



MAR 04 2015

SUBMIT

THE CITY OF SAN DIEGO

# Request for Human Resources Approval for Purchase Requisition (Contracting Out Review Request Form)

Requesting Department: Public Utilities Department (PUD)

Vendor Name: TBD

WBS No. or Project Title As-Needed Environmental Services

Purchase Requisition # (if available): \_\_\_\_\_

Department Contact: Keli Balo

Date of Request: 03/03/2015

Contract Amount/Estimate: \$ 5,000,000.00

Contract/Service Duration: 5 years

**NOTE:** Please provide a description of the activity/services requested and what the request to contract out work will cover.  
(Please use plain language for the terms/definitions)

**Please submit request to [HumanResources@san Diego.gov](mailto:HumanResources@san Diego.gov) or MS 56L**

Question	Department Response
What is the contract/service for? (Please be specific as to the scope of work)	Contract is for <u>professional environmental consultant services</u> for PUD projects such as <u>technical review and studies, CEQA/NEPA documents,</u> regulatory compliance, biological and <u>archeological,</u> agency permitting, construction monitoring, mitigation support and other environmental support services.  <i>please see email</i>
What is the location of the project/service?	Various locations throughout the City of San Diego. This is an as-needed contract and locations of projects will be throughout the 9 council districts.
Are City employees currently performing any of the work?	No. The consultant would be required to provide technical consulting services that City staff does not have the training, certifications or experience or capacity to perform. The consultant will also do work that is required to be done by a 3rd party, would occur as support to emergencies, and as needed for technical work under the various disciplines. This contract is required to ensure PUD meets strict regulatory permit constraints and conditions.
Do City employees currently have the expertise to do this work in-house? If not, why not?	No. The work in the contract is above and beyond City employees' job duties and/or <u>workload</u> and cannot be done by City Employees as it requires <u>specialty skills, certifications, training, experience and education</u> or the projects <u>require a 3rd party to provide these services.</u>  <i>please expand and explain nature and type of certs, training, ed. req'd</i>

*NMI 3-5-15 VAD*

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<p>Will any City employees be displaced as a result of this contract/service?</p>	<p>No City Employees will be displaced as part of this contract. City employees will continue to perform work as required and would oversee and manage work under this contract for tasks they cannot perform.</p>
<p>If this is a renewal of an existing contract, how long have these services been contracted out?</p>	<p>This is a new contract. PUD has other As-Needed contracts that are about to expire or running-out of capacity and has these in place for over 20 years to provide services required for environmental and regulatory compliance.</p>
<p>Is this a Public Works project? * (i.e. construction, reconstruction or repair of City buildings, street or other facilities)</p>	<p>This is not a Public Works project. This contract is for professional services.</p>
<p>Is this a Tenant Improvement project? * (i.e. changes to the interior of a City facility, such as floors, wall coverings, shelves, ceilings, windows, partitions, etc.)</p>	<p>This is not a tenant improvement project. This contract is for professional services.</p>
<p>Was another Department contacted to determine if they can or do perform this service (i.e. Streets, Facilities, etc.)? If so, please attach communication. If not, why was another Department not contacted?</p>	<p>No. Other Department's do not have the staffing or experience to provide these services.</p> <div style="text-align: right; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">ATTACH</div>

**\*NOTE:** If Public Works project (\$100,000 in labor costs or less) or Tenant Improvement project (\$250,000 in labor costs or less) requires HR review/approval. All other contracts require HR review/approval regardless of dollar amount. Remember – Departments cannot intentionally bundle services to avoid the threshold labor costs.

**HUMAN RESOURCES DEPARTMENT USE ONLY**



**APPROVED**

Based on the Department's representation, this contract is \_\_\_\_\_ from a labor relations perspective.

*[Handwritten Signature]*

*3-10-15*

\_\_\_\_\_  
Human Resources Department Liaison

\_\_\_\_\_  
Date