



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

April 21, 2023

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF PERSONAL SERVICES CONTRACT NUMBER 10915-22/23
FROM THE ARTS COMMISSION.**

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

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

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

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG
Executive Officer

Attachment

Cc: Kevin Quan, Arts Commission
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

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

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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

San Francisco Arts Commission **Date:** April 26, 2023

London N. Breed
Mayor

To: Civil Service Commission

Ralph Remington
Director of Cultural Affairs

From: Allison Cummings, Senior Registrar

401 Van Ness Avenue, Suite 325
San Francisco, CA 94102

Re: PSC #10915 - 22/23 clarification

SFAC Galleries
401 Van Ness Avenue, Suite 126
San Francisco, CA 94102

tel 415-252-2100
fax 415-934-1022
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC

The PSC was estimated at \$100 Million as a result of the following considerations.

- As a continuing PSC, there is no defined end date, so the amount is set high enough to avoid the need for future modifications.
- The Civic Art Collection is 4,000+ unique pieces of artwork, and care of the collection requires specialists in the areas of fine art conservation, art installation, and movement.
- The simple chart below is an example assuming \$2 Million in annual conservation & maintenance contracts with a 3% cost increase annually due to the Consumer Price Index (CPI), or Inflation.
- \$2 Million annually is an average of our contracting allocations over the last decade for care of the Civic Art Collection.
- Even with a simple chart, annual conservation, maintenance, and installation costs can vary wildly due to the unique circumstances of each artwork, fluctuations in city construction projects, and emergency response requirements.
- Civic Art Collection project funds can originate from a variety of sources including general fund support, bonds, grants, gifts, and endowments.
- The San Francisco Arts Commission will report annually on executed contracts authorized by this PSC.



City and County of San Francisco

Sample contracting projection:

	Amount
Year	(3% annual increase)
Year -1	\$ 2,000,000
Year -2	\$ 2,060,000
Year -3	\$ 2,121,800
Year -4	\$ 2,185,454
Year -5	\$ 2,251,018
Year -6	\$ 2,318,548
Year -7	\$ 2,388,105
Year -8	\$ 2,459,748
Year -9	\$ 2,533,540
Year -10	\$ 2,609,546
Year -11	\$ 2,687,833
Year -12	\$ 2,768,468
Year -13	\$ 2,851,522
Year -14	\$ 2,937,067
Year -15	\$ 3,025,179
Year -16	\$ 3,115,935
Year -17	\$ 3,209,413
Year -18	\$ 3,305,695
Year -19	\$ 3,404,866
Year -20	\$ 3,507,012
	\$ 53,740,749

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION -- ART

Dept. Code: ART

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

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

Type of Service: Fine Arts Conservation, Maintenance and Handling Services

Funding Source: General Funds, Bonds or Special Revenue

PSC Duration: annual memo required

PSC Amount: \$100,000,000

1. Description of Work

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

Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, sorting, storing, framing, photography, installation, and de-installation of artworks including those of monumental scale. Services also include the design and fabrication of integral hardware, pedestals, cases, and plaques. Additionally, there are specialized consulting services to evaluate the condition of existing and proposed artworks.

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

The services are necessary because, the San Francisco Arts Commission (ART) is charged to maintain the works of art owned by the City and County (San Francisco Charter Section 5.103) and the City has over 4,000 art objects in its inventory. The services are essential for the Arts Commission to execute its mandate. If approval is denied, ART will be unable to fulfill its charter responsibility efficiently and effectively.

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 via PSC #4077 - 12/13.

D. Will the contract(s) be renewed?

Yes, the contracts will be renewed dependent on the need for specific services and availability of funding.

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 San Francisco Arts Commission (ART) is charged to maintain the works of art owned by the City and County (San Francisco Charter Section 5.103) and the City has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. Such services require specialized training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Each object has its own unique considerations and circumstances that cannot be easily addressed class or individual.

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).

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

B. Explain the qualifying circumstances:

Contractors on these projects require 5 years' experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation & handling of artwork. Able to provide safe, secure storage for artwork in a climate-controlled storage facility. Some jobs will require a general contractors license. Contractors must carry fine arts insurance to cover loss or damage to artwork. For storage and transportation services, contractor(s) will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools & equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Requires 5 years' experience in providing art handling services, including skills/expertise/accreditation in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation & handling of artwork. Able to provide safe, secure storage for artwork in a climate-controlled storage facility. Some jobs will require a general contractors license. Contractors must carry fine arts insurance to cover loss or damage to artwork.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, for storage and transportation services, contractor(s) will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools & equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

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

The subject matter is too specialized so there are no available resources within the City to obtain these services. Each artwork in the City's civic collection is unique requiring distinct specialized training, knowledge, and expertise.

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

A. Explain why civil service classes are not applicable.

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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. These services are of short duration and contracted for on an as needed basis.

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 training. The subject matter is too specialized. Each artwork in the City's civic collection is unique requiring distinct specialized training, knowledge, and expertise.
- 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.
Yes.

7. **Union Notification:** On 01/27/2023, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue, Suite 325 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 10915 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Quan, Kevin (ART)
Sent: Tuesday, January 31, 2023 9:16 AM
To: Quan, Kevin (ART); plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marengo; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbalaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@swater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)
Subject: RE: Receipt of Notice for new CONTINUED PCS over \$100K PSC # 10915 - 22/23

Please note that this is a Continuing PSC, please see the update union notification below.

RECEIPT for Union Notification for PSC 10915 - 22/23 more than \$100k

The ARTS COMMISSION -- ART has submitted a request for a Personal Services Contract (PSC) 10915 - 22/23 for \$100,000,000 for Initial Request services for the period 03/01/2023 – **Continuing** . 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/19589> 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

Kevin R. Quan
Finance Manager
Gender Pronoun: he/him/his
p. 415-252-2230

San Francisco Arts Commission
401 Van Ness Avenue, Suite 325
San Francisco, CA 94102
Web | Newsletter | Twitter | Facebook | Instagram | Flickr

The San Francisco Arts Commission acknowledges that we are on the unceded ancestral homeland of the Ramaytush Ohlone. We affirm the sovereign rights of their community as First Peoples and are committed to supporting the traditional and contemporary evolution of the American Indian community and uplifting contemporary indigenous voices and culture.

Please be mindful that all correspondence and documents submitted to the San Francisco Arts Commission are public records and, as such, are subject to the Sunshine Ordinance and can be requested by the public. If this happens, personal information such as Social Security numbers and phone numbers will be redacted.

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of Kevin.r.quan@sfgov.org

Sent: Friday, January 27, 2023 2:04 PM

To: Quan, Kevin (ART) <kevin.r.quan@sfgov.org>; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger <seichenberger@local39.org>; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels <najuawanda.daniels@seiu1021.org>; Pierre King - UAPD <pking@UAPD.com>; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco <rmarenco@twusf.org>; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM) <rachel.emanuel@sfgov.org>; laborers261@gmail.com; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; tracym@sfpoa.org; mleach <mleach@ibt856.org>; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger <seichenberger@local39.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfgwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; Ramon Hernandez <ramonliuna261@gmail.com>; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale <thomas.vitale@seiu1021.org>; Quan, Kevin (ART) <kevin.r.quan@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Subject: Receipt of Notice for new PCS over \$100K PSC # 10915 - 22/23

RECEIPT for Union Notification for PSC 10915 - 22/23 more than \$100k

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<http://apps.sfgov.org/dhrdrupal/node/19589> 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: ARTS COMMISSION Dept. Code: ART

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4077 12/13)

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

Type of Service: Transportation, packing, storing, installation and deinstallation of artwork.

Funding Source: Art Enrichment

PSC Original Approved Amount: \$700,000 PSC Original Approved Duration: 03/01/13 - 12/31/16 (3 years 43 weeks)
PSC Mod#1 Amount: \$3,000,000 PSC Mod#1 Duration: 06/24/14-12/31/17 (1 year)
PSC Mod#2 Amount: \$8,000,000 PSC Mod#2 Duration: 06/30/16-06/29/21 (3 years 25 weeks)
PSC Mod#3 Amount: \$4,000,000 PSC Mod#3 Duration: 06/30/21-05/30/23 (1 year 47 weeks)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$15,700,000 PSC Cumulative Duration Proposed: 10 years 13 weeks

1. Description of Work

A. Scope of Work:

Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds. Scope Change Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, storing, framing, photography, installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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.

Yes. See PSC # 4086 10/11 and #4076 12/13 and 4077 12/13

D. Will the contract(s) be renewed? Yes, dependent on need for services and funding availability

2. Union Notification: On 05/20/21, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077 12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/02/2021

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Requires 5 years' experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractors license. Must carry fine arts insurance to cover loss or damage to art

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Art service provider is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are extremely large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are of short duration and contracted for on an as needed basis.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
None. Art service provider is not a Civil Service classification, and there are
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Work will be completed by contractors that have PSCs and others. YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 05/20/21 BY:

Name: Kevin R. Quan Phone: 415-252-2230 Email: Kevin.r.quan@sfgov.org

Address: 401 Van Ness Avenue Suite 325 San Francisco, CA, 94102

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Civil Service Commission

Civil Service Commission - July 18, 2016 - Minutes

Meeting Date:

July 18, 2016 - 2:00pm

Related Meeting Content:[Agenda](#)[Supporting Documents](#)**Location:****MINUTES****Regular Meeting****July 18, 2016****2:00 p.m.****ROOM 400, CITY HALL****1 Dr. Carlton B. Goodlett Place****CALL TO ORDER**

2:05 p.m.

ROLL CALL

President Gina M. Roccanova Present

Vice President Kate Favetti Present

Commissioner Douglas S. Chan Present

Commissioner Scott R. Heldfond Present

President Gina M. Roccanova presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY’S AGENDA

None.

APPROVAL OF MINUTES - Action Item

Regular Meeting of June 6, 2016

June 20, 2016: Postponed to the meeting of July 18, 2016.

Action: Adopted the minutes. (Vote of 3 to 0; President Roccanova was not present at the June 6, 2016 meeting and recused herself from voting.)

Regular Meeting of June 20, 2016

Action: Adopted the minutes. (Vote of 3 to 0; Vice President Favetti was not present at the June 20, 2016 meeting and recused herself from voting.)

ANNOUNCEMENTS

Michael Brown, Executive Officer announced that SEIU Local 1021 has withdrawn their appeal under Item #8 on the Regular Agenda for Personal Services Contract #4119-11/12.

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

Micki Callahan, Human Resources Director provided an update to the Commission on the review of best hiring practices. Many ideas would not involve Civil Service Rule changes. One consideration is to use de-identification of eligible for managers when selecting potential candidates for interview. In addition, we may explore eligible lists without names. A more formal presentation and discussion can be expected in the future. The Department of Human Resources is also researching how electronic processing can capture required documentation up front or at the time of offer and acceptance, to streamline the hiring process.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0238- Review of Request for Approval of Proposed Personal Services Contracts.
16-8 (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
42752-15/16	Airport Commission	\$55,000,000	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams will manage the design and construction of the Wayfinding Enhancement Program (The Program) at the San Francisco International Airport (SFO). Services include project controls, scheduling, document control, design management, contracts management, architectural, engineering, environmental and graphic design services, and construction. Services will include:</p> <ul style="list-style-type: none"> -Development of airport-wide wayfinding plan, including improvements to virtual gateways, roadways, parking, curbside, terminal, dining and shopping, and gates -Development of airport-wide Signage Guideline Standards -Development of an airport-wide implementation plan for signage upgrades with phased and interim approaches -Graphic and environmental design services for ongoing airport campus requirements -Management of graphic design, industrial design, prototyping, use and experience studies, geographic information system (GIS) mapping, dynamic display technology and information and technology systems. <p>Of the total \$55,000,000 PSC Amount, the current estimated construction cost is \$45,000,000.</p>	Regular	12/31/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
47124-15/16	Airport Commission	\$60,000,000	<p>Project Management Support Services (PMSS) and Design-Build (DB) service teams with airport design and management expertise are required to manage the design and construction of the Superbay Hangar Fire Protection System Replacement Project ("Project"). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the Project. This Project will address the currently nonfunctional fire suppression systems through</p>	Regular	12/31/2019

full system replacement within the hangar and system components auxiliary to the hangar, including the existing fire suppression pump house, storage tanks, and new utilities infrastructure required to support the new fire suppression system and meet National Fire Protection Association (NFPA) requirements.

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

45314-15/16	Public Utilities Commission	\$1,000,000	<p>The Contractor Engagement Support Services will include work in the following areas:</p> <ol style="list-style-type: none"> 1. Marketing and promoting of contracting opportunities; 2. Regional construction contractor services, SFPUC – Local Business Enterprise (LBE) Program site visits; 3. Specialized Technical Support Services; and 4. Creating economic development strategies to enhance the LBE Program. 	Regular	7/30/2021
45324-15/16	Public Utilities Commission	\$8,000,000	<p>A pool of qualified as-needed consultants will support the San Francisco Public Utilities Commission's (SFPUC) efforts to implement the Commission approved Community Benefits Policy across the agency and throughout the Sewer System Improvement Program (SSIP), a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system that promotes community benefits, economic inclusion, and environmental justice.</p>	Regular	4/1/2024
43283-15/16	Mayor	\$520,000	<p>Preparation on background studies necessary for completion of environmental reviews required for federally supported housing and community development projects. Studies would include air quality analyses using California Emission Estimator Model, health risk analyses, traffic studies, noise assessments, toxic substance analyses, geotechnical reports. Preparation of Environmental Impact Studies for housing developments.</p>	Regular	6/30/2021

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
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		Current Approved Amount	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Reniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.		
		\$3,700,000			
		Increase Amount Requested	Scope Change:		
4077-12/13	Arts Commission	\$8,000,000	Fine art services and consulting for artworks in the collection and care of the City and County of San Francisco. Scope of work may include the handling, transportation, conservation, restoration, cleaning, packing, sorting, framing, photography, installation and de-installation of artworks including those of monumental scale. The design and fabrication of integral hardware, pedestals, and plaques. Specialized consulting services to evaluate the condition of existing and proposed artworks. Major projects will include conservation and installations of fine art located throughout the city, including San Francisco International Airport.	Modification	6/29/2021
		New Total Amount Requested			
		\$11,700,000			
		Current Approved Amount	Within the Pavement to Parks Program, a non-profit organization will serve as technical assistance provider and fiscal sponsor for local neighborhood groups, businesses, individuals, and other interested organizations to facilitate the discussions, community design, funding, implementation, and maintenance of Pavement to Parks projects. The Technical Assistance and Neighborhood Sponsor will facilitate and establish partnerships with interested neighborhood organizations. Before any funds are to be committed or temporary installations, the Technical Assistance and Neighborhood Sponsor must establish a Memorandum of Understanding (MOU) with such interested local neighborhood groups, business, or other organization, with prior review and approval by the Planning Department Liaison.		
		\$400,000			
		Increase Amount Requested			
35583-13/14	City Planning	\$800,000		Modification	10/31/2018
		New Total Amount Requested			
		\$1,200,000			
		Current Approved Amount	The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedulers; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As part of its Muni Forward	Modification	6/30/2019
32412-14/15	Municipal Transportation Agency	\$250,000			
		Increase Amount Requested			

\$0 program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.

New Total Amount Requested

\$250,000

Current Approved Amount

\$45,000,000

4176-07/08 Public Utilities Commission

Increase Amount Requested

\$0

Program Management, Risk Management, Independent Technical Reviews, Program Construction Management, Cost Estimating, Labor and Contract Relations, Communications for Water System Improvement Program (WSIP).

Modification 3/2/2019

New Total Amount Requested

\$45,000,000

Current Approved Amount

4057-12/13 City Administrator

Increase Amount Requested

\$252,000

The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.

Modification 6/30/2017

New Total Amount Requested

\$1,950,000

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2007-07/08	Department of Public Health	Current Approved Amount \$110,000,000	Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, training/technical assistance, physician & radiology services; training & consultation services on intervention, prevention &	Modification	Continuous

Requested \$55,000,000
 New Total Amount Requested \$165,000,000

education; ancillary services including psycho-social support, counseling, outreach, home visits & referrals; delivered meals & grocery center; complimentary therapies; client advocacy; legal assistance; mental health services; dental services; & testing.

Scope Change:

To provide the following services to residents of the City and County of San Francisco who are affected by Human Immunodeficiency virus (HIV), Sexually Transmitted Disease, and other communicable diseases: comprehensive primary care, monitoring, treatment, prevention education, community support, research, consultation services, fiscal administration, intervention services, ancillary services including psycho-social support, counseling, outreach, home visits, and referrals, delivered meals and grocery center, complementary therapies, client advocacy, legal advocacy, mental health, testing, and dental services. Funding to support these projects may be Federal, State and local grants and General Fund.

2005-07/08	Department of Public Health	Current Approved Amount \$300,000,000 Increase Amount Requested \$150,000,000 New Total Amount Requested \$450,000,000	Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): case management, advocacy, mental health psychosocial support, benefits eligibility, money management/representative payee, transportation/vouchers, emergency financial assistance, housing for youth & housing grants/subsidies; mental health & substance abuse svcs; primary medical care, including dementia & dental care; other health care, including residential site/home care, hospice care, attendant care, home infusion therapy, alternative/complementary therapies, fiscal administration/intermediary support, respite (child) care, case management, peer advocacy, assisted housing program, permanent HIV housing, crisis hotline, & nutrition counseling; delivered meals, grocery center, emergency food boxes, & food solicitation.	Modification	Continuous
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Scope Change:

In collaboration with HIV System of Care division of the Department of Public Health programs, community based organizations will provide the following services to residents of the City and County of San Francisco affected by HIV who meet income eligibility requirements of the grantors and the Departments high risk and affected target populations. Services include ambulatory outpatient care, oral health care, medical case management,

non-medical case management, peer advocacy, fiscal and administrative program support, technical assistance, treatment adherence services, outpatient substance use counseling, prevention with positives counselling, money management representative payee services, legal support advocacy services, benefits counseling, therapeutic monitoring, emergency financial assistance services, home health care hospice services, medical nutrition therapy, food bank, delivered meals, health education, risk reduction counseling, emergency housing, medical transportation, outreach, psychosocial support, referral and linkages, respite care, rehabilitation, treatment advocacy, facility based care, residential mental health, residential substance use services, detox, employment advocacy, hotline counseling, HIV consumer advocacy, grant writing, HIV Health Services Planning Council support. Funding will include Federal grants, State grants, local grants, and General Fund.

0238-16-8 **Cont'd.**

Speakers: Alaric Degrafinried, Public Utilities Commission spoke on PSCs #45314-15/16 and #45324-15/16.

Allison Cummings, Arts Commission spoke on PSC #4077-12/13.

Jacque Hale, Department of Public Health spoke on PSC #2007-07/08.

Jacque Hale and Dean Goodwin, Department of Public Health spoke on PSC #2005-07/08.

Note: President Rocanova recused herself from PSC #2007-07/08 due to conflict of interest. (Vote of 3 to 0)

Action: 1. Continue PSC #2007-07/08 to the meeting of August 1, 2016.

(Vote of 3 to 0)

2. Conditionally approved PSC #2005-07/08 as to be amended to reflect the appropriate classes being utilized, which will include medical services. (Vote of 4 to 0)

3. Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0234-16-8 Appeal by SEIU on the Municipal Transportation Agency’s request on the proposed Modification for PSC #4119-11/12. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4119-11/12	Municipal Transportation Agency	Current Approved Amount \$32,500,000 Increase Amount Requested \$77,698,000 New Total Amount Requested \$110,198,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 BredaLRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	Modification	12/31/2020

Scope Change:

The contractor provided a successful Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program and will continue this service. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures