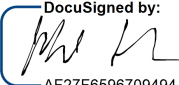




London N. Breed, Mayor
Philip A. Ginsburg, General Manager

To: Recreation and Park Department, All Staff
From: Phil Ginsburg, General Manager
Date: December 11, 2023
Subject: Chapter 6 – Public Works Contracting Policies and Procedures
Sec. 6.60 Emergency Repairs, Work and Contracts

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Recreation and Park Department staff shall adhere to the following steps to ensure efficient, fair, open, and transparent contracting process for the procurement of professional and construction services related to contracts awarded under the emergency provision of Section 6.60 of the Administrative Code.

If the nature of the emergency works allows it, Recreation and Park Department Director of Operations or Director of Capital Division shall:

1. *Establish a Project Manager, or appropriate level staff to oversee all work performed under this emergency.*
2. *Require the Project Manager to facilitate all notifications related to the Emergency Declaration.*
3. *Require the Project Manager to establish a cost estimate to provide projected minimum and maximum costs for the work by a qualified technical expert.*
4. *Require the Project Manager to attempt to solicit quotes from at least three qualified contractors. The baseline is to attempt to solicit three quotes, which follows best practices. It is understandable that in some emergencies this may not be possible.*
5. *Require the Project Manager to work with the City's Contract Monitoring Division (CMD) on outreach, if applicable, to ensure that CMD-certified contractors are aware of opportunities.*
6. *Post resulting emergency declaration(s) and selected contractor(s) on the Recreation and Park Department website.*

The Project Manager will prepare an Emergency Declaration Order which shall be reviewed and approved by the General Manager, Recreation and Park Department.

If the estimated cost of the emergency work exceeds \$250,000, the Department Head, prior to authorizing the commencement of the work, must first secure the President of the Recreation and Park Commission's approval in writing. For all cases where the cost of the emergency work exceeds \$250,000, the Department Head is required to obtain the approval of the Board of Supervisors.



If the emergency does not permit the required approvals of the emergency determination to be obtained before work is commenced or the contract(s) entered, such approvals shall be obtained as soon thereafter as it is possible to do so. In such an event, the Department Head concerned shall notify the Controller immediately of the work involved or the contract(s) entered into and the estimated cost thereof. The proposed resolution approving the emergency determination shall be submitted to the Board of Supervisors within 60 days of the Department Head's emergency declaration.

When the Recreation and Park Department awards an emergency contract the project Manager shall outline the circumstances in which the contractor was selected to best ensure the selection didn't allow for favoritism and/or fraud.

The Recreation and Park Department will provide bi-annual summary on all emergency declarations and contracts awarded.

If the emergency was declared by the Mayor or Board of Supervisors, it may have stipulations that will apply to this procedure. Under an emergency, if Chapter 21 commodities and services are required, Recreation and Park Department staff will follow Administrative Code Chapter 21.15 and emergency procedures dictated by the Office of Contract Administration (OCA).