

# Master City of San José Consultant Agreement

(Airport Capital Projects)

## Amendment to Approved Service Order - Cover Page

1a. CPMS Contract No.: N/A; Airport 21-019 1b. AC Contract No.: N/A; Giles 663895-000

2. ☐ First ☒ Second ☐ Third ☐ Fourth Amendment to Approved Service Order No. 19

3. Consultant's Name: Kimley-Horn & Associates

4. The above-referenced Approved Service Order is amended as follows:

4a. ☐ **Budget/Fiscal:** The ☐ original Budget/Fiscal information in Section 7 of the Approved Service Order ☐ First Revised Budget/Fiscal Attachment ☐ Second Revised Budget/Fiscal Attachment is amended to read as set forth in the attached ☐ First ☐ Second ☐ Third Revised Budget/Fiscal Attachment.

4b. ☒ **Tasks - Attachment A:** The ☐ original ☒ First Revised ☐ Second Revised Attachment A is amended to read as set forth in the attached ☐ First ☒ Second ☐ Third Revised Attachment A.

4c. ☐ **Compensation Table - Attachment C:** The ☐ original ☐ First Revised ☐ Second Revised Attachment C is amended to read as set forth in the attached ☐ First ☐ Second ☐ Third Revised Attachment C.

5. Each of the attachments to this amendment is incorporated herein by reference.

6. Consultant Approval:

  
M. PEARSE MELVIN, P.E.

Date: 09/20/2021

7. Approval as to Form (City Attorney):

☒ **Form Approved by the Office of the City Attorney**

(The Maximum Service Order Compensation of the Approved Service Order, as amended, is \$100,000 or less, and the provisions of the form are not altered.)

☐ **Approved as to Form:** \_\_\_\_\_  
JON CALEGARI, Deputy City Attorney

Date: \_\_\_\_\_

8. Aviation Director  
Approval:

  
JOHN AITKEN, A.A.E.

Date: 9/21/21

A.N. 09/09/2021

☐ First ☒ Second ☐ Third **Revised Attachment A: Tasks**

This Revised Attachment A is attached to the ☐ First ☒ Second ☐ Third amendment to Approved Service Order No. 19 issued pursuant to the Master Agreement.

The tasks set forth in the original Attachment A, or in any previous amendment to the original Attachment A, are amended as set forth herein. All other tasks shall remain unchanged.

**Task No. 4, entitled "Final Technical Memo," is amended as follows:**

**A. Services:** The Consultant will perform the following services under this task:

**Task 4.1 – Respond to Comments**

Consultant will incorporate comments from SJC on the draft technical memo and ROM, and finalize draft technical memo and ROM Costs

**B. Deliverables:**

- Schedule meeting to review draft Technical Memo
- One (1) PDF of Final Technical Memo
- One (1) PDF of ROM Costs
- One (1) PDF of Presentation Summary
- Attend scheduled Airport Senior Management meeting to discuss Final Technical Memo

**C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: 10/29/2021
- ☐ On or before \_\_ Business Days after completion of Task



- ☒ FOR YOUR ELECTRONIC SIGNATURE  
☒ FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Aida Ballou

STAFF EMAIL: aballou@sjc.org

## **SCANNED SIGNATURE AUTHORIZATION**

DATE: 09/20/2021

TOTAL PAGES:  
(INCLUDING THIS PAGE) 3

CONSULTANT: Kimley-Horn and Associates, Inc.

EMAIL: Pearse.melvin@kimley-horn.com

PHONE: 714-705-1337

☒ I agree to use electronic signatures

SIGNATURE OF CONSULTANT: 

### **DIRECTIONS:**

REVIEW THE ENCLOSED DOCUMENT, IF IT IS ACCEPTABLE:

1. SIGN THE DOCUMENT
2. CHECK THE BOX BELOW YOUR NAME AND SIGN AGREEING TO THE USE OF ELECTRONIC SIGNATURES
3. SCAN YOUR EXECUTED DOCUMENT TOGETHER WITH THIS COVER PAGE **IN BLUE INK**
4. EMAIL THE ENTIRE DOCUMENT TO (CITY STAFF EMAIL ADDRESS):  
CHRIS.DEGUZMAN@SANJOSECA.GOV

### **To Be Completed by City Staff:**

ALTERNATIVE METHODS OF VERIFICATION:

- ☐ USE OF A PASSWORD PROTECTED WEBSITE  
☐ CONFIRMED BY A KNOWN TELEPHONE NUMBER  
☐ PERSONALLY KNOWN TO CITY STAFF



September 21, 2021

M. Pearse Melvin, P.E.  
Kimely-Horn & Associates, Inc.  
10 South Almaden Blvd., Suite 1250  
San Jose, California 95113

**SUBJECT: NORMAN Y. MINETA SAN JOSÉ INTERNATIONAL AIRPORT  
KIMELY-HORN & ASSOCIATES PROGRAM MANAGEMENT AGREEMENT  
FOR AMENDMENT #2 FOR SERVICE ORDER (SO) # 19 – EVSE FEASIBILITY STUDY  
NOTICE TO PROCEED (NTP)**

In accordance with the Master Consultant Agreement between the City of San José (City) and Kimely-Horn & Associates, Inc. (Consultant), the First Amendment of Attachment A of Service Order #19 is amended to read as set forth in the attached Amendment #2.

All other provisions of Service Order #19 remain unchanged. Please refer to Service Order #19 and the attached Amendment #2 for a detailed scope of services.

Patrick Hansen, Environmental Program Manager with Planning & Development, will be the contact for this assignment. Mr. Hansen may be reached at 408.392.3626 or [phansen@sjc.org](mailto:phansen@sjc.org).

**Effective Date of NTP:** **September 21, 2021**

Andres 'Drew' Niemeyer

Digitally signed by Andres 'Drew' Niemeyer  
DN: C=US, E=anieniemeyer@sjc.org, O=City of  
San Jose - SJC Airport, OU=Norman Y. Mineta  
San Jose International Airport, CN=Andres  
'Drew' Niemeyer  
Reason: I am approving this document  
Date: 2021.09.21 14:25:41-07'00'

Authorized:

Andres "Drew" Niemeyer  
Deputy Director,  
Planning & Development

Date

**cc:** Patrick Hansen  
Seerit Brar  
Aida Ballou  
Stephanie Silva

# City of San José Contract/Agreement Transmittal Form

## Route Order

## Attached / Completed

## Electronically Signed

TO: ☐ City Attorney  
☐ City Manager  
☒ City Clerk **OR** Return to  
Dept. (circle one)

☐ Insurance Certificates / Waivers ☐ Electronically Signed: Yes  
☐ Business Tax Certificate ☐ Audit Trail Attached (if applicable)  
☐ Contacted Clerk re: Form 700 ☒ Scanned Signature Authorization  
☐ Supplemental Memorandums (if applicable): Select One

Type of Document: Amendment

Type of Contract: Professional Services

### **REQUIRED INFORMATION FOR ALL CONTRACTS:**

**Existing GILES #** 663895 -032

Contractor: Kimely-Horn & Associates

Address: 10 South Almaden Blvd., Suite 1250 San Jose, CA 95113

Phone: 732-259-1345

Email: bob.hamilton@kimley-horn.com

Contract Description: Service Order 19 Amendment 2 will only be amending the deliverable date for task 4 to October 29, 2021, for the consultant to complete the EVSE Final Tech. Memo and presentation.

Term Start Date: NTP 09/21/2021 Term End Date: TBD Extension: No

Method of Procurement: N/A RFB, RFP or RFQ No.: \_\_\_\_\_ Date Conducted: \_\_\_\_\_

Agenda Date (if applicable): \_\_\_\_\_ Agenda Item No.: \_\_\_\_\_

Resolution No.: \_\_\_\_\_ Ordinance No.: \_\_\_\_\_

Original Contract Amount: \$49,155.54 Amount of Increase/Decrease: \_\_\_\_\_

Option #: \_\_\_ of \_\_\_ Option Amount: \_\_\_\_\_ Updated Contract Amount: \_\_\_\_\_

Fund/Appropriation: \_\_\_\_\_

Form 700 Required: No Revenue Agreement: Select one

Business Tax Certificate No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Department: Airport (80)

Department Contact Name/Phone: Patrick Hansen/ 408-392-3626

Notes:

Department Director Signature: \_\_\_\_\_ Date

Office of the City Manager Signature: \_\_\_\_\_ Date