

**Master City of San José Consultant Agreement**

(Capital Projects)

**Amendment to Approved Service Order - Cover Page**

- 1a. CPMS Contract No.: 9031-B 1b. Master Agreement AC No.: 30408
- 2.  First  Second  Third  Fourth Amendment to Approved Service Order No. 04
- 3. Consultant's Name: Studio G Architects, Inc. ("Consultant")

**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:**

*kelly@studiogarchitectsinc.com*

Email: kelly@studiogarchitectsinc.com  
Date: 01/03/2023 GMT



**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:**

Assistant City Attorney: Attorney  
Kevin Fisher

*Kevin Fisher*

Email: kevin.fisher@sanjoseca.gov  
Date: 01/03/2023 GMT

**8. City Director Approval:**



**Email:** katherine.brown@sanjoseca.gov  
**Date:** 01/27/2023 GMT

**First**    **Second**    **Third**   **Revised Budget/Fiscal Attachment**

1. This Revised Budget/Fiscal Attachment is attached to the  First  Second  Third amendment to Approved Service Order No. 04 issued pursuant to the Master Agreement.
2. The Maximum Service Order Compensation set forth on Line 7.b. of Section 7 of the Approved Service Order cover page is:

Decreased from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Increased from \$ 65,000.00 to \$ 180,815 and

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

Fund: <u>500</u>	Appn: <u>421C</u>	RC: <u>205403</u>	Amount: <u>\$115,815</u>
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Authorized Signature: *Suzanne McPherson*      Date: 02/28/2023

3. If the Maximum Service Order Compensation is being increased, the unencumbered amount in the Master Agreement is sufficient as follows:

a. <b>Current unencumbered</b> amount in Master Agreement:	\$	626,489.50
b. <b>Increase in the Maximum Service Order Compensation:</b>	\$	115,815.00
c. <b>New unencumbered balance</b> in Master Agreement	\$	510,674.50

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

This Revised Attachment A is attached to the  First  Second  Third amendment to Approved Service Order No. 04 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.

New tasks are added to be numbered and to read as follow:

**Task No. 5A-1. Fire Protection: Construction design**

**A. Services:** The Consultant will provide an updated 100% drawings for the new gaseous fire protection system. The Consultant will complete all needed drawings, and Project details to a 100% level, i.e. to a biddable design package. The Consultant will include above mentioned plans in the drawing set with all civil, landscape and irrigation, architectural, structural, electrical, mechanical, plumbing, green building, audio/visual/low voltage drawings, and along with all other necessary documents needed for a biddable package. Design Submittal must comply with the rest of the requirements in service order #3 and #4, and be approved and permitted by the City.

**B. Deliverables:** One (1) Signed and stamped set of drawings and specifications - Design Submittal must be in the following format:

1. One (1) in PDF, with Consultants electronic stamp and signatures of Construction Documents, Design Submittal, and an AutoCAD format containing all drawing.
2. Detailed Technical Manual from all disciplines. The Consultant must submit the Technical Manual on *MS Word* in Arial font at 11pts. Submit one (1) in PDF and DOC format of the entire Project Specifications with Consultants electronic stamp and signatures.

**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 10 Business Days from completion of Task 3A from SO 4

**Task No. 5A-2. Civil and Landscape: Construction design**

**A. Services:** The Consultant will provide:

1. New landscape work provided in concept/planning phase includes extra concept updates and reviews beyond the contracted 2 (two) revisions that were included in the initial service order. New work provided in the DD phase includes several additional site plan changes and reviews. This task also covers Landscape LEED support.

2. New civil work providing: LEED Support, Onsite fire system layout, Site plan updates for additional building & tower layout modifications, Curbs outside the limit of work, Fence and gate coordination, Hazmat area, Vehicle turning studies for the trailer storage area.
3. The Consultant will provide bidding phase services for the project. These services shall include: During the bidding Period, Consultant shall attend (1) one pre-bid meeting, and respond to Bidder's questions and issue addenda. Additional construction administration assistance. The Consultant will complete all needed drawings, and Project details to a 100% level. Design Submittal must comply with the rest of the requirements in service order #3 and #4 and be approved and permitted by the City of San Jose.

**B. Deliverables:** One (1) Signed and stamped set of drawings and specifications - Design Submittal must be in the following format:

1. One (1) in PDF, with Consultants electronic stamp and signatures of Construction Documents, Design Submittal, and an AutoCAD format containing all drawing.
2. Detailed Technical Manual from all disciplines. The Consultant must submit the Technical Manual on *MS Word* in Arial font @ 11pts. Submit one (1) in PDF and DOC format of the entire Project Specifications with Consultants electronic stamp and signatures

**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 10 Business Days from completion of Task 3A from SO 4.

**Task No. 5A-3. Structural Engineering:** Construction design

**B. Services:** The Consultant will provide:

1. New structural engineering based on City comments.
2. Structural details and calculations for various equipment, glazing, stairs, metal studs and roll up doors.

**B. Deliverables:** One (1) Signed and stamped set of drawings and specifications - Design Submittal must be in the following format:

3. One (1) in PDF, with Consultants electronic stamp and signatures of Construction Documents, Design Submittal, and an AutoCAD format containing all drawing.
4. Detailed Technical Manual from all disciplines. The Consultant must submit the Technical Manual on *MS Word* in Arial font @ 11pts. Submit one (1) in PDF and DOC format of the entire Project Specifications with Consultants electronic stamp and signatures

**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 10 Business Days from completion of Task 3A from SO 4.

**First**    **Second**    **Third**   **Revised Attachment C: Compensation Table**

This Revised Attachment C is an attachment to the  First    Second    Third amendment to Approved Service Order No. 04 issued pursuant to the Master Agreement.

Part 1 – Compensation for Services			
Column 1	Column 2	Column 3	Column 4
Task Nos.	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	\$8,000
2	<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	\$9,000
3-5	<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	\$148,815
6-7	<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	\$5,000
8	<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	\$10,000
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) sub-consultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	\$0
<b>Maximum Service Order Compensation (sum of Parts 1 through 3):</b>			<b>\$180,815</b>



- FOR YOUR ELECTRONIC SIGNATURE
- FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Payman Ebrahimi  
STAFF EMAIL: Payman.Ebrahimi@sanjoseca.gov

## SCANNED SIGNATURE AUTHORIZATION

DATE: 1/30/2023 TOTAL PAGES: (INCLUDING THIS PAGE) 7

CONSULTANT NAME: Kelly Simcox  
EMAIL: kelly@studiogarchitectsinc.com  
PHONE: 408-283-0100

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