tight timeline to complete. Our staff is able to focus on our regular work while this project is scheduled intermittently and can be of a varying size and scale depending on the inspection results.
3. Hillside work is a stressor on our staff because of the nature of it and the increased risks. Our team has expressed a preference to retain our planned maintenance work and other special projects while contracting out this type of specialty weed abatement.

Should you have additional questions/concerns, please also provide possible dates and time to discuss further.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco | sfpublicworks.org |
twitter.com/sfpublicworks
P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

From: Macaranas, Belle (DPW)
Sent: Thursday, November 10, 2022 12:08 PM
To: Theresa Foglio <laborers261@gmail.com>
Cc: Crawford, Nicholas (DPW) <Nicholas.Crawford@sfdpw.org>; Fard, Abby (ADM) <abby.fard@sfgov.org>; Repola, Linda (ADM) <linda.repola@sfgov.org>; Burns, Alexander (DPW) <alexander.burns@sfdpw.org>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement
Importance: High

Hi Theresa,

Apologies for the delayed response. While I re-coordinate with the project team to schedule a meet and confer date that is feasible for everyone, please see items 1-3 for the Public Works reasoning below why this type of work is being contracted out rather than done by internal crews.

1. The work performed is the sole responsibility of the private property owner. The owners can perform the work themselves, hire their own contractor, or we can provide them the

list of our approved city contractors for them to reach out to request an estimate for the work on their private property. Contracting this intermittent work out transfers the liability to the contractor.

2. This work is given to us on short notice after the fire inspection with a tight timeline to complete. Our staff is able to focus on our regular work while this project is scheduled intermittently and can be of a varying size and scale depending on the inspection results.
3. Hillside work is a stressor on our staff because of the nature of it and the increased risks. Our team has expressed a preference to retain our planned maintenance work and other special projects while contracting out this type of specialty weed abatement.

Hoping this information is sufficient. Should you have additional questions/concerns, please also provide possible dates and time to discuss further.

Thank you.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
sfpublicworks.org | twitter.com/sfpublicworks

From: Macaranas, Belle (DPW)
Sent: Tuesday, October 04, 2022 3:42 PM
To: Theresa Foglio <laborers261@gmail.com>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hi Theresa,

I will relay these dates with the Program Manager and will send you an invite as soon as possible.

Thank you.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

San Francisco Public Works | City and County of San Francisco
49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
sfpublicworks.org | twitter.com/sfpublicworks

From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, October 04, 2022 3:24 PM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement

Hello Belle,
I have the current availability:
Friday, October 7, 2022 - 1:00 - 2:00
Tuesday, October 11, 2022 - 1:00 - 3:00
Wednesday, October 12, 2022 - 3:00 - 5:00
Thursday, October 13, 2022 - 11:00 - 3:00

Please let me know if you need additional times and dates.

On Mon, Oct 3, 2022 at 1:27 PM Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org> wrote:

Hi Theresa,

Please provide a date **before** 10/19 that is feasible for you. If none is available, then please provide a time and date available **AFTER 10/19** so we may secure a time with the Public Works Program Team.

Please provide your confirmation at your earliest convenience.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

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P: (628) 271-3138 | 49 South Van Ness Avenue, Suite 1600 | San Francisco, CA 94103

From: Macaranas, Belle (DPW)
Sent: Wednesday, September 28, 2022 8:45 AM
To: Theresa Foglio <laborers261@gmail.com>
Subject: RE: PSC 47576-22/23: As-Needed Hillside Weed abatement
Importance: High

Hi Theresa,

We found backup for the Project Manager. Do you have an earlier time slot? I can schedule and coordinate again based on your availability.

Please provide your confirmation if you prefer to meet after 10/19.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

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49 South Van Ness Ave. | San Francisco, CA 94103 | (628) 271-3138
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From: Theresa Foglio <laborers261@gmail.com>
Sent: Tuesday, September 27, 2022 9:50 AM
To: Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org>
Subject: Re: PSC 47576-22/23: As-Needed Hillside Weed abatement

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

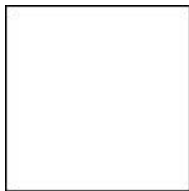
Greetings Belle,
Sorry I couldn't make it, my schedule is usually packed.
Let's schedule something after October 19, 2022.

On Mon, Sep 26, 2022 at 12:56 PM Macaranas, Belle (DPW) <belle.macaranas@sfdpw.org> wrote:

Hi Theresa,

We have limited availability to meet this month. Program Manager will be out starting 4 PM today until 10/17 . I have scheduled this meeting if you can make it this afternoon. If today is not feasible, we will need to reschedule for **10/19**.

Please confirm your availability.



<!--[if !vml]--><!--[endif]-->

Belle Macaranas
Contract Administration Division

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[San Francisco, CA 94103](https://www.sfparks.org)

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

Public Sector Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
(415) 823-7566 cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

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Be Well and Stay Safe!

Theresa Foglio-Ramirez

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(415) 826-1948 fax
<http://twitter.com/theresafoglio>

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
Sent: Thursday, September 15, 2022 10:06 AM
To: Burns, Alexander (DPW); laborers261@gmail.com; Macaranas, Belle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47576 - 22/23

RECEIPT for Union Notification for PSC 47576 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47576 - 22/23 for \$500,000 for Initial Request services for the period 12/01/2022 – 11/30/2027. 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/19171> 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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT

Dept. Code: FIR

Type of Request: Initial Modification of an existing PSC (PSC # 42540 - 21/22)

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

Type of Service: Generator Annual Preventative Maintenance

Funding Source: GF Continuing Authority Control

PSC Original Approved Amount: \$1,250,000 PSC Original Approved Duration: 11/01/21 - 10/31/26 (5 years)

PSC Mod#1 Amount: \$2,350,000 PSC Mod#1 Duration: 11/17/22-10/31/29 (3 years 1 day)

PSC Cumulative Amount Proposed: \$3,600,000 PSC Cumulative Duration Proposed: 8 years 1 day

1. Description of Work

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised. A draft scope of work is attached.

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency back-up generators located at its emergency facilities. These generators play an integral part in the SFFD's mission to protect life and property by ensuring an uninterrupted power supply in the event of an emergency. The Fire Department needs annual inspections and maintenance, as-needed repairs, and system upgrades. Generator replacements have been undertaken over the past few years, but skipping regular testing and maintenance will shorten the lifespan of this expensive equipment.

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

D. Will the contract(s) be renewed?

There will be a need for ongoing testing and maintenance for generators to keep them safely operational.

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 contract term is an initial duration of 4 years, with an option of 3 additional years.

2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

The load testing on the approximately 50 generators located in Fire Department facilities needs to be performed once annually. Because the testing only lasts one (or possibly two) workdays, there is not enough work for part-time work. The nature of any needed repairs is unpredictable, so scheduling staff for an unknown workload would prove difficult and costly to pay for standby availability vs. hiring only on an as needed basis.

B. Reason for the request for modification:

Increase of amount to \$3.6 million, and extension of end date to 10/31/29

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Have experience working on emergency generators for either a Fire Department or other public safety department. Able to perform all the recommended and requested services in the draft Scope of Work (attached)

B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7335, Senior Stationary Engineer; 7484, Sr Power Generation Tech;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: There is specialized equipment required to do load testing for the generators and if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Generator maintenance, repair and testing requires specialized skills and equipment beyond DPW's capacity. Currently, there are only some repairs that DPW can perform but they do not have the full measure of skills and equipment needed to carry out the full scope of work required.

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: In the long run this might be a viable solution, but the SFFD cannot bear the burden of providing the full funding for personnel and equipment for this to occur as the maintenance required does not constitute enough work for a full-time employee for the department's needs.

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. Formal training is not part of the scope of work, department's stationary engineer will be on hand to observe and learn from the supplier.

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 11/17/22, the Department notified the following employee organizations of this PSC/RFP request:
Stationary Engineers, Local 39; Electrical Workers, Local 6;

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street, San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42540 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Koestenbaum, Elissa (FIR)

From: dhr-psccordinator@sfgov.org on behalf of elaine.walters@sfgov.org
Sent: Thursday, November 17, 2022 12:22 PM
To: Walters, Elaine (FIR); Stan Eichenberger; MRainsford@local39.org; grojo@local39.org; oashworth@ibew6.org; khughes@ibew6.org; Koestenbaum, Elissa (FIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42540 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The FIRE DEPARTMENT -- FIR has submitted a modification request for a Personal Services Contract (PSC) for \$2,350,000 for services for the period November 17, 2022 – October 31, 2029. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/19405>

Email sent to the following addresses: khughes@ibew6.org oashworth@ibew6.org grojo@local39.org MRainsford@Local39.org seichenberger@local39.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: FIRE DEPARTMENT -- FIR

Dept. Code: FIR

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

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

Type of Service: Generator Annual Preventative Maintenance

Funding Source: GF Continuing Authority Control

PSC Amount: \$1,250,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date
10/31/2026

1. Description of Work

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency generators located at its Fire Stations and other critical facilities. Repair, maintenance, and testing of the San Francisco Fire Department Emergency Generators is an integral part of maintaining optimal operational readiness in the event of an emergency. When these generators are inoperable due to mechanical issues or needing repairs or basic maintenance, our mission is compromised. A draft scope of work is attached.

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

The San Francisco Fire Department (SFFD) has approximately 50 emergency back-up generators located at its emergency facilities. These generators play an integral part in the SFFD's mission to protect life and property by ensuring an uninterrupted power supply in the event of an emergency. The Fire Department needs annual inspections and maintenance, as-needed repairs, and system upgrades. Generator replacements have been undertaken over the past few years, but skipping regular testing and maintenance will shorten the lifespan of this expensive equipment.

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.

In the past, SFFD has used Prop Q contracts with multiple vendors to provide basic repairs. We have not been able to provide annual testing and recommended maintenance service for our emergency generators due to the overall cost exceeding Prop Q authority. The Department is working with OCA on a multi-year contract.

D. Will the contract(s) be renewed?

There will be a need for ongoing testing and maintenance for generators to keep them safely operational.

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.

Three year contract with potential for two one-year extensions

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:

The load testing on the approximately 50 generators located in Fire Department facilities needs to be performed once annually. Because the testing only lasts one (or possibly two) workdays, there is not enough work for part-time work. The nature of any needed repairs is unpredictable, so scheduling staff for an unknown workload would prove difficult and costly to pay for standby availability vs. hiring only on an as needed basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Have experience working on emergency generators for either a Fire Department or other public safety department. Able to perform all the recommended and requested services in the draft Scope of Work (attached)
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7335, Senior Stationary Engineer; 7484, Sr Power Generation Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: There is specialized equipment required to do load testing for the generators and if an issue cannot be fixed within a reasonable time frame, the awarded contractor will provide a loaner generator for the duration of the repair.

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

We currently use DPW for minor repairs and parts replacements for generators, but they are unable to handle annual preventative maintenance and load testing requirements

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

- A. Explain why civil service classes are not applicable.
Generator maintenance, repair and testing requires specialized skills and equipment beyond DPW's capacity. Currently, there are only some repairs that DPW can perform but they do not have the full measure of skills and equipment needed to carry out the full scope of work required.
- 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. In the long run this might be a viable solution, but the SFFD cannot bear the burden of providing the full funding for personnel and equipment for this to occur as the maintenance required does not constitute enough work for a full-time employee for the department's needs.

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. Formal training is not part of the scope of work, department's stationary engineer will be on hand to observe and learn from the supplier.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/27/2021, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Stationary Engineers, Local 39

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

Name: Elaine Walters Phone: (415)558-3418 Email: elaine.walters@sfgov.org

Address: 698 Second Street San Francisco, CA 94107

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42540 - 21/22

DHR Analysis/Recommendation:

action date: 11/01/2021

Commission Approval Required

Approved by Civil Service Commission

11/01/2021 DHR Approved for 11/01/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 42186 - 21/22)

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

Type of Service: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Original Approved Amount: \$605,000 PSC Original Approved Duration: 05/01/22 - 04/30/25 (3 years)

PSC Mod#1 Amount: \$302,500 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$3,230,150 PSC Mod#2 Duration: 12/01/22-06/30/25 (8 weeks 5 days)

PSC Cumulative Amount Proposed: \$4,137,650 PSC Cumulative Duration Proposed: 3 years 8 weeks

1. Description of Work

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

To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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.

Services have been provided in the past through earlier PSC request. See 42186 - 21/22

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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:

2. Reason(s) for the Request

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The city does not currently own a software solution for an online resource directory.

- B. Reason for the request for modification:
adding in funds to cover another City Department, Dept of Public Health

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- 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 as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

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.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and 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 11/22/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 12/19/2022

Receipt of Union Notification(s)

Gendelman, Johanna (HSA)

From: dhr-psccordinator@sfgov.org on behalf of johanna.gendelman@sfgov.org
Sent: Tuesday, November 22, 2022 9:26 AM
To: Gendelman, Johanna (HSA); Laxamana, Junko (DBI); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Acevedo, Annyse (HSA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 42186 - 21/22 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$3,230,150 for services for the period December 1, 2022 – June 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/18398>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com amakayan@ifpte21.org junko.laxamana@sfgov.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request: Initial Modification of an existing PSC (PSC # 42186 - 21/22)

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

Type of Service: Online Resource Directory for Department of Disability and Aging Services (DAS)

Funding Source: State, Local, Fed

PSC Original Approved Amount: \$605,000 PSC Original Approved Duration: 05/01/22 - 04/30/25 (3 years)

PSC Mod#1 Amount: \$302,500 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$907,500 PSC Cumulative Duration Proposed: 3 years

1. Description of Work

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

To provide an online resource directory (ORD) to help connect San Francisco older adults and adults with disabilities to services, resources, and providers citywide. The ORD will serve as a searchable repository of resources spanning a wide range of service domains, including healthcare, housing, caregiving assistance, public benefits, and social and recreational spaces.

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

There is a clear and evident gap in the San Francisco community of a singular and easy to use tool to both find and utilize local resources to address social needs. In 2018, the Department of Disability and Aging Services (DAS) completed a comprehensive needs assessment of the services offered to older adults and people with disabilities. During the data collection process, community stakeholders described the challenges of finding information regarding local services and supports. Several stakeholders expressed the need for an Online Resource Directory (ORD), including Community-Based Organizations (CBOs), health care providers, clinicians, staff, service providers and the community at large. Consequences of denial for this service would mean relying on a paper-only copy of the online resource directory which may be outdated, limited, or with incorrect information causing DAS clients, staff, and the public to miss out on available resources.

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.

Services have been provided in the past through earlier PSC request. See 42186 - 21/22

D. Will the contract(s) be renewed?

Yes. Depending on funding, need, and performance.

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:

2. Reason(s) for the Request

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The city does not currently own a software solution for an online resource directory.

B. Reason for the request for modification:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Creating IT based supportive systems is a very specialized service in programming and the expertise to integrate, manage, and support these systems requires specialized knowledge of the contracted system and compliance mandates. These tend to be proprietary business solutions that have been previously developed and are used by multiple agencies across many states and counties.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
These services are mostly proprietary business solutions that are used by multiple agencies across many states and counties in packages that utilize inter-county data reporting, sharing, and system-wide compliance updates at all levels. Creating IT based supportive systems for the HSA is a very specialized service and the expertise to integrate, manage, and support these systems requires specialized knowledge of the system.
- 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 as the work needed would need to span and coordinate with multiple municipalities and/or the project is highly specialized and would best to be performed by an independent organization that has specific expertise with similar projects.

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.
Training is on the use of the final product for end-users. These are mostly online or in-application but can be intermittently on-site a few times per year as needed. End-users are HSA staff and others who work directly with HSA clients to through contracted services and 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 05/04/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

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

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission Street, 5th Floor, San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42186 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/23/2022