

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

- A. Specify required skills and/or expertise: Required skills include the ability to provide public transportation utilizing a fleet of buses with contractor's own facilities, equipment, operating personnel, insurance, permits, and licenses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor is required to provide facilities, buses, and maintenance equipment that is owned by the contractor and not the City.

**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.  
Class 9163 Transit Operator is the civil service class that would normally perform this work. It is not applicable because the City does not operate buses as far south as Palo Alto in Santa Clara County.
- 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 civic service class to perform this work. The City does not operate bussing service as far south as Palo Alto in Santa Clara County, nor does the City have the ability to provide backup bussing services in San Mateo County.

**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.  
SAMTRANS contract is currently under this PSC

**7. Union Notification: On 03/17/23, the Department notified the following employee organizations of this PSC/RFP request:**

TWU - Automotive Service Worker;

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@flyso.com

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48369 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/01/2023

# **Receipt of Union Notification(s)**

## Ricardo Valle (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Friday, March 17, 2023 12:21 PM  
**To:** Cynthia Avakian (AIR); mdennis@twusf.org; roger marengo; pwilson@twusf.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 48369 - 17/18 - 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 \$0 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%2F20049&d ata=05%7C01%7Cricardo.e.valle%40flysfso.com%7Cb3e0b96ac8db4364b15708db271e5a10%7C22d5c2cfce3e443d9a7df cc0231f73f%7C0%7C0%7C638146783538238181%7CUnknown%7CTWFpbGZsb3d8eyJWljo iMC4wLjAwMDAiLCJQIjoiV2lu MzliLCJBTiI6I k1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g6MAJ0ktGqbiM4dyokdRkQB5Fem5hg%2B3ILLrQ 5M932c%3D&reserved=0>

Email sent to the following addresses: pwilson@twusf.org rmarengo@twusf.org mdennis@twusf.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: San Mateo County Transit District (SamTrans) Owl Bus Service & Airtrain Replacement Service

Funding Source: Airport Operating Funds

PSC Amount: \$2,000,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date: 06/30/2023

## 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.

In the past, this service has continually been provided by this contractor. The service was previously approved under PSC #4017-11/12.

### 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.

Term of five years is to align with the contract term.

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

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

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

B. Explain the qualifying circumstances:

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

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

- A. Specify required skills and/or expertise: Required skills include the ability to provide public transportation utilizing a fleet of buses with contractor's own facilities, equipment, operating personnel, insurance, permits, and licenses.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9163, Transit Operator;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor is required to provide facilities, buses, and maintenance equipment that is owned by the contractor and not the City.

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

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

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

- A. Explain why civil service classes are not applicable.  
Class 9163 Transit Operator is the civil service class that would normally perform this work. It is not applicable because the City does not operate buses as far south as Palo Alto in Santa Clara County.
- 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 civic service class to perform this work. The City does not operate bussing service as far south as Palo Alto in Santa Clara County, nor does the City have the ability to provide backup bussing services in San Mateo County.

**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 to City and County employees because the contractor has their own fully-trained employees for both bussing and maintenance services.
- 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. San Mateo County Transit District (SamTrans)

**7. Union Notification:** On 04/24/2018, the Department notified the following employee organizations of this PSC/RFP request:  
TWU - Automotive Service Worker

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48369 - 17/18

DHR Analysis/Recommendation:

action date: 06/18/2018

Commission Approval Required

Approved by Civil Service Commission

06/18/2018 DHR Approved for 06/18/2018