

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

Cover Page

1a. Intentionally Omitted **1b.** AC Contract No.: 665785

2. Approved Service Order No. 2

3. Consultant's Name: Koff & Associates (Kaneko & Krammer Corp)

4. Project Name: Total Cash Compensation Salary Survey for Architects, Engineers and Designers Series

5. Project Location: City Of San Jose

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: | \$ | 306,775 |
| b. Maximum Service Order Compensation for this Approved Service Order: | \$ | 15,000 |
| c. New unencumbered balance in Master Agreement (7.a – 7.b): | \$ | 291,775 |

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.

| Percent | Dept | Fund | Appn | RC | Amount |
|---------|------|------|------|---------------|------------|
| 3% | AIR | 523 | 41 | 800995-4052 | \$489.61 |
| 23% | DOT | 001 | 51 | 51101310-4052 | \$3,427.30 |
| 15% | ESD | 513 | 76 | 100139 | \$2,270.03 |
| 6% | Fire | 240 | 54 | 485400-4052 | \$890.21 |
| 8% | PBCE | 237 | 58 | 44309 | \$1,157.27 |
| 1% | PRNS | 390 | 64 | 159600 | \$222.55 |
| 44% | PW | 150 | 57 | 000110 | \$6,543.03 |

(AIR) Authorized Signature: Bonnie Cromartie 1.25.2022

Date: 1.25.22

(DOT) Authorized Signature: Gail DeVaul 1.26.2022

Date:

(ESD) Authorized Signature: Nick Ajluni 1.26.2022 Date: _____
(FIRE) Authorized Signature: Athena Tred Date: 1.26.2022
(PBCE) Authorized Signature: Kenneth L. de Kay Date: 1-26-2022

: _____ Date: _____
Steve McCollum _____ **Steve McCollum** Date: _____
Email: Steve.McCollum@sanjoseca.gov

8. Division Analyst Approval: *Sarah Steele* Date: _____
Email: sarah.steele@sanjoseca.gov

9. Consultant Approval: *Georg S. Krammer* Date: _____
Email: gkrammer@koffassociates.com

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: _____ Date: _____
(Sr.) Deputy City Attorney

11. City Director Approval: *Jennifer Schembri* Date: _____
Email: jennifer.schembri@sanjoseca.gov

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which Consultant will Provide Services: Perform a Total Cash Compensation Salary Survey for Architects, Engineers and Designers Series.

Task No. 1: Total Cash Compensation Salary Survey for Architects, Engineers and Designers Series

- A. Services:** Initial Project Meeting. Koff and Associates will meet with the City's Project Manager to initiate the project by confirming study goals, objectives, and tasks to be performed.

Koff and Associates will conduct a total cash compensation survey, including base salaries along with any other premium pays such as hazard pay, uniform pay, etc., that all or the majority of individuals in the classification receive for the following classifications:

Architecture/Landscape Architect I/II; Assoc Architect/Landscape Architect; Associate Engineer; Associate Structure/Land Designer; Engineer I/II; Sanitary Engineer; Structure/Landscape Designer I/II; Engineering Geologist; Senior Architect/Senior Landscape Architect; Senior Engineer

with the following comparator agencies:

San Jose, San Francisco (City and County), Oakland, Fremont, Hayward, Sunnyvale, Concord, Santa Clara City, Berkeley, Daly City, Alameda County, Contra Costa County, San Mateo County and Santa Clara County

- B. Deliverable:** Meet with City's Project Manager to present the findings and respond to any questions. Provide data and analysis from comparator agencies including where San Jose is ranked among other agencies.
- 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: April 20, 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: Marcela Bolanos | Phone No.: |
| Department: Human Resources | E-mail: marcela.bolanos@sanjoseca.gov |
| Address: 200 E. Santa Clara Street, 4 th Floor 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> | | |
|---|--|---|------------------------|----------|
| | | Yes Already Filed (Date Filed) | Yes Need to File | No |
| <u>Consultant's Contract Manager</u> | | | | |
| Name: Georg Krammer | Phone No.: 510-274-2760 | | | <u>X</u> |
| Address: | E-mail: gkrammer@koffassociates.com | | | |
| <u>Other Staffing</u> | | | | |
| <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. | |
| 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 with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

| Part 1 – Compensation for Services and Deliverables | | | | |
|--|---|--|--------------|--------------|
| Column 1 | Column 2 | Column 3 | Column 4 | |
| Task Nos. from Attachment A | Basis of Compensation | Invoice Period | Compensation | |
| 1 | <input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee | <input type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input checked="" type="checkbox"/> Completion of Work | NTE \$15,000 | |
| | <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: \$ | | |
| Part 3 – Subconsultant Costs | | | | |
| <input checked="" type="checkbox"/> Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs. | | <input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of: \$ | | |
| Maximum Service Order Compensation (sum of Parts 1 through 3): | | | | |
| | | | | NTE \$15,000 |