



**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 42936-22/23
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
Shelby Campbell, Public Utilities Commission
Melissa Ng, 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 Contract No. 42936-22/23 – 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@swater.org

Cox, Kyndra KCox@swater.org

Campbell, Shelby SCampbell@swater.org

Ng, Melissa <MNg@swater.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 (PSC)
 No. 42936-22/23– OMIT POSTING

The San Francisco Public Utilities Commission (SFPUC) is requesting approval of PSC 42936-22/23. This contract was approved by the PUC Commission by Resolution No. 23-0013 on January 10, 2023 and is ready to go to the Board of Supervisors (BOS) for approval. We need this PSC approved prior to going to BOS. We received the original PSC 41734 - 21/22 approval on February 7, 2022, but that approval will expire, prior to the contract being executed. We are now seeking a second approval that will be in place through the execution process. We sent PSC 42936-22/23 to the Union on December 23, 2022; the 30-day Union notification expired on January 22, 2023. We received no response from the Unions prior to the union notice expiration. We updated PSC 42936-22/23 dates as they were submitted incorrectly and resent the Union Notice on January 25, 2023; the Union waived their review period on January 25, 2023.

The project will replace CDD's aging facilities with more efficient facilities that meet current safety standards and offer the opportunity to consolidate CDD operations at a centralized location. The new facilities that will provide operational space needs for 490 employees, will include five structures totaling just under 400,000 gross square, for administrative offices, eight industrial shops, a warehouse and parking garage.

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

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Architectural and Engineering Design Services for new City Distribution Division (CDD) Campus

Funding Source: SFPUC Capital Funds, Water Enterprise

PSC Duration: 5 years

PSC Amount: \$30,000,000

1. Description of Work

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

The project will replace CDD's aging facilities with more efficient facilities that meet current safety standards and offer the opportunity to consolidate CDD operations at a centralized location. The new facilities that will provide operational space needs for 490 employees, will include five structures totaling just under 400,000 gross square, for administrative offices, eight industrial shops, a warehouse and parking garage.

The duration for preparation of design documents will be 18-24 months. During construction, the design team reviews requests for information and submittals, which will exceed the end of design an additional 30 months. The project includes industrial structures that require specialized technical consultants, and the size and scope of the project necessitates augmented city staff, in order to deliver the project on budget and on time.

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

Public Works is preparing schematic design on this project. For a project of this size and scope, the success of the project will require a large, multidisciplinary team, inclusive of industrial engineering, parking design consultant, and other technical consultants and specialists essential to complete design of the industrial shops, warehouse and garage. The extraordinary level of coordination required to complete design for multiple structures requires augmentation of city staff to complete the project. Further, the sequencing of design and construction work required to deliver the project on budget and on time, requires design support experienced in alternative delivery methods, in order to release sequential design packages for early construction start and to release trade packages for multiple buildings simultaneously. Effective execution of sequencing requires a high level of coordination across disciplines and the engagement of core subcontractors during design. A design team experienced in alternative delivery is essential for controlling cost and schedule risks on a project of this scale. Consequences of denial would result in increased project costs and a significantly longer project schedule at the risk of maintaining operations for the City's central distribution system in the event of growing climate change or a significant earthquake event.

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

N/A

D. Will the contract(s) be renewed?

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.

The contract needs 5 years.

2. **Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

This is a unique large-scale project with specialized building types. It is essential for the city to augment the design team with a multi-disciplinary team that includes required specialized expertise, and the ability to manage high level of coordination across multiple design teams and execute on sequencing of trade packages.

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

A. Specify required skills and/or expertise: The project requires several technical experts in areas outside the expertise of city staff, specifically industrial engineering required for the eight shops and warehouse, and parking consultant because garages are designed by specialized consultants. Additionally, there are several challenging site conditions on this project and complex mechanical systems required for the shops, that will require civil and mechanical engineers with experience in projects of this complexity. The contracting process to engage the experts required as individual contracts would be onerous and the benefits of having an umbrella team under one entity would be lost. The project requires several technical experts not available under existing city classifications, including industrial, acoustical, waterproofing, communications, elevator, fire, and lighting specialists. This large, complex project, with multiple types of buildings, not only necessitates having an umbrella team to achieve a high level of coordination across multiple disciplines, but it also requires a design team with expertise in alternative delivery, including experience in sequencing trade packages and direct and current experience in completing a project of this magnitude. While city staff are becoming more familiar with alternative delivery, there is not sufficient experience to complete the design development and construction document phases of the project.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

The SFPUC has been working with Public Works on the project for the last 2 years, and will continue to work with them throughout the duration of the project. Public Works is completing the Programming, Conceptual and Schematic design phases for the project and they will remain involved, providing landscaping design for the project, in addition to Project Management and Construction Management services.

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

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

While existing architectural and engineering classifications have been and will continue to support the project as evidenced above, the scale of the project and the expertise required to complete the project necessitates bringing on a team that is able to provide umbrella design services, inclusive of the technical experts required, and essential to achieving highly coordinated design on a project of this scale and a team that's able to sequence the delivery of design documents for integrated project delivery. City staff doesn't currently have the capacity to provide this level of service on this complex, one-time type of 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. This is a singular project that does not require a new civil service class.

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. No, while no specific trainings will be provided, city staff and Public Works will have a role in the project from which there will be an opportunity to gain knowledge and experience.

- 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 01/25/2023, 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# 42936 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.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 # 42936 - 22/23
Date: Wednesday, January 25, 2023 10:14:26 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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

RECEIPT for Union Notification for PSC 42936 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42936 - 22/23 for \$30,000,000 for Initial Request services for the period 02/06/2023 – 02/05/2028. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/19590> 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: 42936 - 22/23

Posted January 25, 2023 - 10:51 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: [42936 - 22/23](#)

Date Accessed: January 25, 2023

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 23-0013

WHEREAS, The San Francisco Public Utilities Commission (SFPUC) requires a new campus for the Water Enterprise City Distribution Division (CDD). The current CDD campus located at 1990 Newcomb Avenue, has served as CDD's main facility for almost six decades. Due to the exponential growth of service demands over the decades and challenges with maintaining operations at a facility that has exceeded its useful life, there is an acute need for the design and construction of a new headquarters facility to alleviate overcrowding, address building code and safety issues, eliminate inefficiencies, and accommodate CDD's current and future operational needs; and

WHEREAS, Procurement of the services of qualified design consultants to provide specialized architectural, engineering, and specialty consultant design services is necessary to supplement SFPUC staff for this proposed Project; and

WHEREAS, On September 14, 2022, SFPUC advertised a Request for Proposals for the design of a new campus for CDD, consisting of five buildings, totaling approximately 371,000 gross square feet; and

WHEREAS, Staff anticipates services to begin March 1, 2023, and end February 28, 2028, with a contract duration of five years; and

WHEREAS, Two proposals were received in response to the September 14, 2022 advertisement of a Request for Proposals, and Contract Monitoring Division (CMD) staff, upon review of the proposals, confirmed that Mark Cavagnero Associates (MCA) was the topped rank proposer; and

WHEREAS, The CMD established a Local Business Enterprise (LBE) subcontractor participation requirement of 13% for this Contract, and MCA committed to 18.82% LBE subcontractor participation; and

WHEREAS, This professional services contract does not fall within the definition of a "project" under the California Environmental Quality Act (CEQA) Guidelines Section 15378 because work under the contract will consist of design and support services only, and no support during Start-up, Construction and Closeout services will be initiated under this contract until CEQA review is complete and until this Commission has reviewed and considered the CEQA determination and has approved the project, and approval of individual task orders under this contract for activities such as geotechnical investigations would require compliance with CEQA prior to initiation of ground-disturbing activities; and

WHEREAS, Award of this professional services contract is not an approval of any proposed project and SFPUC retains discretion to, among other things, modify the proposed project to mitigate significant environmental impacts, require the implementation of specific measures to mitigate any significant environmental impacts of the project, or cancel the project, following completion of the environmental review; and

WHEREAS, The firm being awarded an contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within two weeks of the date of the Commission award; failure of the proposer to obtain compliance certification from CMD may, in the General Manager's sole discretion, result in rescission of the award by this Commission; now, therefore, be it

RESOLVED, That this Commission hereby awards Contract No. PRO.0264, New CDD Headquarters at 2000 Marin, to provide architectural, engineering, and consulting services to design new facilities for the Water Enterprise CDD at 2000 Marin Street, San Francisco, to Mark Cavagnero Associates, for an amount not-to-exceed \$27,800,000 and with a duration of five years, subject to the Board of Supervisors' approval under San Francisco Charter Section 9.118.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of January 10, 2023.

A handwritten signature in black ink that reads "Alonna Wood". The signature is written in a cursive, flowing style.

Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Architectural and Engineering Design Services for new City Distribution Division (CDD) Campus

Funding Source: SFPUC Capital Funds, Water Enterprise

PSC Amount: \$30,000,000

PSC Est. Start Date: 12/31/1969

PSC Est. End Date

1. Description of Work

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

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The duration for preparation of design documents will be 18-24 months. During construction, the design team reviews requests for information and submittals, which will exceed the end of design an additional 30 months. The project includes industrial structures that require specialized technical consultants, and the size and scope of the project necessitates augmented city staff, in order to deliver the project on budget and on time.

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

Public Works is preparing schematic design on this project. For a project of this size and scope, the success of the project will require a large, multidisciplinary team, inclusive of industrial engineering, parking design consultant, and other technical consultants and specialists essential to complete design of the industrial shops, warehouse and garage. The extraordinary level of coordination required to complete design for multiple structures requires augmentation of city staff to complete the project. Further, the sequencing of design and construction work required to deliver the project on budget and on time, requires design support experienced in alternative delivery methods, in order to release sequential design packages for early construction start and to release trade packages for multiple buildings simultaneously. Effective execution of sequencing requires a high level of coordination across disciplines and the engagement of core subcontractors during design. A design team experienced in alternative delivery is essential for controlling cost and schedule risks on a project of this scale. Consequences of denial would result in increased project costs and a significantly longer project schedule at the risk of maintaining operations for the City's central distribution system in the event of growing climate change or a significant earthquake event.

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

N/A

D. Will the contract(s) be renewed?

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

2. Reason(s) for the Request

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

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B. Explain the qualifying circumstances:

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3. Description of Required Skills/Expertise

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B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

The SFPUC has been working with Public Works on the project for the last 2 years, and will continue to work with them throughout the duration of the project. Public Works is completing the Programming, Conceptual and Schematic design phases for the project and they will remain involved, providing landscaping design for the project, in addition to Project Management and Construction Management services.

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

A. Explain why civil service classes are not applicable.

While existing architectural and engineering classifications have been and will continue to support the project as evidenced above, the scale of the project and the expertise required to complete the project necessitates bringing on a team that is able to provide umbrella design services, inclusive of the technical experts required, and essential to achieving highly coordinated design on a project of this scale and a team that's able to sequence the delivery of design documents for integrated project delivery. City staff doesn't currently have the capacity to provide this level of service on this complex, one-time type of 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. This is a singular project that does not require a new civil service class.

6. Additional Information

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

No.

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

No. No, while no specific trainings will be provided, city staff and Public Works will have a role in the project from which there will be an opportunity to gain knowledge and experience.

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 12/23/2022, the Department notified the following employee organizations of this PSC/RFP request:

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42936 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

From: dhr-psccordinator@sfgov.org on behalf of shale@sfgov.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 # 42936 - 22/23
Date: Friday, December 23, 2022 12:37:18 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 42936 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42936 - 22/23 for \$30,000,000 for Initial Request services for the period no date entered, contact dept coordinator – no date entered, contact dept coordinator. 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/19590> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

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

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

Type of Service: Architectural and Engineering Design Services

Funding Source: FPUC Capital Funds, Water Enterprise

PSC Duration: 5 years 25 weeks

PSC Amount: \$30,000,000

1. Description of Work

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

The project will replace CDD's aging facilities with more efficient facilities that meet current safety standards and offer the opportunity to consolidate CDD operations at a centralized location. The new facilities that will provide operational space needs for 490 employees, will include five structures totaling just under 400,000 gross square, for administrative offices, eight industrial shops, a warehouse and parking garage.

The duration for preparation of design documents will be 24 months. During construction, the design team reviews requests for information and submittals, which will exceed the end of design an additional 30 months. The project includes industrial structures that require specialized technical consultants, and the size and scope of the project necessitates augmented city staff, in order to deliver the project on budget and on time.

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

Public Works is preparing schematic design on this project. For a project of this size and scope, the success of the project will require a large, multidisciplinary team, inclusive of industrial engineering, parking design consultant, and other technical consultants and specialists essential to complete design of the industrial shops, warehouse and garage. The extraordinary level of coordination required to complete design for multiple structures requires augmentation of city staff to complete the project. Further, the sequencing of design and construction work required to deliver the project on budget and on time, requires design support experienced in alternative delivery methods, in order to release sequential design packages for early construction start and to release trade packages for multiple buildings simultaneously. Effective execution of sequencing requires a high level of coordination across disciplines and the engagement of core subcontractors during design. A design team experienced in alternative delivery is essential for controlling cost and schedule risks on a project of this scale. Consequences of denial would result in increased project costs and a significantly longer project schedule at the risk of maintaining operations for the City's central distribution system in the event of growing climate change or a significant earthquake event.

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.

No

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.

substantial completion of the construction project will be in 2027.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a unique large-scale project with specialized building types. It is essential for the city to augment the design team with a multi-disciplinary team that includes required specialized expertise, and the ability to manage high level of coordination across multiple design teams and execute on sequencing of trade packages.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The project requires several technical experts in areas outside the expertise of city staff, specifically industrial engineering required for the eight shops and warehouse, and parking consultant because garages are designed by specialized consultants. Additionally, there are several challenging site conditions on this project and complex mechanical systems required for the shops, that will require civil and mechanical engineers with experience in projects of this complexity. The contracting process to engage the experts required as individual contracts would be onerous and the benefits of having an umbrella team under one entity would be lost. The project requires several technical experts not available under existing city classifications, including industrial, acoustical, waterproofing, communications, elevator, fire, and lighting specialists. This large, complex project, with multiple types of buildings, not only necessitates having an umbrella team to achieve a high level of coordination across multiple disciplines, but it also requires a design team with expertise in alternative delivery, including experience in sequencing trade packages and direct and current experience in completing a project of this magnitude. While city staff are becoming more familiar with alternative delivery, there is not sufficient experience to complete the design development and construction document phases of the project.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5268, Architect;

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

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

The SFPUC has been working with Public Works on the project for the last 2 years, and will continue to work with

them throughout the duration of the project. Public Works is completing the Programming, Conceptual and Schematic design phases for the project and they will remain involved, providing landscaping design for the project, in addition to Project Management and Construction Management services.

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

A. Explain why civil service classes are not applicable.

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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@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41734 - 21/22

DHR Analysis/Recommendation:

action date: 02/07/2022

Commission Approval Required

Approved by Civil Service Commission

02/07/2022 DHR Approved for 02/07/2022