



## Attachment A: Tasks

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

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**General Description of Project for which Consultant will Provide Services:** Consultant will provide professional services to assist with review of water demand projections associated with planned development projects.

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### Task No. 1: Project Administration and Support Services

- A. Services:** On an as-needed basis as requested by City, Consultant will conduct a third-party review of water demand estimates associated with proposed development projects. Consultant will perform review and analysis as necessary to provide feedback on reasonableness of proposed water use estimates.

Upon initiating a request to Consultant, City will deliver available information about the proposed project (such as design layout maps, building sizes and uses, quantity and type of residential units, etc.) and projected water use demands associated with that project. Consultant will identify additional project information that is required and/or desired for the analysis, and City will attempt to collect and provide additional information as may be available.

Specific analysis needs will be determined on a per-project basis. City and Consultant will set analysis parameters for each request including items such as, but not limited to:

- Set level of detail for review (e.g., overall use, use by customer class, use by water type, etc.)
- Set timeline, goals and/or assumptions for the review
- Define City's project-specific additional data/analysis needs, and/or
- Define acceptable thresholds for demand estimate margin of error.

City may request that Consultant estimate the quantity of hours that will be necessary to analyze an individual project.

- B. Deliverable:** For each requested project analysis, Consultant will deliver a technical memorandum which documents relevant information as defined during the initial coordination process, the result of the Consultant's analysis, and any other deliverable component as designated during coordination.

- 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: June 30, 2024.
- 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: Nicole Harvie	Phone No.: 408-794-6777
Department: Environmental Services	E-mail: Nicole.Harvie@sanjoseca.gov
Address: 3025 Tuers Road, San José 95121	

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>Consultant's Contract Manager</u>		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Iris Priestaf	Phone: 510-747-6920			x
Address: 2490 Mariner Square Loop, Suite 215, Alameda, CA 94501	E-mail: ipriestaf@ toddgroundwater.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. Maureen Reilly	Senior Engineer			x
2. Arden Wells	Staff Geologist/ Hydrogeologist			x
3. Nicole Grimm	Staff Geologist/ Hydrogeologist			x

**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 checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$25,000
	<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:	
		\$0	
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are <b>not</b> 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):	
		\$25,000	