



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

January 26, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT NUMBER 45194-22/23
FROM THE PUBLIC UTILITIES COMMISSION– OMIT POSTING.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **February 6, 2023, at 2:00 p.m.**

This item will appear on the Regular Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Shawndrea Hale, Public Utilities Commission
Kyndra Cox, Public Utilities Commission
Carla Schultheis, Public Utilities Commission
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is civilservice@sfgov.org and the web address is www.sfgov.org/civilservice/. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy on Materials being Considered by the Commission

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

F. Policy and Procedure on Hearing Items Out of Order

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

G. Procedure for Commission Hearings

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

H. Policy on Audio Recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at www.sfgov.org/civilservice/.

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the “Requests to Speak” portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

J. Public Comment and Due Process

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Information on Disability Access

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email civilservice@sfgov.org to discuss meeting accessibility. In order to assist the City’s efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: soff@sfgov.org, or on the City’s website at www.sfgov.org/bdsupvrs/sunshine.

San Francisco Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

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

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: February 6, 2023
3. Check One:
Ratification Agenda _____
Consent Agenda _____
Regular Agenda X
Human Resources Director=s Report _____
4. Subject: Review of Request for Personal Service No. 45194 - 22/23 - OMIT POSTING
5. Recommendation: Adopt the report. Approve the request for proposed Personal Services Contract; Notify the Office of the Controller and the Office of Contract Administration.
6. Report prepared by: Shawndrea Hale Telephone number: 415-551-4540
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:

Human Resources Director: _____

Date: _____
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<p><u>CSC RECEIPT STAMP</u></p>
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Notification List

Hale, Shawndrea M. SHale@sfgov.org

Cox, Kyndra KCox@sfgov.org

Schultheis, Carla CSchultheis@sfgov.org



MEMORANDUM

DATE: January 25, 2023
 TO: Civil Service Commission
 THROUGH: Sandra Eng
 FROM: San Francisco Public Utilities Commission
 SUBJECT: Review of Request for Personal Service Contract No. 45194 - 22/23 - OMIT POSTING

The San Francisco Public Utilities Commission (SFPUC) is requesting approval of PSC 45194 - 22/23. This contract was approved by the PUC Commission by Resolution No. 22-0219 on December 13, 2022, and is ready for execution. We received the original PSC 48915 - 21/22 approval on January 3, 2022, but that approval has expired. We are now seeking a second approval that will be in place through the execution process. We sent PSC 45194 - 22/23 to the Union on January 4, 2023; the Union waived their review period on January 17, 2023.

The SFPUC seeks to retain the services of the consultant to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services; Watershed Planning and Regulatory Compliance Support; and Education and Outreach.

The consultant will assist SFPUC staff with specialized, scientific, biological, educational, and other technical expertise to implement coordinated resource management projects. The consultant will assist in the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education

London N. Breed
 Mayor

Newsha Ajami
 President

Sophie Maxwell
 Vice President

Tim Paulson
 Commissioner

Tony Rivera
 Commissioner

Kate Stacy
 Commissioner

Dennis J. Herrera
 General Manager



programs to enhance public awareness of watershed resources, their protection and restoration.

We would appreciate your consideration to expedite our PSC, to complete our contract process.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional ServiceFunding Source: Operational funding and Bond fundsPSC Duration: 9 years 51 weeksPSC Amount: \$10,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The SFPUC has a long standing partnership with the consultant to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. The consultant provides specialized services with a unique perspective as a trusted ally with the agricultural community and local and State government when it comes to natural resource conservation and watershed education and outreach programs. The SFPUC seeks to retain the services of the consultant to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services, Watershed Planning and Regulatory Compliance Support and Education and Outreach.

The consultant will assist SFPUC staff with specialized, scientific, biological, educational and other technical expertise to implement coordinated resource management projects. The consultant will assist in the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education programs to enhance public awareness of watershed resources, their protection and restoration. These technical services will used to perform highly specialized and technical expertise that staff does not possess.

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

This service is necessary to support as-needed watershed management, education and permit compliance projects. : (1) The consultant will supplement full-time staff during peak field and report preparation times; (2) The consultant will provide knowledge and expertise for short-term projects not required on a full-time basis. If the contract is denied important watershed management projects will not be completed putting the health of the watershed at risk and the SFPUC will not be able to meet its permit requirements without hiring and firing seasonal workers and technical experts.

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.

These services have been provided through a Memorandum of Understanding (MOU) with the ACRCO (CS-962) since 2009. MOU is attached.

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.

Duration of 10 years was selected to support the need to implement as-needed projects and ensure that permit requirements can be fulfilled SFPUC staff will report back to the Commission in four(4) years and again in eight (8) 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:

Since 2009, the SFPUC has been partnering with the consultant to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. Due to the consultants ability to provide specialized services with a unique perspective, they have become a valuable partner in developing an implementing natural resource conservation and watershed education and outreach programs. They have been able to provide technical expertise on specialized projects, as well as support as-needed, intermittent work that needs to be completed in a timely manner.

3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Botany - plant community assessment, vegetation monitoring, rare and edemic plant species surveys and management Restoration Biology - endangered species monitoring, habitat restoration, invasive plant management, process and synthesize complex data into practical strategies for restoration monitoring and management. Pond Restoration - familiar with USDA Natural Resources Conservation Service technical guidelines and US Army Corps of Engineers requirements Interpretive Planning - knowledge of interpretive planning principals including developing a Master Plan, mission and vision, goals and objectives and design development of interpretive media Hydrology - watershed science, creek and wetland surveying, collecting stream channel profiles Environmental Planning - knowledge of permitting requirements, expertise in land use and analyzing environmental impacts

B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 5203, Asst Engr; 5207, Assoc Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5640, Environmental Spec;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The consultant may install measuring devices (flow meters, piezomeers, soil moisture probes), monitoring devices (wells, cameras, traps) and experimental devices to support wildlife habitat (artificial nests, roosts, burrows).

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

Whenever possible we have used City resources to conduct this work including Biologists, Planners, Engineers etc. Most often staff is working at capacity on other assignments and do not have the

bandwidth to work on these projects. For some of the work, the consultant is best positioned to do the project because of their specialized knowledge, and their relationship with Federal and State agencies and the local agricultural community.

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

A. Explain why civil service classes are not applicable.

The Biologists could do some of the work listed in the scope of work, however they are currently working at capacity on other assignments. Other projects, like the pond restoration, requires working with the USDA Natural Resources Conservation Service which has very specific guidelines and requirements for conducting the work. The consultant staff has many years of experience implementing these kinds of projects that the SFPUC staff doesn't have at this time.

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. For some of the projects civil service classes already exist and this contract will supplement episodic work. Due to the fact that some work requires highly specialized knowledge and expertise as well as it being intermittent and conducted on as-needed basis, it would not be practical to adopt a new civil service class 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 consultants staff and SFPUC staff will be working together closely on many of the projects and there will be opportunities for knowledge transfer and "Lunch & Learn" events.

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 01/04/2023, 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# 45194 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 45194 - 22/23
Date: Wednesday, January 4, 2023 2:01:06 PM

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.

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

RECEIPT for Union Notification for PSC 45194 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45194 - 22/23 for \$10,000,000 for Initial Request services for the period 02/06/2023 – 02/01/2033. 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/19717> 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

Union Receipt: 45194 - 22/23

Posted January 17, 2023 - 11:01 by [tmathews21](#)

30 Day waiver - PLEASE CHECK the box if you agree to waive your 30 day right: Yes, I waive my rights to the 30 day period

Union Contact (verify correct user name): [tmathews21](#)

Modified PSC Record:

Initial PSC Record: [45194 - 22/23](#)

Date Accessed: January 17, 2023

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 22-0219

WHEREAS, The San Francisco Public Utilities Commission (SFPUC) requires the services of Alameda County Resource Conservation District (ACRCD), a California Special District, to provide specialized services in planning and design of watershed resource management projects within the Alameda Creek watershed lands associated with the operation of the SFPUC water system to supplement SFPUC staff in SFPUC's effort to protect natural resources and protect source water quality; and

WHEREAS, The estimated cost of services is \$8,500,000; and

WHEREAS, The duration of this agreement is nine years; and

WHEREAS, On December 16, 2021, the Office of Contract Administration approved a Sole Source Justification for assistance with the planning and design of projects within the Alameda Creek watershed lands; and

WHEREAS, The ACRCD received a waiver for compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code; and

WHEREAS, Compliance with Local Business Enterprise Utilization and Non-Discrimination in Contracting Ordinance, in accordance with Chapter 14B of the San Francisco Administrative Code, does not apply to this agreement; and WHEREAS, Approval of as-needed contracts or other funding mechanisms do not fall within the definition of a project under California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) related to the creation of government funding mechanisms which do not involve any commitment to any specific project that may result in a potentially significant impact on the environment; and

WHEREAS, No work will commence under this contract until the proposed work is reviewed and determined whether environmental review under CEQA has already been conducted or is required, and if required, the appropriate CEQA review is conducted; now, therefore, be it;

RESOLVED, That this Commission hereby awards Agreement No. PRO.0184, Coordinated Natural Resources Projects, to Alameda Resource Conservation District to provide specialized services to assist in the planning and design of watershed resources management projects within the Alameda Creek watershed lands associated with the operation of the SFPUC water system, and authorizes the General Manager of the San Francisco Public Utilities Commission to execute a professional services agreement for an amount not-to-exceed \$8,500,000 and with a duration of nine years.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 13, 2022.


Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 48915 - 21/22)

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

Type of Service: Professional Service

Funding Source: Operational funding and Bond funds

PSC Original Approved Amount: \$10,000,000 PSC Original Approved Duration: 01/01/22 - 08/30/30 (8 years 34 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 11/14/22-12/30/30 (17 weeks 3 days)

PSC Cumulative Amount Proposed: \$10,000,000 PSC Cumulative Duration Proposed: 9 years

1. Description of Work

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

The SFPUC has a long standing partnership with the Alameda County Resource Conservation District (ACRCD) to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. The ACRCD provides specialized services with a unique perspective as a trusted ally with the agricultural community and local and State government when it comes to natural resource conservation and watershed education and outreach programs. The SFPUC seeks to retain the services of the ACRCD to work closely with SFPUC staff to assist with coordinating natural resource protection and management projects and education programs and meet monitoring requirements for permits related to Water System Improvement Program (WSIP) projects. These project categories include: Watershed Restoration Projects; Watershed Resources Monitoring and Management; Data Management and Analytical Services, Watershed Planning and Regulatory Compliance Support and Education and Outreach.

ACRCD staff will assist SFPUC staff with specialized, scientific, biological, educational and other technical expertise to implement coordinated resource management projects. The ACRCD will assist in the planning and design of variety of watershed restoration projects, environmental monitoring, surveys and studies, lead research and assessments, and development of education programs to enhance public awareness of watershed resources, their protection and restoration. These technical services will used to perform highly specialized and technical expertise that staff does not possess.

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

This service is necessary to support as-needed watershed management, education and permit compliance projects. : (1) The ACRCD will supplement full-time staff during peak field and report preparation times; (2) The ACRCD will provide knowledge and expertise for short-term projects not required on a full-time basis. If the contract is denied important watershed management projects will not be completed putting the health of the watershed at risk and the SFPUC will not be able to meet its permit requirements without hiring and firing seasonal workers and technical experts.

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 48915 - 21/22

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:

Duration of 10 years was selected to support the need to implement as-needed projects and ensure that permit requirements can be fulfilled SFPUC staff will report back to the Commission in four(4) years and again in eight (8) 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:

Since 2009, the SFPUC has been partnering with the ACRCDD to work cooperatively to protect and improve the natural resources of the Alameda Creek watershed. Due to the ACRCDD's ability to provide specialized services with a unique perspective, they have become a valuable partner in developing an implementing natural resource conservation and watershed education and outreach programs. They have been able to provide technical expertise on specialized projects, as well as support as-needed, intermittent work that needs to be completed in a timely manner.

B. Reason for the request for modification:

To extend the PSC to match the intention of the contract to be 9 years

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Botany - plant community assessment, vegetation monitoring, rare and edemic plant species surveys and management Restoration Biology - endangered species monitoring, habitat restoration, invasive plant management, process and synthesize complex data into practical strategies for restoration monitoring and management. Pond Restoration - familiar with USDA Natural Resources Conservation Service technical guidelines and US Army Corps of Engineers requirements Interpretive Planning - knowledge of interpretive planning principals including developing a Master Plan, mission and vision, goals and objectives and design development of interpretive media Hydrology - watershed science, creek and wetland surveying, collecting stream channel profiles Environmental Planning - knowledge of permitting requirements, expertise in land use and analyzing environmental impacts
- B. Which, if any, civil service class(es) normally perform(s) this work? 2483, Biologist; 2484, Biologist III; 5203, Asst Engr; 5207, Assoc Engineer; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review; 5640, Environmental Spec;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The ACRCDD may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (wells, cameras, traps) and experimental devices to support wildlife habitat (artificial nests, roosts, burrows).

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.
The Biologists could do some of the work listed in the scope of work, however they are currently working at capacity on other assignments. Other projects, like the pond restoration, requires working with the USDA Natural Resources Conservation Service which has very specific guidelines and requirements for conducting the work. The ACRCDD staff has many years of experience implementing these kinds of projects that the SFPUC staff doesn't have at this time.
- 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: For some of the projects civil service classes already exist and this contract will supplement episodic work. Due to the fact that some work requires highly specialized knowledge and expertise as well as it being intermittent and conducted on as-needed basis, it would not be practical to adopt a new civil service class 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.
The ACRCDD staff and SFPUC staff will be working together closely on many of the projects and there will be opportunities for knowledge transfer and "Lunch & Learn" events.
- 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 11/14/22, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

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

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48915 - 21/22

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/23/2022