

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

1a. CPMS Contract No.: 9855-1 1b. Master Agreement AC Contract No.: 32247

2. Approved Service Order No. 1

3. Consultant's Name: Jacobs Engineering Group Inc. ("Consultant")

4. Project Name: Main Guard Shack Replacement – Alternatives Analysis and Conceptual Design ("Project")

5. Project Location: 700 Los Esteros Road San Jose, CA 95134

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:** \$ 311,738.00
- c. New unencumbered balance in Master Agreement (7.a – 7.b): \$ 6,688,262.00
- 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: 512 Appn: 426E RC: 207981 Amount: \$311,738.00

Authorized Signature: *Harpal Singh* Date: Dec 15, 2021
Harpal Singh (Dec 15, 2021 08:22 PST)

8. **Division Analyst Approval:** *Mary Crippen* Date: Dec 14, 2021

9. **Consultant Approval:** *[Signature]* Date: Dec 13, 2021
Scott Jones (Dec 13, 2021 13:19 PST)

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]* Date: Dec 16, 2021
 (Sr.) Deputy City Attorney

11. **City Director Approval:** *napp fukuda* Date: Dec 16, 2021
napp fukuda (Dec 16, 2021 14:51 PST)

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:

The Main Guard Shack Replacement includes the replacement of the existing San José - Santa Clara Regional Wastewater Facility ("RWF") main guard house which has reached the end of its service life. The Project will also improve the RWF main entry with new entry and exit lanes, a new overhead canopy, new fence, new sliding entrance closure gates, new barrier arm gates, new one-way spike strip, a new entrance monument, new traffic signs, new area lighting, new landscaping, and provisions for future security improvements. The Project includes renovation of the existing RWF Gate D for temporary use during construction activities at the RWF main entry. The Project will use the design-bid-build project delivery approach.

The objective of this Service Order ("SO") is for the Consultant to perform alternative analysis and conceptual design services.

This SO consists of the following tasks.

- Task No. 1: Project Management
 - Task No. 2: Data Review and Architectural Programming
 - Task No. 3: Alternatives Analysis
 - Task No. 4: Conceptual Design
 - Task No. 5: Additional Services (Optional)
-

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 of San José ("City"). Consultant's PM shall manage the budget, schedule and invoicing. Consultant's PM shall also prepare and maintain a log to record decisions made by City throughout the Project and manage the quality of deliverables.

Consultant shall use the document management systems used by the RWF CIP. The systems included a Microsoft SharePoint site referred to as the CIP Portal and EADOC, which is a cloud-based design and construction management software.

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 ten (10) Business Days following the Kickoff Meeting. The templates and guidelines currently available include the following:

- CIP Cost Estimating Manual;
- Design Guidelines;
- Division 0 and Division 1 Specifications;
- Meeting Agenda;

- o Meeting Minutes;
- o Project Decision Log (“PDL”);
- o Project Quality Plan;
- o Quality Management Certification;
- o Quality Review Form;
- o Risk Matrix and Assessment;
- o SOP Design Guidance;
- o Technical Memorandum; and
- o Technical Report.

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, subconsultants, City staff, and other City consultants as appropriate and necessary. All work performed and all work products should be coordinated with other CIP projects currently underway to avoid duplication, confusion, and conflicts.
3. Weekly Teleconferences: Consultant shall participate in weekly status teleconferences 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.
4. 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.
5. Project Schedule: Consultant shall prepare and maintain a Project schedule utilizing the Critical Path Method technique and electronic scheduling software (e.g., Primavera or Microsoft Project). The schedule shall adopt a work breakdown structure that reflects the Project scope and that is based on City Business Days for activity durations (i.e., start and finish dates) and link activities with the appropriate logic (i.e., predecessors and successors). The schedule shall include required constraints, sequences, milestones, and a baseline to track actual progress to date and anticipated future performance. 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.
6. Health and Safety Plan: Consultant shall prepare and submit a Health and Safety Plan (“HASP”) for the portion of Consultant’s work that will involve field work, assessments, or investigations of certain Project elements. The HASP shall describe how Consultant plans to complete field work, assessments, and/or investigations at the RWF. Consultant’s HASP must comply with the CIP HASP and shall be updated as new conditions are encountered. The plan must identify whether City staff will need to assist Consultant to accomplish the site visit goals.
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:

- Coordinating work products, milestones, and staff assigned for review activities;
 - Conducting milestone technical and readability reviews for deliverables;
 - Documenting comments and work product modifications in the PDL; and
 - 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. Each deliverable 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. Consultant shall submit a Quality Management Certification signed by the quality reviewers confirming the quality review process was completed for each draft and final deliverable. The City may request Consultant to submit additional evidence that Consultant is following the procedures in the QMP.
- c. Comments from the City's review of the Consultant's draft and final deliverables will be recorded on a Quality Review Form. Consultant shall review the City's comments, confirm with the City how Consultant shall address the comments in the next iteration of the deliverable or a subsequent deliverable, and then submit a Quality Review Form with responses to the City's comments.
8. Kickoff Meeting: Consultant shall organize and facilitate a Kickoff Meeting with City staff. Consultant's PM and the appropriate Project team members shall attend the Kickoff Meeting. 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. Discussion of coordination procedures for City landscape design and future Los Esteros Road modifications.
 - h. Additional information Consultant has deemed relevant to or necessary for Project and for which City may address by transmitting an existing document; and
 - i. 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. Monthly Progress Teleconferences: Consultant shall organize and facilitate monthly teleconferences to discuss the Project's progress and any other issues as needed. Monthly meetings shall be held unless otherwise determined by the City. Topics discussed at the monthly meetings shall be determined in collaboration with the City. Consultant shall prepare agendas and meeting materials in advance of the monthly meetings and shall prepare meeting minutes following each monthly meeting.
10. Risk Register: Consultant shall prepare and maintain a Risk Register that identifies project risks, probabilities, mitigation measures, and ownership using the Program's Risk Matrix and Assessment template. The Risk Register shall list interfaces with other projects, possible schedule impacts, and contingency plans. The Risk Register shall be updated on a monthly

basis and submitted with Monthly Progress Reports.

11. 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 every on a monthly basis and submitted with Monthly Progress Reports.
12. 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. 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 any significant issues encountered, risks, or concerns Consultant has (e.g., anticipates difficulty meeting deadline for work due within the next thirty (30) days for some reason beyond their control).
13. 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. 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 ten (10) 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. HASP:
 - a. A draft HASP shall be provided in an electronic editable file format at least twenty (20) Business Days prior to first scheduled field work, assessment, or investigation. Consultant shall allow City a minimum of ten (10) Business Days to review, compile, and provide comments.
 - b. The final HASP addressing City comments shall be provided as an electronic editable file and as a PDF file within ten (10) Business Days after receipt of City comments.
 - c. Updated plans shall be provided, as new conditions are encountered and/or as requested by the City.
4. 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.

5. A completed Quality Management Certification shall be submitted along with each draft and final deliverable.
6. 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.
7. Kickoff and monthly meeting agendas and materials (e.g., handouts and presentation):
 - a. The draft agenda and materials shall be provided in an electronic editable file format five (5) Business Days in advance of the meeting date. Consultant shall allow City three (3) 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 two (2) Business Days before the meeting. Consultant shall also provide sufficient printed copies of the final agenda and any handouts for meeting attendees.
8. Kickoff and monthly meeting minutes:
 - a. Draft minutes shall be provided in an electronic editable file format within five (5) Business Days after the meeting. Consultant shall allow City a minimum of five (5) 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 three (3) Business Days after receipt of City comments.
9. Risk Register:
 - a. The initial Risk Register shall be provided within thirty (30) Business Days of the NTP in an electronic editable file format.
 - b. An updated Risk Register shall be provided monthly as an electronic editable file and as a PDF file with each Monthly Progress Report.
10. PDL:
 - a. The initial PDF shall be provided within thirty (30) Business Days of the NTP in an electronic editable file format.
 - b. An updated PDL shall be provided monthly shall be provided as an electronic editable file and as a PDF file with each Monthly Progress Report.
11. Monthly Progress Reports shall be provided as a PDF file.
12. 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: June 30, 2022.
- On or before ___ Business Days from _____.

Task No. 2: Data Review and Architectural Programming

A. Services: Consultant shall become familiar with the operating procedures and systems relevant to the Project by reviewing and analyzing existing background information provided by the City and performing site visits to verify conditions. Consultant shall review land ownership and easement records in the Project vicinity. Consultant shall review environmental requirements and potential impacts of current and future land uses. Consultant shall become familiar with prevailing state and local building and safety codes, regulations, ordinances, and guidelines.

The City will provide copies of available record drawings, reports, studies, and any other existing documents pertaining to the Project. The reference documents will include:

- Main Entrance and Guard House Replacement technical memorandum ("TM") prepared by HydroScience (HydroScience TM) dated March 31, 2021;
- Underground Utility Map;
- RWF Architectural Guidelines; and
- Security needs assessment questionnaire.

Consultant shall perform architectural programming efforts of interviewing stakeholders and City architectural SME to understand the features, functions, and space needs desired for the new facilities.

Consultant shall visit the RWF a minimum of two (2) times to perform visual survey and document project area conditions, traffic flow, service features, access modes, noise levels, safety features, pedestrian routes and other functions related to the Project. Consultant shall provide a HASP as described in at least a 24-hour advance notice to City of the planned site visit to allow the City time to coordinate with RWF security and staff accordingly.

With input from the stakeholders and the visual survey of existing facilities and operations, Consultant shall develop clear objectives for programming the new facilities and a set of evaluation criteria to be used in the alternative analysis evaluation and selection process.

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

1. Stakeholder Interview agendas and materials provided in PDF format no later than two (2) Business Days before each stakeholder meeting. Consultant shall also provide sufficient printed copies of agenda and any handouts for attendees.
2. Stakeholder Interview Summaries: A meeting summary will be prepared for each stakeholder interview conducted. Following completion of the stakeholder interview meetings, an overall summary will be prepared to detail clear objectives for programming the new facilities and recommended evaluation criteria to be used in the alternative analysis evaluation and conceptual design in Tasks No. 3 and 4.
 - a. Draft summaries provided in an electronic editable file format within five (5) Business Days after the stakeholder meeting. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments.
 - b. Final summaries addressing City comments provided as an electronic editable file and as a PDF file within three (3) 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: June 30, 2022.
- On or before ____ Business Days from _____.

Task No. 3: Alternatives Analysis

A. Services: Consultant shall understand the Project's history before developing alternatives and recommending a preferred alternative.

Consultant shall identify and develop the details of viable alternatives for the following programmatic elements.

- Schematic Site Layout

Consultant shall develop at least two (2) schematic level site layouts for review and comparison. Locations of the guard house, landscaping features, monument signs, gates, parking, pedestrian, ADA accessibility routes, sidewalks, other major site elements, and vehicular circulation shall be included. One (1) of the alternatives shall be based on the preferred alternative in the HydroScience TM dated March 31, 2021.

- Guard House Floor Plan

Consultant shall develop at least two (2) potential floor plans for comparison and review. One (1) of the two (2) alternatives shall be based on the floorplan developed in the HydroScience TM dated March 31, 2021.

- Schematic Building Elevation

Consultant shall develop an exterior design based on established design criteria and the various floor plans. The design shall indicate preliminary ideas for structural materials, exterior cladding, and other key building design features.

- Canopy Elevation

Consultant shall develop at least two (2) schematic level canopy elevation designs for comparison and review. Color elevation or perspective views shall be prepared. These views shall illustrate representative exterior materials and architectural features and include the preferred building elevation in the views.

In addition to the alternative development, Consultant shall develop a single site plan for the temporary construction entrance. The location of the temporary entrance will be the existing Trailer D entrance on Los Esteros Road. This site plan shall include a pre-engineered building, barrier arm gate(s), one-way spike strip, perimeter fence modifications, electrical and communication connections to the temporary guard house, streetlight improvements, security surveillance layout, traffic signage, and entrance road modification to enable large delivery truck entry and exit. All features of the temporary entrance are to remain for long-term use, except the pre-engineered building will be removed once the permanent main entrance replacement is in service.

Consultant shall prepare a Class 5 Opinion of Probable Construction Cost ("OPCC") for each alternative developed. The OPCCs shall be prepared to a level of accuracy consistent with the standards of AACE International, formerly known as the American Association of Cost Engineering and the Association for the Advancement of Cost Engineering, and the Program's cost estimating guidelines.

As part of the alternative analysis, Consultant shall organize and facilitate two (2) workshops with the City:

- Workshop No 1: Site Circulation and Floor Plans, and
- Workshop No 2: Elevations and Integration of Exterior Features.

In each workshop, the Consultant shall make a presentation of the alternatives developed providing the pros and cons for each alternative and gather feedback.

After completing alternative analysis workshops, Consultant shall score the final alternatives using the evaluation criteria developed in Task No. 2. Consultant will then provide the preliminary rankings of the alternatives.

Finally, the City will offer any final comments on the rankings, and the Consultant shall recommend the preferred alternative.

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

1. Workshop No 1: Site Circulation and Floor Plans and Workshop No 2 Elevations and

Integration of Exterior Features agendas and materials provided in PDF format no later than five (5) Business Days before each workshop. Consultant shall also provide sufficient printed copies of agenda and any handouts for attendees.

2. Workshop Summaries:

- a. Draft summaries provided in an electronic editable file format within five (5) Business Days after the workshop. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments.
- b. Final summaries addressing City comments provided as an electronic editable file and as a PDF file within three (3) 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: June 30, 2022.
- On or before ____ Business Days from _____.

Task No. 4: Conceptual Design Services

- A. Services:** Consultant shall develop a Conceptual Design Report that serves as the foundation for the Project's design. The Conceptual Design Report shall include fundamental design decisions and criteria, conceptual system schematics and layouts, and set the standards and conventions that will drive the design activities for the remainder of the Project. Consultant shall prepare and submit a draft Conceptual Design Report to the City for review and shall organize and facilitate a Workshop No 3: Conceptual Design Report with City to present the draft report. The purpose of this workshop shall be to present the conceptual design of the Project to City and to gain clear direction on Project elements that need further definition, identify preferred equipment (i.e., type, size, performance and maintenance requirements, manufacturers, etc.) as well as document any operational issues or concerns to be addressed during Preliminary Design. Consultant shall address and appropriately incorporate City's comments as well as input received during the workshop into the final Conceptual Design Report. The Conceptual Design Report shall be considered a 10% design submittal.

The Conceptual Design Report shall include, but not be limited to, the following:

1. Design basis (e.g., needs, code requirements, standards of practice, and design guidelines);
2. Design concept including schematics and layouts of the preferred alternative, with a description of how the concept meets the Project needs;
3. A schematic 3D model of the entrance site incorporating the preferred site layout, guard house, monument sign, and canopy;
4. Site constraints, including survey needs, utility potholing or other required investigations to confirm location of known existing utilities, geotechnical investigations (if required), and condition of existing assets;
5. Land and environmental requirements, and impacts on current and future land uses;
6. Preliminary drawing list for design;
7. Preliminary schedule for design, construction, commissioning, and post-construction; and
8. Class 4 OPCC prepared to a level of accuracy consistent with the standards of AACE International, formerly known as the American Association of Cost Engineering and the Association for the Advancement of Cost Engineering, and the Program's cost estimating guidelines. If the Class 4 OPCC exceeds the Class 5 OPCC, Consultant shall include a

summary explaining the cause(s) for such increase.

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

1. Conceptual Design Report:
 - a. Draft report provided as twelve (12) bound printed copies, one (1) electronic editable file, and one (1) PDF file ten (10) Business Days prior to the Conceptual Design Workshop. Consultant shall allow City a max of five (5) Business Days after the Conceptual Design Workshop to review, compile, and provide comments.
 - b. Final report addressing City comments provided as twelve (12) bound printed copies, one (1) electronic editable file ten (10) business days after receipt of city comments.
2. Workshop agenda and materials provided in PDF format no later than two (2) Business Days before the Conceptual Design Workshop. Consultant shall also provide sufficient printed copies of agenda and any handouts for meeting attendees.
3. Conceptual Design Workshop Summary:
 - a. Draft summary provided in an electronic editable file format within five (5) Business Days after the Conceptual Design Workshop. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments.
 - b. Final summary addressing City comments provided as an electronic editable file and as a PDF file within three (3) 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: June 30, 2022
- On or before ____ Business Days from _____.

Task No. 5: Additional Services (Optional)

A. Services: As requested by City, Consultant shall develop:

1. An additional design concept, schematics, floor plan, elevations, and other materials to assist City in deciding on the preferred alternative to be recommended in the Conceptual Design Report.
2. Provide one (1) workshop to review the information developed with City staff. In the workshop, Consultant shall make a presentation of the alternative developed providing the pros and cons for the alternative and gather feedback.

Consultant must incorporate the results of the additional services work into Tasks No. 3 and 4.

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

1. Additional design concepts, schematics, floor plans and elevations, and other materials as requested by City, to be reviewed with City in regularly scheduled teleconferences and monthly teleconferences, or in an additional workshop.
2. Workshop agenda and materials provided in PDF format no later than five (5) Business Days before each workshop. Consultant shall also provide sufficient printed copies of agenda and any handouts for attendees.
3. Workshop Summaries:
 - a. Draft summary provided in an electronic editable file format within five (5) Business Days after the workshop. Consultant shall allow City a minimum of five (5) Business Days to review, compile, and provide comments.

- b. Final summary addressing City comments provided as an electronic editable file and as a PDF file within three (3) 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: June 30, 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: Ajmal Aochqon	Phone No.: (408) 635-4098
Department: Environmental Services	E-mail: Ajmal.Aochqon@sanjoseca.gov
Address: 700 Los Esteros Road	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: Susan Dennis	Phone No.: (415) 728-0660		X	
Address: 4 Embarcadero Center Suite 3800, San Francisco, CA 94111	E-mail: Susan.Dennis@jacobs.com			
<u>Other Staffing</u>				
Name:	Assignment:			
1. Doug Frazier	PM/ Lead		X	
2. Curtis Monette	Design Architect		X	
3. Mia Lindsey	Designated Project Executive		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. **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.: 9855-1
 Service Order No. 1
 Consultant: Jacobs Engineering Group Inc.

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 1: Project Management	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$44,905	\$0	\$0	\$0	\$ 44,905
Task 2: Data Review and Architectural Programming	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$33,373	\$0	\$0	\$0	\$ 33,373
Task 3: Alternatives Analysis	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$101,506	\$0	\$0	\$0	\$ 101,506
Task 4: Conceptual Design	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$96,763	\$0	\$1,000	\$0	\$ 97,763
Task 5: Additional Services (Optional)	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$34,191	\$0	\$0	\$0	\$34,191
Maximum Compensation		\$310,738	\$0	\$1,000	\$0	\$311,738

CPMS Contract No.: 9855-1
 Service Order No. 1
 Consultant: Jacobs Engineering Group Inc.

**Attachment D: Level of Effort For Service Order 1
 Staff List and Estimated Hours**

Staff Name	Employee / Subcontractant / Contract Personnel	Role	Onsite / Offsite	Actual Hourly Salary Rate (\$ / hr)	Multiplier / Markup (per MCA)	Est. Billing Rate (12/22/2021 to 06/30/2022)	Est. Billing Rate (07/01/2022 to 06/30/2023)	2021-2022												Total
								Fiscal Year												
								Month	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Susan Dennis	Employee	Contract Manager	Offsite	\$ 145.2	2.3	\$ 343.98	\$ 354.30		2	4	5	5	1	1	8	26				
Doug Frazier	Employee	Project Manager	Offsite	\$ 94.70	2.3	\$ 224.34	\$ 231.07		9	26	14	18	15	15	12	109				
Curtis Monette	Employee	Design Manager/ Deputy PM	Offsite	\$ 77.20	2.3	\$ 182.89	\$ 188.37		30	86	50	54	48	48	46	362				
Tony Kingman	Employee	QA/QC Manager	Offsite	\$ 117.10	2.3	\$ 277.41	\$ 285.73		0	8	8	16	6	8	5	51				
Joseph Magsaysay	Employee	Architectural Support	Offsite	\$ 46.60	2.3	\$ 110.40	\$ 113.71		0	70	52	64	60	60	51	357				
Richter Schneider	Employee	Cost Estimator	Offsite	\$ 115.62	2.3	\$ 273.90	\$ 282.12		0	0	0	48	0	24	16	88				
Jeff Shapiro	Employee	Health and Safety Manager	Offsite	\$ 63.90	2.3	\$ 151.38	\$ 155.92		4	0	0	0	0	0	0	4				
Paulina Farias	Employee	Civil Engineer Lead	Offsite	\$ 72.10	2.3	\$ 170.80	\$ 175.93		0	16	18	26	25	29	33	147				
Nicole Lapp	Employee	Civil Engineer	Offsite	\$ 39.10	2.3	\$ 92.63	\$ 95.41		0	0	17	18	10	12	18	75				
Dario Rosidi	Employee	Geotechnical Engineer Lead	Offsite	\$ 110.20	2.3	\$ 261.06	\$ 268.90		0	12	10	6	0	0	0	28				
Assistant TBD	Employee	Geotechnical Engineer	Offsite	\$ 40.00	2.3	\$ 94.76	\$ 97.60		0	0	10	6	0	0	0	16				
Carl Koester	Employee	Structural Engineer	Offsite	\$ 66.90	2.3	\$ 158.49	\$ 163.24		0	12	30	42	25	29	33	171				
Sean Pacheco	Employee	Mechanical/ Plumbing Engineer	Offsite	\$ 59.80	2.3	\$ 141.67	\$ 145.92		0	0	18	26	18	18	22	102				
Paul Hannon	Employee	Electrical Engineer	Offsite	\$ 72.70	2.3	\$ 172.23	\$ 177.39		0	18	18	26	16	22	23	123				
Forrest Gist	Employee	Security Design Engineer	Offsite	\$ 100.00	2.3	\$ 236.90	\$ 244.01		0	0	18	26	16	22	23	105				
Rebecca McNeil Freeman	Employee	Landscaping	Offsite	\$ 64.84	2.3	\$ 153.61	\$ 158.21		0	16	18	28	12	18	17	109				
Megan Thompson	Employee	Document Editor	Offsite	\$ 36.39	2.3	\$ 86.21	\$ 88.79		0	0	0	0	0	0	10	40				

CPMS Contract No.: 9855-1
 Service Order No. 1
 Consultant: Jacobs Engineering Group Inc.

**Attachment D: Level of Effort For Service Order 1
 LOE Summary**

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					
	1.1 - Perform Day to Day Management	\$ 15,022	\$	\$	\$	\$ 15,022
	1.2 - Prepare Project Work Plan	\$ 2,192	\$	\$	\$	\$ 2,192
	1.3 - Prepare and Update Project Schedule	\$ 3,085	\$	\$	\$	\$ 3,085
	1.4 - Prepare Health and Safety Plan (HASP)	\$ 2,228	\$	\$	\$	\$ 2,228
	1.5 - Prepare Quality Management Plan (QMP)	\$ 3,258	\$	\$	\$	\$ 3,258
	1.6 - Conduct Kickoff Meeting	\$ 4,892	\$	\$	\$	\$ 4,892
	1.7 - Conduct Progress Meetings	\$ 5,214	\$	\$	\$	\$ 5,214
	1.8 - Set up and Maintain Risk Register and Project Decision Log	\$ 5,573	\$	\$	\$	\$ 5,573
	1.9 - Prepare Monthly Reports and Invoices	\$ 3,441	\$	\$	\$	\$ 3,441
	Total	\$ 44,905	\$ -	\$ -	\$ -	\$ 44,905
Task 2	Data Review and Architectural Programming					
	2.1 - Review and Analyze Existing Background Information	\$ 2,005	\$	\$	\$	\$ 2,005
	2.2 - Prepare and Conduct SME & Stakeholder Interviews	\$ 6,558	\$	\$	\$	\$ 6,558
	2.3 - Conduct Visual Survey and Document General Conditions	\$ 21,644	\$	\$	\$	\$ 21,644
	2.4 - Develop Programming Objectives and Evaluation Criteria	\$ 3,166	\$	\$	\$	\$ 3,166
	Total	\$ 33,373	\$ -	\$ -	\$ -	\$ 33,373
Task 3	Alternatives Analysis					
	3.1 - Develop Viable Alternatives	\$ 77,318	\$	\$	\$	\$ 77,318
	3.2 - Conduct Workshop #1	\$ 12,094	\$	\$	\$	\$ 12,094
	3.3 - Conduct Workshop #2	\$ 12,094	\$	\$	\$	\$ 12,094
	Total	\$ 101,506	\$ -	\$ -	\$ -	\$ 101,506
Task 4	Conceptual Design Services					
	4.1 - Develop Conceptual Design	\$ 60,637	\$	\$	\$	\$ 60,637
	4.2 - Conduct Workshop #3	\$ 12,094	\$	\$	\$	\$ 12,094
	4.3 - Prepare Conceptual Design Report:	\$ 24,032	\$	\$ 1,000	\$	\$ 25,032
	Total	\$ 96,763	\$ -	\$ 1,000	\$ -	\$ 97,763
Task 5	Additional Services					
	5.1 - Develop Additional Viable Alternative	\$ 22,097	\$	\$	\$	\$ 22,097
	5.2 - Conduct Workshop #4	\$ 12,094	\$	\$	\$	\$ 12,094
	Total	\$ 34,191	\$ -	\$ -	\$ -	\$ 34,191

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 # 667142 001

Contractor: Jacobs Engineering Group Inc.

Address: 4 Embarcadero Center, Suite 3800, San Francisco, CA 94111

Phone: (415) 728-0660

Email: susan.dennis@jacobs.com

Contract Description: Service Order 1 - Main Guard Shack Replacement - Alternatives Analysis and Conceptual Design

Term Start Date: Contract Date Term End Date: 06/30/2022 Extension: No

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: \$311,738.00 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.: 3895441489

Expiration Date: 01/15/2022

Department: ESD (76)

Department Contact: Ajmal Aochqon / (408) 635-4098

Customer (Finance Only): _____

Notes:



Department Director Signature: _____ Date

Office of the City Manager Signature: _____ Date