

- A. Specify required skills and/or expertise: Qualifying consultants will have expertise with racial equity-specific program design and facilitation, organizational development, human resource management, and research and evaluation services, as well as specific experience working with municipal governments. Program design will have an emphasis on staff development, with particular attention to staff who are desk-less. Familiarity with the social, physical and economic infrastructure of San Francisco's low-income neighborhoods and communities is a plus.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I; 0931, Manager III;
- 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?

We have relied on City resources as much as possible. The Office of Racial Equity is still getting staffed up itself they don't have the capacity to lead trainings. We do rely on them for advice. The executive team at Public Works has taken racial equity trainings with DHR in December 2019 and April 2022. Neither departments (Office of Racial Equity/Human Rights Commission and DHR) have the capacity to work closely with us to develop our department-specific racial equity action plan. The University of Public Works doesn't offer racial equity trainings.

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

- A. Explain why civil service classes are not applicable.
A racial equity consultant has specific knowledge and tools around race, racism, racial equity, implicit bias and structural racism. In addition, they know how to connect being an anti-racist department with organizational change management. We do not have a current staff member with those skills and knowledge, nor is there a civil service class that has that knowledge base as a minimum qualification.
- 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 goal of hiring a specialized racial equity consultant is to train staff to be racial equity trainers themselves. In this way we will be building capacity and knowledge within our department.

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. The training to be offered will be in two parts: 1. Specific training for the Operations Division racial equity leadership cohort so that after the contract is complete, the work can continue with in-house leadership. During the contract, the leadership cohort, including line staff, Supervisor I, Administrative analyst, Bureau Managers, etc. will facilitate multiple brown bags and informal conversations. 2. Implicit bias and anti-racism training for a broader group of staff led by the racial equity consultant. Our goal is to have positive impact on the Operations division with leadership building around racial equity, trainings, brown bags and other forums for learning and conversation. Trainings will be from one to six hours long.
- 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 03/01/2023, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association

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 Ave #1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43603 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](#); [Laxamana, Junko \(DBI\)](#); Criss@sfmea.com; camaguey@sfmea.com (contact); christina@sfmea.com; staff@sfmea.com; [Takayama, Robynn \(DPW\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 43603 - 22/23
Date: Wednesday, March 1, 2023 11:14:13 AM

RECEIPT for Union Notification for PSC 43603 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43603 - 22/23 for \$150,000 for Initial Request services for the period 04/01/2023 – 04/01/2026. 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/19977> 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: 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: Specialized Architectural and Engineering Services

Funding Source: Public Health Safety Bond 2024

PSC Amount: \$3,500,000

PSC Est. Start Date: 05/29/2023

PSC Est. End Date 05/26/2032

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) team led by an executive architect to provide design and engineering services in assisting the City with the San Francisco Homelessness and Supportive Housing (HSH) Shelter project located at 1001 Polk Street, San Francisco, CA. This project will seismically retrofit an existing congregate shelter and convert it into a renovated family shelter with 40 family rooms, and a congregate space for an additional 40 individuals. The Consultant Team is to be integrated with the City Team to deliver specialty design and engineering consultant services for the project.

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

The specialized design and engineering expertise needed for this project is not available within the Public Works Bureaus, Infrastructure Design & Construction (IDC) and/ or Building Design & Construction (BDC). These services are necessary to augment design services by Public Works Bureau of Architecture and IDC Mechanical, Electrical, Plumbing (MEP) engineering disciplines to ensure effective program delivery, organizational efficiency, and to identify cost saving methodologies and technologies to support current and future programs and operations. Denial of this PSC would mean that essential aspects of the project such as fire alarm design, elevator design and kitchen design could not be completed for this family homeless shelter.

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 were approved by the Civil Service Commission under 41365-2021 approved on September 20,2021; and 43808-1415 approved on June 9, 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 contract for 1001 Polk Street Seismic Renovation project is expected to last six years, from Design through Final Completion and Closeout, with an anticipated completion date in mid to late 2029. The project is currently in the pre-bond program and concept planning phase, and its schedule milestones are expected to follow: The Public Health and Safety Bond 2024 is the funding source for this project, and is anticipated to pass in March 2024 with funding procured in mid-2024 (1) Design and Permit Phase is expected to complete Q1 2026; (2) Advertisement, Bid and Award Phase is expected to complete in Q3 2026; (3) NTP is expected in Q4 2026; (4) Construction and Closeout Phase is expected to complete Q4 2029. The additional time in the PSC duration is to allow for any delays in the program, solicitation and processing contract award and potential contract modifications.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

For a major capital project with a rough order magnitude estimate of \$75-90M, the duration of a single project could reach 6-8 years from planning through construction closeout, exceeding the typical as-needed contract of 5 years. These engineering services will be needed to start before the bond passes, as early as August of 2023.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant disciplines required for this RFQ may include, but not be limited to: historic preservation, green building/ LEED/ Commissioning, kitchen design, lighting design, waterproofing, conveyance, specifications, acoustics, low voltage (security access and security cameras, IT audio visual, fire alarm) photo voltaic panels (pv)s and batteries, Title 24, move management, furniture, fixtures & equipment , signage, facilities management database. These are specialty disciplines which BDC and IDC do not have the in-house expertise to provide.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5268, Architect;

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

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

Public Works Bureau of Project Management has confirmed with architectural and engineering disciplines that they do not have the available expertise or resources to provide the services required to deliver this project to the client.

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

A. Explain why civil service classes are not applicable.

Permanent civil service employees do not possess the expertise in design, engineering and construction administration for delivery of these services.

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. This project requires specialized expertise that is required specifically for this 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. No. Explanation of training has not been provided by the department

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 02/27/2023, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49077 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\)](mailto:Burns,Alexander@DPW); [Laxamana, Junko \(DBI\)](mailto:Laxamana,Junko@DBI); amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; [Macaranas, Belle \(DPW\)](mailto:Macaranas,Belle@DPW); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49077 - 22/23
Date: Monday, February 27, 2023 10:00:49 AM

RECEIPT for Union Notification for PSC 49077 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49077 - 22/23 for \$3,500,000 for Initial Request services for the period 05/29/2023 – 05/26/2032. 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/19826> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 43808 - 14/15)

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

Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond

PSC Original Approved Amount: \$7,500,000 PSC Original Approved Duration: 05/11/15 - 12/31/20 (5 years 33 weeks)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 01/01/21-12/31/21 (1 year)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 01/01/22-12/31/22 (1 year)

PSC Cumulative Amount Proposed: \$7,500,000 PSC Cumulative Duration Proposed: 7 years 33 weeks

1. Description of Work

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

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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, through this current PSC 43808-14/15

D. Will the contract(s) be renewed?

No, not at this time

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

N/A

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

There is one boat house Station 35 project in the portfolio of fire stations in the City. This facility, once complete, is expected to be operational for 50 to 75 years; it is funded by the Earthquake Safety and Emergency Response (ESER) Bond Program. The construction of a maritime fire station is specialized and unique.

B. Reason for the request for modification:

Project's completion is anticipated in March 2022. Additional cost estimating and scheduling services will be needed from consultant (GHD) after December 31, 2021 for the following activities: • rejected Change Order Requests (COR) that DBE has challenged and that were escalated via partnering ladder to upper management • review of CORs that are to be submitted by DBE • anticipated submission of a COR for a compensable schedule extension

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, facilities and equipment will not be provided.

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.
Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.
- 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. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing 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 contact? If so, please explain what that will entail; if not, explain why not.
N/A
- 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.
Services will be provided by GHD

7. Union Notification: On 11/09/21, the Department notified the following employee organizations of this PSC/RFP request: 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:
Commission Approval Not Required
Approved by DHR on 11/23/2021

Civil Service Commission Action:

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: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35

Funding Source: General Obligation Bond

PSC Amount: \$7,500,000

PSC Est. Start Date: 05/11/2015

PSC Est. End Date 12/31/2020

1. Description of Work

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

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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.

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

D. Will the contract(s) be renewed?

No, not at this time

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 specialized engineering consultation will be needed in the early planning phase to assist the City on navigating multiple regulations and project requirements for this essential maritime service building project. The engineering services will be required through the warranty period, which is anticipated at 24 months from substantial completion.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

There is one boat house Station 35 project in the portfolio of fire stations in the City. This facility, once complete, is expected to be operational for 50 to 75 years; it is funded by the Earthquake Safety and Emergency Response (ESER) Bond Program. The construction of a maritime fire station is specialized and unique.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, facilities and equipment will not be provided.

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

Project Management has reviewed the scopes of work with Public Works Bureau Managers for architect and engineering and to review the capability, capacity, and potential project risks. City staff will provide architectural services, structural engineering services, peer review of mechanical, plumbing, electrical engineering, and project management of the project (above pier). This consultant team will collaborate with City A/E staff.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.
- 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. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing 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 contact? If so, please explain what that will entail; if not, explain why not.
No. (please see attached)
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 05/08/2015, the Department notified the following employee organizations of this PSC/RFP request:
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: Sung Kim Phone: 650-821-2026 Email: sung.kim@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:

action date: 07/06/2015

Commission Approval Required

Approved by Civil Service Commission

07/06/2015 DHR Approved for 07/06/2015

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: Architectural, Engineering, and Related Design Services for a new Fire Training Facility

Funding Source: General Obligation Bond – ESER

PSC Amount: \$17,000,000

PSC Est. Start Date: 12/01/2021

PSC Est. End Date 12/01/2028

1. Description of Work

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

Public Works is seeking a qualified Architectural and Engineering (A/E) Team led by an Executive Architect to provide architectural, engineering, and related services to design a new Fire Training Facility for the San Francisco Fire Department (SFFD). The project will relocate the SFFD's existing training sites to a single site located at 1236 Carroll Avenue, San Francisco, CA 94124.

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

This project requires special expertise in firefighting training facilities programming and design. Public Works does not have the design experience in the subject matter. The Fire Department currently conducts trainings for recruits and existing personnel at two facilities: one on Treasure Island and a smaller venue in the Mission District. Treasure Island Development Authority plans require the Fire Department to relocate from their current facility by December 2026. The City is in the process of purchasing a 6.6 acre site at 1236 Carroll Avenue in San Francisco's Bayview/Hunter's District for a new Fire Training Facility. Denial of this PSC would mean the design of this new essential facility cannot be completed; thus, the City will not have a facility for training their firefighters and future recruits. This will jeopardize the City's response to calls for service.

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 were approved by the Civil Service Commission under PSC #43808-14/15 on 7/6/2015 for Fire Station 35 and PSC #42622-16/17 on 9/19/2016 for the Emergency Medical Services Facility.

D. Will the contract(s) be renewed?

No

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

PSC term exceeds 5 years to account for actual contract duration. The additional time in the PSC Duration is also to allow processing time for advertising, negotiating, Board of Supervisor approval process, and 2-year warranty period in addition to design, bidding, and construction phases and awarding the contracts.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This unique capital project requires special expertise in firefighting training facilities programming and design. The project is funded by the Earthquake Safety and Emergency Response Bond which was approved by 79 percent of the voters in March 2020. The City must complete this project prior to December 2026, which is when the Treasure Island Development Authority requires the Fire Department to vacate their existing training facility on Treasure Island.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural, engineering, and related expertise in the design of fire training facilities. Expertise in leading an architectural and engineering team in the design of new facilities with an estimated construction cost of \$142M.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

The department analyzed and assessed the range of services available in-house and did not find the specialized expertise necessary for this type of project among the existing staff. Therefore, we need to supplement our City staff with consultants who can provide staff with the required experience and expertise for a successful project delivery.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in design and construction administration services for delivering a new fire training facility with an estimated construction cost of \$141M.
- 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 new facility will be the City's sole fire training facility. This PSC requires specialized expertise that will not be required on an ongoing 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. There is no training plan or courses, specifically. However, through collaboration on providing design services, the City's architecture staff will enhance its knowledge and understanding of the risks and challenges that occur with this type of facility.
- 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 06/25/2021, 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: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41365 - 20/21

DHR Analysis/Recommendation:

action date: 09/20/2021

Commission Approval Required

Approved by Civil Service Commission

09/20/2021 DHR Approved for 09/20/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

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

Type of Service: Microsoft Enterprise Licenses (Software, Maintenance & SaaS)

Funding Source: Miscellaneous Department Funds

PSC Amount: \$55,000,000

PSC Est. Start Date: 09/01/2023

PSC Est. End Date 08/31/2026

1. Description of Work

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

The current Citywide Microsoft ELA will expire on August 31, 2023. The Department of Technology intends to conduct a new solicitation to procure licenses for the continued use of Microsoft products. The Microsoft products consist of software, software maintenance, hardware and software-as-a-service (SaaS). There will be no professional services or labor of any kind in the solicitation or final contract.

This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

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

This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service. There will be no professional services or labor of any kind in the solicitation or final contract.

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.

DT has not submitted this type of request in the past, as the procurement is for software licenses and maintenance, hardware licenses and maintenance, and SaaS. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service. There will be no professional services or labor of any kind in the solicitation or final contract.

D. Will the contract(s) be renewed?

Yes, the City will continue to use Microsoft Products.

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):

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

None. There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

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

- A. Explain why civil service classes are not applicable.
There will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- 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 will be no professional services or labor of any kind in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.

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. There will be no training, since no professional services or labor of any kind will be included in the solicitation or final contract. This request is being submitted solely at the direction of the Civil Service Commission and OCA as it pertains to software maintenance, hardware maintenance and software-as-a-service.
- 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 03/01/2023, 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: Jolie Gines Phone: 628 652 5074 Email: jolie.gines@sfgov.org

Address: One South Van Ness Ave, Second Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45005 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Wednesday, March 01, 2023 9:33 AM
To: Gines, Jolie (TIS); khughes@ibew6.org; ewidth@ifpte21.org; ewidth@ifpte21.org; plangrooferlocal40@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; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@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; Dere, Wilfred (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45005 - 22/23

RECEIPT for Union Notification for PSC 45005 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 45005 - 22/23 for \$55,000,000 for Initial Request services for the period 09/01/2023 – 08/31/2026. 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/19979> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43103 - 18/19)

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

Type of Service: Aviation Safety and Security Computer Based Training (CBT) Development

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 09/01/18 - 06/30/23 (4 years 43 weeks)

PSC Mod#1 Amount: \$200,000 PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$700,000 PSC Cumulative Duration Proposed: 9 years 43 weeks

1. Description of Work

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

The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.

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

This service is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the TSA and FAA Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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.
through PSC No. 4012-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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:

This modification increases the duration to align with the new contract duration.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

B. Reason for the request for modification:

This modification increases the duration and amount to continue maintenance and support of the proprietary interactive Learning System Software and align with the contract duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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.
Security regulations change frequently, and the Airport requires people with expertise in the dynamic programmatic elements to maintain up-to-date training materials to remain in compliance. Existing classifications do not have the required subject matter expertise & specialized skills.
- 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, because of the intermittent nature of the work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided
- 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 03/30/23, the Department notified the following employee organizations of this PSC/RFP request:
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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flsysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43103 - 18/19

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/01/2023

Civil Service Commission Action:

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Thursday, March 30, 2023 3:10 PM
To: Cynthia Avakian (AIR); ewallace@ifpte21.org; Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43103 - 18/19 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period July 1, 2023 – June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F20121&d ata=05%7C01%7Cricardo.e.valle%40flysfso.com%7C7e3e1cb527ae40bbcfac08db316d5c02%7C22d5c2cfce3e443d9a7fdfc0231f73f%7C0%7C0%7C638158117989733877%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=t1Ab1GTxRjsDwGCnQM9OvrK6NXwsGiRs9NyTDFC%2BV3U%3D&reserved=0>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Aviation Safety and Security Computer Based Training (CBT) Development

Funding Source: Airport Operating Funds

PSC Amount: \$500,000

PSC Est. Start Date: 09/01/2018

PSC Est. End Date 06/30/2023

1. Description of Work

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

The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment. The Contractor will update and develop computer based training (CBT) course content for security and safety training modules in Security Identification Display Area (SIDA), Security Awareness, Authorized Signatory, Non-Movement Driving in Air Operations Area, Movement Driving in Air Operations Area, Fueling, Escort Privileges, and Passenger Boarding/Jet Bridge courses. The Contractor will also provide maintenance to the operating software/system of the CBT known as iLS (Instructional Learning System), update course content and develop additional program as required by regulatory changes.

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

This service is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the TSA and FAA Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

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

These services have been provided in the past through PSC No. 4012-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

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):

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

B. Explain the qualifying circumstances:

Services will be performed on an intermittent basis, and as such, do not warrant full-time Airport staff assignment.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1032, IS Trainer-Journey; 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1232, Training Officer;
- 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?

Services are not available through City resources.

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

- A. Explain why civil service classes are not applicable.
Security regulations change frequently, and the Airport requires people with expertise in the dynamic programmatic elements to maintain up-to-date training materials to remain in compliance. Existing classifications do not have the required subject matter expertise & specialized skills.
- 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, because of the intermittent nature of the work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. Training is not included in this scope of work due to the intermittent nature of the work, and that it will not be transitioned to the City.
- 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 07/23/2018, the Department notified the following employee organizations of this PSC/RFP request:
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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43103 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING ___)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Aviation Safety and Security Computer Based Training (CBT) Development

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000 PSC DURATION: 8/20/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Transportation Security Administration (TSA) under federal regulation Part 1542 and the Federal Aviation Administration (FAA) under federal regulation Part 139 requires the Airport to provide security and safety trainings to airlines, tenants, vendors, constructors and government employees in order to receive an airport security badge and operate in the Airport environment.

B. Explain why this service is necessary and the consequences of denial: This training is required to meet the regulatory requirements mandated by the TSA and FAA before issuance of an airport ID badge. Denial of the request would hinder SFO's ability to remain in timely compliance with the Transportation Security and Federal Aviation Regulations resulting in audit findings, and would reduce both the quality of the training provided and the quantity of trainees processed.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The work was completed through a Memorandum of Understanding (MOU) with the City College of San Francisco.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at SFO.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 6/24/2013

RFP sent to: N/A Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4012-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 8/19/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security as well as proper instructional design is required to ensure the Airport meets the mandatory requirements as prescribed by the TSA and the FAA.

B. Which, if any, civil service class normally performs this work? IS Trainer (1032), IS Programmer Analyst (1062), Senior IS Programmer Analyst (1063) and Training Officer (1232) could perform some of the work.

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: Security regulations change frequently, and we need people with expertise in the dynamic programmatic elements to help us maintain up-to-date training materials to remain in compliance.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because of the intermittent nature of work.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Cynthia P. Avakian Cynthia Avakian
Jul 24 2013 2:18 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 47501 - 16/17)

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Original Approved Amount: \$280,000,000 PSC Original Approved Duration: 08/01/17 - 08/01/22 (5 years 1 day)

PSC Mod#1 Amount: \$70,000,000 PSC Mod#1 Duration: 08/01/22-01/25/25 (2 years 25 weeks)

PSC Mod#2 Amount: \$50,000,000 PSC Mod#2 Duration: 01/25/25-01/31/27 (2 years 6 days)

PSC Cumulative Amount Proposed: \$400,000,000 PSC Cumulative Duration Proposed: 9 years 26 weeks

1. Description of Work

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

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 Terminal 2 (T2) to Terminal 3 (T3) Secure Connector 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. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

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:

We need to add time because the projects were suspended during the pandemic.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

B. Reason for the request for modification:

Need to add money and time because the projects were suspended during the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 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: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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 existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction

management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 training will be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.
- 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, PGH Wong & Partners JV and Hensel Phelps

7. Union Notification: On 03/24/23, the Department notified the following employee organizations of this PSC/RFP request:

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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47501 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

Receipt of Union Notification(s)

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 47501 - 16/17)

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Original Approved Amount: \$280,000,000 PSC Original Approved Duration: 08/01/17 - 08/01/22 (5 years 1 day)

PSC Mod#1 Amount: \$70,000,000 PSC Mod#1 Duration: 08/01/22-01/25/25 (2 years 25 weeks)

PSC Cumulative Amount Proposed: \$350,000,000 PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

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

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 Terminal 2 (T2) to Terminal 3 (T3) Secure Connector 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. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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, PSC 47501-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

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:

Need to extend for time since there have been delays because of the pandemic.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

B. Reason for the request for modification:

Need to extend for time and add authority since there have been delays because of the pandemic.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 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: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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 existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

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 training will be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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, PGH Wong & Partners JV and Hensel Phelps

7. Union Notification: On 11/18/21, the Department notified the following employee organizations of this PSC/RFP request:

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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47501 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 11/29/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Project Management Support Services (PMSS) and Design-Build (DB) Services for the Terminal 2 t

Funding Source: Capital Funds

PSC Amount: \$280,000,000

PSC Est. Start Date: 08/01/2017

PSC Est. End Date 08/01/2022

1. Description of Work

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

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 Terminal 2 (T2) to Terminal 3 (T3) Secure Connector 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. The scope of work of this Project includes, 1) the design and construction of a new, elevated, secure connector for passengers to efficiently and securely connect between T2 and T3, and 2) an associated building addition that will provide additional square footage for passenger amenities, lounge areas, and airline or other tenant office space. To accommodate the new building addition, the Project will relocate the Airport's Emergency Operations Center and Communication Center. Both are critical to safe and secure airport operations and neither can be out of service for any period of time. Relocation of these facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals. Sustainable growth and continuing the San Francisco International Airport (Airport) leadership in the Green House Gas (GHG) reduction and achieving a minimum for a Leadership in Energy and Environmental Design (LEED) Gold Certification will be requirements. Sustainable building practices for The Project will consist of being Net Zero ready including but not limited to energy, carbon and waste.

The PMSS portion will be approximately \$20,000,000.

The DB portion will be approximately \$260,000,000 which includes approximately \$20,000,000 for design and \$240,000,000 for construction.

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

As a result of the significant passenger growth and forecasted demand, the Airport will build a new secure connector between T2 and T3 to provide greater flexibility for gates use and to improve the passenger experience, as well as, creating new square footage to meet airline and airport needs. Additionally, relocation of the Emergency Operations Center and Communication Center are highly sensitive activities. Any interruption to these facilities would have major impacts to operations throughout the Airport. If the services for this project are denied, the project will be delayed, resulting in loss of revenue by not having gate flexibility, decreased level of service to passengers that need to go through security more than once for connecting flights at different terminals, and insufficient square footage to meet airline and airport needs.

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

This is a new service.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

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.

Current contract duration is planned through 2022.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This capital project is site specific with a fixed scope of work and a clear completion date. Special knowledge and expertise include project controls, scheduling, document control, design management, contracts management, architectural and engineering design services, and construction of the project. Relocation of the Airport's Emergency Operations Center and Communication Center facilities includes complex infrastructure modifications and specialized handling of equipment. Additionally, work related to airport security systems, airfield geometry and aircraft systems will be required for the new build out and this Project will facilitate systems connections and the future installation of new baggage handling system transfer line between the terminals.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: PMSS and DB teams with airport terminal design and management expertise are required. Project architectural, engineering, planning, programming and construction administration skills with direct and current experience related to airport facility development, baggage handling systems, aviation design management, integration of airline and tenant business requirements, and aviation specific project and construction management are required. This project will be constructed in a Transportation Security Administration (TSA) designated sterile zone; therefore, expertise in designing a facility that meets security requirements, and expertise in complying with TSA security requirements while constructing within a secure area of the Airport, is required. Specialized design, construction and management expertise will also be required for the relocation of critical safety and security facilities, specifically the Airport's Emergency Operations Center and Communications Center, and their associated infrastructure.

B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5362, Engineering Assistant; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 5502, Project Manager 1; 5504, Project Manager 2; 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: Yes, the contractor will provide all construction equipment to build the project and will also provide construction office space for project team.

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

A Notice of Intent for PMSS was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017. A Notice of Intent for DB services was sent to appropriate City departments (Public Utilities, Department of Public Works, Port of San Francisco and San Francisco Municipal Transportation Agency) on April 3, 2017 and no responses with interest in participating were received by the due date of April 17, 2017.

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

A. Explain why civil service classes are not applicable.

The existing Civil Service classifications do not have the required expertise and specialized skills necessary for the development, management, design and construction of a large-scale airport facility project. Knowledge of various airport systems, airline operations, baggage handling system components, passenger processing security and TSA requirements, airfield geometry, fuel hydrant systems, aircraft systems and operations, and construction management in an active airport environment are necessary. Relevant experience in maintaining critical airport safety and security facilities during construction is also required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing. Once the project is completed, specialized services will not be required.

6. Additional Information

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided because an Airport facility project of this scope and scale does not occur frequently enough to justify permanent staffing.

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 06/09/2017, the Department notified the following employee organizations of this PSC/RFP request:

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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47501 - 16/17

DHR Analysis/Recommendation:

action date: 08/07/2017

Commission Approval Required

Approved by Civil Service Commission

08/07/2017 DHR Approved for 08/07/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 48369 - 17/18)

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

Type of Service: San Mateo County Transit District (SamTrans) Owl Bus Service & Airtrain Replacement Service

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 07/01/18 - 06/30/23 (5 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 10 years 2 days

1. Description of Work

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

The proposed work is an overnight bus service to and from the San Francisco International Airport (SFO) between Millbrae BART and Caltrain stations, and all local bus stops on Route 292 between downtown San Francisco and south to Palo Alto. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Additionally, SamTrans will provide emergency replacement bus service when Airtrain is shut down due to unforeseen circumstances.

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

SFO has over 40,000 employees with varying work schedules, as well as air passengers that travel at all hours. A public bus service option needs to be available for these employees and travelers to get to and from the Airport, in particular during the overnight hours. Without this service, employees and passengers would have limited options for an overnight bus service.

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.

PSC 48369-17/18

D. Will the contract(s) be renewed?

Yes if these services are needed at SFO.

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:

This modification will extend for time to align with the contract term.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The City does not operate bussing service as far south as Palo Alto in Santa Clara County.

B. Reason for the request for modification:

Modification to increase duration to align with the contract term.