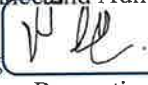




London N. Breed, Mayor
Philip A. Ginsburg, General Manager

DATE: September 5, 2023
TO: Antonio Guerra
Director of Finance and Administration
FROM: Philip Ginsburg 
General Manager, Recreation and Park Department
SUBJECT: Declaration of Emergency: Portsmouth Square Elevators

On September 5, 2023, in accordance with Administrative Code Sections 6.60, I declared an actual emergency exists at the Portsmouth Square Garage Elevators.

These elevators were expected to be included in the Portsmouth Square Garage Project conducted by the Portsmouth Plaza Parking Corporation (PPPC) Board from 2017 to 2020. However, the elevator modernization project was removed from the project scope. In the intervening years, one to two elevators have been frequently out of service, culminating in the emergency situation further described below.

On August 8, 2023, all three of the elevators at Portsmouth Square had significant operational issues, causing them to be non-functional. One elevator was able to be brought back into service on the same day.

On August 10, 2023, SFMTA conducted a site visit with ThyssenKrupp to evaluate all three elevators and provide recommendations for keeping the elevators in service until the elevator modernization project could be completed. SFMTA contracted with ThyssenKrupp, an elevator maintenance company with expertise in maintaining older elevator equipment, after receiving approval from the current elevator repair company who could no longer repair the elevators due to age.

On August 21, 2023, the second elevator was brought back into service after additional short-term repairs were conducted.

While SFMTA is working with ThyssenKrupp to deliver short-term repair for the elevators, it is expected that they will continue to breakdown. The imminent breakdown of this equipment is a public safety concern for park users and community members until a full modernization can be completed. This emergency declaration will allow the Department to engage a contractor as quickly as possible to minimize the lengthy procurement time related to the unique conditions in this industry.

The unique conditions in this industry include: 1) a limited number of elevator contractors who work in San Francisco; 2) a limited number of manufacturers throughout the world and 3) high demand from modernization and development projects. Expected procurement time for elevators is approximately 42 weeks (10 months). Procurement can only be initiated after a contractor has been issued Notice to Proceed and shop drawings are complete.

We originally hoped to fold this into the Portsmouth Square Improvement project for streamlined cost efficiency, but due to this emergency situation, we are advancing the project separately.

The ability for the Recreation and Park Department to engage with a contractor and order the elevator equipment will be critical to completing this modernization as quickly as possible.

The estimated construction cost for this work, including contingency, is \$2,200,000.

Administrative Code Section 6.60 requires that this emergency contract be approved in writing by the Mayor (or the President of the Recreation and Park Commission) and by the Board of Supervisors. I direct you to seek these approvals and then to complete the elevator modernization project and protect the lives and property of the City and County of San Francisco, in the most expeditious manner.

cc: Eric Andersen
Stacy Bradley
Dana Ketcham