



## 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:** Consultant will provide design services to replace the Marquee Signs at Evergreen Community Center and Bascom Community Center.

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### Task No. 1: Design services

#### A. Services:

- 1) Consultant will provide sign and stamp engineer drawings to replace the existing marquee signage at Evergreen Community Center and Bascom Community Center (one signage per site).
- 2) Consultant will provide sign and stamp structural details and calculations for the new signage at Evergreen Community Center and Bascom Community Center (one signage per site).
- 3) Update drawings and details per Plan Check comments.

#### B. Deliverable:

- 1) Final Construction Document – Provide a 100% construction documents. Submittals include stamp and sign design specifications, two copies of calculations in .pdf format.

#### 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: March 25, 2022
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

## 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 St, 6th Flr, San Jose, CA 95113	

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>		
		<b>Yes Already Filed (Date Filed)</b>	<b>Yes Need to File</b>	<b>No</b>
<b><u>Consultant's Contract Manager</u></b>				
Name: Jeffry Gosal	Phone No.: 408.282.1500			<u>X</u>
Address: 305 South 11 <sup>th</sup> Street, San Jose CA 95112	E-mail: Jeffry.gosal@salasobrien.com			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				
3.				

**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. AKH Structural Engineers, inc.	Structural
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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work \$ 11,500.00
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work \$
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work \$
	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work \$
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:	\$0
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are <i>not</i> 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:	\$0
Maximum Service Order Compensation (sum of Parts 1 through 3):			\$ 11,500.00

# PUBLIC WORKS - DIRECTOR'S OFFICE TRANSMITTAL

After Division Manager approves, forward transmittal and documents to the "Submit To" person specified on the Public Works Approval Matrix. The matrix can be found on the PW intranet web page.

<b>Name</b>	<b>Your Location &amp; Division</b>	<b>Phone No.</b>
<b>Prepared by:</b> Keith Chow	City Hall 6th floor / CFAS	408-535-8101

**Subject or Proj ID/Name** 9386 - Evergreen Community Center New LED Marquee Sign Project (SO#10)

**City Attorney** *(for signature)*

Deliver to:  
 City Attorney \_\_\_\_\_ Matter # \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
 (if applicable, otherwise check appropriate box below)

**Council Memo** Council Date \_\_\_\_\_ Date Due to Director's Office \_\_\_\_\_

Draft reviewed by: <i>(provide name)</i> <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Budget Office _____ <input type="checkbox"/> Client Dept(s) _____ Attachments: <input type="checkbox"/> Memo <input type="checkbox"/> Map <input type="checkbox"/> CEQA Clearance <input type="checkbox"/> Budget Worksheets <input type="checkbox"/> Other _____	To be completed by Council Liaison: Approved: _____ Approved: _____ Approved: _____
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**Correspondence**

Info Memo

Committee Memo  
 Committee \_\_\_\_\_  
 Committee Date \_\_\_\_\_  
 Date Due to CMO \_\_\_\_\_

Director Award Memo

Memo **Service Order**

Letter

Travel Request or Statement

*Reviewed by Travel Coordinator :*

\_\_\_\_\_  
 Initials Date

CMO Transmittal

Other \_\_\_\_\_

**Contracts & Agreements**

**Council Award**

Construction Contract \$1,000,000

Consultant Agreement >\$290,000

Amendment # \_\_\_\_\_

Utility >\$100,000

**Manager Award**

Construction Contract >\$1,000,000

Consultant Agreement ≤\$290,000

Amendment # \_\_\_\_\_

Parkland Agreement

**Director Award**

Director Award, Minor <\$100,000

Director Award, Major <\$1,000,000

Construction Contract ≤\$1,000,000

Parkland Agreement

Utility Agreement ≤\$100,000

**Other** \_\_\_\_\_

**Change Orders / Service Orders**

**Council Approval**

Original contract ≤ \$100,000; single CCO >\$10,000

Original contract > \$100,000; single CCO >\$100,000

Sum of all CCOs exceed contingency amount:  
 Contingency \$ \_\_\_\_\_  
 Total CCOs \$ \_\_\_\_\_

**Director Approval**

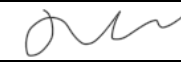


CCO > \$50,000 & ≤ \$100,000

SO > \$20,000 & ≤ Agrmt amount

**Division Approval**

CO <\$50,000 Div. Mgr. Approval

CO <\$20,000 Senior Approval

<b>SECTION MANAGER/ SUPERVISOR:</b>		Huimin Mu	Date <u>2/24/2022</u>
	Signature	Print name here	
<b>DIVISION ANALYST (if applicable)</b>		Thao Vo	Date <u>3/11/2022</u>
	Signature	Print name here	
<b>DIVISION MANAGER</b>	N/A	Tala Fatolahzadeh	Date _____
	Signature	Print name here	
<b>ADMINISTRATION</b>		Suzanne McPherson	Date <u>03/30/2022</u>
	Signature	Print name here	
<b>DEPUTY DIRECTOR</b>		Katherine Brown	Date _____
	Signature	Print name here	
<b>ASSISTANT DIRECTOR</b>			Date _____
	Signature	Print name here	

**Comments:**

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- FOR YOUR ELECTRONIC SIGNATURE  
 FULLY EXECUTED COPY TO FOLLOW


CITY STAFF: \_\_\_\_\_  
STAFF EMAIL: \_\_\_\_\_

## **SCANNED SIGNATURE AUTHORIZATION**

DATE: March 1, 2022 TOTAL PAGES: (INCLUDING THIS PAGE) 1

CONSULTANT NAME: Salas O'Brien Engineers, Inc.  
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  
 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 -012

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 #10 - 9386 - Evergreen Community Center New LED Marquee Sign Project

Term Start Date: 12/11/2018 Term End Date: 12/31/2023 Extension: Yes

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: \$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:

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

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