



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

LONDON N. BREED
MAYOR

Sent via Electronic Mail

March 25, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: FOLLOW-UP REPORT ON PERSONAL SERVICES CONTRACT NUMBER 45988-23/24 FROM THE DEPARTMENT OF PUBLIC WORKS.

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **April 1, 2024, at 2:00 p.m.**

This item was continued from the Civil Service Commission meeting on March 18, 2024, and will appear on the Regular Agenda for the meeting of April 1, 2024. Please refer to the attached notice for procedural and other information about Commission hearings.

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Executive Office

Attachments

Cc: Don Sy, Department of Public Works
Alex Burns, Department of Public Works
Suzanne Choi, Department of Human Resources
Olivia Lee, Department of Public Works
Alaric Degrafinried, Department of Public Works
Jun Caranto, Department of Public Works
jnuti@ifpte21.org
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Tmathews@ifpte21.org
Kschumacher@ifpte21.org
kpage@ifpte21.org
eerbach@ifpte.org
l21pscreview@ifpte21.org
Commission File
Commissioners' Binder
Chron

NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

A. Commission Office

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

B. Policy Requiring Written Reports

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

C. Policy on Written Submissions by Appellants

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

D. Policy on Materials being Considered by the Commission

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

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

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

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

F. Policy and Procedure on Hearing Items Out of Order

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

G. Procedure for Commission Hearings

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

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

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

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

Each presentation shall conform to the following:

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

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

H. Policy on Audio Recording of Commission Meetings

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

I. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will take in-person public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended. People who have received an accommodation due to a disability (as described below) may provide their public comments remotely. The Commission will also allow public comment from members of the public who choose to participate remotely. It is possible that the Commission may experience technical challenges that interfere with the ability of members of the public to participate in the meeting remotely. If that happens, the Commission will attempt to correct the problem, but may continue the hearing so long as people attending in-person are able to observe and offer public comment.

J. Public Comment and Due Process

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

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

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

Information on Disability Access

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

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

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

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

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

San Francisco Lobbyist Ordinance

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION REPORT TRANSMITTAL (FORM 22)

Refer to Civil Service Commission Procedure for Staff - Submission of
Written Reports for Instructions on Completing and Processing this Form

1. Civil Service Commission Register Number: _____ - _____ - _____
2. For Civil Service Commission Meeting of: April 15, 2024
3. Check One:
Ratification Agenda _____
Consent Agenda X
Regular Agenda _____
Human Resources Director=s Report _____
4. Subject: Follow-up Report on Personal Service Contract No. 45988-23/24 - Public Works
5. Recommendation: Accept the report
6. Report prepared by: Don Sy Telephone number: 628-271-3137
7. Notifications: **(Attach a list of the person(s) to be notified in the format described in IV. Commission Report Format -A).**
8. Reviewed and approved for Civil Service Commission Agenda:
Human Resources Director: N/A
Date: _____
9. Submit the original time-stamped copy of this form and person(s) to be notified (see Item 7 above) along with the required copies of the report to:

**Executive Officer
Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102**

10. Receipt-stamp this form in the ACSC RECEIPT STAMP box to the right using the time-stamp in the CSC Office.

Attachment

CSC-22 (11/97)

<p><u>CSC RECEIPT STAMP</u></p>
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List of Contacts to be Notified

Don Sy	Don.Sy@SFDPW.org
Suzanne Choi	Suzanne.Choi@SFGOV.org
Alex Burns	Alexander.Burns@SFDPW.org
Olivia Lee	Olivia.Lee@SFDPW.org
Julia Laue	julia.laue@sfdpw.org
Alaric Degrafinried	alaric.degrafinried@sfdpw.org
Jun Caranto	alaric.degrafinried@sfdpw.org
No Name	jnuti@ifpte21.org
No Name	kdavis@ifpte21.org
No Name	jharding@ifpte21.org
No Name	mweirick@ifpte21.org
No Name	dho@ifpte21.org
No Name	ewallace@ifpte21.org
No Name	ecassidy@ifpte21.com
No Name	WendyWong26@yahoo.com
No Name	tmathews@ifpte21.org
No Name	kschumacher@ifpte21.org
No Name	kpage@ifpte21.org
No Name	eerbach@ifpte21.org
No Name	l21pscreview@ifpte21.org



Bruce Robertson, Deputy Director | Financial Management & Administration

bruce.robertson@sfdpw.org | T. 628.271.3128 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

March 21, 2024

Sandra Eng, Executive Officer
San Francisco Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

Subject: Follow-up Report on Public Works Personal Services Contract (PSC) No. 45988-23/24

Dear Members of the Civil Service Commission,

At its meeting on Monday, March 18, 2024, the Civil Service Commission (“Commission”) requested additional background information to justify the approval of the above referenced PSC involving as-needed project controls and construction management services. Specifically, the Commission requested a detailed explanation and examples of the specialized work performed under our current PSC (PSC# 48865-20/21) that was previously approved for \$34 million.

Public Works Response

As you are aware, San Francisco Public Works (“Public Works”) is responsible for the management and maintenance of numerous public infrastructure projects throughout the City & County of San Francisco. In recent years, the complexity and scale of these projects has increased substantially, necessitating the need for specialized expertise in project controls and construction management services. To adequately address our project control and construction management needs, Public Works has successfully bid/awarded a total of nine (9) contracts to support the varied needs of our department and the City more broadly:

Project Controls & Construction Management	Total Contracts \$	Total Contract Utilizations \$
Nine (9) Contracts	\$27,000,000	\$17,285,413

The nature of project controls and construction management requires a unique skill set and experience that is not always readily available within our existing staff. These services encompass a wide range of activities, including but not limited to cost estimating, critical path method scheduling, risk management, quality assurance, and third-party constructability reviews. To ensure the successful execution of our projects and adherence to budgetary and timeline constraints, it is imperative that we have access to individuals with expertise in these areas. A representative sample of the types of projects we have utilized these contracts on include critical construction management and construability reviews in support of the Department of Public Health’s Zuckerberg San Francisco General Hospital and Laguna Honda Hospital; the Mission Branch Library renovation; and MTA’s Castro Station Elevator rehabilitation. In addition, these contracts have also been used to support our citywide Partnering/Steering Committee efforts. As you can see, there is a broad range of mission-critical services that are procured through these contracts and Public Works only utilizes these services when no other resources are readily available internally (as supported by the fact that we haven’t exhausted our total contract capacity for the contracts referenced above).

Furthermore, the unpredictable nature of emergency and unplanned work often requires us to augment our existing staff with additional resources at short notice. These situations may arise due to unforeseen events such as natural disasters, infrastructure failures, or urgent repairs. In such cases, having a pool of pre-qualified consultants available to

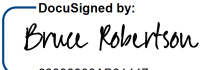
provide project controls and construction management services is essential for expediting the response and minimizing disruptions to public services.

By establishing an as-needed contract for these specialized services, we can efficiently access the expertise required to effectively manage our projects while maintaining flexibility to scale up or down based on workload demands. This approach not only enhances our ability to deliver high-quality infrastructure projects on time and within budget but also ensures the safety and well-being of the residents and visitors of San Francisco.

In conclusion, the specialty nature of project controls and construction management, coupled with the need to augment staff on emergency and unplanned work, underscores the importance of procuring As-Needed Project Controls and Construction Management Services. We appreciate your consideration of this request and look forward to your favorable response.

In the meantime, if you have any questions, please contact Bruce Robertson at bruce.robertson@sfdpw.org.

Sincerely,

DocuSigned by:

63389308AB81447

Bruce Robertson
Deputy Director of Financial Management & Administration

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As Needed Project Controls and Construction Management Services

Funding Source: Inter-Departmental Work Orders

PSC Amount: \$45,000,000

PSC Est. Start Date: 03/18/2024

PSC Est. End Date 06/30/2031

1. Description of Work

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

Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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#45682-16/17 approved on 08/07/2017 and PSC#48865-20/21 approved on 07/19/2021.

D. Will the contract(s) be renewed?

No

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

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

The contracts will have duration of no more than 5 years.

2. Reason(s) for the Request

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must have extensive experience in project management, construction management, scheduling, value engineering, claim analysis, and partnering with appropriate licensing or certification.

- 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; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

- A. Explain why civil service classes are not applicable.
Several positions do not exist in Civil Service: Scheduling Engineers, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these consultant services will be utilized when the following conditions exist: (1) City staff is working at full capacity and postponement of pending projects would be contrary to the public interest, or (2) Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis. There is no ongoing demand that justifies hiring of permanent City staff.

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. Cost Estimating, scheduling, and Constructability Review Training. Approximately 40 hours. Approximately 30 Engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes. Some Federal Aviation Administration (FAA) grants require independent engineering investigations and cost estimates. Refer to Chapters 1 & 2 of the FAA Advisory Circular attached.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

**7. Union Notification: On 01/22/2024, 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: 49 South Van Ness Avenue Suite 1600 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45988 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/18/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org
To: [Burns, Alexander \(DPW\); jnuti@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; dho@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; Sy_Don \(DPW\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Burns,Alexander(DPW);jnuti@ifpte21.org;kdavis@ifpte21.org;jharding@ifpte21.org;mweirick@ifpte21.org;dho@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;Sy_Don(DPW);DHR-PSCCoordinator,DHR(HRD)@ifpte21.org)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45988 - 23/24
Date: Monday, January 22, 2024 4:20:17 PM

RECEIPT for Union Notification for PSC 45988 - 23/24 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 45988 - 23/24 for \$45,000,000 for Initial Request services for the period 03/18/2024 – 06/30/2031. 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/21965> 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 -- 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: Project Controls and Construction Management Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$24,000,000

PSC Est. Start Date: 06/01/2021

PSC Est. End Date 05/31/2027

1. Description of Work

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

Consultants will perform specialized, critical, and urgent project control and construction management services that include project management, construction management, constructability review, cost estimating, scheduling, claim analysis, partnering, and other related services for various projects managed by Public Works on an as-needed basis. Public Works intends to issue two Request for Qualifications (RFQ): one RFQ under the Regular LBE Program seeking to award up to six (6) contracts for \$3M each and one RFQ through the Micro-LBE Set Aside Program awarding up 4 contracts to \$1.5M each contract.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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

Yes, this service has been provided in the past. Most recent personal services contract approval numbers are PSC#45682-16/17 approved on 08/07/2017, and PSC#47167-1617 approved on 03/06/2017.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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

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

The contracts will have duration of no more than 5 years.

2. Reason(s) for the Request

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

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Consultants must have extensive experience in project management, construction management, scheduling, cost estimating, value engineering, claim analysis, and partnering with appropriate licensing or certification.
- 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; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

- A. Explain why civil service classes are not applicable.
Several positions do not exist in Civil Service: Scheduling Engineers, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these consultant services will be utilized when the following conditions exist: (1) City staff is working at full capacity and postponement of pending projects would be contrary to the public interest, or (2) Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The services are only going to be utilized on an as-needed basis. There is no ongoing demand that justifies hiring of permanent City staff.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Cost Estimating, scheduling, and Constructability Review Training. Approximately 40 hours.
Approximately 30 Engineers.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
Yes.
- 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 05/06/2021, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48865 - 20/21

DHR Analysis/Recommendation:

action date: 07/19/2021

Commission Approval Required

Approved by Civil Service Commission

07/19/2021 DHR Approved for 07/19/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Multi-Discipline Construction Management ServicesFunding Source: Interdepartmental Work OrdersPSC Amount: \$12,000,000PSC Est. Start Date: 07/01/2017PSC Est. End Date 06/30/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services for various types of engineering work on an as-needed basis and other as-needed services to be determined.

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

Services are required to augment the workload of the Construction Management and Project Management staff at Infrastructure Design and Construction (IDC) and Building Design and Construction (BDC) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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.

Previous contracts for As-Needed Multi-Discipline Construction Management Services were awarded to: Avila and Associates, CPM/AGS JV, CM Pros, Environmental & Construction Solutions, Dabri (Micro), DCMS (Micro), and Joe Hill (Micro) under PSC#4149-07/08 approved on 4/21/2008.

D. Will the contract(s) be renewed?

No. New RFQ's will be advertised.

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 PSC duration exceeds 5 years to account for time needed to advertise and award. However, the contract duration will not exceed 5 years.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

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

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Licensed and/or certified resident engineers, assistant resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, preconstruction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

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

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

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

- A. Explain why civil service classes are not applicable.
Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.
- 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. Yes. The City has been contracting out services for Cost Estimators and Scheduling Engineers and anticipates that these services will continue to be utilized.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No. No training will be provided, as the City currently has qualified Construction Managers on staff. These services will only be utilized when and if the work cannot be prudently performed by internal staff. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies.
- 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.

Yes. Certain federal or state grants require a third party Contractor for quality control purposes. In these instances, contractual services must be utilized. Project Quality Assurance oversight personnel needed to be independent from production pressure...The level of Quality Program specified in the contract will depend upon the complexity and importance of the service or product. For some projects, all fifteen elements of these Quality Management System Guidelines might be specified. In other cases, the contractor, consultant, or supplier may be required to use only its existing quality programs or standards or other quality standards if specified by the grantee or any stakeholders. In addition, FTA Circular 4220.1F, Third Party Contracting Guidance, provides contracting guidance to assist grantees in procuring third-party services on capital projects receiving federal funding.” “FAA AC 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects, identifies items that should be included in a contract for engineering services. In some cases, the sponsor may retain an independent firm to perform testing for project control. It is, therefore, extremely important that the contract clearly delineate the division of responsibility and authority between the sponsor, the consultant, and the testing firm. For example, the agreement should define the party responsible for designating the location and number of tests, for interpreting test results, and for follow-up procedures for failing test results.”

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 06/08/2017, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21

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

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45682 - 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