



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

**LONDON N. BREED
MAYOR**

Sent via Electronic Mail

April 25, 2024

NOTICE OF CIVIL SERVICE COMMISSION MEETING

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES
CONTRACT 40995-23/24; 42122-23/24; 43039-23/24; 40897-23/24;
49801-23/24; 47230-23/24; 44510-23/24; 43395-23/24; 41323-23/24; 45763-
23/24; 41297-23/24 AND 43590-22/23.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 6, 2024, at 2:00 p.m.**

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

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Executive Officer

Attachments

Cc: Reanna Albert, Department of Public Health
Tara Alvarez, Department of Human Services Agency
Cynthia Avakian, Airport Commission
Elisa Baeza, Juvenile Probation
Alexander Burns, Department of Public Works
Thomas Chen, Emergency Management
Mike Cotter, Department of Human Resources
Edward De Asis, Board of Supervisors
Shawndrea Hale, Public Utilities Commission
Kelly Hiramoto, Department of Public Health
Daniel Kwon, Public Utilities Commission
Lynn Khaw, Office of the City Administrator
Joan Lubamersky, Office of the City Administrator
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/>.



London Breed
Mayor

Carol Isen
Human Resources Director

Date: April 19, 2024

To: The Honorable Civil Service Commission

Through: Carol Isen
Human Resources Director

From: Cynthia Avakian, AIR
Joan Lubamersky / Lynn Khaw, GSA
Thomas Chen, DEM
Mike Cotter, HRD
Tara Alvarez, HSA
Elisa Baeza, JUV
Reanna Albert / Kelly Hiramoto, DPH
Shawndrea Hale / Daniel Kwon, PUC
Alexander Burns, DPW
Edward de Asis, BOS

Subject: **Personal Services Contracts Approval Request**

This report contains twelve (12) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 23/24 to date:

Total of this Report	YTD Expedited Approvals FY2023-2024	Total for FY2023-2024
\$278,641,939	\$401,089,543	\$4,215,301,572

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POSTING FOR

May 06, 2024

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	<u>Dept Designation</u>	<u>PSC Amount</u>	<u>Description of Work</u>	<u>PSC Estimated Start Date</u>	<u>PSC Estimated End Date</u>	<u>Type of Approval</u>
<u>40995 - 23/24</u>	AIRPORT COMMISSION	\$250,000,000.00	Project Management Support Services (PMSS) and Design-Build services for the Boarding Area G Gate Enhancements Project (Project) at San Francisco International Airport (Airport or SFO). The Project will replace the passenger boarding bridges at each gate in Boarding Area G, replace the preconditioned air system, install automated aircraft guidance systems, upgrade the fire hydrant infrastructure, and repair damaged pavement. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the Program. Of the \$250M total Project cost, PMSS portion of the work is estimated to be \$6M, and design portion of work are estimated to be \$8M.	June 1, 2024	May 31, 2029	REGULAR
<u>42122 - 23/24</u>	AIRPORT COMMISSION	\$6,000,000.00	Contractor will be responsible for the ongoing maintenance and software support of the Intergraph Computer Aided Dispatch System (CAD) for public safety dispatching used by multiple divisions at the San Francisco International Airport (Airport). Software support will include upgrades to new software versions of the proprietary CAD system, providing additional licenses, incorporating new interfaces	July 1, 2024	June 30, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			with other Airport systems, mapping services, and other services necessary to maintain system functionality.			
			The City's Contract Monitoring Division (CMD) oversees the 14B Local Business Enterprise (LBE) program, which promotes equity in the City's procurement processes and aims to lower barriers to accessing contracting opportunities for the City's certified local businesses. In order to better serve the LBE community and to increase program effectiveness, CMD will partner with one or more contractors to conduct a utilization study to understand the current state of LBEs' participation on City contracts, an availability study to understand potential LBE participation, and an evaluation of the 14B program to understand how the program can be improved. The selected contractor(s) will provide research, evaluation, and technical assistance to the City, including but not limited to:			
<u>43039 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00		May 13, 2024	December 31, 2027	REGULAR
			<ul style="list-style-type: none"> • Designing and implementing study methodologies • Cleaning, aggregating, and analyzing key program data and conducting statistical analysis • Conducting community and stakeholder engagement and user research • Synthesizing study results and providing improvement recommendations to City leaders 			
<u>40897 - 23/24</u>	DEPARTMENT OF EMERGENCY MANAGEMENT	\$1,503,423.00	Provide stakeholder engagement, facilitation and training services for community based	June 5, 2024	June 4, 2027	REGULAR

<u>PSC No</u>	<u>Dept Designation</u>	<u>PSC Amount</u>	<u>Description of Work</u>	<u>PSC Estimated Start Date</u>	<u>PSC Estimated End Date</u>	<u>Type of Approval</u>
			organizations and service providers for crisis response and emergency preparedness programs.			
<u>49801 - 23/24</u>	HUMAN RESOURCES	\$1,200,000.00	Provide expert test development consultation for the Q050 Police Sergeant, Q060 Police Lieutenant, Q080 Police Captain, H020 Fire Lieutenant, H030 Fire Captain, H040 Battalion Chief, and H050 Assistant Chief, selection process and defense of selection process (if necessary), provide testimony, preparation, and consultation against legal challenges.	June 1, 2024	April 30, 2029	REGULAR
<u>47230 - 23/24</u>	HUMAN SERVICES	\$3,178,516.00	Provides comprehensive, high-quality, culturally-responsible State-mandated training to Child Welfare workers, using Federal dollars, to increase Child Welfare workers knowledge and skills in the practice of public child welfare. These trainings increase the knowledge and skills of Child Welfare workers, thereby improving outcomes for children and families. Trainings cover complex case management and have both clinical and legal implications, providing Child Welfare workers updates on State laws, regulations and standards.	July 1, 2024	June 30, 2029	REGULAR
<u>44510 - 23/24</u>	JUVENILE PROBATION	\$300,000.00	The department wishes to contract with organizations that specialize in transitional housing programs and supportive services for young people, ages 18-25, re-entering the community from a secure commitment term in San Francisco's Juvenile Justice Center. Supportive services provided by transitional housing programs shall include: a. Case management,	March 1, 2024	November 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<ul style="list-style-type: none"> b. Mental Health services or linkage to mental health services, c. Linkage to vocational services such as vocational support, job readiness skills, etc., d. Ability to promote family reunification, e. Independent living skills, f. Financial education, including money management, how to pay bills, etc., g. Basic needs support, h. Regular check-ins and ability to support young person to meet court mandates and orders, --including stay away orders from people and locations, no weapons clauses, no substance use clauses, etc., i. Confidentiality for young person to ensure safety and successful return to community, and j. Ability to support reentry and transition goals. 	June 1, 2024	June 30, 2029	REGULAR
<u>41323 - 23/24</u>	PUBLIC HEALTH	\$4,000,000.00	The selected contractor(s) will provide substance use residential services at American Society of Addiction Medicine (ASAM) Level 3.1, clinically managed low-intensity residential services, for youth up to the age of 18 years old experiencing high level of substance use and meeting the ASAM criteria for residential services.	June 1, 2024	June 30, 2029	REGULAR
<u>41323 - 23/24</u>	PUBLIC UTILITIES COMMISSION	\$4,000,000.00	This PSC is to provide specialized, short-term staff to provide construction management services for an approximately \$20M Power Enterprise construction project to construct underground electrical duct bank and vaults, Emergency Firefighting Water System (EFWS)	June 30, 2024	June 30, 2027	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>pipeline, San Francisco Water Department (SFWD) pipeline, installation of electrical cable and switches, inter-connection to high-voltage switchgear, and roadway and sidewalk work.</p> <p>The construction management services required under this PSC would include, but are not limited to, construction contract administration, construction inspection, construction contracts management, and project controls.</p>			
<u>45763 - 23/24</u>	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$7,000,000.00	<p>The consultant and their joint venture partners will provide the following services: Mechanical design, electrical design, plumbing design, structural design, civil (underground utility), security & technology, sustainability, energy modeling, daylighting, LEED (Leadership in Energy and Environmental Design) coordination and documentation, audio-visual and low-voltage design, fire protection, acoustic design, vertical transportation, building management systems integration, façade maintenance, wind consulting, signage and environmental graphic design, and waterproofing.</p>	July 1, 2024	September 1, 2031	REGULAR
<u>41297 - 23/24</u>	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	<p>Contractor will sell City-owned surplus assets (with the exception of City-owned fleet vehicles that will be publicly auctioned pursuant to a separate personal services contract), including seized, found, unclaimed, stolen, recovered, and retired property, to the general public. Public auctions will be conducted online through the contractor's online auction application. The auction services will generate revenue for the City. The cost to the City for the services will be paid from the net proceeds of each sale for the services performed by the contractor.</p>	July 1, 2024	July 1, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>Contractor was selected pursuant to Solicitation Number 012821 conducted by a service cooperative established by Minn. Stat Sec. 123A.21 to provide a Cooperative Purchasing Program to participating entities, of which City is one. Solicitation Number 012821 was publicly posted on December 8, 2020, and the contractor was ranked 1.</p>			
			TOTAL AMOUNT \$278,181,939			

Posting For

May 06, 2024

Proposed Modifications to Personal Services Contracts

PSC Number	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43590 - 22/23 - MODIFICATIONS	BOARD OF SUPERVISORS - BOS	\$460,000	\$1,000,000	The Office of the Clerk of the Board (COB) seeks a vendor to enhance or replace the current aging and costly LMS with a state-of-the-art solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agendas and minutes, 3) ensuring the integrity and retention of legislative records, 4) providing a legislative drafting tool for city departments, and 5) providing a public portal accessible to the public for tracking legislation. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.	09/01/2023	08/31/2028	REGULAR

TOTAL AMOUNT \$460,000

**Regular/Continuing/Annual
Personal Services Contracts**

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 and Design Services for Boarding Area G Gate Enhancements Project

Funding Source: Airport Capital and Operating Funds

PSC Amount: \$250,000,000

PSC Est. Start Date: 06/01/2024

PSC Est. End Date 05/31/2029

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build services for the Boarding Area G Gate Enhancements Project (Project) at San Francisco International Airport (Airport or SFO). The Project will replace the passenger boarding bridges at each gate in Boarding Area G, replace the preconditioned air system, install automated aircraft guidance systems, upgrade the fire hydrant infrastructure, and repair damaged pavement. Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the Program. Of the \$250M total Project cost, PMSS portion of the work is estimated to be \$6M, and design portion of work are estimated to be \$8M.

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

The electrical, mechanical, gate operations, and guidance systems in Boarding Area G are past the end of their useful life and need to be replaced & upgraded to support future operational needs. If is request is denied, the gates in Boarding Area G may not be able to reliably service the aircraft when parked and on- and off-boarding passengers, nor provide reliable power, heating, and cooling to the aircraft. This would result in delays and passenger comfort issues, which will lead to a potential decrease in non-airline revenue.

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 similar project was performed for SFO Boarding Area A, approved under PSC 44645-16/17.

D. Will the contract(s) be renewed?

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

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:

The services required are limited term, and will not continue beyond the design and construction of the Project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise include design of passenger boarding bridge foundations, passenger boarding bridge point of use pre-conditioned air units, airfield pavement design,

and airfield lighting design. Work also requires project management expertise in scheduling, cost estimating, planning, project controls, and construction management.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5504, Project Manager 2; 5508, Project Manager 4; 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7347, Plumber;
- 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?

Notice of Intent was sent on August 14, 2023 to the following City Departments: San Francisco Public Utilities Commission, Department of Public Works, Port of San Francisco, San Francisco Municipal Transportation Agency and San Francisco International Airport. No interested responses were received.

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 unique and highly specialized expertise in the field of aviation fuel systems, passenger boarding bridge and foundation design.
- 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 required are limited term, and will not continue beyond the design and construction of the 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 contract? If so, please explain what that will entail; if not, explain why not.
No. Contractor will provide Airport staff in the 7334 stationary engineer and 7335 senior stationary engineer classifications on the design of on the operation and maintenance of the new preconditioned air system. Approximately 16 hours of training will be provided to each staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/08/2024, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Plumbers, Local 38; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

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: PO BOX 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40995 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2024

Receipt of Union Notification(s)

From: [Sung Kim \(AIR\)](#)
To: larryjr@ualocal38.org; ichiarenza@ualocal38.org
Cc: [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 40995 - 23/24
Date: Friday, March 8, 2024 3:55:00 PM
Attachments: [image001.png](#)

Please see Notice for new PSC below. Thank you.



Sung Kim

Manager, Contracts Administration
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128
Tel 650-821-2026 | Email sung.kim@flysfo.com
(preferred pronouns: he/him/his)
[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

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

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com
Sent: Friday, March 8, 2024 3:44 PM
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; cpark@local39.org; Stan Eichenberger <seichenberger@local39.org>; MRainsford@local39.org; grojo@local39.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sportillo@ifpte21.org; agarza@ifpte21.org; amakayan@ifpte21.org; 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; Kristen Schumacher <kschumacher@ifpte21.org>; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR) <sung.kim@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 40995 - 23/24

RECEIPT for Union Notification for PSC 40995 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40995 - 23/24 for \$250,000,000 for Initial Request services for the period 06/01/2024 – 05/31/2029. 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/21966> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 44645 - 16/17)

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

Type of Service: PMSS and DB Services for the Boarding Area A Gate Enhancements Project

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$120,000,000

PSC Original Approved Duration: 12/01/16 - 06/30/20 (3 years 30 weeks)

PSC Mod#1 Amount: \$10,000,000

PSC Mod#1 Duration: 06/30/20-12/31/21 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$130,000,000

PSC Cumulative Duration Proposed: 5 years 4 weeks

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) Services teams with airport design and management expertise are required to manage the design and construction of the Boarding Area A Gate Enhancements Project (The Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the program. The scope of work for the Gate Enhancement Project includes, but is not limited to, the following:

- Assessment and replacement of existing passenger boarding bridges.
- Design and construction of: new passenger boarding bridges and associated foundation; aviation fuel systems to accommodate new aircraft parking positions; building modifications including, but not limited to, vertical circulation, building penetrations, and interior spaces; 400-hertz system modifications; and pre-conditioned air system modifications.

PMSS and Design portion are estimated to be <\$10,000,000 each and the Construction portion is estimated to be <\$100,000,000

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

At Boarding Area A, modifications to existing gates will create an additional Airbus A380 position as well as prepare for future aircraft, including the Boeing B777-9X. Such infrastructure enhancements will include electrical and utility upgrades, passenger boarding bridge replacements and/or additions at existing aircraft gates, and fuel pit relocations. Additionally, gate rooms and associated supporting infrastructure, such as installation of escalators, within the footprint of boarding areas will be added to support future operational needs. If the services for this program are denied, the gates in the boarding areas may not be able to serve the needs of new aircraft fleet mixes resulting in delays, which will lead to a potential decrease in non-airline revenue.

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 44645-16/17

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:

Need to align this approval with the closeout of the associated contracts.

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 Gate Enhancement capital project is site specific with a fixed scope of work and a clear completion date.

B. Reason for the request for modification:

Need to extend time and increase the compensation

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise include design of aviation fuel systems, passenger boarding bridge foundations, passenger boarding bridge point of use pre-condition air units, airfield pavement design, airfield lighting design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5504, Project Manager 2; 5508, Project Manager 4;

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

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

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 unique and highly specialized expertise in the field of aviation fuel systems, passenger boarding bridge and foundation design.

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 specialized nature of the work, we do not believe it is practical to adopt a permanent civil service class.

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.

Yes, Skanska USA Building, Inc. and IT Enhancement Partners JV

7. Union Notification: On 02/04/20, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44645 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/12/2020

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: PMSS and DB Services for the Boarding Area A Gate Enhancements Project

Funding Source: Airport Capital Funds

PSC Amount: \$120,000,000

PSC Est. Start Date: 12/01/2016

PSC Est. End Date 06/30/2020

1. Description of Work

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

Project Management Support Services (PMSS) and Design-Build (DB) Services teams with airport design and management expertise are required to manage the design and construction of the Boarding Area A Gate Enhancements Project (The Project). Services to be provided include project controls, scheduling, document control, design management, contracts management, architectural, engineering, and environmental services, and construction of the program. The scope of work for the Gate Enhancement Project includes, but is not limited to, the following:

- Assessment and replacement of existing passenger boarding bridges.
- Design and construction of: new passenger boarding bridges and associated foundation; aviation fuel systems to accommodate new aircraft parking positions; building modifications including, but not limited to, vertical circulation, building penetrations, and interior spaces; 400-hertz system modifications; and pre-conditioned air system modifications.

PMSS and Design portion are estimated to be <\$10,000,000 each and the Construction portion is estimated to be <\$100,000,000

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

At Boarding Area A, modifications to existing gates will create an additional Airbus A380 position as well as prepare for future aircraft, including the Boeing B777-9X. Such infrastructure enhancements will include electrical and utility upgrades, passenger boarding bridge replacements and/or additions at existing aircraft gates, and fuel pit relocations. Additionally, gate rooms and associated supporting infrastructure, such as installation of escalators, within the footprint of boarding areas will be added to support future operational needs. If the services for this program are denied, the gates in the boarding areas may not be able to serve the needs of new aircraft fleet mixes resulting in delays, which will lead to a potential decrease in non-airline revenue.

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 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):

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

B. Explain the qualifying circumstances:

This Gate Enhancement capital project is site specific with a fixed scope of work and a clear completion date.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required skills and expertise include design of aviation fuel systems, passenger boarding bridge foundations, passenger boarding bridge point of use pre-condition air units, airfield pavement design, airfield lighting design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5504, Project Manager 2; 5508, Project Manager 4;

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

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

None at this time. A Notice of Intent for DB services was sent to appropriate City departments on July 25, 2016 and no responses with interest in participating were received by the due date of August 8, 2016.

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 unique and highly specialized expertise in the field of aviation fuel systems, passenger boarding bridge and foundation design.

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 specialized nature of the work, we do not believe it is practical to adopt a permanent civil service class.

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. 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.
No.

7. **Union Notification:** On 08/18/2016, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44645 - 16/17

DHR Analysis/Recommendation:

action date: 10/17/2016

Commission Approval Required

Approved by Civil Service Commission

10/17/2016 DHR Approved for 10/17/2016

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: Computer Aided Dispatch (CAD) Software Upgrade and Maintenance

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/01/2024

PSC Est. End Date 06/30/2029

1. Description of Work

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

Contractor will be responsible for the ongoing maintenance and software support of the Intergraph Computer Aided Dispatch System (CAD) for public safety dispatching used by multiple divisions at the San Francisco International Airport (Airport). Software support will include upgrades to new software versions of the proprietary CAD system, providing additional licenses, incorporating new interfaces with other Airport systems, mapping services, and other services necessary to maintain system functionality.

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

The contract is necessary to ensure continued maintenance and support provided by Intergraph for the Airport's CAD system, which is a public safety and lifesaving system. Consequences of denial include the Airport having an outdated CAD system that is not integrated with all required systems, which could compromise the Airport's ability to perform essential emergency response and dispatching services.

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 has been contracted out via PSC 47575-16/17.

D. Will the contract(s) be renewed?

Yes, if this service is still 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.

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:

The City doesn't have access to the proprietary system to support or maintain the CAD system.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Due to the proprietary nature of this complex system, only trained and certified engineers of the CAD system are able to provide maintenance and support services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 9202, Airport Communications Disp; 9203, Sr Airport Communications Disp; 9204, Airports Communications Sprv;

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 since the City doesn't have access to the proprietary system to support and maintain it.

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

A. Explain why civil service classes are not applicable.

No, the supplier does not release system proprietary information or source code, so civil servants cannot perform the maintenance and support.

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, not at this time.

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. Approximately 40 hours of training as well as on any new features for the following staff: 9202 (25 people), 9203 (up to 10 people), and 9204 (up to 10 people).

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 02/06/2024, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous

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

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

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42122 - 23/24

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/06/2024

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); Chanel.Brown@seiu1021.org; jegy.sering@seiu1021.org; matthew.torres@seiu1021.org; SF-DHR-Info@seiu1021.org; [Najuawanda Daniels](mailto:Najuawanda.Daniels); [Jason Klumb](mailto:Jason.Klumb); [Frigault, Noah \(HRC\)](mailto:Frigault.Noah@HRC); [Mevers, Julie \(HSA\)](mailto:Mevers.Julie@HSA); [Thomas Vitale](mailto:Thomas.Vitale); Ricardo.Lopez@sfgov.org; Kbasconcillo@sfwater.org; pcamarillo_seiu@sbcglobal.net; [Wendy Frigillana](mailto:Wendy.Frigillana); pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; [XiuMin Li](mailto:XiuMin.Li); Sin.Yee.Poon@sfgov.org; [David Canham](mailto:David.Canham); jtanner940@aol.com; jnuti@ifpte21.org; sportillo@ifpte21.org; kdavis@ifpte21.org; jharding@ifpte21.org; mweirick@ifpte21.org; agarza@ifpte21.org; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42122 - 23/24
Date: Tuesday, February 6, 2024 5:54:24 PM

RECEIPT for Union Notification for PSC 42122 - 23/24 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42122 - 23/24 for \$6,000,000 for Initial Request services for the period 07/01/2024 – 06/30/2029. 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/22011> 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: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 47575 - 16/17)

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

Type of Service: Computer Aided Dispatch (CAD) Software Upgrade and Maintenance

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$6,000,000

PSC Original Approved Duration: 07/01/17 - 06/30/22 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 06/30/22-12/20/24 (2 years 24 weeks)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 7 years 24 weeks

1. Description of Work

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

Contractor will be responsible for the ongoing maintenance and software support of the Intergraph Computer Aided Dispatch System (CAD) for public safety dispatching used by multiple divisions at the San Francisco International Airport (Airport). Software support will include upgrades to new software versions of the proprietary CAD system, providing additional licenses, incorporating new interfaces with other Airport systems, mapping services, and other services necessary to maintain system functionality.

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

The contract is necessary to ensure continued maintenance and support provided by Intergraph for the Airport's CAD system, which is a public safety and lifesaving system. Consequences of denial include the Airport having an outdated CAD system that is not integrated with all required systems, which could compromise the Airport's ability to perform essential emergency response and dispatching services.

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 47575-16/17

D. Will the contract(s) be renewed?

Yes, if there continues to be a need 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 the term of the contract to complete the work.

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:

The maintenance and support services are required to be performed periodically.

B. Reason for the request for modification:

Need to extend the term of the contract to complete the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Due to the proprietary nature of this complex system, only trained and certified engineers of the Intergraph CAD system are able to provide maintenance and support services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 9203, Sr Airport Communications Disp; 9204, Airports Communications Sprv;
- 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.
Civil service classifications are not applicable because the services required must include access to the contractor's proprietary software.
- 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, as the vendor does not release system proprietary information or source code, so civil servants cannot perform the maintenance and support.

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.
32 hours of training will be provided to the following staff on the new system features: 9202 (25 staff) 9203 (10 staff) 9204 (2 staff)
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain

and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes, Intergraph Corporation

7. Union Notification: On 12/21/21, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47575 - 16/17

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/22/2022

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: Computer Aided Dispatch (CAD) Software Upgrade and Maintenance

Funding Source: Airport Operating Funds

PSC Amount: \$6,000,000

PSC Est. Start Date: 07/01/2017

PSC Est. End Date 06/30/2022

1. Description of Work

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

Contractor will be responsible for the ongoing maintenance and software support of the Intergraph Computer Aided Dispatch System (CAD) for public safety dispatching used by multiple divisions at the San Francisco International Airport (Airport). Software support will include upgrades to new software versions of the proprietary CAD system, providing additional licenses, incorporating new interfaces with other Airport systems, mapping services, and other services necessary to maintain system functionality.

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

The contract is necessary to ensure continued maintenance and support provided by Intergraph for the Airport's CAD system, which is a public safety and lifesaving system. Consequences of denial include the Airport having an outdated CAD system that is not integrated with all required systems, which could compromise the Airport's ability to perform essential emergency response and dispatching services.

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 service was previously supported under PSC 4033-10/11.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need 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.

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:

The maintenance and support services are required to be performed periodically.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Due to the proprietary nature of this complex system, only trained and certified engineers of the Intergraph CAD system are able to provide maintenance and support services.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 9203, Sr Airport Communications Disp; 9204, Airports Communications Sprv;

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, as the CAD system is property and services can only be provided by Intergraph.

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

- A. Explain why civil service classes are not applicable.
Civil service classifications are not applicable because the services required must include access to the contractor's proprietary software.

- 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, as the vendor does not release system proprietary information or source code, so civil servants cannot perform the maintenance and support.

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. 32 hours of training will be provided to the following staff on the new system features: 9202 (25 staff)
9203 (10 staff) 9204 (2 staff)

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

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

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

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

7. Union Notification: On 04/07/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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: PO Box 8097 San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47575 - 16/17

DHR Analysis/Recommendation:

action date: 07/17/2017

Commission Approval Required

Approved by Civil Service Commission with conditions

07/17/2017 DHR Approved for 07/17/2017

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Evaluation, research, and technical assistance

Funding Source: General Fund

PSC Duration: 3 years 33 weeks

PSC Amount: \$500,000

1. Description of Work

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

The City's Contract Monitoring Division (CMD) oversees the 14B Local Business Enterprise (LBE) program, which promotes equity in the City's procurement processes and aims to lower barriers to accessing contracting opportunities for the City's certified local businesses. In order to better serve the LBE community and to increase program effectiveness, CMD will partner with one or more contractors to conduct a utilization study to understand the current state of LBEs' participation on City contracts, an availability study to understand potential LBE participation, and an evaluation of the 14B program to understand how the program can be improved. The selected contractor(s) will provide research, evaluation, and technical assistance to the City, including but not limited to:

- Designing and implementing study methodologies
- Cleaning, aggregating, and analyzing key program data and conducting statistical analysis
- Conducting community and stakeholder engagement and user research
- Synthesizing study results and providing improvement recommendations to City leaders

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

The 14B LBE program is one of the City's flagship procurement economic justice programs, but there has not been a formal assessment of the program conducted since 2012. As the City continues to recover from the pandemic and adjust to structural economic changes, the City's primary LBE-serving program must also modernize and keep pace with the macro environment to better serve local businesses and to strengthen the City's economic resilience. If these research, evaluation, and technical assistance services are denied, the City will miss an opportunity to rigorously study the program and ground future program and policy changes in a strong analytical and community-rooted foundation.

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 program assessments and studies were conducted via contracts with external consultants, and services for PSC 41375 21.22 are similar to this proposed scope of work. However, there has not been a Citywide formal program evaluation or assessment of the 14B program conducted in over 10 years.

D. Will the contract(s) be renewed?

No.