

ATTACHMENT C

SIDELETTER BETWEEN SEIU, LOCAL 1021 AND THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Regarding Hiring

The parties are entering into this side letter to identify and set in motion, to the extent permissible under the San Francisco City Charter and Civil Service Rules, expedited selection process to address the SFMTA's current vacancy rate in permanent civil service positions and reliance on project-based (Charter Section 10.104.18) positions. Given the significant number of vacancies, expected retirements, and reliance on overtime and temporary employees, the parties recognize the urgency to make change to the SFMTA's hiring processes in order to best deliver critical services to the public.

First, the SFMTA Human Resources is committed to using existing tools and resources to streamline SFMTA hiring processes, including:

- Eliminating unnecessary administrative approvals for a position request to fill (RTF);
- Expanding the use of online on-demand exams and continuous class-based testing;
- Modifying or adopting new screening and assessment tools to evaluate applicants for entry-level and promotional exams; and
- Streamline hiring selection and approval processes to deliver qualified candidates to departments more quickly.

Second, the parties recognize that under Charter Section 10.101, the Civil Service Commission has the legal authority to establish examination and appointment rules, and many of those rules must either be amended, updated or rescinded to provide a merit-based system that better serves applicants, SFMTA employees and departments.

The SFMTA and Union agree to meet as soon as practicable to discuss making joint proposals to the Civil Service Commission, consistent with proposals that may be made by the City's Human Resources Director, to the hiring improvement process changes described above and amendments that will make it easier for Charter Section 10.104.18 (Category 18) employees to seek Permanent Civil service (PCS) appointments.

Nothing in this side letter shall prevent either party from proposing rule changes, making recommendations, or taking other actions at the Civil Service Commission outside of the process set forth in this side letter to streamline SFMTA hiring processes.

ATTACHMENT D

SIDELETTER BETWEEN SEIU, LOCAL 1021 AND THE SAN FRANCISCO MUNICIPAL TRANSPORTATION AGENCY

Regarding Classification Studies and Equity Adjustments

In order to address recruitment and retention problems, compaction in the compensation of related classifications, and disparities in compensation between employees performing similar work, the parties agree to conduct classification studies on the classifications listed below during the term of this Agreement (MOU effective July 1, 2022). The studies shall also consider the compensation of other classifications in the SFMTA and City performing similar work, the compensation of related classifications in the series, the compensation of supervisory classifications in relationship to compensation of their subordinate classifications, and changed/increased duties since the last study of a classification.

Once SFMTA/City has completed each study, the parties shall meet and discuss the results, including compensation adjustments and amendments to classification specifications. The Union intends to conduct its own classification study and present the study and additional evidence to SFMTA/City. The studies shall be initiated not later than August 1, 2023. No classification or employee shall have compensation reduced a result of this Side Letter Agreement.

The parties shall make their best efforts to reach agreement on compensation adjustments and amendments to classification specifications. If any changes agreed by the parties in this process must go before the Civil Service Commission, the parties agree to jointly recommend the changes to the Civil Service Commission.

The meet and discuss process shall be completed not later than January 1, 2024. By mutual agreement, the parties may add classifications not listed below to be studied under this Side Letter Agreement.

The classifications to be studied are:

- 8214 Parking Control Officer
- 8216 Senior Parking Control Officer
- 9110 Fare Collections Receiver
- 9116 Senior Fare Collections Receiver
- 9104 Transit Car Cleaner Assistant Supervisor

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Professional Services - Employee Assistance Programs

Funding Source: Operating Budget PSC Duration: 7 years
PSC Amount: \$3,000,000 PSC Est. Start Date: 02/01/2017 PSC Est. End Date: 01/31/2024

1. Description of Work

A. Scope of Work:

The consultant will provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three (3) full-time paid Peer Assistants, and up to eight (8) volunteer Peer Assistants of the Peer Assistance Program (PAP). The contractor will also manage the San Francisco Municipal Transportation Agency's (SFMTA) Critical Incident Services for the SFMTA employees involved in on-the-job critical incidents, such as an accident in a SFMTA vehicle that results in serious injuries and/or fatalities, or crisis support and counseling for assaults and threats. This EAP program will provide conflict resolution one-to-one or in a team when required. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but not limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the collective bargaining agreements between: TWU, Local 250A (9163, 7410 & 9132); IBEW, Local 6; SEIU, Local 1021; IAM, Local 1414; Laborers, Local 261; Stationary Engineers, Local 39; TWU, Local 200; Glaziers, Local 718; and Teamsters, Local 853, and the San Francisco Municipal Transportation Agency that established the need for Employee Assistance Programs (EAP), Peer Assistant Programs (PAP), Critical Incident Services and As-needed Conflict Resolution Training. The consequences of denial is that the SFMTA will be in non-compliance with eleven (11) collective bargaining agreements.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service was provided in the past through PSC #4118-11/12 and PSC #4053-12/13.

D. Will the contract(s) be renewed? Yes.

2. Union Notification: On 05/18/2016, the Department notified the following employee organizations of this PSC/RFP request: Automotive Machinists, Local 1414; Bldg Mtl & Constr Teamsters, L 853; Electrical Workers, Local 6; Glazier, Local 718;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41284 - 15/16

DHR Analysis/Recommendation:

08/15/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/15/2016

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Must be Licensed Clinicians with specialization in Employee Assistance Programs such as substance abuse, critical response management as it relates specifically to transportation industry. Must possess supervisory experience. The consultant is required to respond on an as-needed basis, and immediately, within a 24-hour, 7-day per week work environment. The consultant must have at least 2-years of demonstrated expertise in this specialized occupational area.
- B. Which, if any, civil service class(es) normally perform(s) this work?
2574,2920,2220,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
The SFMTA has eleven (11) collective bargaining agreements that require the use of an outside vendor. Civil service classifications can do a portion of this work, but the SFMTA requires experienced resource clinical counselors specializing in the transportation industry area of critical response management, i.e., post accidents, work place concerns, assessment to staff distress, and substance abuse issues.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Classifications exist, but these services are to be performed by an outside vendor as documented in eleven (11) collective bargaining agreements representing the SFMTA employees. Up to eleven (11) SFMTA employees who are either assigned full-time or volunteer as Peer Assistants will be able to perform a portion of

5. Additional Information (if “yes”, attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee? Please see attachment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Will the contractor train City and County employee? Contractor will provide training for three (3) full-time Peer Assistants: curren	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services? Labor contracts for: TWU, Local 250A (9163, 7410 & 9132); IBEW, Local 6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/18/2016 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com
Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94013

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Behavioral Health Services and Training/Consultation for Children, Youth and Families

Funding Source: Federal, State and General Fund

PSC Duration: 5 years 17 weeks

PSC Amount: \$10,000,000

1. Description of Work

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

Contractor will provide services to expand access to fully integrated outpatient and mental health services, such as treatment for Eating Disorders, Dialectical Behavioral Therapy (DBT), Comprehensive Psychological Assessments, plus access to new specialty clinics that provide evidence-based treatments for Developmental Disorders (Autism Spectrum Disorders), Family Therapy Treatment models, Neurodevelopmental Disorders and Co-occurring Substance Use Disorder Specialists, for San Francisco's Medi-Cal clients in the Children, Youth and Families System of Care (CYF SOC.) CYF SOC will partner with contractor to deliver training and consultation to CYF SOC behavioral health services partners on evidence-based practices.

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

The pandemic has exacerbated acuity of youth and families across the system of care, and the State and Nation. There have been increasing rates of Eating Disorders and Suicide risk and psychiatric hospitalizations. Providing comprehensive, evidence-based mental health services in one setting with access to leaders and innovators of interventions will increase access and provide opportunities to reach more at-risk youth, children and families. Denial of services will increase the risk of individuals not being able to access services and support in a timely, streamlined, comprehensive manner. Disorganized service delivery will increase the possibility of individuals not seeking service. This can result in higher use of acute care services, increased trauma to individuals, families and communities, including death.

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.

Current services are provided in different locations with various providers. Some of the highly specialized services, such as Eating Disorders, are provided by specialty providers in a fee for service arrangement. Workforce development is done as funding is available through contracted providers.

D. Will the contract(s) be renewed?

Yes, if the funding is available.

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.

These services are expected to be ongoing.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The County does not have the capacity, infrastructure or facilities to meet the volume of the need for these specialized, evidence-based treatment modalities in one setting.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Many of the treatment modalities require advanced training and certification. Contractor will need to provide certified and licensed staff to provide these highly specialized services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2232, Senior Physician Specialist; 2574, Clinical Psychologist; 2930, Psychiatric Social Worker; 2932, Sr Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide comprehensive, evidence-based mental health services in one setting with access to leaders and innovators of interventions. It will also provide access and expertise to deliver training and consultation to the broader CYF SOC service provider network.

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

The Department has attempted to build capacity within the City by providing workforce development trainings and consultation services. There is currently a limit to clinic and provider capacity due to the limited number of certified, licensed and trained staff.

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

A. Explain why civil service classes are not applicable.

There are civil service classes that provide these services but the County does not have the capacity, infrastructure or facilities to meet the volume of the need for these specialized, evidence-based treatment modalities in one setting.

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. There are civil service classes that provide these services but the County does not have the capacity, infrastructure or facilities to meet the volume of the need for these specialized, evidence-based treatment modalities in one setting.

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 focus of the services is not on training civil service staff, however, knowledge transfer may occur as civil service and contractor's staffs work together to serve clients.
- 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 11/25/2022, the Department notified the following employee organizations of this PSC/RFP request:
Physicians and Dentists - 8CC; SEIU 1021 Miscellaneous

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

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard St, Room 419B San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49565 - 22/23

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 03/06/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Receipt of Notice for new PCS over \$100K PSC # 49565 - 22/23

dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Fri 11/25/2022 11:53 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;Najuawanda Daniels <najuawanda.daniels@seiu1021.org>;Jason Klumb <Jason.Klumb@seiu1021.org>;Frigault, Noah (HRC) <noah.frigault@sfgov.org>;Julie.Meyers@sfgov.org <Julie.Meyers@sfgov.org>;Thomas Vitale <thomas.vitale@seiu1021.org>;Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>;Kbasconcillo@sflower.org <Kbasconcillo@sflower.org>;pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>;Wendy Frigillana <wendy.frigillana@seiu1021.org>;pscreview@seiu1021.org <pscreview@seiu1021.org>;ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>;davidmkersten@gmail.com <davidmkersten@gmail.com>;xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>;Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>;david.canham@seiu1021.org <david.canham@seiu1021.org>;jtanner940@aol.com <jtanner940@aol.com>;Pierre King - UAPD <pking@UAPD.com>;tjenkins@uapd.com <tjenkins@uapd.com>;jduritz@uapd.com <jduritz@uapd.com>

RECEIPT for Union Notification for PSC 49565 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49565 - 22/23 for \$10,000,000 for Initial Request services for the period 03/01/2023 – 06/30/2028. 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/19466> 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

RE: Receipt of Notice for new PSC over \$100K PSC # 49565 - 22/23

Thomas Vitale <Thomas.Vitale@seiu1021.org>

Fri 2/10/2023 11:49 AM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Farahmand, Farahnaz (DPH) <farahnaz.farahmand@sfdph.org>; Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Salazar, Diana (DPH) <diana.salazar@sfdph.org>

Cc: Williams, blue (DPH) <kenneth.c.williams@sfdph.org>; Thomas Vitale <thomas.vitale@seiu1021.org>

Hi Kelly, Thank you for meeting with us today to discuss and clarify PSC #49565 – 22/23. Our issues and questions concerning this PSC have been thoroughly addressed and SEIU 1021 is now in a position to offer our approval for PSC #49565 – 22/33.

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081

Sign up to become a Union Member! Together We Rise Up!

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>

Sent: Thursday, February 2, 2023 3:53 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Farahmand, Farahnaz (DPH) <farahnaz.farahmand@sfdph.org>; Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Salazar, Diana (DPH) <diana.salazar@sfdph.org>

Cc: Williams, blue (DPH) <kenneth.c.williams@sfdph.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>

Subject: RE: Receipt of Notice for new PSC over \$100K PSC # 49565 - 22/23

Kelly, We have additional questions and since time is of the essence I think it best that we meet via teleconference as soon as possible. Please send us dates of your availability, thank you.

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081

Sign up to become a Union Member! Together We Rise Up!

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>

Sent: Thursday, February 2, 2023 3:30 PM

To: Thomas Vitale <Thomas.Vitale@seiu1021.org>

Cc: Williams, blue (DPH) <kenneth.c.williams@sfdph.org>; Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Farahmand, Farahnaz (DPH) <farahnaz.farahmand@sfdph.org>; Salazar, Diana (DPH) <diana.salazar@sfdph.org>

Subject: Re: Receipt of Notice for new PSC over \$100K PSC # 49565 - 22/23

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

Hi Thomas,

This PSC is for behavioral health outpatient services we don't currently provide or expansion of where we currently lack capacity.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Sent: Thursday, February 2, 2023 1:37 PM
To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>; Williams, blue (DPH) <kenneth.c.williams@sfdph.org>
Subject: RE: Receipt of Notice for new PSC over \$100K PSC # 49565 - 22/23

Hi Kelly, Thank you for your response. I do have a follow up question. Is this PSC for long term or primary care?

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081

Sign up to become a Union Member! Together We Rise Up!

<http://bit.ly/SFMembershipForm>

<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>

seiu1021.org

From: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>
Sent: Thursday, February 2, 2023 1:11 PM
To: Thomas Vitale <Thomas.Vitale@seiu1021.org>; Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie Meyers <julie.meyers@sfgov.org>; Ricardo Lopez <Ricardo.lopez@sfgov.org>; kbasconillo@sfgov.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; Pierre King - UAPD <pking@UAPD.com>; tjenkins@uapd.com; jduritz@uapd.com; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Cc: Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>; Farahmand, Farahnaz (DPH) <farahnaz.farahmand@sfdph.org>; Salazar, Diana (DPH) <diana.salazar@sfdph.org>
Subject: Re: Receipt of Notice for new PSC over \$100K PSC # 49565 - 22/23

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

Dear Mr. Vitale,

Thank you for reviewing the Department of Public Health's (DPH) Personal Service Contract (PSC) # 49565-22/23 submission (submitted 11/25/22).

Because the objection arrived on the last day of the notification period, we are hoping we can provide further clarification of the contract via email and keep the PSC on calendar for the 3/06/23 CSC meeting. However, we can meet with you in person if you prefer.

I believe that with further detail, it may be clearer how the services available at UCSF Child and Adolescent (CAS) Nancy Friend Pritzker Psychiatry Building (NFPPB) differ from what DPH is able to provide, while other services enhance capacity in critical areas where DPH simply lacks capacity. This contract would provide a double benefit, including our families would have access to these specialty resources for the first time, and DPH would have access to training in multiple evidence-based specialty areas, thereby improving the care that we currently provide. The BHS Children Youth and Families (CYF) civil service workforce have indicated they are very eager to have access to the UCSF CAS NFPPB because they have current clients already identified and in need of these specialty services.

The UCSF CAS NFPPB is a state-of-the-art facility that integrates physical and behavioral health services allowing for a comprehensive one-stop-shop that will ensure obtaining treatment is easier thereby facilitating improved outcomes. Additionally, the UCSF staff are certified, licensed and trained in evidence-based treatments (and in many cases, also actually developed the protocols) for these specialty services. Here are some of the treatments that will become available as a result of this contract:

- Dialectal Behavior Therapy which includes a 24/7 model of treatment for some of the most high acuity youth who are suicidal/self-harm and cycle through inpatient psychiatric hospitalizations; (DPH has some DBT capacity, but it isn't 24/7)
- Family-Based Treatment (FBT) for Eating Disorders (which is a primary care/behavioral health integrated model both of which can be accessed under one roof at the UCSF CAS NFPPB);
- Evidence Based Treatments for Developmental Disorders (e.g., Autism Spectrum Disorder) which is highly specialized and a gap in our system;
- Evidence Based Treatments for Neurodevelopmental Disorders (e.g., Attention-Deficit/Hyperactivity Disorder);

Additionally, through this contract, BHS CYF intends to make training available in different specialty areas. The trainers are experts in multiple evidence-based treatment models and will support CYF in gaining knowledge and capacity in these areas, all towards improving the care that BHS CYF clinicians are able to provide.

Thank you.

Kelly

Kelly Hiramoto, LCSW
Acting PSC Coordinator
SF Department of Public Health Business Office
Special Projects Manager
SF Department of Public Health

This message and any attachments are solely for the intended recipient and may contain confidential or privileged information. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this message and any attachments is prohibited. If you have received this communication in error, please notify me by reply e-mail and immediately and permanently delete this message and any attachments. Thank you.

From: Thomas Vitale <Thomas.Vitale@seiu1021.org>
Sent: Wednesday, January 25, 2023 12:35 PM
To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; Najuwanda Daniels <najuawanda.daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Julie Meyers <julie.meyers@sfgov.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; kbasconcillo@sfgwater.org <kbasconcillo@sfgwater.org>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; davidmkersten@gmail.com <davidmkersten@gmail.com>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Pierre King - UAPD <pking@uapd.com>; tjenkins@uapd.com <tjenkins@uapd.com>; jduritz@uapd.com <jduritz@uapd.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Cc: Thomas Vitale <thomas.vitale@seiu1021.org>
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 49565 - 22/23

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

Ms. Hiromoto, SEIU 1021 is demanding to meet and confer over PCS #49565- 22/23. The scope of the duties proposed to be contracted are precisely those being performed by our members. Please contact me with dates of your availability to meet about this PCS.

Thomas Vitale
SEIU 1021 Representative
Contact# 510-703-4081
Sign up to become a Union Member! Together We Rise Up!
<http://bit.ly/SFMembershipForm>
<https://www.seiu1021.org/post/seiu-1021-covid-19-response-updates>
seiu1021.org

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of kelly.hiramoto@sfdph.org
Sent: Friday, November 25, 2022 11:50 AM
To: kelly.hiramoto@sfdph.org; Najuwanda Daniels <Najuawanda.Daniels@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; noah.frigault@sfgov.org; Julie Meyers <julie.meyers@sfgov.org>; Thomas Vitale <Thomas.Vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; kbasconcillo@sfgwater.org; pcamarillo_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; PSCreview <PSCreview@seiu1021.org>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <XiuMin.Li@seiu1021.org>; Sin.Yee.Poon@sfgov.org; David Canham <david.canham@seiu1021.org>; jtanner940@aol.com; pking@uapd.com; tjenkins@uapd.com; jduritz@uapd.com; kelly.hiramoto@sfdph.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 49565 - 22/23

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

RECEIPT for Union Notification for PSC 49565 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 49565 - 22/23 for \$10,000,000 for Initial Request services for the period 03/01/2023 - 06/30/2028. 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:

<https://nam10.safelinks.protection.outlook.com/?>

[url=http%3A%2F%2Fapps.sfgov.org%2Fdrupal%2Fnode%2F19466&data=05%7C01%7C%7Cbb1171f388bc48d4489608dacf1ebeb%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C638050028205651205%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCIjoiV2luMzIiLCJBTiI6Ikh1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C∓reserved=0](http://3A%2F%2Fapps.sfgov.org%2Fdrupal%2Fnode%2F19466&data=05%7C01%7C%7Cbb1171f388bc48d4489608dacf1ebeb%7Ce35c5b2684f74b9ba7c591278c732568%7C0%7C0%7C638050028205651205%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCIjoiV2luMzIiLCJBTiI6Ikh1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C∓reserved=0) 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: Wastewater Capital Improvement Plan Program Management Support Services

Funding Source: Wastewater Enterprise Revenue and Revenue PSC Duration: 10 years 2 days

PSC Amount: \$90,000,000

1. Description of Work

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

The SFPUC Infrastructure Division and Wastewater Enterprise (WWE) seeks consultant services to provide specialized program management support for the Wastewater Capital Improvement Plan. These services are required to continue a number of programmatic functions such as strategic capital planning, risk management, pre-construction technical advice, pre-construction planning and management, labor and contract relations, development and refinement of standards, preparation of programmatic schedules and budgets, analysis of alternative project delivery mechanisms and asset management.

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

SFPUC is seeking the services of an experienced firm to assist with the delivery of the remaining Sewer System Improvement Program (which started in 2012 and will continue through at least 2032), and to provide further support to the additional capital work in the larger, more comprehensive rolling WWE CIP. The WWE Capital Plan is an investment to upgrade San Francisco's seismically vulnerable combined wastewater system. The 100-year-old system, which treats sanitary sewage and stormwater, is past its useful life and facing a number of current and future challenges resulting from extreme weather and seismic vulnerabilities. The improvements include upgrading and replacing critical grey infrastructure (treatment facilities, pump stations, and the collection system) and integrating green infrastructure, which uses natural processes to slow down and filter stormwater to prevent it from overwhelming the system and minimize flooding during rainstorms. The work under this contract will continue upgrades to the wastewater system to ensure it is compliant, reliable, resilient, and flexible in responding to catastrophic events while protecting the environment and public health. If this contract is denied, these critical improvements will be delayed causing the system to be out of regulatory compliance and at risk for failure.

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, similar services were provided under CS-165, which is nearing the end of the contract, and served to initiate the majority of the SSIP Phase 1 work. However, this contract intends to cover the remaining SSIP work and the larger WWE CIP, of which the SSIP is one of three CIP programs to be supported under this contract.

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 Wastewater Capital Improvement Plan is a continued system-wide investment that includes replacing major treatment facilities and improving critical assets throughout San Francisco. The original agreement, CS-165 Program Management Support Services - Sewer System Improvement Program, a multi-billion-dollar agreement spanning over a decade, was awarded for up to fifteen years (June 2011-September 2026). However, the work has accelerated, and the contract is anticipated to reach capacity in 2022. The new agreement, PRO.0179 (Wastewater Capital Improvement Plan Delivery), will continue the work implemented under the SSIP and initiate new capital improvement projects as part of a rolling Ten-Year capital plan. This work will include prioritized SSIP projects (initially identified in later phases) and other WWE Capital Programs (Facilities & Infrastructure and Renewal & Replacement) projects. The new agreement will match the ten-year duration of the current Ten-Year capital plan. If approved, midway through the contract, the lead of this proposed work will present an update to the Civil Service Commission on the Program's progress.

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

- B. Explain the qualifying circumstances:

The WWE Capital Improvement Plan requires the support of Consultants with extensive knowledge, experience, and expertise in providing Program Management, Planning, Design, and Pre-Construction support services for large water or wastewater infrastructure capital programs. Service may be required on an as-needed, intermittent, or periodic basis over the Ten-Year capital plan due to peaks in workload to deliver multiple projects simultaneously.

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

- A. Specify required skills and/or expertise: The support necessary to deliver a multi-billion-dollar capital improvement program requires extensive experience in capital planning, delivery, and asset management. Expertise in trenchless linear pipeline construction, stormwater management, green infrastructure, watershed assessments, and alternative delivery methods (e.g., Design-Build and CM at Risk) is required. An understanding of wastewater regulatory and combined sewer system requirements is imperative. In-depth knowledge of the wastewater treatment process and existing/emerging technologies is essential. Expertise in combined sewer systems analyses, evaluations, permitting, operating strategies, planning, design, and construction is preferred. Experience in wastewater facility plant start-up and commissioning is also necessary. Knowledge in cost estimating, engineering, and controls for treatment plants, collection system facilities, including gravity sewers (circular and irregular cross-sections up to 109" diameter), interceptors, tunnels, outfall structures, and pump station projects, is necessary. Moreover, specialists in the following areas are required. Value engineering and alternative analysis; A recognized expert in climate change with Bay Area familiarity to support climate change analysis' and adaptation plans; Technology transfer and training specialist for wastewater and stormwater pump stations, treatment plants, and conveyance systems; Asset management integration specialist with experience in integrating wastewater infrastructure; Building Information Modeling (BIM) specialist with engineering/construction experience on wastewater

projects, including expertise in BIM for wastewater and stormwater pump stations, treatment plants, and conveyance systems.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5506, Project Manager 3; 5508, Project Manager 4;
- 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?

SFPUC Engineering Management Bureau (EMB) and San Francisco Public Works (SFPW) were approached about this work. It was determined that San Francisco City staff with relevant experience, including Public Works, will be given the first offer to provide technical services for this contract. If SFPUC cannot perform the services in-house, SFPW will be given the first right of refusal for project technical support tasks before acquiring consultant support. We intend to prioritize work for City staff where possible. Thus, we have designated several technical subtasks as “optional,” which allows flexibility to assign the work as needed.

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

- A. Explain why civil service classes are not applicable.
In some cases, Civil Service classifications are applicable, but in those that are not, it is due to the required technical expertise necessary to deliver a program of this complexity and magnitude. The City does not routinely implement multi-billion-dollar capital improvement programs for the combined sewer system. This work happens approximately every 40 years and currently has an approved capital budget of \$5.4B over ten years.
- 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 some cases, Civil Service classifications are applicable, but in those that are not, it is due to the required technical expertise necessary to deliver a program of this complexity and magnitude. The City does not routinely implement multi-billion-dollar capital improvement programs for the combined sewer system. This work happens approximately every 40 years and currently has an approved capital budget of \$5.4B over ten years.

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. Under this contract, the consultant will work with SFPUC to identify knowledge gaps associated with the implementation of CIP projects and develop/deliver competency-based training programs and curriculums for projects accordingly. Training areas may include low-impact design, asset management, specialized hydraulic modeling, pump station upgrades, program controls, program management, or other project areas that could be designed by the SFPUC.

- 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 12/21/2022, 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# 40282 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

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 # 40282 - 22/23
Date: Wednesday, December 21, 2022 9:46:52 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 40282 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40282 - 22/23 for \$90,000,000 for Initial Request services for the period 09/01/2022 – 08/31/2032. 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/19585> 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)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
April 18, 2011

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

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:06 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrondo	Present
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Not Present (Notified absence)

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of April 4, 2011

Action: Postpone to the meeting of May 2, 2011; the draft minutes are incomplete due to tape recording malfunction. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

Micki Callahan, Human Resources Director reported that today, April 18, 2011, the Department of Human Resources began a classification project to review the allocation of classes. A short-term Employee Specialist has been hired to assist with this project. A full report will be presented at an upcoming meeting.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0075-11-8 Review of request for approval of proposed personal services contract.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4092-10/11	Public Utilities Commission	\$1,500,000	Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	Regular	06/30/13

March 21, 2011: Postpone PSC #4092-10/11 to the meeting of April 18, 2011 at the request of the Public Utilities Commission.

Speakers: Jignesh DeSai and Tamerat Awetu, Public Utilities Commission and Ging Louie, IFPTE Local 21

Action: Adopt the report; Approve request for PSC #4092-10/11 on the condition that the duration is two (2) years, ending in 2013; the Public Utilities Commission will continue to monitor to identify work within the scope of the contract that can be performed by civil service employees; and the Public Utilities Commission and IFPTE Local 21 to report back to the Commission on the progress in six (6) months. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**0100-11-8 Review of request for approval of proposed personal services contracts.
(Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4097-10/11	Airport Commission	\$1,800,000	This project will develop a geodetic control, imagery control, project survey and quality control plan; conduct an aeronautical survey, which will also supplement the aerial survey requirement for the Runway Safety Area project; complete an airspace analysis, obstruction survey, and boundary survey; capture, convert and upload plain metric into the FAA AGIS to obtain approval by the National Geodetic Survey (NGS), and the FAA, and to coordinate and present an electronic Airport Layout Plan. Proposed work must be completed according to the FAA Advisory Circulars 150/5300-16, -17, and -18.	Regular	06/30/15
4098-10/11	Airport Commission	\$2,800,000	The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.	Regular	12/31/15
4099-10/11	Airport Commission	\$8,500,000	Design, develop, install and implement an integrated solution for managing ground transportation information from Radio Frequency Identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and on-going maintenance.	Regular	04/19/14

Civil Service Commission Meeting Minutes

Regular Meeting of April 18, 2011

<p>4100-10/11</p> <p><i>Appealed by IFPTE Local 21 on Regular Agenda</i></p> <p><i>See Item 12</i></p>	<p>Public Utilities Commission</p>	<p>\$150,000,000</p>	<p>Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction, and triple bottom line analysis.</p>	<p>Regular</p>	<p>12/01/26</p>
<p>4068-08/09</p>	<p>Airport Commission</p>	<p>Increase Amount \$450,000 New Amount \$950,000</p>	<p>SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquires from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.</p>	<p>Modification</p>	<p>12/21/11</p>
<p>4119-07/08</p>	<p>Port Commission</p>	<p>Increase Amount \$380,000 New Amount \$1,730,000</p>	<p>The contracted scope of work with Treadwell & Rollo is approximately 90% complete. Regional Water Quality Control Board (Water Board) has accepted/approved the environmental investigation. However, as a result of the findings presented in the investigation report, Water Board now requires the Port to undertake two (2) new tasks; prepare a Remedial Action Plan for the Pier 70 area; and conduct a Feasibility Study for contaminated sediment at a portion of Pier 70 area designated for future park</p>	<p>Modification</p>	<p>06/30/12</p>
<p>4028-06/07</p>	<p>Public Library</p>	<p>Increase Amount \$0 New Amount \$1,050,000</p>	<p>The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.</p>	<p>Modification</p>	<p>06/30/15</p>

4087-07/08	Public Works	Increase Amount \$8,400,000 New Amount \$16,400,000	The Executive Construction Management (ECM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. ECM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The ECM will also be responsible for the development and maintenance of a Project Controls System that is independent of the Construction Manager/General Contractor's (CM/GC) Project Controls System. The ECM will be responsible for the monitoring of the CM/GC's quality assurance, safety programs, and hazardous material and construction mitigation controls. The selected ECM will provide specialized expertise to supplement Civil Service classifications and will be managed by City staff. The PSC modification request of \$8.4M is a reconciliation of the ECM's work scope and responsibilities between the 2007 forecasted utilization versus 2010 actual utilization trends due to restructured responsibilities. The revised PSC modification reflects an increased involvement by the ECM during the Pre-Construction and Construction Phases of the SFGH Rebuild Project, as well as extended durations. Some of the tasks include a full-time presence of the ECM cost engineer in validating work release work scopes and CM/GC cost reports, full-time schedule analysis and updates, full-time development and participation of the constructability review process, and development and maintenance of the Project Controls System. See attached document titled "Presentation to Board of Supervisors, Request for Contract Modification Approval Exceeding \$10M" for a more detailed discussion of the ECM's revised contract scope and a comparison of the 2007 forecasted utilization versus the 2010 actual utilization trend.	Modi- fication	12/31/16
------------	--------------	--	--	-------------------	----------

Speakers:

Cynthia Avakian and Josephine Pofsky, Airport Commission spoke on PSC #4097-10/11.
 Cynthia Avakian and Jim Chiu, Airport Commission spoke on PSC #4098-10/11.
 Cynthia Avakian and Gerardo Fries, Airport Commission spoke on PSC #4099-10/11.
 Brian Bannon, San Francisco Public Library spoke on PSC #4028-06/07.

Action:

- (1) Adopt the report as verbally amended from Yes to No in "D" of PSC #4028-06/07. Previous increase amount request of \$940,000 is reduced to \$300,000 with new amount of \$1,050,000. Duration of February 28, 2012 (3/7/11 CSC action) extended to 6/30/15. Approve request. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopt the report; Approve request on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0099-11-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2011-2012. (Item No. 9)

Speakers: David Rich, Department of Human Resources

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2011. (Vote of 4 to 0)

0054-11-3 Appeal by Patrick Tobin of the Executive Officer’s denial to process his request for a hearing of the denial of his “Like Work-Like Pay” compensation as an acting Lieutenant at the San Francisco Police Department Traffic Company. (Item No. 10)

March 21, 2011: Postpone to the meeting of April 18, 2011 at the request of Sergeant Patrick Tobin.

Speakers: None.

Action: Postpone to the meeting of May 2, 2011 at the request of Russell Robinson, Attorney. (Vote of 4 to 0)

0101-11-8 Review of request for approval of proposed personal services contract. (Item No. 11)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-07/08	Public Utilities Commission	\$0	Work plan preparation; environmental document scoping; environmental field studies; alternatives analysis; preparation of draft environmental documents and permit applications; preparation of final environmental documents required for the acquisition of regulatory permits and agency approvals. The existing Geary Road Bridge provides passage across Alameda Creek to pedestrians, emergency service vehicles, and San Francisco Public Utilities Commission (SFPUC) and other agency staff. The existing wooden bridge is 80 years old and requires replacement to mitigate ongoing safety concerns, such as insufficient load capacity to allow passage of heavy vehicles like fire trucks. Implementation of the Geary Road Bridge Replacement Project (formerly called the New Diversion Dam Road Bridge Upgrade Project) would replace the existing bridge with one that meets current bridge design and safety standards, including passage of heavy vehicles. This required extension of the period of contract performance is necessary due to delays in the finalization of bridge design which has slowed the initiation of environmental review. If the extension of the period of contract services is denied, completion of the required environmental analysis will be delayed, along with the completion of this important safety improvement project.	Regular	12/01/12

0101-11-8 (continued)

Speakers: None.

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0107-11-8 Appeal by IFPTE Local 21 of PSC #4100-10/11 from the Public Utilities Commission. (Item No. 12)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4100-10/11	Public Utilities Commission	\$150,000,000	Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction and triple bottom line analysis.	Regular	12/01/26

Speakers: Harlan L. Kelly Jr., Public Utilities Commission
Larry Wong, IFPTE Local 21 and Joe Brenner, IFPTE Local 21

Action: Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0013-11-6 Appeal by Robert Gage of the Executive Officer's decision to close his appeal due to untimeliness. (Item No. 13)

Speakers: Anita Sanchez, Executive Officer
Robert Gage, Appellant
Silvia Castellanos, Department of Human Resources
Linda Simon, Department of Human Resources

Action: Grant the appeal by Robert Gage of the Executive Officer's decision to close his appeal. Schedule the hearing of the appeal of Mr. Gage to the meeting of May 16, 2011, with the proviso that should Mr. Gage not appear, his appeal is denied. (Vote of 4 to 0)

0102-11-3 **Annual Adjustment (3rd Year of 5-Year Cycle) of Salary of Member, Board of Supervisors in accordance with Civil Service Commission action of May 4, 2009; and, Salaries (5th Year of 5-Year Cycle) of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) in accordance with Charter Section A8.409-1 for Fiscal Year 2011-12. (Item No. 14)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report; Due to a 1.5% CPI-U change, salaries of the elected officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) are increased 1.5%, in accordance with Charter Section A8.409-1 and the salary of members of the Board of Supervisors is increased 1.5%, in accordance with Commission Action of May 4, 2009 for Fiscal Year 2011-12. (Vote of 4 to 0)

0103-11-3 **Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2011-12. (Item No. 15)**

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report; Adopt the Department of Human Resources Employee Relations Director report, Overview of FY 2011-12 Labor Concessions; Use the weighted average of 4.16% made by employee organizations; Reduce 4.16% the salaries for Member, Board of Supervisors and Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) for Fiscal Year 2011-12 covering the period July 1, 2011 to June 30, 2012; and, Transmit to the Controller. (Vote of 4 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

Commissioner Morgan R. Gorrone requested that the meeting be adjourned in memory of Captain Sidney H. Keil, U.S. Navy Retired.

Vice President Donald A. Casper referenced Civil Service Commission Rule 314.7.2 in requesting a report on how Limited Tenure appointments are made in the San Francisco Fire Department.

President E. Dennis Normandy updated Commissioner Gorrone who was absent at the previous meeting of the Commission's direction to the Executive Officer to explore the possibility of obtaining a certain percentage of the budget of departments with matters before the Civil Service Commission.

ADJOURNMENT (Item No. 17)

3:56 p.m.

At the request of Commissioner Morgan R. Gorrone, the meeting adjourned in memory of Captain Sidney H. Keil, U.S. Navy Retired who passed away on March 31, 2011. The Commission directed the Executive Officer to forward expressions of condolence to the family on behalf of the 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: As-Needed Support Services, Hetch Hetchy Water and Power

Funding Source: SFPUC Water Enterprise

PSC Duration: 5 years 26 weeks

PSC Amount: \$30,000,000

1. Description of Work

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

This PSC will be made up of four (4) contracts, each at a value of \$7.5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, delivery, and monitoring; water treatment and waste water treatment services; power services (all systems, generation to transmission /substation /switchyard /distribution); management improvement services; workforce development and outreach; asset management services; inspections and condition assessments of all HHWP assets; land management services; security, asset control, and emergency response services; environmental and regulatory compliance; training; job inspection services; health and safety services, and customer services for the San Francisco Public Utilities Commission (SFPUC). Each team should be able to respond to the full scope.

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, power operations, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: inspections and condition assessments, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; and cultural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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.

Similar services have been provided in the past via PSC No. #4187314/15 (CS391) and PSC #416208/09 (CS229). This service is currently being provided by PSC No. #48095-1718 (PRO.0114).

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.

Reporting requirements

2. Reason(s) for the Request

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The work is as-needed, short-term, and occasionally highly specialized, which means that it will be needed to fulfill short-term needs in operations, maintenance, or compliance on an as-needed basis to avoid operational failures and/or associated fines or assessments. The contract will also be used to address unanticipated or emergency staffing changes such as staffing to address fires, flooding, or the pandemic. Staffing is needed to address and mitigate health and safety risks, and assist with recovery efforts and claims. Services may also be needed on a periodic basis due to peak work volumes (such as updates to the Wildfire Mitigation and Transmission Vegetation Management plans). There are also regulatory requirements or audits (eg. bulk electric system) that require a third-party to assess or provide comment on, and that will be provided by these services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management, electrical engineering, mechanical engineering, surveying, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Hetch Hetchy Water and Power staff will be working collaboratively with the consultant to broaden our in-house skill sets for these tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors may mentor and train the incoming staff when the vacant positions are filled.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1024, IS Administrator-Supervisor; 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1062, IS Programmer Analyst; 1092, IT Operations Support Admin II; 1093, IT Operations Support Admin III; 1094, IT Operations Support Admin IV; 1232, Training Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 3426, Forester; 5177, Safety Officer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5241, Engineer; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5601, Utility Analyst; 5602, Utility Specialist; 5620, Regulatory Specialist; 6130, Safety Analyst; 6138, Industrial Hygienist; 6318, Construction Inspector; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV

; 1094, IT Operations Support Administrator IV ;

- 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.

The contract is needed because the work is short-term, technical, and specialized. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, the requested contract will be used to augment HHWP staff in meeting its operational obligation.

- 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, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and/or highly specialized work. It is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

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.

Yes. Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.

- 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 12/29/2022, the Department notified the following employee organizations of this PSC/RFP request:
Electrical Workers, Local 6; Municipal Executive Association; 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# 41213 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of shale@sfwater.org
To: [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; junko.laxamana@sfgov.org; Criss@sfmea.com; Camaguey@sfmea.com; Christina@sfmea.com; staff@sfmea.com; oashworth@ibew6.org; khughes@ibew6.org; [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 41213 - 22/23
Date: Thursday, December 29, 2022 11:36:30 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 41213 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41213 - 22/23 for \$30,000,000 for Initial Request services for the period 04/15/2023 – 10/15/2028. 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/19520> 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: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 48095 - 17/18)

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

Type of Service: Operations & maint water supply,storage,transport,power,wastewater treatment srvc (PRO.0114)

Funding Source: Hetch Hetchy Operating and Capital Budget

PSC Original Approved Amount: \$20,000,000 PSC Original Approved Duration: 11/01/18 - 10/31/23 (5 years)

PSC Mod#1 Amount: \$10,000,000 PSC Mod#1 Duration: no duration added

PSC Cumulative Amount Proposed: \$30,000,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work

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

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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 48095 - 17/18

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five years.

2. Reason(s) for the Request

A. Display all that apply

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

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

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

Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in meeting its operational obligation.

B. Reason for the request for modification:

To provide sufficient contract capacity through the end of the original contract term. The contract is being used to address additional needs not foreseen when the original contract was awarded, including addressing the COVID pandemic (e.g. safety plans, facilities assessments, procedures and training), and Racial Equity Goals - planning and implementation.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 1093, IT Operations Support Administrator III ;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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.

Civil services classes are not applicable because this work is short-term, technical and highly specialized.

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 specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

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.

We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.

- 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 02/10/21, 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: Bill Irwin Phone: 415-934-3975 Email: wirwin@sewater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48095 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2021

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: Operations & maint water supply,storage,transport,power,wastewater treatment srvc.(PRO.0114)

Funding Source: Hetch Hetchy Operating and Capital Budget PSC Duration: 5 years

PSC Amount: \$20,000,000

1. Description of Work

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

This as-needed PSC will be made up of four (4) contracts, each at a value of \$5 million. Work will consist of specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services, wastewater treatment services; power; and division operations and management services for the Hetch Hetchy Water and Power Division of the SFPUC Water Enterprise (HHWP).

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

Federal and State environmental and regulatory agencies require reporting and compliance in numerous areas including water quality, water treatment, water supply and storage, natural resources, hazardous materials, and health and safety. The as-needed services provided by these contracts include, but are not limited to: water supply development to meet contractual obligations, Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and groundwater sampling and testing, and natural resources management and species monitoring. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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.

Similar services have been provided in the past via PSC No. 41873-14/15 (CS-391) and PSC #4162-08/09 (CS-229).

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 agreement term as written in Request for Proposal(RFP) PRO-0114 is five (5) years. Hetch Hetchy Water & Power will always have various small projects that need to be performed as regulatory requirements change or new requirements come into play. Services procured through this contract will be used to meet this operational need when it exceeds existing staff resources or skillset. A modification will be requested for this PSC if the SFPUC wishes to extend the contract beyond the initial five 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.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

PRO.0114 will support short-term, technical and highly specialized work. If the lead for the HHWP department that would normally perform the work establishes that the department has insufficient resources to perform the work or does not have the skillsets internally to perform the work, contract PRO.0114 will be used to augment HHWP staff in meeting its operational obligation.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Specialized and technical skills related to water utility operations and management including hydrological modeling, electrical engineering, mechanical engineering, surveying, waste water plant operations, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, species monitoring, process optimization, risk assessment, business planning, asset management, performance assessment and health and safety services. Our staff will be working collaboratively with the consultant to broaden our in-house skill sets for these specialized tasks. This contract may be used to provide "stop-gap" services when positions are vacant. The remote location of the work can lengthen the hiring process. Contractors will mentor and train the incoming staff when the vacant positions are filled.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1093, IT Operations Support Admn III; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5362, Engineering Assistant; 5602, Utility Specialist; 1093, IT Operations Support Administrator III ;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Possibly. There may be new and improved technology available within the next five years to, for example, monitor vegetation around power transmission/distribution lines or monitoring of dams which will improve our ability to meet our regulatory requirements.

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

The contract is necessary because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. For example, it would not be practical for the City to permanently hire a technically-specialized expert in naturally occurring asbestos to do one time studies that are necessary to meet regulatory requirements and protect worker health.

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

- A. Explain why civil service classes are not applicable.
Civil services classes are not applicable because this work is short-term, technical and highly specialized.

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 specialized, short-term, technical and highly specialized work, there is currently no staff to perform the work. Regarding current vacancies, it is taking up to two years to fill vacancies and there is insufficient staff to provide the needed "stop-gap" services.

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.

Yes. We are having difficulty filling vacant positions. This contract will be used to fill hiring stop gaps due to retirements. These same contractors will be used to mentor incoming staff once the vacant positions are filled. Our largest gaps are with information technology staff and electrical engineers.

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 07/12/2018, the Department notified the following employee organizations of this PSC/RFP request:

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

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

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48095 - 17/18

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required
conditions
09/17/2018 DHR Approved for 09/17/2018

Approved by Civil Service Commission with

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: Progressive Design-Build

Funding Source: Hetchy Capital Improvement

PSC Duration: 4 years

PSC Amount: \$10,000,000

1. Description of Work

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

O'Shaughnessy Dam is a 344 feet high concrete dam, located 140 miles east of San Francisco and 60 miles east of Sonora in Yosemite National Park, Tuolumne County. The purpose of this project is to provide a bulkhead system to be installed in the upstream inlets to twelve existing gate and valve outlets. The proposed bulkheads will be located in Hetch Hetchy Reservoir between 160 feet and 300 feet deep. The contract work will be performed using the Progressive-Design-Build (PDB) method. The scope of work includes design of bulkheads for each of the twelve outlets; development and preparation of the installation procedure; pre-construction planning; preparation of project cost; fabrication and delivery of the bulkhead; and installation of the bulkheads. Installation of the bulkhead will include underwater construction by divers to remove and clean rust and tubercles, and repair of upstream sealing surface at each inlet and initial test installation and removal of the bulkhead systems.

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

O'Shaughnessy Dam and its outlet system are almost 100-year-old. The outlet system controls water release from the reservoir. The bulkhead system is required to provide isolation between the reservoir water and the outlet system to achieve a safe, dewatered conditions for performance of inspection, repair, and planned construction of rehabilitation work of the outlet system. Currently, there is no operable bulkhead and the old bulkhead design does not meet current safety requirements. Therefore, a new bulkhead system is required. The consequences of denial will result in no safe isolation which makes it impossible to maintain the outlet system. Without proper upkeep, the outlet system will fail. The failure of the outlet system will jeopardize water supply, dam operations, and personnel safety.

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.
not applicable

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

O’Shaughnessy Dam Bulkhead System is unique. It is part of a capital improvement project. The proposed work requires specialized skills, expertise, and knowledge. The contract duration is approximately 2-3 years, which is short term. Currently, the City does not have in-house expertise, facilities and equipment to design, fabricate, and install the new bulkhead system.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The bulkhead system is integral to personnel and dam safety during maintenance of the outlet system. Failure of the bulkhead system presents imminent danger to the people performing maintenance activities and jeopardizes water delivery to the City and the Bay Area. To ensure that the potential risk of failure is minimized to the fullest extent possible, the design, fabrication, and installation of the new bulkhead system is best performed by specialty contractors/engineers that have extensive experience in similar hydraulic structures and underwater operations. This contract calls for specialty in bulkhead design and underwater operations. The design manager/lead designer is required to have a minimum 15 years of experience as designer or Engineer- of-Record for projects on dams, gates, hydraulic structures, and underwater construction; and with a minimum of two projects as the Lead Designer for the design of bulkheads, gates, and hydraulic structures for dams or water resource projects. The required experience, skills, expertise or knowledge in bulkhead design and underwater operations are beyond that the civil service classifications normally have.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. A contractor will need to provide special underwater equipment to inspect, clean, and seal the bulkhead slots and contact surfaces. Depending on the design, the contractor may also need to provide specialized lifting mechanism to assist installation and removal of the new bulkheads.

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

SFPUC reviewed available resources. There are no available resources who are specialized in bulkhead design and underwater operations. As the solution is being developed under this contract DB-135, City staff will gain greater understanding of the design, costs, and risks in a progressive manner and make informed decision to achieve high quality outcomes including a highly functional and reliable bulkhead system that fits the needs.

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

A. Explain why civil service classes are not applicable.

It is because proposed service and work will require specialized skills, expertise and knowledge. The civil service classes are for general engineering, not specialized in bulkhead design and underwater operations. This is a progressive design-build contract. It is set up to foster a high level of collaboration and teamwork among the City staff, designer, and the construction contractor. Even though City staff do not possess the skills, expertise, and knowledge to design the bulkhead system, City staff will gain greater understanding of the design, costs, and risks in a progressive manner and make informed decision to achieve high quality outcomes including a highly functional and reliable bulkhead system that fits the needs.

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. It is because this is a short term capital project.

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.

Yes. o The contractor will train HHWP staff how to install, operate, and remove the new bulkheads. o Estimated training hours – a full day or 8 hours

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 01/09/2023, 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@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44009 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

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 # 44009 - 22/23
Date: Monday, January 9, 2023 2:17:06 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 44009 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44009 - 22/23 for \$10,000,000 for Initial Request services for the period 08/01/2023 – 07/31/2027. 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/19734> 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: Construction Management As-Needed Services

Funding Source: City Funded

PSC Duration: 5 years 2 days

PSC Amount: \$12,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements at \$4 million each to provide construction management (CM) services on an as-needed basis to augment existing SFPUC and City CM teams working on construction projects.

This contract will be for the sole use of the Hetchy Capital Improvement Project (HCIP) for CM services.

These CM services include, but are not limited to, the following: construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

If these services are denied, there will be an impact to project CM staffing levels for all HCIP construction projects, thus resulting in construction delays, unmanaged and uninspected construction work, and increased construction costs. The SFPUC currently does not have sufficient City staffing resources to handle peak workloads and specialized technical knowledge (e.g., coating, welding, geotechnical, tunnel, electrical, etc.) to perform the work that will be required.

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 were previously approved under PSC #42060 - 17/18 (PRO.0097).

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.
Contract No. PRO.0275 is a Public Works As-Needed Professional Services Contract subject to a maximum contract term of not more than five (5) years per the San Francisco Administrative Code Section 6.43.

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

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

- Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.
- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

The SFPUC's Construction Management Bureau (CMB) has reviewed HCIP CM staffing plans and CMB has confirmed that its current City resources are still insufficient to fulfill all the necessary CM positions in order to meet the large volume of upcoming construction work, specifically the planned, upcoming HCIP construction projects. Additionally, the SFPUC has limited resources to provide construction inspection services, which are critical to maintaining work quality and to controlling cost and schedule.

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

- A. Specify required skills and/or expertise: The skills and expertise required for this scope are directly related to construction management (CM) work in the following CM areas: construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, specialty inspection (coating, welding, etc.), supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5216, Chief Surveyor; 5241, Engineer; 5298, Planner 3-Environmental Review; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 5310, Survey Assistant I; 5314, Survey Associate; 5601, Utility Analyst; 5602, Utility Specialist; 6130, Safety Analyst; 6317, Assistant Const Inspector; 6318, Construction Inspector; 6319, Senior Const Inspector;
- 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's Construction Management Bureau (CMB) has reviewed HCIP CM staffing plans and CMB has confirmed that its current City resources are still insufficient to fulfill all the necessary CM positions in order to meet the large volume of upcoming construction work, specifically the planned, upcoming HCIP construction projects. Additionally, the SFPUC has limited resources to provide construction inspection services, which are critical to maintaining work quality and to controlling cost and schedule.

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

A. Explain why civil service classes are not applicable.

There is very limited HCIP SFPUC resources currently unavailable due to attrition. Also, current civil service staff are not always able to perform the scope of services required for projects covered by this contract because they don't always have the specialized experience and/or knowledge required. Additionally, these resources with specific skills and expertise will be needed only on a project-by-project basis and will span only the duration of a project activity, the project life, or the duration of the as-needed CM services contracts.

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 various types of skills and expertise to be included in the as- needed CM services contracts are found in the existing civil service classes specified in this PSC. As indicated above, the City will not always have sufficient staff to perform work nor have the capacity to hire new City staff that could meet the requirements of timing, limited duration, and specialized expertise for the anticipated work effort.

6. Additional Information

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

No.

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

No. No. City will not always have sufficient staff to perform work nor have the capacity to hire new City staff that could meet the requirements of timing, limited duration, and specialized expertise for the anticipated work effort.

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 01/10/2023, 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# 41619 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)

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 # 41619 - 22/23
Date: Tuesday, January 10, 2023 10:45:58 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 41619 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41619 - 22/23 for \$12,000,000 for Initial Request services for the period 09/30/2023 – 09/30/2028. 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/19739> 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: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 42060 - 17/18)

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

Type of Service: Hetchy Capital Improvement Projects As-Needed Construction Management Services(PRO.0097)

Funding Source: HH 10-Year CapPlan – Water/Power Rev Bond

PSC Original Approved Amount: \$11,000,000 PSC Original Approved Duration: 02/01/18 - 01/30/23 (4 years 52 weeks)

PSC Mod#1 Amount: \$1,000,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$6,000,000 PSC Mod#2 Duration: 09/13/22-01/02/24 (48 weeks 1 day)

PSC Cumulative Amount Proposed: \$18,000,000 PSC Cumulative Duration Proposed: 5 years 48 weeks

1. Description of Work

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

The proposed work is to provide As-Needed Construction Management Services to augment City construction management staff as necessary. These services may include, but are not limited to, construction contract management, construction inspection, project controls, environmental inspection, environmental monitoring, supplier quality surveillance, special laboratory testing, start-up & testing assistance, commissioning, surveying, construction safety inspection and document control.

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

These services are necessary to upgrade and improve critical upcountry aging infrastructure. If this contract is not approved, necessary improvements to the City's water and power systems may be delayed or cancelled, causing the systems to be at increased risk of safety, regulatory noncompliance, as well as operations failure.

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 42060 - 17/18

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise. It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every

extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

B. Reason for the request for modification:

The reason for the modification is that the Construction Management Bureau group in Moccasin the provided quality assurance on all the capital improvement construction projects for Hetchy Hetchy Water & Power is made up of only a handful of City personnel and therefore there is a high need to supplement with consultant personnel to fill various construction management services positions (Resident Engineers, Officer Engineers, Construction Inspectors, Administrative Document Control Specialists) over many capital projects. The HCIP construction projects have long time durations, are very technical, and evolve around system operations shutdowns. These three items lead to high cost contract task orders to have consultant personnel provide construction services that have depleted the original contract budgets at a faster rate than expected.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: This contract requires specialized expertise to assist SFPUC Construction Management Bureau to provide construction management services for approximately \$300 Million capital improvement projects in 10 years. The work includes highly specialized work in power houses, dams, penstocks, reservoirs, high voltage transmission lines, substations/switchyards, large diameter pipelines and tunnels.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1446, Secretary 2; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 5602, Utility Specialist; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor's construction management staff will require personal protective equipment (PPE), specialized inspection equipment and vehicles.

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.
This is a City-led program, and as such we will be using civil services classes whenever possible, including construction managers, resident engineers, construction inspectors, and other construction management staff to oversee the contractors' work. The City currently lacks available resources to manage the amount of work needed. To some degree, the current civil service classes have limited experience and knowledge in construction management support services for hydropower and high voltage facilities, such as powerhouses, dams, penstocks, reservoirs, high voltage transmission lines, substation/switchyard, and tunnels. This contract is necessary to augment staff in order to accommodate for the peak workloads during these relatively short term capital projects requiring diverse skills, experience and expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt new civil services classes since these projects require resources to provide support during short limited duration capital projects, and to augment staff during peaks in workload in the short term. The additional staff will not be necessary afterwards. Nevertheless, and to the every extent possible, City staff, such as construction manager, resident engineers, construction inspectors, and construction management staff, will be utilized.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Yes. An estimate of 100 man-hours in safety, environmental and specialized training will be provided to 5-10 Engineers & Construction Inspectors.
- 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 09/21/22, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; 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: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42060 - 17/18

DHR Analysis/Recommendation:

12/19/2022

Commission Approval Required

Approved by Civil Service Commission

12/19/2022 DHR Approved for 12/19/2022

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 Audio-Visual, Telecom, IT, Security, and Acoustical Design and Consultation Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$2,000,000

PSC Est. Start Date: 03/06/2023

PSC Est. End Date
12/31/2029

1. Description of Work

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

Provide specialized services in audio-visual, telecom, IT, security, and acoustical design and consultation to support Department of Public Works design staff on an as-needed basis. Audio-visual, Telecom, IT, Security, and Acoustical professionals are specialized consultants who are experts in the area of audio-visual, telecom, IT, security analysis and acoustical engineering. Work may involve measuring noise and vibration levels, calculating and designing engineering noise controls, engineering architectural acoustics to achieve good speech intelligibility and or precise and accurate sound, preparing environmental noise report, and other related services.

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

Audio-visual, telecom, IT, Security, and acoustical engineering consultation is a specialized professional service that is out of the Building Design and Construction's area of expertise. This consultant would have a strong working knowledge of audio, video, telecom, IT, and security systems design, operation and installation. This consultant may also develop system design drawings including, but not limited to audio-visual, telecom, IT, security, and acoustical engineering system diagrams and schematic drawings. Having the ability to work with our own audio-visual, telecom, IT, security, and acoustical engineering consultants directly without going through as-needed pass-through consultants will save the City money and allow us to execute these contracts more efficiently.

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

Yes, this service has been provided in the past. Most recent PSC's are PSC#45115-19/20 approved on 05/18/2020, PSC#42298-16/17 approved on 06/05/2017, and PSC#43857-14/15 approved on February 2, 2015.

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 additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts. The contracts will have 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:

These are as-needed contract services only. They will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Specialized services are required that are not available internally and a third party consultant is necessary to ensure that a high quality project is achieved.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant must have a strong working knowledge of Audio/Video, Telecom, IT, Security, and Acoustical Engineering systems design, operation and installation. This consultant must have experience in developing system design drawings including, but not limited, to audiovisual system diagrams and schematic drawings. Experience and expertise in architectural acoustical engineering, noise measurement and control, using sound and vibration test equipment and monitoring systems. Experience and expertise in developing engineering controls to achieve good speech intelligibility, precise and accurate sound, and to reduce undesirable noises, writing environmental noise reports, and other related tasks.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. They will provide specialized equipment, trained personnel, and monitoring or testing equipment which is not cost effective for the City to purchase and maintain.

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

The City does not have resources available to perform all required work. The Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

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 contract services only. They will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Specialized services are required that are not available internally and a third party consultant is necessary to ensure that a high quality project is achieved.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. Since these highly specialized services are only going to be utilized on an as-needed basis, there is no need to provide training to existing staff.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/20/2022, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43545 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/06/2023

Receipt of Union Notification(s)