

Master City of San José Consultant Agreement
Approved Service Order
(Capital Projects)

Cover Page

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- 1a. CPMS Contract No.: 8904-B 1b. AC Contract No.: 29899
2. Approved Service Order No. #8
3. Consultant's Name: Salas O'Brien Engineers, Inc.
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4. Project Name: City Hall Council Chambers and Committee Rooms Audio Visual System Upgrade Project - 9979
5. Project Location: City Hall Wing Building - 200 E Santa Clara St, San Jose, CA 95113
6. The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions) and "C" (Compensation Table), which are incorporated herein by references.
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7. Budget/Fiscal:
- | | | |
|---|----|------------|
| a. Current unencumbered amount in Master Agreement: | \$ | 568,164.96 |
| b. Maximum Service Order Compensation for this Approved Service Order: | \$ | 154,500 |
| c. New unencumbered balance in Master Agreement (7.a – 7.b): | \$ | 413,664.96 |
-

d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) will be encumbered to pay for this Approved Service Order.

Fund: 001 Appn: 5588 RC: 184275 Amount: \$ 154,500


Authorized Signature:  Date: 10/01/2021

8. **Division Analyst Approval:**  Date: 9/30/2021


9. **Consultant Approval:**  Date: 9/30/2021

10. **Approval as to Form (City Attorney):**

Service Order Form Approved by the Office of the City Attorney
(Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

Approved as to Form*:  10-4-2021 Date: _____
Sr. Dept. City Attorney

*Approval is as to the form of the agreement used not the scope or content of the work.

11. **City Director Approval:**  Date: _____
Matt Cano
Digitally signed by Matt Cano
Date: 2021.10.13 12:05:52 -07'00'

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.

General Description of Project for which Consultant will Provide Services:

The Consultant will provide engineering design and construction documents (stamped, signed and permitted) to upgrade existing audio visual voting and sound systems at Council Chambers as well as sound system head-end equipment at Community Rooms at City Hall. The Consultant will provide bidding support and construction administration.

Task No. 1: Provide Permitted Construction Documents Consisting of Audio Visual Voting and Sound System Design Specification for Council Chambers Space and Community Rooms in City Hall

A. Services:

1. The Consultant will provide at least two (2) site visits to review existing site condition and systems that need to be upgraded at City Hall. The engineering design to replace the existing Audio Visual Voting system at Council Chambers will consist of:
 - A. Data acquisition analysis and Acoustic Report:
 - 1) Capture RIR at multiple locations with calibrated microphone
 - 2) Provide Dodecahedron ("OMNI") as presenter's source
 - 3) Modeling and calculations for optimization of transducers
 - B. Prepare Ease Modeling:
 - 1) Ease model to verify speaker performance for audience
 - 2) Design speaker recommendations and locations
 - C. Audio Visual Voting System Design:
 - 1) Design to replace existing system with new
 - 2) Integration with house sound system
 - 3) Integration with City Hall Broadcast system
 - D. Sound System Design:
 - 1) House speaker alternate device per analysis data
 - 2) DSP replacement with TP control adaptation
 - 3) Integration with audio visual voting system presentation system
 - 4) Integration with new audio visual voting system component I/O
 - 5) Rack elevations – identify component replacement
 - 6) Prepare complete AV and control system functionals

Community Meeting Rooms – Engineering design to upgrade of existing head-end DSP system:

- A. Review meeting rooms AV system design
- B. Review and recommend DSP replacement
- C. Rack elevations component replacement configuration

2. The Consultant will prepare recommendations that identifies the design intent and requirements that meets the California Building Code and California Electrical Code. The Consultant will include at least one (1) site meeting with the City to provide system recommendations and options to finalize the system design requirements. ~~Is there a construction budget that consultant needs to design to? Any other design parameters?~~
3. Once the design intent and requirements have been approved by the City, Consultant shall prepare 50% construction documents. Consultant will submit documents to the City for review and comment. Submittals include two (2) sets of drawings, a cost estimate report based on the 50% construction document and one (1) softcopy in PDF format.
4. Once the City has approved the 50% construction documents, the Consultant shall prepare 90% construction documents. Consultant will submit documents to the City for review and comment. Submittals include three (3) sets of drawings, a cost estimate report based on the 90% construction document and one (1) softcopy in PDF format.
5. Once the City has approved the 90% construction documents, the Consultant shall prepare 100% construction documents. The Consultant must stamp and sign the completed plans, and the completed plans must be permitted by City's Public Works Department. Final construction document submittals must include five (5) sets stamped and signed drawings, cost estimate report based on the 100% construction documents, and one (1) softcopy in PDF format.
6. Construction documents prepared by Consultant will include the construction sequences and phases schedule.

10-4-2021

B. Deliverable: Consultant will provide the following to the City's Contract Manager:

1. Construction Document - Provide 50% construction documents. Submittals include two (2) sets of design specifications, cost estimate report based on the 50% construction documents and one (1) PDF format by October 10, 2021;
2. Construction Document - Provide 90% construction documents. Submittals include three (3) sets of design specifications, cost estimate report based on the 90% construction documents and one(1) PDF format by October 24, 2021; and
3. Final Construction Document – Provide 100% construction documents. Submittals include five (5) sets stamp and sign design specifications, cost estimate report based on the 100% construction documents, two(2) copies of calculations and one (1) PDF format by November 8, 2021.

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: November 8, 2021
- On or before ____ Business Days from _____.

Task No. 2: Provide Bid Support

A. Services:

1. The Consultant, during the bid period (starting from the date of publication of the bid request until the date of bid opening) and as requested by the City, shall write responses to Requests for Information ("RFIs"), write clarifications and addendums to the bid document and review bids.

B. Deliverable: Consultant will provide the following to the City's Contract Manager:

1. Attendance at bid walk;
2. Respond to RFIs during the bidding period, as requested by the City;
3. Submit clarifications and bid addendum(s), as requested by the City; and
4. Review bid result and provide review comments for the bids, as requested by the City.

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: _____.
- On or before ____ Business Days from the award of the Construction Contract.

Task No. 3: Provide Construction Support

A. Services:

Construction support services start from the date "Notice to Proceed" is issued to the Contractor to the completion of the construction.

1. As requested by the City, the Consultant will review all submittals provided by the Contractor, respond to RFIs of technical nature and respond to change orders within five (5) business days after receipt of the documents from the City.
2. As requested by the City, the Consultant will review shop drawings, as-built documents, and warranty documents for code conformance, and for conformance with the scope and the bid documents. The Consultant will provide response write-ups, and/or approval following such review.
3. The Consultant will make at least three (3) site visits during construction to observe and ensure construction quality and conformance with the scope of work, design and the bid documents. Each site visit shall be preapproved by the City. The Consultant shall provide written field observation reports within five (5) business days following the site visit. Reports shall include list of deficiencies and appropriate corrective action. The Consultant shall provide in a writing Schedule of Values verification of completed work based on scheduled site visits.
4. The Consultant shall attend all meetings as required to assist with the audio visual voting system and sound system integration setup and commissioning at the Council Chamber and the Community Rooms. The Consultant is responsible to coordinate/work with the winning contractor to ensure the audio visual voting system and sound system is working as design intent at the conclusion of the Project.
5. The Consultant will prepare a punch list of deficiencies during the second site visit and submit to the City for verification. The Consultant shall provide one (1) back-check punch list walkthrough (the third site visit), and review project close out documents and provide comments.
6. The Consultant will witness acceptance testing and commissioning test on behalf of the City for all the upgraded systems and provide a written field observation report.
7. The Consultant will review and provide written comments for "as-built" drawings prepared by the Contractor and furnish two (2) USB Flash Drives with an updates that include as-built in the "Record Documents" to the City. The "Record Documents" will include reference drawings in .dwg and PD, specifications in Word Doc and PDF and product information and change orders in PDF.

B. Deliverable: Consultant will the following to the City's Contract Manager:

1. Project completion report with "Record Documents" and two (2) USB Flash Drives with an updated set of "Record Documents" to the City.

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: _____.
- On or before ____ Business Days the City records its notice of acceptance with the County of Santa Clara.

Attachment B: Terms and Conditions

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

Name: Keith Chow	Phone No.: (408) 535-8101
Department: Public Works	E-mail: keith.chow@sanjoseca.gov
Address: 200 East Santa Clara Street, 6 th Floor San Jose, CA 95113-1905	

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>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<u>Consultant's Contract Manager</u>				
Name: Jeffry Gosal	Phone No.: 408-202-1500			X
Address: 305 South 11 th Street, San Jose, CA 95112-2218	E-mail: Jeffry.gosal@salasobrien.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. Joseph Gonzalez	Architect			X
2. Jaime Cordova	Engineer			X

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. Randon	Low Voltage Consultant
2. GIA Design Group	Low Voltage Consultant
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
Task Nos. from Attachment A	Basis of Compensation	Invoice Period			Compensation
1	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	<input type="checkbox"/> Completion of Work	\$ 100,425
2	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	<input type="checkbox"/> Completion of Work	\$ 7,725
3	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	<input type="checkbox"/> Completion of Work	\$ 46,350
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Part 2 – Reimbursable Expenses					
<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:			
Part 3 – Subconsultant Costs					
<input checked="" type="checkbox"/> Subconsultant costs are not 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:			
Maximum Service Order Compensation (sum of Parts 1 through 3):					
\$154,500					



- FOR YOUR ELECTRONIC SIGNATURE
- FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Keith Chow
STAFF EMAIL: keith.chow@sanjoseca.gov

SCANNED SIGNATURE AUTHORIZATION

DATE: 9/23/2021 TOTAL PAGES: _____
(INCLUDING THIS PAGE)

CONSULTANT NAME: Salas O'Brien
EMAIL: Contracts-calops@salasobrien.com
PHONE: 408-282-1500

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):

To BE COMPLETED BY CITY STAFF:

ALTERNATIVE METHODS OF VERIFICATION:

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

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
 Supplemental Memorandums (if applicable): Select One

Type of Document: Service Order

Type of Contract: Professional Services

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing **GILES #** 664078 -010

Contractor: Salas O'Brien Engineers, Inc.

Address: 305 South 11th Street, San Jose, CA 95112

Phone: (408) 202-1500

Email: jeffry.gosal@salasobrien.com

Contract Description: Service Order #8 - #9979 City Hall Council Chambers and Committee Rooms Audio Visual System Upgrade

Amendment pending to extend to 03/31/2023

Term Start Date: 12/11/2018 Term End Date: 12/31/2021 Extension: Yes

Method of Procurement: N/A

RFB, RFP or RFQ No.: _____ Date Conducted: _____

Agenda Date (if applicable): _____

Agenda Item No.: 2.10

Resolution No.: _____

Ordinance No.: _____

Original Contract Amount: ~~\$154,500~~ \$1,000,000

Amount of Increase/Decrease: _____

Option #: ___ of ___ Option Amount: _____

Updated Contract Amount: _____

Fund/Appropriation: _____

Form 700 Required: No

Business Tax Certificate No.: 2373751210

Expiration Date: 4/15/2022

Department: Public Works (57)

Department Contact Name/Phone: Keith Chow/ (408) 535-8101

Notes:

**Matt
Cano**

Digitally signed by
Matt Cano
Date: 2021.10.13
12:05:32 -07'00'

Department Director Signature: _____ Date

Office of the City Manager Signature: _____ Date