



**Approved as to Form:**  
Senior Deputy City Attorney

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

**11. Director of Aviation Approval:**

J   
Email: john.aitken@sanjoseca.gov  
Date: 09/06/2022 GMT  
\_\_\_\_\_  
JOHN AITKEN, A.A. E

## Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

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**General Description of Project for which Consultant will Provide Services:** The Norman Y. Mineta San Jose International Airport is reviewing commercial development potential of approximately 12 acres of land bound by West Hedding Street, Coleman Avenue, Asbury Street, and Walnut Street, APN numbers 259-02-131, 259-02-130, and 259-08-102. Consultant will provide services to assist by furnishing opportunities map and memorandum regarding zoning, expected parking & circulation requirements, landscaping, and storm water requirements as well as a conceptual site plan for discussion purposes as outlined below.

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### Task No. 1: Project Management and Administration

#### A. Services:

This task provides for the project management, financial administration, and coordination for the study tasks for this assignment and consists of the following subtasks:

##### Task 1.1 – Project Management and Administration

This subtask provides for the project administration for the all study tasks. Project administration services are comprised of exercising prudent control of the scope of work, coordination of schedules, and maintaining quality of services and deliverables provided. This subtask also includes management and scheduling of staff, labor and sub-consultants.

#### B. Deliverables:

- Monthly reporting and invoicing by the 10th Business Day of each month for work completed during the previous month.
- Meeting summary from each meeting attended circulated for review, and finalization.

#### 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: 11/1/2022

### Task No. 2: Commercial Land Use Evaluation

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

##### Task 2.1 – Opportunities Map and Memorandum

- Aerial imagery with boundary information with approximate boundary information based on County APN maps. Please note this is not based on field work associated with locating boundary and will not include title exceptions, if needed these items can be included as an additional service.
- Zoning: This project will be zoned as Planned Development (PD) zoning. Given that it is located in the Inner Safety Zone per SJC's Comprehensive Land Use Plan (CLUP), it will be limited to single-story development. A floor area ratio (FAR) of 0.6 should be assumed for the site for the Airport. Consultant will review zoning applicable to the land and plot or note FAR, setbacks, height restrictions.

##### Task 2.2 – Conceptual Site Plan

- Consultant shall provide a site plan with building footprints, parking footprint (general parking area with approximation of stall count), landscaping, and storm water management features. This site plan will be based on mix of buildings based on allowable land use, zoning, and parking requirements.

#### B. Deliverables:

Consultant will provide the following in electronic format:

- Opportunities Memorandum: memorandum summarizing opportunities map including zoning as well as conceptual site plan improvements.
- Opportunities Map
- Conceptual Site Plan

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: 11/1/2022

### Task No. 3: Final Commercial Land Use Evaluation

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

#### Task 3.1 – Respond to Comments

- Consultant will incorporate comments from SJC on the Preliminary Land Use Evaluation, and finalize draft technical memo and ROM Costs

B. **Deliverables:**

Consultant will provide the following in electronic format:

- Revisions to Opportunities Memorandum, Opportunities Map, and Conceptual Site Plan (as applicable)

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: 11/1/2022

#### Clarifications and Assumptions

- Boundary information to be included based on County APN maps and approximated based on roadway centerlines and road widths. Boundary will not be located based on field work/monuments. Boundary will also not include title exceptions.
- It is assumed that up to one round of revisions will be provided for memorandum, opportunities map, and conceptual site plan requiring minor revisions to these documents. If additional review/edits are required, or if it is determined that additions outside scope as outlined are required, additional services and fee may be required.
- A 50-foot setback for the future Coleman Avenue widening project should be included on the development site.
- Consultant to coordinate with Airport for commercial development examples used in the project.

**Attachment B: Terms and Conditions**

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: Ryan Sheelen	Phone No.: 408-392-1193
Department: Airport Planning & Development	E-mail: rsheelen@sjc.org
Address: 1701 Airport Blvd. Suite B-1130	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."***

<u>Consultant's Contract Manager</u>		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Robert Hamilton	Phone No.: (732) 259 1345			<u>X</u>
Address: 100 S Almaden Blvd, Suite 1250, San Jose, CA 95113	E-mail: bob.hamilton@kimley- horn.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. Robert Hamilton	Project Manager			<u>X</u>
2. Ryan Bernal	Project Engineer			<u>X</u>
3. Elizabeth Cobb	Project Zoning			<u>X</u>
4. Elizabeth Callahan	Project Analyst			<u>X</u>
5. Janette Zamora	Project Accountant			<u>X</u>
6. Tish Peterson	Project Administration			<u>X</u>

3. **Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can **not** use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

4. **Reimbursable Expenses:** If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____	_____
2. _____	_____
3. _____	_____

**Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.**

**Attachment C: Compensation Table**

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
<b>Task Nos. from Attachment A</b>	<b>Basis of Compensation</b>	<b>Invoice Period</b>	<b>Compensation</b>
Task 1	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$1,506.24
Task 2	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$8,326.16
Task 3	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$5,587.60
<b>Part 2 – Reimbursable Expenses</b>			
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of: \$	
<b>Part 3 – Subconsultant Costs</b>			
<input checked="" type="checkbox"/> Subconsultant costs are <b>not</b> separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of: \$	
<b>Maximum Service Order Compensation (sum of Parts 1 through 3):</b>			<b>\$15,690.00</b>

# 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: Service Order

Type of Contract: Professional Services

### REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # 663895-054

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: The Consultant will prepare a commercial land use evaluation for the Coleman Commercial Development project.

Term Start Date: NTP 9/2/22 Term End Date: 11/1/22 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: \$15,690 Amount of Increase/Decrease: \_\_\_\_\_

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

Fund/Appropriation: 523/0802

Form 700 Required: No Revenue Agreement: Select one

Business Tax Certificate No.: 9482982210 Expiration Date: \_\_\_\_\_

Department: Airport (80)

Department Contact Name/Phone: Ryan Sheelen/ 408-392-1193

Notes:

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

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