

Master City of San José Consultant Agreement Approved Service Order Form – RWF Capital Projects Cover Page

1a. CPMS Contract No.: 9855-4	1b. Master Agreement AC Contract No.: 32245
2. Approved Service Order No. 1	Master Agreement Records Database Contract No.: 667139
3. Consultant's Name: Brown and Caldwell ("Consultant")	
4. Project Name: Process Optimization Implementation Options ("Study")	
5. Project Location: San-Jose-Santa Clara Regional Wastewater Facility ("RWF")	
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), and "D" (Level of Effort), which are incorporated herein by references.	
7. Budget/Fiscal:	
a. Current unencumbered amount in Master Agreement:	\$ 7,000,000.00
b. Maximum Service Order Compensation for this Approved Service Order:	\$ 98,850.00
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$ 6,901,150.00
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>512</u>	Appn: <u>7456</u>
Fund: _____	Appn: _____
Fund: _____	Appn: _____
RC: <u>172821</u>	Amount: \$ <u>98,850.00</u>
RC: _____	Amount: \$ _____
RC: _____	Amount: \$ _____
Authorized Signature: <u><i>Harpal Singh</i></u> <small>Harpal Singh (Apr 26, 2022 15:08 PDT)</small>	
8. Division Analyst Approval:	<u><i>Mary Crippen</i></u> Date: <u>Apr 26, 2022</u>
9. Consultant Approval:	<u><i>Anup Shah</i></u> <small>Anup Shah (Apr 26, 2022 11:31 PDT)</small> Date: <u>Apr 26, 2022</u>
10. Approval as to Form (City Attorney):	
<input checked="" type="checkbox"/> Service Order Form Approved by the Office of the City Attorney (There are no material changes to the provisions of the Approved Service Order Form.)	
<input type="checkbox"/> Approved as to Form: _____ Date: _____ (Sr.) Deputy City Attorney	
11. City Director Approval:	<u><i>Napp Fukuda</i></u> <small>Napp Fukuda (Apr 27, 2022 09:31 PDT)</small> Date: <u>Apr 27, 2022</u>

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:

In September 2021, the Consultant completed the Process Optimization Study to identify and evaluate options to improve RWF process treatment efficiencies while accounting for future regulations and future flows and loads. One key regulatory requirement that the study evaluated was the expected effluent load cap on dry season average total inorganic nitrogen (TIN). This requirement is anticipated to be included in Nutrient Watershed Permit No. 3, which the San Francisco Regional Water Quality Control Board (RWQCB) will issue in 2024. The Process Optimization Study identified Simultaneous Nitrification Denitrification (SND) with inDENSE technology as the preferred treatment process to meet this future regulation.

The objective of this Service Order ("SO") is to prepare a list of SND/inDENSE implementation options for further consideration by the City. These implementation options will expand on the results of the Process Optimization Study and focus on phasing near-term and intermediate-term implementation activities. The goal of reviewing additional implementation options is to determine an incremental approach to TIN regulatory compliance to help minimize near-term capital expenditures or defer them to a future date.

This SO consist of the following tasks:

Task No. 1: Project Management

Task No. 2: Implementation Options

Task No. 1: Project Management

- A. Services:** Consultant's project manager ("PM") shall make staffing assignments, review and track work progress, coordinate quality management and review procedures, and serve as the primary point of contact when communicating with the City. Consultant's PM shall manage the budget, schedule, and invoicing. Consultant's PM shall also prepare and maintain a project decision log (PDL) to record decisions made by City throughout the Project and manage the quality of deliverables.

Consultant shall use a Microsoft SharePoint site referred to as the Capital Improvement Program (CIP) Portal for document management.

Consultant shall follow the City's templates and guidelines. The deliverables submitted by Consultant shall conform to the City's templates and guidelines. The City will provide access to these templates and guidelines no later than three (3) Business Days following the Kickoff Meeting. The templates and guidelines currently available are listed on the CIP Portal, to which the Consultant has access.

Consultant shall perform the following project management activities.

1. **Daily Oversight:** Consultant shall oversee the daily management of scope, deliverables, schedule, and budget.
2. **Coordination:** Consultant shall coordinate work with internal staff and City PM. City PM will coordinate with City staff and other City Consultants as appropriate and necessary. Schedules for planned work shall be coordinated with the schedules of other CIP projects.
3. **Progress Meetings:** Consultant shall participate in up to three (3) two-hour progress meetings with the City to discuss overall work progress and the status of near-term efforts and

requirements. Communication that is more frequent may occur if necessary, and as requested by the City's Contract Manager if budget is available as determined by the Consultant. Two Consultant team members will virtually attend each Progress Meeting. City will decide appropriate City staff attendance at these meetings, which may include representatives from operations and maintenance. The progress meetings are deemed working meetings

4. Teleconferences: Consultant shall participate in three (3) one-hour status teleconferences with the City to discuss overall work progress and the status of near-term efforts and requirements.
5. Project Work Plan: Consultant shall prepare and submit a Project Work Plan ("PWP") detailing tasks to be performed, schedule, deliverables (including their requirements and resources needed), and risk management plan. The PWP does not need to be updated monthly.
6. Project Schedule: Consultant shall prepare and maintain a Project schedule. No changes shall be made to the baseline without approval from the City's Contract Manager. As appropriate, Consultant shall summarize significant changes in the updated schedule from the previous submitted schedule and propose corrective actions to mitigate negative variances (i.e., delays) to the baseline as soon as they are identified. Consultant shall update the schedule on a monthly basis and submit the updated schedule with the summary of significant changes and proposed corrective actions along with Monthly Progress Reports.
7. Quality Management: Consultant shall develop and implement a Project-specific Quality Management Plan ("QMP") to support the execution of the work required by this SO. The QMP shall describe Consultant's overall quality management process, identify the quality reviewers and the review levels associated with each Project milestone and deliverable.
 - a. The quality management efforts that shall be addressed by Consultant in the QMP include:
 - o Coordinating work products, milestones, and staff assigned for review activities.
 - o Conducting milestone technical and readability reviews for deliverables as listed below.
 - o Documenting comments and work product modifications in the PDL; and
 - o Completing and submitting Quality Review Forms and Quality Management Certifications for draft and final deliverables.
 - b. Consultant's quality reviewers and their respective qualifications shall be identified in the QMP. Quality reviewers shall be independent (i.e., not part of Consultant's core team for the Project) and shall be qualified to provide technical reviews. The Study draft and final Implementation Options Summary Technical Memorandum (TM1) shall be reviewed by quality reviewers for technical correctness and completeness and proofread by a technical writer for readability prior to the submittal of the deliverable to the City.
8. Kickoff Meeting: Consultant shall organize and facilitate a two-hour Kickoff Meeting with City staff. City will decide appropriate City staff attendance at this meeting, which may include representatives from operations and maintenance. Topics to be discussed at the meeting shall include the following:
 - a. Introduction of key Consultant and City Project team members;
 - b. Presentation of Consultant's QMP;
 - c. Review of Consultant's understanding of the Project need and objectives;
 - d. Summary of Project scope, work plan, schedule, and deliverables;
 - e. Recap of previously completed analyses, studies, and reports associated with the Project;
 - f. Discussion of other CIP or maintenance projects underway and planned that may be dependent on and/or have implications for the Project;
 - g. Additional information Consultant has deemed relevant to or necessary for Project and for which City may address by transmitting an existing document; and

h. Confirmation of next steps.

Consultant shall prepare an agenda and meeting materials in advance of the Kickoff Meeting and shall prepare meeting minutes following the Kickoff Meeting.

9. Project Decision Log: Consultant shall prepare and maintain a PDL that documents the City's comments and decisions made related to the Project and Consultant's work. As applicable, the PDL shall reference other documents such as meeting minutes, technical memoranda, and reports for all decisions made. The PDL shall be updated on a monthly basis and submitted with Monthly Progress Reports.
10. Monthly Progress Reports: Consultant shall prepare and submit a Monthly Progress Report by the tenth of each month, unless requested otherwise by the City's Contract Manager and agreed to by the Consultant. The Monthly Progress Report shall be a brief written summary of the progress made on each task, estimate the overall task's percent completion, and include the status of each deliverable. The Monthly Progress Report shall also include significant issues encountered, risks, or concerns Consultant has (e.g., anticipates difficulty meeting deadline for work due within the next 30 days for some reason beyond their control).
11. Monthly Invoices: Consultant shall prepare and submit invoices on a monthly basis by the tenth of each month, unless requested otherwise by the City's Contract Manager and agreed to by the Consultant. The invoices shall be accompanied by the Monthly Progress Report that describes the work completed during the invoice's billing period.

B. Deliverables: Consultant shall provide the following documents to the City's Contract Manager.

1. PWP:
 - a. A draft PWP shall be provided in an electronic editable file format within five (5) Business Days from issuance of Notice to Proceed ("NTP"). Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments.
 - b. The final PWP addressing City comments shall be provided as an electronic editable file and as a PDF file within three (3) Business Days after receipt of City comments.
2. Schedule:
 - a. The initial schedule shall be provided in an electronic editable file format and PDF no later than the Kickoff Meeting.
 - b. Updated schedules, including summaries of significant changes, and proposed corrective actions, shall be provided as an electronic editable file and as a PDF file submitted along with Monthly Progress Reports.
3. QMP:
 - a. A draft QMP shall be provided in an electronic editable file format when the draft PWP is provided to City. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments. The draft QMP can be included in the draft PWP.
 - b. The final QMP addressing City comments shall be provided as an electronic editable file and as a PDF file within three (3) Business Days after receipt of City comments. The final QMP can be included in the final PWP.
4. A Quality Review Form with Consultant's responses to the City's comments shall be submitted within five (5) Business Days after receipt of City comments on the draft deliverable.
5. Kickoff meeting agendas and materials (e.g., handouts and presentation):
 - a. The draft agenda and materials shall be provided in an electronic editable file format two (2) Business Days in advance of the meeting date. Consultant shall allow City one (1) Business Days to review, compile, and provide comments.
 - b. The final agenda and materials addressing City comments shall be provided as electronic

editable files and as PDF files no later than one (1) Business Days before the meeting.

6. Kickoff meeting minutes:
 - a. Draft minutes shall be provided in an electronic editable file format within three (3) Business Days after the meeting. Consultant shall allow City a minimum of one (1) Business Days to review, compile, and provide comments.
 - b. Final minutes addressing City comments shall be provided as an electronic editable file and as a PDF file within one (1) Business Days after receipt of City comments.
7. Progress Meetings:
 - a. Consultant to provide meeting agendas and materials in PDF format no later than two (2) Business Days before each progress meeting.
 - b. Consultant shall create and maintain a log containing key points discussed at the progress meetings, including decisions made and action items using the template provided by the City PM. This electronic, editable log shall be updated following each progress meeting and provided to the City.
8. Teleconferences:
 - a. After each teleconference, Consultant shall provide a summary of the progress meeting, including decisions made and action items to the City's PM by email.
9. PDL:
 - a. The PDL shall be provided monthly shall be provided as an electronic editable file and as a PDF file with each Monthly Progress Report.
10. Monthly Progress Reports shall be provided as a PDF file.
11. Monthly invoices shall be provided as a PDF file with each Monthly Progress Report.

C. Completion Time: 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: July 31, 2022.
- On or before ____ Business Days from _____.

Task No. 2: Implementation Options

A. Services:

1. This task includes the identification and evaluation of SND/inDENSE Implementation Options in the secondary treatment process to achieve TIN regulatory compliance to help minimize near-term capital expenditures or defer them to a future date. This task does not include any additional process modeling or new process analysis other than limited refinement or updating of previous BioWin models.
2. Update existing Implementation Options: As described in Task 2.A.5, Consultant shall update the process modification and asset restoration (rehabilitation) Class 5 Opinion of Probable Construction Costs (OPCCs) and Net Present Values (NPVs) for the five (5) Implementation Options identified and evaluated in Table 5-2 of Technical Memorandum No. 5 (TM5) of CIP's 2021 Process Optimization Study. No changes will be made to the phasing assumptions for these existing Implementation Options.
3. Identify new Implementation Options: Based on input from City staff, the Consultant shall identify up to five (5) new Implementation Options taking into consideration the following references from TM5 of CIP's 2021 Process Optimization Study:
 - a. Near-term Optimization Options previously identified in Table 1-1

- b. Secondary treatment train configurations previously identified in Table 1-2
 - c. Near-term and long-term Implementation Options previously identified in Table 5-2, including delaying process upgrades and rehabilitation and considering minor capital works and increased operating costs by using smaller increments of the following:
 - i. Option B (Delay with CEPT)
 - ii. Option C (Implement SND/inDENSE for BNR1 first and BNR2 later, or vice versa).
 - iii. Option D (Partially Upgrade BNR1), including restoration of BNR1 trains 7 and 8 to near-term service.
4. Evaluate Implementation Options:
- a. Consultant shall evaluate the Implementation Options to determine the best method to prolong TIN regulatory compliance for the greatest extent possible, listed in order of magnitude of capital cost.
 - b. Consultant shall evaluate the Implementation Options for impact on treatment capacity and TIN discharge using flow and loading assumptions from the Process Optimization Study. The evaluation will include preparation of figures or graphs showing the impact of each Implementation Option or combination of Implementation Options on the projected TIN load over time.
 - c. Consultant shall prepare a one-page summary sheet capturing key aspects for ten (10) Implementation Options, including five (5) evaluated in TM5 of the Process Optimization Study and five (5) evaluated in this Study. One page summary sheets will include the following:
 - i. Description;
 - ii. Graphical layout;
 - iii. Capital and operating cost estimates;
 - iv. Net present value;
 - v. Year that Implementation Option will become operational;
 - vi. Year TIN regulatory limit will be exceeded;
 - vii. The timing of the capital and operating cost expenditures;
 - viii. Overall design and construction schedule.
 - d. The structure and layout of the summary sheet shall be discussed and agreed with the City prior to use on the Study.
 - e. Consultant shall prepare a draft and final TM1 using the CIP's TBL+ TM template. The TM shall cover the following contents:
 - i. Executive Summary
 - ii. Introduction
 - iii. Study Background
 - iv. Development of Implementation Options
 - v. Evaluation of Implementation Options
 - vi. Cost Models, OPCCs and NPVs
 - vii. Implementation Schedule
 - viii. Conclusions and Recommendations
 - ix. One-page summary sheets for ten (10) Implementation Options
 - x. Biowin and/or Spreadsheet Models and Results
5. Class 5 OPCCs and NPVs:
- a. The OPCCs and NPVs are provided by the Consultant for the purpose of comparing and differentiating between the ten (10) Implementation Options.
 - b. Update Opinion of Probable Construction Cost (OPCC) and Net Present Value (NPV) for the five (5) Implementation Options and rehabilitation identified and evaluated in the Process Optimization Study.

- c. Develop Opinion of Probable Construction Cost (OPCC) and Net Present Value (NPV) for five new (5) Implementation Options and rehabilitation evaluated in this Study.
- d. The OPCCs and NPVs updated or developed in this Study will use process modifications and rehabilitation cost components from the previously developed OPCC in TM5 of CIP's 2021 Process Optimization Study. Consultant shall update the OPCCs and NPVs for the SND/inDENSE Implementation Options using capital cost escalation guidance provided by the City. A new "bottom-up" OPCC based on market outreach and market conditions will not be required.
- e. Consultant shall update the NPV spreadsheet used in TM5 of CIP's 2021 Process Optimization Study and include five new (5) additional Implementation Options.

B. Deliverables: Consultant shall provide the following documents to the City's Contract Manager.

1. TM1

- a. Draft report provided as one (1) electronic editable file, and one (1) PDF file. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments in the Quality Review Form. Responses will not be provided to comments not included in the Quality Review Form (for instance, as track changes in editable documents).
- b. Final report addressing City comments provided as three (3) bound printed copies, one (1) electronic editable file and one (1) PDF file. Electronic files will be received within three (3) Business Days after receipt of City comments. Hard copies will be received within eight (8) Business Days after receipt of City comments.

2. OPCC and NPV

- a. Draft report provided as an electronic editable Microsoft Excel file and one (1) electronic PDF file. Consultant shall allow City five (5) Business Days to review, compile and provide comments.
- b. Final report addressing City comments provided as an electronic editable Microsoft Excel file and one (1) electronic PDF file within five (5) Business Days after receipt of City comments.

C. Completion Time: 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: July 31, 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: Kapil Verma	Phone No.: 408-635-4045
Department: ESD	E-mail: Kapil.Verma@sanjoseca.gov
Address: 700 Los Esteros Road	City/State/Zip: San Jose, CA 95134

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 17.5 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: Linda Sawyer	Phone No.: 925-210-2536		X	
Address: 201 North Civic Drive, Walnut Creek, CA 94596	E-mail: LSawyer@BrwnCald.com			
<u>Other Staffing</u>				
Name:	Assignment:			
1. Anup Shah	Monitoring Manager	1/18/22		
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. Contract Personnel: Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can **not** use any Contract Personnel.
- The Consultant can use the following Contract Personnel to assist in providing the required services and deliverables:

<u>Personnel/Agency Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

CPMS Contract No.: 9855-4
 Service Order No. 1
 Consultant: Brown and Caldwell

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 and **Exhibit B**, Basis of Compensation.

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Task No. and Task Title from Attachment A	Invoice Period	Multiplier Compensation	Contract Personnel	Reimbursable Expenses (Including applicable markup)	Subconsultant Costs (Including markup)	Total Compensation
Task No. 1: Project Management	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$27,534.00	\$0	\$0	\$0	\$27,534.00
Task No. 2: Implementation Options	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$71,316.00	\$0	\$0	\$0	\$71,316.00
Maximum Compensation		\$98,850.00	\$0	\$0	\$0	\$98,850.00

Attachment D: Level of Effort for Service Order 1 – Process Optimization Implementation Options

Staff List:

Staff Name	Employee / Subconsultant / Contract Personnel	Role	Onsite / Offsite	Actual Hourly Salary Rate (\$/hr)	Multiplier / Markup (per MCA)	Est. Billing Rate (04/11/22 to 07/15/22)
Linda Sawyer	Employee	Project Manager	Offsite	\$86.77	3.07	\$266.38
Cara Ingebrigtsen	Employee	Project Analyst	Offsite	\$54.76	3.07	\$168.11
Anup Shah	Employee	Principal in Charge	Offsite	\$100.98	3.07	\$310.01
Jose Jimenez	Employee	QA/QC	Offsite	\$100.68	3.07	\$309.09
Sara Sadreddini	Employee	Staff Engineer	Offsite	\$60.08	3.07	\$184.45
Deanna Tanner	Employee	Word Processing	Offsite	\$41.82	3.07	\$128.39
Susan Sicora	Employee	Graphic Support	Offsite	\$47.36	3.07	\$145.40
Mary Beth Linskens	Employee	Readability	Offsite	\$47.05	3.07	\$144.44

Actual Hourly Salary Rate: hourly rate paid by consultant to employee, subconsultant, contracted personnel
 Multiplier rate is used for consultant employees, Markup is used for Subconsultants, and Contracted Personnel

Estimated Hours for each Consultant Staff in Fiscal Year 2021/2022 and 2022/2023:

Fiscal Year	2021/2022			2022/2023		
	Month	Mar	Apr	May	Jun	Jul
Hours in Each Month						
Staff Name						
Linda Sawyer				40	40	19
Cara Ingebrigtsen				7	14	7
Anup Shah				2	4	2
Jose Jimenez				6	14	6
Sara Sadreddini				40	76	20
Deanna Tanner				5	6	3
Susan Sicora				3	3	3
Mary Beth Linskens					2	
Total Hours/month		83	159	159	159	60

Hours in each month = number of working days in a month (e.g. 20 to 24 days) x 8 hours per day

CPMS Contract No.: 9855-4
 Service Order No. 1
 Consultant: Brown and Caldwell

Estimated Cost for each Consultant Staff in Fiscal Years 2021/2022 and 2022/2023:

Fiscal Year		2021/2022 2022/2023 (No change in Billing Rate)									
Staff Name	Linda Sawyer	Cara Ingebrigtsen	Anup Shah	Jose Jimenez	Sara Sadreddini	Deanna Tanner	Susan Sicora	Mary Beth Linskens	Billing Rate (\$/hr)		
	\$266.38	\$168.11	\$310.01	\$309.09	\$184.45	\$128.39	\$145.40	\$144.44			
Task	Task Title										
Task 1	Project Management	\$9,856.20	\$3,720.10	\$0.00	\$6,640.04	\$256.77	\$0.00	\$0.00			
Task 2	Implementation Options	\$21,843.48	\$0.00	\$12,363.50	\$32,475.34	\$2,310.97	\$1,744.74	\$577.77			
Totals		\$31,699.68	\$3,720.10	\$12,363.50	\$39,115.38	\$2,567.75	\$1,744.74	\$577.77			

Billing Rate (\$/hr): For employees with Multiplier: Rate (\$/hr) – hourly rate paid by consultant to employee (\$/hr) x multiplier rate
 For Subconsultants or Contract Personnel: Rate (\$/hr) = subconsultant hourly rate (\$/hr) x markup rate (maximum 5%)

Task	Task Title	Column 3 Multiplier Compensation	Column 4 Contract Personnel	Column 5 Reimbursable Expenses	Column 6 Subconsultant Costs	Column 7 Total Compensation
Task 1	Project Management	\$27,534.00	\$0	\$0	\$0	\$27,534.00
Task 2	Implementation Options	\$71,316.00	\$0	\$0	\$0	\$71,316.00
Maximum Compensation		\$98,850.00	\$0	\$0	\$0	\$98,850.00

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 # 667139-001

Contractor: Brown and Caldwell

Address: 201 North Civic Drive, Walnut Creek, CA 94596

Phone: (925) 210-2536

Email: lsawyer@brwnncald.com

Contract Description: Service Order 1 - Process Optimization Implementation Options

Term Start Date: Contract Date Term End Date: 07/31/2022 Extension: Select one

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

Agenda Date (if applicable): _____ Agenda Item No.: _____

Resolution No.: _____ Ordinance No.: _____

Original Contract Amount: \$98,850.00 Amount of Increase/Decrease: _____

Option #: ___ of ___ Option Amount: _____ NTE/Updated Contract Amount: _____

Fund/Appropriation: _____

Form 700 Required (Selection mandatory for processing): Yes

Revenue Agreement: No

Tax Certificate No.: 6454721210

Expiration Date: 05/15/2022

Department: ESD (76)

Department Contact: Kapil Verma / 635-4045

Customer (Finance Only): _____

Notes:



Department Director Signature: _____ Date

Office of the City Manager Signature: _____ Date