

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

Cover Page

1a. CPMS Contract No.: 9030-C **1b.** AC Contract No.: 30407

2. Approved Service Order No. 3

3. Consultant's Name: Shah Kawasaki Architects, Inc. ("Consultant")

4. Project Name: 9153 – 9-1-1 Call Center Expansion ("Project")

5. Project Location: 855 No. San Pedro Street, San José, CA 95110

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.

7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement;	\$	1,057,400
b. Maximum Service Order Compensation for this Approved Service Order:	\$	590,000
c. New unencumbered balance in Master Agreement (7.a – 7.b);	\$	467,400

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: <u>498</u>	Appn: <u>417P</u>	RC: <u>202123</u>	Amount: \$ <u>437,525</u>
Fund: <u>498</u>	Appn: <u>417P</u>	RC: <u>202125</u>	Amount: \$ <u>152,475</u>

Authorized Signature: *Suzanne McPherson* Date: 06/14/2021

8. Division Analyst Approval: *Christy Lopez* Date: 06/07/2021

9. Consultant Approval: *Alan Kawasaki* Date: 6/2/2021

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 Form¹: *Alan Schwabach 6-17-2021* Date: _____
(Sr.) Deputy City Attorney

11. City Director Approval: _____ Date: _____

¹ Approval is only as to the Service Order being on the correct form, not as to the scope of work or content.

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 project managers.

I. General Description of the Project for which Consultant will Provide Services;

A. Project No. 9153 – 9-1-1 Call Center Expansion – Expansion of the City of San Jose, Police Department (“PD”) and Fire Department (“FD”) 9-1-1 Call Center on the 4th floor of the Police Administration and Communications (“PAC”) building, at 855 North San Pedro Street, San Jose CA 95110. The expansion of the existing space to an approximately 13,000 square feet within the 4th floor. No exterior work to be performed on the project only Tenant Improvement of the area identified within the floor plan provided in February 2021.

1. Project Schedule: Estimated design start with Task 1 July 5, 2021, for a period of 12 months up to Task 6. Task 7 and 8 for a period of 4 months, and Task 9, Construction Administration, for a period of 12-14 months, with construction duration of approx.10 months.
2. Project Design: The Project programmed spaces provided to consultants on February 2021 may be adjusted and modified from the 2007 plans provided. Additional design may be necessary to meet PD and FD requests into the space of the existing areas by the Emergency Operations Center and Office of Emergency Management spaces. City to provide consultant AutoCAD drawings of 2007 design as the basis of design. Consultants to meet with users to review the program as a starting basis. Project design may identify phasing construction scenario.

II. General Project Design and Performance Guidelines, Project Meetings, Construction Documents Project Schedule and Budget Requirements.

A. The Consultant's design services will comply with the following general requirements;

1. The Consultant will provide the design services for all design phases of the Project. Unless otherwise specified, reference to Project includes phases.
2. Design for the FS must include; the Consultant's written studies and analysis of major building system life-cycle costs, and strategies for the buildings included in the Project to remain fully functional for at least seventy-two (72) hours following a power outage to the electric grid.
3. FS must be designed in accordance with the California Essential Services Buildings Seismic Safety Act of 1986, with a 1.5 seismic factor, and the 2016 Critical Operations Power Systems- California Electrical Code Section 708
4. Section 21.5 of the Master Agreement generally requires compliance with all applicable federal, state and local laws, ordinances, codes and regulations. Without limiting the application of Section 21.5, Consultant's designs must comply with the following;
 - a. CAL Green Requirements; [CALGreen Non-Residential Mandatory Measures \(Table of Section A5.602\)](#).
 - b. Climate Smart San Jose (“CSSJ”) policies and mandates, as identified in the City

- website (now known as the Reach Code requirements, Ordinance 30311)
<https://www.sanjoseca.gov/home/showpublisheddocument?id=44078>
<https://www.sanjoseca.gov/home/showpublisheddocument?id=51853>
- c. The California Building, Mechanical, Electrical and Plumbing Codes, as modified by City code amendments and regulations, City adopted Building codes;
<https://www.sanjoseca.gov/your-government/departments/planning-building-code-enforcement/building-division/adopted-building-codes> and familiarize with the following Plan Review notes per 2019 CBC; <https://www.sanjoseca.gov/your-government/departments-offices/planning-building-code-enforcement/building-division/plan-review/plan-review-notes/plan-review-notes-2019-cbc>
 - d. Americans with Disabilities Act (“ADA”) requirements;
 - [California Access Compliance Reference Materials](#)
 - [ADA and ABA Federal Accessibility Guidelines](#)
 - [ADA Americans with Disabilities Act - Department of Justice \(DoJ\)](#)
 - e. Building Energy Requirements; <https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards/2016-building-energy-efficiency> .
 - f. Plan Review Submittal Package Form (for Task 7);
<https://www.sanjoseca.gov/home/showpublisheddocument?id=25959>
 - g. Business and Professions Code Sections 6735 and 7835.
5. Consultant must provide all drawings in AutoCAD version 2019, or later version, with all the drawing files. Consultant may use the Revit version, but must convert an electronic copy in AutoCAD of all the drawing files to the City of San Jose at the Issued for construction and Record drawing packages.
 6. Consultant is to coordinate with City Project Manager in obtaining a building permit by submitting construction plans to the Structural Engineering and Code Inspection (“SECI”) Division of Public Works at intervals as outlined in each task for plan check comments. Plan-check comments are to be integrated fully into the plans at each stage. If a plan check item cannot be brought to current California Building Code (“CBC”) standards, the Consultant is obliged in preparing an Alternate Design Material or Construction Method Application (AMMC’s, Form 305 per SJMC 24.01.420/430) proposal for approval by the plan checker. Each AMMC shall be stamped and signed by the appropriate Architect or Engineer of Record and will be submitted to the SECI group and Fire Department for approval. Once approved, the AMMC can be issued to the contractor as an addendum to the plans, or as a change to a set of permitted plans.
 7. Consultant must adhere to City standards and specifications and is to provide all necessary technical specifications to be coordinated with the City provided specification divisions 0 and 1, known as the “front end”. All specifications are to be in CSI format and in Word 2019 or later format, and in the size and type of font as designated. All specifications are to be in the most current CSI format (Divisions 2-45).
- B. General Meeting Requirements:
1. Consultant shall conduct Design meetings with the City every two (2) weeks at a minimum and additional meeting as necessary with permitting entities such as SECI, Fire Department, utility agencies, and as required meetings for LEED requirements. Due to Santa Clara County COVID restrictions, meetings will be web-based, and in person meetings only when necessary and once Santa Clara County and City grants permission for person to person meeting.

2. Consultant shall attend construction meetings every two (2) weeks and visit site outside the regular every two (2) weeks to resolve any issues that arises that cannot be resolved remotely.
3. Consultant shall prepare and provide all Design phases meeting agendas to the City at least three (3) business days in advance of all meetings.
4. Consultant shall show the City the work-in-progress for all meeting presentations at least three (3) business days before the meeting. City has the rights to request modifications to the presentation. If consultants refuse to modify as requested by City, consultants may be penalized for not meeting City requests.
5. Consultant shall prepare meeting minutes for all project meetings during the design phase under the scope of work. Meeting minutes shall contain summary of decisions, action items and thumbnail sketches of schemes. All minutes of meetings are due to the City within three (3) business days after the meeting. Consultant shall provide electronic copies of such documentation to the City, and as directed by the City, to other appropriate agencies and entities. Consultant shall coordinate all responses to comments through the City.
6. City Project Manager must be invited to all meetings between consultants and subconsultants. It is up to City Project Manager discretion to attend meetings.

C. Project Documents and Coordination;

1. Based on the conceptual design approved by the City, the Consultant shall submit design and construction documents to the City, according to tasks 1 through 6 for purposes of evaluation and approval by the City. Multiple City Departments may review the designs for each design phase, and such reviews will be coordinated by the City Project Manager and provided to the Consultant. Consultant will be responsible for identifying the appropriate Subconsultant(s) to attend any meetings as necessary during all phases of design and construction.
2. Consultant shall assist the City Project Manager in connection with the City's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

D. Project Budget and Cost Estimates;

1. Project allocated budget for construction with a start of construction in 2022 is \$5,500,000. Allocated budget identified does not include, consultant fees, construction contingency, or FF&E costs.
2. The Consultant shall prepare a construction cost estimates throughout the duration of the design phase of the project. The construction cost estimates shall not exceed the defined budgeted amount established by the City available for construction of the Project, including price escalations, and bid alternates, but excluding compensation to Consultant or its Subconsultants. As the design process progresses, Consultant shall update and refine the estimate of probable construction cost as required in the following tasks; Schematic Design Phase, Design Development Phase, 50% and 95% Construction Documents Phase. Consultant shall advise the City in writing of any adjustments to previous estimates of probable construction cost indicated by changes in project requirements or general market conditions.
3. Should the lowest responsive bid exceed the construction budget by 20%, Consultant shall, if directed by the City, submit without additional cost to the City, revised construction

documents reflecting changes, approved by the City, to reduce the construction costs to within the allocated construction budget.

4. If the Estimate of construction probable cost exceeds the Project Budget during the design phases due to any project program, design or budget changes initiated and authorized by the City which are beyond the Consultants control, then any additional fees that may be incurred by the Consultant for required changes in the design documents will be proposed in writing by the Consultant for City to review prior to the changes being made. If the City agrees to the proposal for additional services, a subsequent service order for that amount may be issued.

Task No. 1A: Initial Meeting

- A. **Services:** Within 10 business days of executing this Service Order, Consultant will have an initial meeting with the City. The purpose of the initial meeting will be to review the following with City staff; (1) the scope of the Project, (2) the Project schedule, (3) Project team coordination, and (4) the cost of design development and preparation of the construction documents. At the initial meeting the Consultant also will identify Project goals, the Project Basis of Design, and review design programs.
- B. **Deliverable:** Consultant will prepare and deliver to the City a written summary of the initial meeting in PDF format to City by email.
- C. **Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked;

- On or before the following date: July 23, 2021.
- On or before _____ Business Days _____.

Task No. 1B: Project Schedule

- A. **Services:** Before the initial meeting in Task No. 1A, the City will provide the Consultant with a draft Project Schedule through construction. Based on the draft Project Schedule and the discussion at the initial meeting in Task No. 1A, Consultant will prepare an initial Project Schedule that details the time schedule for the entire Project through construction schedule to identify dates for decisions and direction required of the City, design services furnished by Consultant and Subconsultants, dates of reviews and approvals required by all City departments that have jurisdiction over the Project, deliverables to be furnished by Consultant, completion of documentation provided by Consultant, commencement of construction and substantial completion of the construction of the Project.

The Consultant will submit the initial Project Schedule to the City for review and comment. The Consultant will incorporate the City's comments into the initial Project Schedule and provide the City with a final Project Schedule for approval. The Consultant will provide updates to the approved Project Schedule at key milestones.

- B. **Deliverable:** Consultant will prepare and deliver to the City a detailed, written Project Schedule in Microsoft Project and PDF formats to City by email.
- C. **Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following times is marked;

- On or before the following date: July 23, 2021.
- On or before _____ Business Days from _____.

Task No. 1C: Program Review and Adjacencies Analysis

- A. Services:** The Consultant will review the FDTC Functions Program provided by the City. The Consultant will provide an analysis and extension of the spaces and of additional requirements the Consultant determines are needed to accomplish the goals of the Project. Consultant’s deliverable will include an analysis of site and building adjacencies.
- B. Deliverable:** Consultant will prepare and deliver to the City one (1) electronic copy in XLS and PDF format of the revised FDTC Functions Program requirements
- C. Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked;
 - On or before the following date; August 13, 2021.
 - On or before ____ Business Days from _____

Task No. 1D: Conceptual Design Submittal – Design Submittal No. 1d

- A. Services:** After the City has approved Design Submittal No. 1a, the Consultant will prepare the conceptual design (“Design Submittal No. 1d”) illustrating the existing and its new interior bubble diagram. Design Submittal No. 1d must comply with the following requirements.
 - 1. **General Building Information:** Design Submittal No. 1b must also include the following building information:
 - a. Square Foot areas;
 - b. Building occupancy type(s);
 - c. Construction type(s); and
 - d. Project occupant populations (employee, visitor and other).
 - 2. **Bubble Diagram:** The Consultant will provide one (1) bubble diagram included in Design Submittal No. 1b. Bubble diagram will illustrate relative size, adjacency and connectivity of all areas defined in the City approved FDTC Functions Program and shall at a minimum contain the following info:
 - a. Indicate direct vs indirect connections;
 - b. Indicate visual control;
 - c. Indicate primary and secondary circulation (vertical & horizontal);
 - d. Indicate all ancillary spaces, e.g. mechanical/electrical/telecommunications, restrooms, etc.; and
 - e. Entry/exits.
 - f.
 - 3. **Conceptual Design:** From the approved Bubble diagram, Consultant will prepare two (2) Conceptual Design schemes to be reviewed by the City and incorporating public comments as directed by the City.
- B. Deliverable:** The Consultant will prepare and provide the City with one (1) electronic copy of Design Submittal No. 1b in PDF format.
- C. Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked:
 - On or before the following date; September 17, 2021.

On or before ____ Business Days from _____

Task No. 2A: Schematic Design – Design Submittal No. 2

- A. Services:** After the City's approval of Design Submittal No. 1d, the Consultant will prepare the completed schematic design ("Design Submittal No. 2"). Design Submittal No. 2 must include at least two (2) interior design schemes for the Project. For both schemes, Design Submittal No. 2 must include elevations, interior layout design, circulation, preliminary code analysis, and occupancy and exiting studies to meet the overall Project budget.

For both schemes, Design Submittal No. 2 must address the following elements;

1. Information:

- a. Preliminary catalog cuts and layout requirements of major equipment;
- b. Office/Administrative area breakdowns;
- c. Identification of design/build systems (if any);
- d. Approval of all special consultants' requirements, such as acoustical, vibration, etc.;
- e. Identification of special storage areas and associated design criteria;
- f. Identify high noise areas;
- g. Definition of scope of base building work versus outfitting (Tenant Improvement). *(if applicable); and*
- h. Inventory of all existing items to be reused. *(if applicable)*.

2. Architectural drawings: Design Submittal No. 2 must include architectural drawings addressing the following;

- a. Demolition plan);
- b. Floor plans;
 - i. Showing all programmed and ancillary areas;
 - ii. Showing location of restroom, kitchen and major equipment spaces;
 - iii. Showing locations of all furniture and equipment's;
- c. Roof plan showing major features (skylights, penthouses, HVAC equip, etc); *(if applicable)*;
- d. Building section(s); *(if applicable)*;
- e. Typical wall sections *(interior)*;
- f. Reflected ceiling plan grids *(if applicable)*;
- g. Materials list; and
- h. Title 19, 24, UBC, handicapped, etc. checklist.

3. Structural written statement: Design Submittal No. 2 will include a structural written statement addressing the following;

- a. Identification of special areas based on preliminary information; *(if applicable)*.

4. Mechanical (HVAC) written statement: Design Submittal No. 2 will include a Mechanical (HVAC) written statement addressing the following:

- a. System selection proposed;
- b. Identification of special areas and heights based on preliminary information, e.g. ; mechanical rooms, penthouses, etc.;
- c. Preliminary building load calculations for rough sizing of equipment; and
- d. Written statement of proposed design.

- 5. **Electrical written statement:** Design Submittal No. 2 will include an electrical written statement addressing the following:
 - a. Systems Selection: power - conceptual single line diagram;
 - b. Identify special Areas and sized (i.e., Elec. Equipment Rooms, Telephone/ Communication Rooms, transformer pad and locations, etc.);
 - c. Probable pre-ordered equipment identified; and
 - d. Written statement of proposed design.

- 6. **Low voltage written statement:** Design Submittal No. 2 will include a low voltage written statement addressing the following:
 - a. Fire Alarm System Performance Specifications;
 - b. Security System (Door Alarm, Card access, CCTV);
 - c. Equipment Monitoring and/or Alarm System conduit and Infrastructure;
 - d. Cable TV;
 - e. Telephone and Data Communications; and
 - f. Written statement of proposed design.

- 7. **Preliminary code compliance review.**

- B. Deliverable:** The Consultant will submit one (1) electronic copy in PDF format of the Design Submittal No. 2.

- C. Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked;

- On or before the following date; November 12, 2021.

- On or before ____ Business Days from _____.

Task 2B: Staff Meetings

- A. Services:** The Consultant will present the two (2) design schemes contained in Design Submittal No. 2 to City staff.
 - 1. Consultant will present the two (2) design schemes – as modified following the presentation to City staff.
 - 2. Consultant shall prepare and make presentations to explain the design of the project at various occasions to representatives of the City, as directed by the City Project Manager. Presentations to include drawings and text as well as one (1)-3D rendering and one (1) short video clip (in length of approx. 1 to 2 minutes) that show the interior of the project. Electronic copies of all renderings and videos shall be provided by the consultant to the City.

- B. Deliverable:** The Consultant will submit the PowerPoint, image boards, drawings, and other presentation materials for this task.

- C. Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked;

- On or before the following date: November 12, 2021.

- On or before ____ Business Days from _____

Task 2C: Cost Estimate – Schematic Design

- A. Services:** The Consultant prepare the schematic design cost estimate based on the final Design Submittal No. 2.
- B. Deliverable:** The Consultant will submit the construction cost estimate based on Design Submittal No. 2.
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following times is marked;

- On or before the following date; November 26, 2021.
- On or before ____ Business Days from _____

Task 3A: Design Development Package – Design Submittal No. 3

- A. Services:** After the City approves Design Submittal No. 2 and selects a design option to pursue, the Consultant will prepare and submit to the City for review a draft of the Design Development package (“Design Submittal No. 3”). The Consultant will prepare a final draft of Design Submittal No. 3 that incorporates the City’s comments on the draft. Design Submittal No. 3 must address and include the following requirements.

- 1. Prerequisite Items:
 - a. Adjustments to equipment utilities and layout. (Final Equipment Book);
 - b. Define level of equipment hook-up. (Install infrastructure vs. final hook up by contractor);
 - c. Specific telephone/communications/ data /TV requirements by room;
 - d. Lighting control zones identified;
 - e. Special lighting requirements identified, and
- 2. Architectural drawings and outline technical specifications manual shall include:
 - a. Existing and proposed Building Floor Plan(s);
 - b. Reflected Ceiling Plan(s);
 - c. Key Interior Elevations showing finish materials;
 - d. Large Scale Plans;
 - e. Typical Wall Section(s) (interior);
 - f. Key special equipment specs/cut sheets;
 - g. Shelving and fixed units (cabinet & Millwork) locations;
 - h. Furniture Plan and furniture selection;
 - i. Signage Plan;
 - j. Outline Finish Color & Materials Schedule – Minimum of two (2) options (with material and color samples);
 - k. Size and location of major floor, roof and wall openings;
 - l. Identify full height partition/fire walls/smoke drafts;
 - m. Interior noise design;
 - n. Outline technical specifications manual (or first draft of Standard Specifications).
- 3. Structural:
 - a. Structural design as required for the project.

4. Mechanical - (HVAC):
 - a. Major equipment size, weights & locations including inertia pads. Loads and emergency requirements to Architectural, Structural and Electrical;
 - b. Major penetrations/plenums/ducts;
 - c. Special equipment layout;
 - d. Plenum space requirements determined finalized;
 - e. Pre-ordered equipment identified - preliminary specifications;
 - f. Preliminary utility requirements to plumbing - gas, water, drainage;
 - g. Initial schedule of all equipment; and
 - h. Outline technical specifications manual (or first draft of Standard Specifications).
- 5 Plumbing:
 - a. Major services sizes, weights, and locations. Loads and emergency requirements to Electrical;
 - b. Major pipe weights to structural;
 - c. Pre-ordered equipment identified - preliminary specifications; and
 - d. Outline technical specifications manual (or first draft of Standard Specifications).
6. Electrical:
 - a. Preliminary equipment room layouts and locations;
 - b. Major load calculations;
 - c. Typical lighting layout showing all ceiling fixture types and ceiling mounted equipment/devices (typical bays with circuiting and switches and receptacle and telephone);
 - d. Branch circuit pane board, etc. layouts;
 - e. Define emergency power system;
 - f. Pre-Ordered Equipment identified - preliminary specifications; and
 - g. Outline technical specifications manual (or first draft Standard Specifications).
7. Low Voltage:
 - a. Fire Alarm System Performance Specifications;
 - b. Security System (Door Alarm, Card access, CCTV);
 - c. Equipment Monitoring and/or Alarm System Conduit and Infrastructure;
 - d. Cable TV;
 - e. Acoustical Control;
 - f. Telephone and Data Communications; and
 - g. Outline technical specifications manual (or first draft Standard Specifications).
8. Fire Protection:
 - a. Preliminary AFS layout - typical bay (unless design-build specification);
 - b. Major pipe weights to structural;
 - c. Coordinate backflow preventer location w/ Civil, and
 - d. Outline technical specifications manual (or first draft of Standard Specifications).

B. Deliverable: The Consultant will submit the one (1) PDF of a draft ("Design Submittal No. 3"). One (1) PDF of the final Design Submittal No. 3 that incorporates the City's comments on the draft package.

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: February 4, 2022.
- On or before ____ Business Days from _____.

Task No. 3B: Cost Estimate – Design Development

- A. **Services:** The Consultant will revise the cost estimate completed under Task 2C based on the final design Submittal No. 3.
- B. **Deliverable:** The Consultant will submit the construction cost estimate based on Design Submittal No. 3.
- 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: February 18, 2022.
 - On or before ____ Business Days from _____.

Task No. 3C: Staff Meetings

- A. **Services:** Consultant shall conduct at least four (4) meetings to present the evolution of the Design Submittal No. 3A, including reviews of FF&E and cost estimates with City staff from the Public Works Department, and Fire Department. Within five (5) Business Days of each meeting, the Consultant will submit written post-meeting summary electronically to City staff who attended the meetings. Consultant shall conduct as many other meetings as necessary with other departments and agencies and or utility companies to acquire approval for the design packages.
- B. **Deliverable:** One (1) PDF of written summary for each meeting with City staff.
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following times is marked;
 - On or before the following date: February 4, 2022.
 - On or before ____ Business Days from _____.

Task 4A: 50% Construction Documents – Design Submittal No. 4A

- A. **Services:** After the City has approved Design-Submittal No. 3, the Consultant will prepare to a 50% completion level separate construction document sets based on the final Design Submittal No. 3. (“Design Submittal No. 4A.”) Design Submittal 4a must include the following requirements.
 - 1. Pre-Submittal Checklist
 - a. Final adjustments to equipment schedule/utilities;
 - b. Final approval of all design systems;
 - c. Final input on all outstanding issues;
 - d. Approval by CITY of interior finishes and color palette;
 - e. Hardware keying/style requirements; and
 - f. Provide all input regarding construction contract, conditions, and project procedures and administration (Division 1).

2. Architectural:

- a. Title 24 Energy Calculation Sheets/Drawings;
- b. Code Compliance Plan(s). Showing rated corridors, exit signs, Occupancy Classification, etc.
- c. Floor Plans - Brought to level of completion showing;
 - i. All areas and their uses;
 - ii. All doors (numbered), windows and special doors;
 - iii. All major dimensions;
 - iv. Wall Sections;
 - v. All built-in items such as E.P.B., E.W.C., F.H.C., F.E.C., related cabs;
 - vi. Shelving and fixed units' locations (cabinetry, etc.);
- d. All penetrations;
- e. Interior Finishes. All major items specified at this stage;
 - i. Colors with locations;
 - ii. Materials;
 - iii. Schedules;
 - iv. Major Wall Sections, indicating all heights and materials;
- f. Door and Window types schedules;
- g. Wall types;
- h. Interior Elevations;
- i. Large Scale Plans – (1/4" / FT scale);
- j. Reflected Ceiling Plans - Final Layouts;
 - i. Lighting;
 - ii. Exit signs (ceiling and wall mounted);
 - iii. Diffusers;
 - iv. Tile types with legend;
 - v. All walls penetrating ceiling;
 - vi. Draftstop locations, *if required*;
 - vii. Fire sprinkler heads, if appropriate;
 - viii. Speakers;
 - ix. All edge of deck conditions;
- k. Finishes, Furniture, Shelving, Cabinet / Millwork Plans;
- l. Signage Plan;
- m. Coordinated plans showing all systems of all disciplines in the same plane and review conflicts;
- n. All equipment specified requiring electrical connections to electrical. (Electrical design to be based on this information);
- p. One (1) copy of a materials boards, with samples of the actual materials (Interior); and
- q. Technical Specifications Manual.

3. Structural:

- a. All schedules; and wall supports and with general sizes shown;
- b. Start details. Some typical details shown; and
- c. Technical Specifications Manual.

4. Mechanical (HVAC):

- a. Floor Plans;
- b. Major and minor duct runs (sized);
- c. Main piping runs;
- d. Sections showing levels of various work;

- e. Section of equipment with operating weights and mounting details;
- f. Duct shaft layout;
- g. All major penetrations located;
- h. Catalog cuts of all equipment or preliminary schedule;
- i. Preliminary control diagrams;
- j. Equipment room layouts and sections and pad requirements;
- k. Typical details;
- l. All motors to electrical (locations and sizes);
- m. Items requiring emergency power;
- n. Schematic piping diagrams;
- o. System flow diagrams;
- p. Load calculations 90% complete;
- q. Make-up water and drain req. coordinated with plumbing; and
- r. Technical Specifications Manual.

7.5 Plumbing:

- a. Fixture and equipment list;
- b. Coordinate power and emergency power requirements with electrical;
- i. All heat producing equipment to Mechanical.

6. Electrical:

- a. Distribution system. Power and data.
- b. Floor Plans (locate but no circuits);
 - i. Lighting - including night lighting & emergency lighting;
 - ii. Power plans including underfloor system. Diagrammatic wiring layout;
- c. Fixture list;
- d. Equipment room layouts and pad requirements, working toward final;
- e. All heat producing equipment data to Mechanical; and
- f. Technical Specifications Manual.

7. Low Voltage:

- 1. Fire Alarm System Performance Specifications;
- 2. Security System (Door Alarm, Card access, CCTV).;
- 3. Equipment Monitoring and/or Alarm System conduits and infrastructure;
- 4. Cable TV;
- 5. Acoustical Control;
- 6. Data Communications; and
- 7. Technical Specifications Manual.

8. Fire Protection:

- a.
- b. Floor Plan w/Riser and water flow switch locations;
- c. Typical Details;
- d. Control panels;
 - i. Coordinate power & emergency power requirements with Electrical; and
- e. Technical Specifications Manual.

B. Deliverables The Consultant will submit the one (1) PDF set of 50% construction documents for review by City of all the items as identified in Task 4a One (1) copy of all drawing in PDF format for each Construction Phase Package as identified below.

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: May 6, 2022.
- On or before ____ Business Days from _____.

Task No. 4B: 50% Technical Specifications

- A. **Services:** The Consultant will prepare the Prepare outline of technical specifications for each phase to a 50% completion level.
- B. **Deliverable:** The Consultant will submit the one (1) PDF set of 50% Technical Specifications of all disciplines for City to review. The Technical specification shall be submitted on MS Word in Arial 11 font. Specifications are to meet the Construction Specifications Institute (“CSI”) format requirements.
- 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: May 6, 2022.
- On or before ____ Business Days from _____.

Task No. 4C: Cost Estimate - Design Submittal No. 4A.

- A. **Services:** The Consultant will revise the cost estimate completed under Task 3B based on Design Submittal No. 4A.
- B. **Deliverable:** The Consultant will submit the A construction cost estimate based on Design Submittal No. 4a. Cost estimate to include Labor, equipment and material charges per construction trade.
- 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: May 20, 2022.
- On or before ____ Business Days from _____.

Task No. 4D: Furniture, Fixture and Equipment (“FF&E”) Design;

- A. **Services:** The Consultant will prepare a draft FF&E package setting forth the plans and data information for all of the various proposed furniture and equipment to be included in all facilities that are part of the Project. The Consultant will provide the draft FF&E package to the City for review. The Consultant will prepare a final FF&E package that incorporates the City’s comments on the draft.
- B. **Deliverable:** The Consultant will submit one (1) PDF copy of a draft FF&E package, and one (1) PDF and one (1) Excel copy of the FF&E package incorporating the City’s comments on the draft report.
- 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; May 20, 2022.
- On or before ____ Business Days from _____.

Task No. 4E: Staff Meetings

- A. Services;** Consultant shall conduct a minimum of five (5) staff meetings to present the evolution of the Design Submittal No. 4A, including reviews of FF&E and cost estimates, and to review the City's comments on Design Submittal No. 3. The meetings with City staff shall also incorporate Eco-Charrettes and a discussion by the Consultant of sustainable design. Within five (5) Business Days following the meeting the Consultant will prepare a written summary of the meetings and meeting minutes. Consultant must deliver the summary and minutes to the City staff participating in the meeting. Consultant shall conduct as many other meetings as necessary with other departments, agencies and or utility companies to acquire approval for the design package.
- B. Deliverable:** The Consultant will submit one (1) PDF and one (1) Word Document of meeting minutes and a written summary for each meeting with City staff.
- 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: May 20, 2022.
 - On or before ____ Business Days from _____.

Task No. 5A: 95% Construction Documents (City Plan Check Set) – Design Submittal No. 5A

- A. Services:** The Consultant will revise Design Submittal No. 4A based on feedback and comments from City and provide an updated 95% drawings for each phase of the Project, which is Design Submittal 5A. The Consultant will complete all plans, sections, interior elevations, and Project details to a 95% level, i.e. to a biddable design package. The Consultant will include in the drawing set all architectural, structural, electrical, mechanical, plumbing, green building, audio/visual/low voltage drawings, and all other necessary documents needed for a biddable package. Design Submittal No. 5A must otherwise comply with the requirements set forth in Subsection A of Task 4A.
- B. Deliverable:** The Consultant will submit one (1) PDF set of the Design Submittal No. 5A for review by City. Include the Plan Review Submittal Package form with submittal; (<https://www.sanjoseca.gov/home/showpublisheddocument?id=25959>).
- C. Completion Time:** The Consultant must complete the services and provide the deliverable to the City in accordance with whichever one of the following time is marked;
 - On or before the following date: August 5, 2022.
 - On or before ____ Business Days from _____

Task No. 5B: 95% Technical Specifications

- A. Services:** Revise the technical specifications for each phase from the 50% submittal to a 95% completion level.
- B. Deliverable:** The Consultant will submit one (1) PDF set of 95% Technical Specifications of all disciplines for City to review. The Technical Specification shall be submitted on MS Word in Arial 11 font. Specifications are to meet the CSI format requirements and as identified in Design Submittal 4B.
- 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: August 5, 2022.

On or before ____ Business Days from _____

Task No. 5C: Response to City’s Comments on Design Submittal No. 4A

- A. **Services:** Consultant will review the City’s comments on Design Submittal No. 4b and provide that City with a written “Response to Comments.” The Response to Comments must detail how and where in Design Submittal No. 4c the Consultant addressed each comment.
- B. **Deliverable:** The Consultant will submit one (1) in XLSX format the Response to Comments on Design Submittal No. 4B.
- 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; August 5, 2022.

On or before ____ Business Days from _____.

Task No. 5D: Revised Furniture, Fixture and Equipment (“FF&E”) Design;

- A. **Services:** The Consultant will prepare a draft FF&E package setting forth the plans and data information for all of the various proposed furniture and equipment to be included in all facilities that are part of the Project. The Consultant will provide the draft FF&E package to the City for review. The Consultant will prepare a final FF&E package that incorporates the City’s comments on the draft.
- B. **Deliverable:** The Consultant will submit one (1) PDF copy of a draft FF&E package. One (1) PDF and one (1) XLSX copy of the FF&E package incorporating the City’s comments on the draft report.
- 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; August 19, 2022.

On or before ____ Business Days from _____

Task 5E: Cost Estimate - Design Submittal No. 5A

- A. **Services:** The Consultant will revise the cost estimate completed under Task 5A based on Design Submittal No. 4A.
- B. **Deliverable:** The Consultant will submit a revised construction cost estimate based on Design Submittal No. 4A. Cost estimate to include Labor, equipment and material charges per construction trade.
- 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: August 19, 2022.

On or before ____ Business Days from _____

Task No. 5F: Staff Meetings

- A. **Services:** Consultant shall conduct a minimum of eight (8) staff meetings to present the evolution of the Design Submittal No. 5A, including reviews of FF&E and cost estimates, and to review the City's comments on Design Submittal No. 4A. The meetings with City staff shall also incorporate Eco-Charrettes and a discussion by the Consultant of sustainable design. Within 5 Business Days following the meeting the Consultant will prepare a written summary of the meetings and meeting minutes. Consultant must deliver the summary and minutes to the City staff participating in the meeting. Consultant shall conduct as many other meetings as necessary with other departments and agencies and or utility companies to acquire approval for the design packages.
- B. **Deliverable:** The Consultant will submit one (1) PDF and one (1) Word Document formats of meeting minutes and a written summary for each meeting with City staff.
- 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: August 19, 2022.
 - On or before ____ Business Days from _____

Task No. 6A: 100% Construction Documents (i.e. Issued for Bid Documents) – Design Submittal 6A

- A. **Services:** The Consultant will revise Design Submittal No. 5A based on feedback and comments from City and provide an updated 100% drawings for each phase of the Project, which is Design Submittal 6A. The Consultant will complete all plans, sections, interior elevations, and Project details to a 100% level, i.e. to a biddable design package. The Consultant will include in the drawing set all architectural, structural, electrical, mechanical, plumbing, audio/visual/low voltage drawings, and all other necessary documents needed for a biddable package. Design Submittal No. 6A must comply with the requirements set forth in Subsection A of Task 4A.
- B. **Deliverables:** The Consultant will submit one (1) Signed and stamped set of drawings and specifications - Design Submittal No. 6A must be in the following format
 2. One (1) in PDF, with Consultants electronic stamp and signatures of Construction Documents, Design Submittal No. 6A, and an AutoCAD format containing all drawing.
 3. The Consultant must submit the Technical Specifications from all disciplines on MS Word in Arial font 11 font. Submit one (1) in PDF and one (1) Word Document format of the entire Project Technical 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: September 23, 2022.
 - On or before ____ Business Days from _____

Task No. 7A: Bid and Award Support

- A. **Services:** The Consultant will attend one (1) pre-bid meeting. At the meeting, the Consultant will present, in conjunction with the City, the Project to potential bidders. Following the meeting, the Consultant will prepare minutes and a summary of the pre-bid meeting.
- B. **Deliverable:** The Consultant will submit one (1) Word Document written summary of the pre-bid meeting and minutes.

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: October 21, 2022.
- On or before ____ Business Days from _____.

Task No. 7B: Pre-Bid Questions and Addenda

A. **Services:** The Consultant will draft responses to bid questions and addenda as requested by the City's Contract Manager. The Consultant will provide the draft responses and addenda to the City's Contract Manager for review and approval. The City's Contract Manager will be responsible for providing the final responses and addenda to bidders.

B. **Deliverable:** The Consultant will submit one (1) PDF and one (1) Word Document format Draft response to any pre-bid questions and draft addenda.

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: October 21, 2022.
- On or before ____ Business Days from _____.

Task No. 8: Conforming Construction Documents (i.e. Issued for Construction Documents) – Design Submittal 8A

A. **Services:** The Consultant will incorporate the Issued for Bid package – Design Submittal 6A with all the addenda issued by the City during the bid period into one composite construction package. The **Conforming Construction Documents** will include all drawings and specifications from all disciplines, structural calculations, and Title 24 Energy requirements to the 100% level as identified in Subdivision B of Task 4A.

B. **Deliverables:** The Consultant will submit one (1) Signed and stamped set of the 100% Construction Documents and Technical Specifications - Design Submittal No. 6A must be in the following format;

1. One (1) in PDF, with Consultants electronic stamp and signatures of the 100% Construction Documents, Design Submittal No. 6A, and an AutoCAD format containing all drawing.
2. Detailed Technical Manual from all disciplines. The Consultant must submit the Technical Manual on Microsoft Word in Arial @ 11 fonts. Submit one (1) in PDF and one (1) Word Document 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: November 29, 2024.
- On or before ____ Business Days from _____.

Task No. 9: Construction Administration Services and Contract Close-out.

A. **Services:** The following shall be completed by the Consultant:

1. General requirements during the construction administration phase of the project.

- a. Consultant shall advise the City Project Manager of any construction items that are not in conformance with the Contract Documents within three (3) calendar days of observing the non-complying item.
- b. Upon request of the City, Consultant shall prepare responses on the City's behalf concerning performance of the Contractor under the requirements of the Contract Documents. Within three (3) working days of receiving a request by the City, Consultant shall prepare a written response to such requests for the City's review. Upon the City's approval, Consultant shall deliver the response to the Contractor.
- c. Interpretations and decisions of Consultant shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings.
- d. Consultant shall advise the City on claims, disputes or other matters in question between the City and Contractor. The City shall make the final determination regarding all such matters.

2. Construction Meetings

- a. Consultant shall attend site meetings every two (2) weeks and review Contractor's construction set on a minimum of every other week for the duration of the construction administration phase and provide site observation/field reports as the City determines is needed in consultation with Consultant, or as otherwise agreed by the City and Consultant for the following conditions;
 - i. To become generally familiar with and to keep the City informed about the progress and quality of the portion of the construction.
 - ii. To endeavor to guard the City against defects and deficiencies in the construction of the Project.
 - iii. To determine in general if the construction of the Project is in conformance with the Contract Documents.
- b. Consultant is required to visit the site or attend additional meetings at any time during the construction of the Project if the City determines that it is necessary to resolve issues. Consultant shall visit the site and attend the meeting as requested by the City. Consultant shall provide a written report of all site visits and meetings to the City Project Manager within five (5) working days
- c. Consultant shall report to the City items that may be of a concern on the construction of the Project, such as deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor.
- d. Consultant shall have reasonable access to the construction of the project wherever it is in preparation or progress as appropriate to meet its obligations.
- e. Consultant shall review the Contractors Record Field Construction Documents during regularly site visits meetings to confirm that the Contractor is noting the site conditions, modifications and adjustments into the Construction Documents.

3. Contractor Requests for Information ("RFI's")

1. As requested by the City, Consultant shall review and respond within five (5) working days requests by the Contractor RFI's about the Contract Documents.

- i. If the RFI response changes the nature of the original plans such that it changes the original documents compliance to the CBC, the RFI package will be submitted to the SECI group for a code review within the five (5) business days.
- ii. If deemed appropriate by the City in consultation with Consultant, Consultant shall prepare, and distribute supplemental Drawings and Specifications in response to RFI's by the Contractor.

4. Contractor Submittals

- a. Consultant shall review and approve or take other appropriate action upon the Contractor's submittals such as shop drawings, and product substitution and product data and for the purpose of checking for conformance with information given and the design concept expressed in the contract documents. Consultant's action shall be taken within a maximum of ten (10) working days of receipt of each submittal of the Contractor; with an additional maximum of five (5) working days if Subconsultant review is required.
- b. Consultant shall provide up to three (3) reviews of Contractor submittals and product substitution requests. If additional reviews are required for either shop drawings or product substitution requests, then the Consultant must identify in the submittal that the contractor must meet the design intent of the project on the submittal. No Additional fees will be granted to consultant.
- c. Consultant shall maintain a record of submittals and copies of submittals supplied by the Contractor either by the City provided online construction submittal management system or by other means as agreed upon.
- d. If in the event that professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Consultant shall specify appropriate performance and design criteria that such services must satisfy. Consultant shall be entitled to reasonably rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

5. Architects Supplemental Information

- a. Based upon information furnished by City, or Contractor, due to site unforeseen conditions Consultant shall prepare Architects Supplemental Information ("ASI") package(s) as required to meet conditions not identified in the construction package.
- b. Consultant shall maintain all records relative to changes in the construction. Upon completion, Consultant shall incorporate all modifications into record documents.

6. Change Orders

- a. Consultant shall review and advise the City on requests by the City or Contractor for changes in the construction of the Project.
- b. Based upon information furnished by Contractor, Consultant shall compare Contractor's proposed scope of work with Consultant's interpretation of the work required to perform the proposed change. Consultant is to prepare an estimate of the costs and time impacts to perform the work and analyze Contractor's estimate of cost and time impacts and make a written recommendation to the City Project Manager, who may direct further investigation of such change and/or its impacts or authorize the work to proceed.

- c. Consultant shall maintain all records relative to changes in the construction. Upon completion, Consultant shall incorporate all modifications into record documents.

7. Substantial Completion and Punch list.

- a. Consultant with the City's designated representative shall conduct Project observations to determine the date of substantial completion as defined in the standard specifications and to determine when Consultant starts the Project punch list.
- b. As directed by the City, Consultant and City shall receive from Contractor a list of items Contractor has identified that are not completed prior of Consultant beginning of the Punch List. Consultant to add Contractor identified items into the Project Punch List.
- c. Consultant shall compile from their observations, and the observations of its Sub consultant's, and issue to the City and Contractor a Project punch list which denotes portions of the work that are not in general accordance with the requirements of the contract documents. Consultant shall also incorporate into the punch list items noted by the City's observations.
- d. Consultant shall perform a back-check to the punch list within sixty (60) days to verify if all items noted in the punch list have been completed and have met the general requirements in accordance with the requirements of the contract documents.
- e. Once Consultant is completed with the back-check of the punch list, Consultant shall develop a list of all remaining items, whether on the punch list or not, which are not completed or not properly repaired in general accordance with the requirements of the contract documents. Consultant shall provide to the City, in writing, the estimated cost for completing of each of the items on this list.

8. Record Documents, Project Operations and Maintenance Manuals and Project Close out

- a. Consultant shall review Contractor supplied operation and maintenance manuals for completeness as noted in the contract documents and notify the City and Contractor of all discrepancies.
- b. Consultant shall review the Contractor provided Record Field Construction Documents Package and notify the City and Contractor of all discrepancies.
- c. Consultant shall prepare the record documents package incorporating addenda, clarifications, change Orders, RFI's and any other document revisions as well as information from the record field construction documents.

B. Deliverables: The Consultant will submit the following to the City's Project Manager;

1. Documents as outlined in task 9 - A 1 through 8.
 - a. RFI responses via City's or Contractors Electronic Construction Management System ("ECMS") program;
 - b. Stamped submittals submitted via City's or Contractors ECMS program;
 - c. Architectural Supplemental Information in Word Document and PDF;
 - d. Punch List in Excel format;
 - e. Owners Operations and Maintenance Manuals in City's or Contractors ECMS program;
 - f. LEED documents in PDF and uploaded to the USGBC web base system; and
 - g. Record Drawings in PDF and AutoCAD format, and Specifications in PDF and Microsoft Word.

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 31, 2023.
- On or before ____ Business Days from _____

Attachment B: Terms and Conditions

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

Name; Mary Lee / Domenic Onorato	Phone No.; 408-535-7051 / 408-535-8407
Department; Public Works	E-mail; Mary.Lee@sanjoseca.gov / Domenic.Onorato@sanjoseca.gov
Address; 200 E. Santa Clara St., 6th Floor, San Jose, CA 95112	

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>		
<u>Consultant's Contract Manager</u>		Yes Already Filed (Date Filed)	Yes Need to File	No
Name; Alan Kawasaki.	Phone No.; 510-379-2261			X
Address: 570 10 th Street, Suite 201 Oakland, CA 94607	E-mail; akawasaki@skarc.com			
<u>Other Staffing</u>				
<u>Name;</u>	<u>Assignment;</u>			
1. Brian Leonard	Project Manager			X
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>Subconsultants Name</u>	<u>Area of Work</u>
OLMM Structural Engineers	Structural Engineering
AlfaTech	Electrical Engineering / Mechanical and Plumbing Engineering, Fire Alarm (Performance Specs) , LEED / Sustainable Design and Energy Analysis
ME Engineering	/ Acoustical Design / Low Voltage/CATV /
Micro Estimating	Cost Estimating
John Raeber	Specifications
Brinkley Sargent Wiginton Architects	Call Center Architect

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
Tasks Nos. from Attachment A	Basis of Compensation		Invoice Period			Compensation (No decimals)
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	\$34,970
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	\$91,040
3	<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	\$116,927
4	<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	\$60,000
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	\$60,000
6	<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	\$53,648
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	\$10,000
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	\$10,940
9	<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	\$152,475
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 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;			\$0
Maximum Service Order Compensation (sum of Parts 1 through 3);						\$590,000



- FOR YOUR ELECTRONIC SIGNATURE
 FULLY EXECUTED COPY TO FOLLOW


CITY STAFF: Domenic Onorato
STAFF EMAIL: domenic.onorato@sanjoseca.gov

SCANNED SIGNATURE AUTHORIZATION

DATE: 6/2/2021 TOTAL PAGES: 27
(INCLUDING THIS PAGE)

CONSULTANT NAME: Shah Kawasaki Architects, Inc, Alan Kawasaki
EMAIL: akawasaki@skarc.com
PHONE: 510-379-2261

- 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):
DOMENIC.ONORATO@SANJOSECA.GOV

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 Scanned Signature Authorization
 Supplemental Memorandums (if applicable): Select One

Type of Document: Service Order

Type of Contract: Consulting Services

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # 664667 -003

Contractor: Shah Kawasaki Architects, Inc.

Address: 570 10th St., Suite 201, Oakland, CA 94607

Phone: 510-379-2261

Email: akawasaki@skarc.com

Contract Description: Service Order #3: 9153- 9-1-1 Call Center Upgrade (2018 Measure T)

Term Start Date: 06/04/2019 Term End Date: 12/31/2024 Extension: No

Method of Procurement: RFQ RFB, RFP or RFQ No.: _____ Date Conducted: _____

Agenda Date (if applicable): 06/04/2019

Agenda Item No.: 2.16

Resolution No.: _____

Ordinance No.: N/A

Original Contract Amount: \$3,000,000

Amount of Increase/Decrease: N/A

Option #: ___ of ___ Option Amount: _____

NTE/Updated Contract Amount: N/A

Fund/Appropriation: 498 (2018 Measure T) / 417P

Form 700 Required (Selection mandatory for processing): No

Revenue Agreement: No

Tax Certificate No.: 9781245200

Expiration Date: 5/15/2022

Department: Public Works (57)

Department Contact: Mary.lee@sanjoseca.gov

Customer (Finance Only): _____

Notes:

Department Director Signature: _____ Date

Office of the City Manager Signature: _____ Date