



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

<b>1a.</b> CPMS Contract No.: 9855-1	<b>1b.</b> Master Agreement AC Contract No.: 32247		
<b>2.</b> Approved Service Order No. 2	Master Agreement Records Database Contract No.:667142		
<b>3.</b> Consultant's Name: Jacobs Engineering Group Inc. ("Consultant")			
<b>4.</b> Project Name: Outside Funding Strategy for the San José-Santa Clara Regional Wastewater Facility Capital Improvement Program ("Project")			
<b>5.</b> Project Location: 700 Los Esteros Road San Jose, CA 95134			
<b>6.</b> 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.			
<b>7. Budget/Fiscal:</b>			
a. Current <b>unencumbered</b> amount in Master Agreement:	\$ 6,688,262.00		
b. <b>Maximum Service Order Compensation for this Approved Service Order:</b>	\$ 34,607.00		
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$ 6,653,655.00		
d. <b>Appropriation Certification:</b> 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: 7481	RC: 171620	Amount: \$34,607.00
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
<b>Authorized Signature:</b> <u><i>Harpal Singh</i></u>		Date: <u>Jun 16, 2022</u>	
<b>8. Division Analyst Approval:</b>	<u><i>Mary Crippen</i></u>	Date: <u>Jun 16, 2022</u>	
<b>9. Consultant Approval:</b>	<u></u> <small>Scott Jones Jun 16, 2022 11:03 PDT</small>	Date: <u>Jun 16, 2022</u>	
<b>10. Approval as to Form (City Attorney):</b>	<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		
<b>11. City Director Approval:</b>	<u></u>	Date: <u>Jun 16, 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:

The City seeks to understand opportunities to utilize outside grants and low-interest loans for construction of capital improvement projects at the San José-Santa Clara Regional Wastewater Facility (RWF). The objective of this Service Order ("SO") is to work with Capital Improvement Program (CIP) staff to identify potential outside funding opportunities for upcoming projects, and identify next steps for the City to take should they desire to pursue the identified outside funding sources.

Consultant will conduct a series of meetings with the City to: understand upcoming CIP projects that may be eligible for outside funding; understand the City's financial accounting structure relevant to the recently signed Bipartisan Infrastructure Law (BIL) and the Water Infrastructure Finance and Innovation Act (WIFIA) loan program administered by EPA, and State Revolving Fund (SRF) loans administered by the State of California; prepare a summary of loan programs for which RWF projects may be eligible; and recommend next steps the City can take to potentially take advantage of identified funding opportunities for the RWF.

This SO consists of the following tasks.

- Task No. 1: Project Management
  - Task No. 2: RWF CIP Understanding
  - Task No. 3: City Financial Structure Understanding
  - Task No. 4: CIP Funding Strategy Workshop
- 

### 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 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 include a Microsoft SharePoint site referred to as the CIP Portal.

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 Notice to Proceed (NTP). The templates and guidelines currently available include the following:

- o Meeting Agenda;
- o Meeting Minutes;
- o Project Decision Log ("PDL");
- o Project Quality Plan;

- Quality Management Certification;
- Quality Review Form;

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, 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. Teleconferences: Consultant shall participate in status teleconferences every two weeks 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. 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.
7. Progress Meetings: Consultant shall organize and facilitate monthly meetings 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.
8. 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.
9. 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 30 days for some reason beyond their control).
10. 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 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 format within ten (10) Business Days from issuance of NTP
  - 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 completed Quality Management Certification shall be submitted along with each final deliverable.
5. 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.
6. Monthly meeting agendas and materials (e.g., handouts and presentation):
  - a. The agenda and materials shall be provided in an electronic editable file format two (2) Business Days in advance of the meeting date.
7. Monthly meeting minutes:
  - a. Minutes shall be provided in an electronic editable file format within two (2) Business Days after the meeting.
8. PDL:
  - a. The initial PDL 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.
9. Monthly Progress Reports shall be provided as a PDF file.
10. 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: October 31, 2022.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

#### **Task No. 2: RWF CIP Understanding**

**A. Services:** Consultant will meet with CIP leadership for a project kickoff workshop to understand the scope of upcoming RWF CIP projects. The meeting will be conducted remotely.

The City will provide copies of the RWF CIP describing upcoming projects scope, phase/stage, costs, delivery method, and target bid dates pertaining to the Project.

Topics to be discussed at the workshop shall include the following:

- a. Introduction of key Consultant and City Project team members;
- b. Review of Consultant's understanding of the Project need and objectives;
- c. Summary of Project scope, work plan, schedule and deliverables;
- d. Additional information Consultant has deemed relevant to or necessary for Project and for which City may address by transmitting an existing document; and
- e. Confirmation of next steps.

Consultant shall prepare an agenda and meeting materials in advance of the Kickoff Workshop #1 and shall prepare meeting minutes following the meeting.

- B. Deliverables:** Consultant shall provide the following documents to the City's Contract Manager.
1. Kickoff Workshop #1 agenda and materials provided in PDF format no later than two (2) Business Days before workshop.
  2. Kickoff Workshop #1:
    - 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: October 31, 2022
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

### Task No. 3: City Financial Structure Understanding

- A. Services:** Consultant will meet with the City to discuss results of previous applications for Federal and/or State financing to gain understanding of previous unsuccessful funding applications for RWF projects. Consultant will obtain information readily available from the City that relates to funding, financing, and demographic context to aid in understanding future opportunities for the RWF to qualify for principal forgiveness loans and other favorable elements of available funding programs. The meeting will be conducted remotely.
- B. Deliverables:** Consultant shall provide the following documents to the City's Contract Manager.
1. Workshop #2 agenda and materials provided in PDF format no later than two (2) Business Days before Workshop 2.
  2. Workshop #2 Summary:
    - a. Draft summary provided in an electronic editable file format within five (5) Business Days after the Workshop #2. 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: October 31, 2022
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

### Task No. 4: CIP Funding Strategy Workshop

- A. Services:** Consultant will facilitate Workshop #3 including key City stakeholders related to the RWF CIP. A planned objective of the workshop will be to identify funding programs that align with CIP projects and City financing goals. Topics for discussion during the workshop will include:

- a. Goals for the City's funding program. The discussion of the City's funding priorities will include identification of the relative weight of funding goals such as revenue generation, equity of repayment for borrowed funds, and financial strength.
- b. Grant/loan programs available and their key attributes. To initiate discussion of the grant and loan program options, Consultant will present the key attributes of the grant and loan programs, including application cycles, level of effort to apply, likely competitiveness for the available funds, reporting and compliance requirements, and specific benefits/financing flexibilities available through the various programs.
- c. Alignment of the funding program options with the RWF CIP needs and City financing goals.
- d. Opportunities to stack funding sources into an optimal overall strategy.

Based on the Workshop #3 discussion, Consultant will develop recommended follow-up actions for the City which may include:

- a. Identification of specific projects to pursue for identified funding programs.
- b. Research and technical analysis that may be needed to improve the City's opportunity for success in project funding program applications.
- c. Recommendations for completion of project preliminary design or other development for target projects to get them to a state of readiness to submit funding applications.
- d. Financial and rate impact modeling for scenarios that include grants and loans identified as primary targets by the City.

Recommendations developed under this task will be presented to the City as part of the Workshop meeting minutes. A separate technical memorandum or other document will not be prepared.

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

1. Workshop #3 agenda and materials provided in PDF format no later than two (2) Business Days before Workshop #3.
2. Workshop #3 Summary:
  - a. Draft summary provided in an electronic editable file format within ten (10) Business Days after the Workshop #3. 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 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: October 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: Jarred Klosinski	Phone No.: (408) 635-5474
Department: Environmental Services	Email: jarred.klosinski@sanjoseca.gov
Address: 700 Los Esteros Road	City/State/Zip: San José, 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."***

		<b><u>Required to File Form 700?</u></b>		
		<b>Yes Already Filed (Date Filed)</b>	<b>Yes Need to File</b>	<b>No</b>
<b><u>Consultant's Contract Manager</u></b>				
Name: Susan Dennis	Phone No.: 408-564-3236	01/12/2022		
Address: 4 Embarcadero Center, Suite 3800, San Francisco, CA 94111	E-mail: susan.dennis@jacobs.com			
<b><u>Other Staffing</u></b>				
Name:	Assignment:			
1. Michael Matichich	Project Manager		X	
2. Colin Hoffman	Deputy Project Manager		X	
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.	

## 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
1 Project Management	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$6,017	\$0	\$0	\$0	\$6,017
2 RWF CIPp Understanding	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$5,009	\$0	\$0	\$0	\$5,009
3 City Financial Structure Understanding	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$3,875	\$0	\$0	\$0	\$3,875
4 CIP Funding Strategy Workshop	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$19,705	\$0	\$0	\$0	\$19,705
<b>Maximum Compensation</b>		\$34,607	\$	\$	\$	\$34,607

## Attachment D: Level of Effort for Service Order [##] – [Service Order Title]

Staff List:

Staff Name	Employee / Subcontract / Contract Personnel	Role	Onsite / Offsite	Actual Hourly Salary Rate (\$/hr)	Multiplier / Markup (per MCA)	Est. Billing Rate (05/31/22 to 12/30/22)	Est. Billing Rate (mm/dd/yy to mm/dd/yy)
Susan Dennis	Employee	Contract Manager	Offsite	145.20	2.3	343.94	
Michael Matichich	Employee	Project Manager	Offsite	107.43	2.3	247.09	
Russell Koff	Employee	Federal Funding Specialist	Offsite	72.12	2.3	165.87	
Matthew Chiller	Employee	Federal Government Relations Specialist	Offsite	150.33	2.3	345.77	
Fatuma Yusuf	Employee	CA SRF Lead	Offsite	92.96	2.3	213.80	
Colin Hoffman	Employee	Deputy Project Manager	Offsite	82.94	2.3	190.76	

Actual Hourly Salary Rate: hourly rate paid by consultant to employee, subcontractor, 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 2022-2023:

Fiscal Year	2022 – 2023					Total
	Month	Jun	July	Aug	Sep	
<b>Hours in Each Month</b>						
<b>Staff Name</b>						
Susan Dennis	1	0	2	2	1	6
Michael Matichich	14	14	12	12	6	58
Russell Koff	5	6	6	10	2	29
Matthew Chiller	2	1	5	4		12
Fatuma Yusuf	5	6	6	10	2	29
Colin Hoffman	4	4	4	2	2	16
<b>Total Hours/month</b>	<b>31</b>	<b>31</b>	<b>35</b>	<b>40</b>	<b>13</b>	<b>150</b>

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

Note: Hours Shown in this Attachment D are for estimating purposes only. Actual hours billed will be in accordance with 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.

Estimated Cost for each Consultant Staff in Fiscal Year 2022-2023:

Fiscal Year		2022 – 2023									
Staff Name	Susan Dennis	Mike Matichich	Colin Hoffman	Russell Koff	Matt Chiller	Fatuma Yusuf	TOTAL				
Billing Rate (\$/hr)	\$344	\$247	\$191	\$166	\$346	\$214					
Task	Task Title										
Task 1	Project Management	\$ -	\$ 2,965.08	\$ 3,052.16	\$ -	\$ -	\$ 6,017.24				
Task 2	RWF CIP Understanding	\$ 343.94	\$ 1,729.63	\$ -	\$ 829.35	\$ 1,069.00	\$ 5,009.23				
Task 3	City Financial Structure Understanding	\$ -	\$ 1,976.72	\$ -	\$ 829.35	\$ 1,069.00	\$ 3,875.07				
Task 4	CIP Funding Strategy Workshop	\$ 1,719.70	\$ 7,659.79	\$ -	\$ 3,151.53	\$ 4,062.20	\$ 19,705.15				
<b>Totals</b>		<b>\$ 2,063.64</b>	<b>\$ 14,331.22</b>	<b>\$ 3,052.16</b>	<b>\$ 4,810.23</b>	<b>\$ 6,200.20</b>	<b>\$ 34,606.69</b>				

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	\$6,107	\$0	\$0	\$0	\$6,107
Task 2	RWF CIP Understanding	\$5,009	\$0	\$0	\$0	\$5,009
Task 3	City Financial Structure Understanding	\$3,875	\$0	\$0	\$0	\$3,875
Task 4	RWF Funding Strategy Workshop	\$19,705	\$0	\$0	\$0	\$19,705
<b>Maximum Compensation</b>		<b>\$34,607</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,607</b>

# 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 -003

Contractor: Jacobs Engineering Group Inc.

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

Phone: 408-564-3236

Email: susan.dennis@jacobs.com

Contract Description: Service Order 2 - Outside Funding Strategy for the San Jose-Santa Clara Regional Wastewater Facility Capital Improvement Program

Term Start Date: Contract Date Term End Date: 10/31/2022 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: \$34,607.00 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: 01/15/2023

Department: ESD (76)

Department Contact: Jarred Klosinski / 635-5474

Customer (Finance Only): ^^^ ^^^^^^^^^^^^^^^^^

Notes:

Department Director Signature: \_\_\_\_\_ Date

Office of the City Manager Signature: \_\_\_\_\_ Date