

**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. 4

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

**4.** Project Name: 9162 – Fire Station No. 32 New ("Project")

**5.** Project Location: 1183 Olinder Ct., San José, CA 95122

**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 <b>unencumbered</b> amount in Master Agreement:	\$	467,400
b. <b>Maximum Service Order Compensation for this Approved Service Order:</b>	\$	10,277
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	457,123

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: 498 Appn: 415A RC: 198403 Amount: \$ 10,277  
 Fund: \_\_\_\_\_ Appn: \_\_\_\_\_ RC: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Fund: \_\_\_\_\_ Appn: \_\_\_\_\_ RC: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

*Suzanne McPherson*

Email: [suzanne.mcpherson@sanjoseca.gov](mailto:suzanne.mcpherson@sanjoseca.gov)  
Date: 01/27/2023 GMT

**8. Division Analyst Approval:**

*Christy Ngo*

Email: [christy.ngo@sanjoseca.gov](mailto:christy.ngo@sanjoseca.gov)  
Date: 01/24/2023 GMT

**9. Consultant Approval:**

*Alan Kawasaki*

Email: [akawasaki@skarc.com](mailto:akawasaki@skarc.com)  
Date: 01/23/2023 GMT

**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:

*[Signature]*

**11. City Director Approval:**

Email: [domenic.onorato@sanjoseca.gov](mailto:domenic.onorato@sanjoseca.gov)  
Date: 01/27/2023 GMT



**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: January 31, 2023.
- 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: Mary Lee	Phone No.: 408-535-7051
Department: Public Works	Email: <a href="mailto:mary.lee@sanjoseca.gov">mary.lee@sanjoseca.gov</a>
Address: 200 E. Santa Clara St., 6 <sup>th</sup> 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."***

		Required to File Form 700?		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<b><u>Consultant's Contract Manager</u></b>				
Name: Alan Kawasaki	Phone No.: 510-379-2261	2/18/2022		
Address: 570 10 <sup>th</sup> Street, Suite 201 Oakland, CA 94607	Email: <a href="mailto:akawasaki@skarc.com">akawasaki@skarc.com</a>			
<b><u>Other Staffing</u></b>				
<u>Name:</u>	<u>Assignment:</u>	<u>Email:</u>		
1. Brian Leonard	Project Manager	<a href="mailto:bleonard@skarc.com">bleonard@skarc.com</a>		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>Subconsultant's Name</u>	<u>Area of Work</u>
1. Thoma Electric	Electrical Engineering / Solar power concept design
2. Micro Estimating	Cost Estimating
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	\$ 4,000
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	\$ 6,277
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
<b>Maximum Service Order Compensation</b> (sum of Parts 1 through 3):						<b>\$ 10,277</b>