

## 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. 4	Master Agreement Records Database Contract No.:667142
<b>3.</b> Consultant's Name: Jacobs Engineering Group Inc. ("Consultant")	
<b>4.</b> Project Name: Main Guard Shack Replacement - Design and Bid and Award Services ("Project")	
<b>5.</b> Project Location: San José-Santa Clara Regional Wastewater Facility ("RWF"), 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.	

**7. Budget/Fiscal:**

a. Current <b>unencumbered</b> amount in Master Agreement:	\$	\$6,423,441.41
b. <b>Maximum Service Order Compensation for this Approved Service Order:</b>	\$	\$970,515.00
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	\$5,452,926.41

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>426E</u>	RC: <u>207983</u>	Amount: \$ <u>907,609.00</u>
Fund: <u>512</u>	Appn: <u>426E</u>	RC: <u>207984</u>	Amount: \$ <u>62,906.00</u>

**Authorized Signature:** *Harpal Singh* Date: \_\_\_\_\_  
 Email: harpal.singh@sanjoseca.gov  
 Date: 01/09/2023 GMT

**8. Division Analyst Approval:** *Mary Crippen* Date: \_\_\_\_\_  
 Email: mary.crippen@sanjoseca.gov  
 Date: 01/09/2023 GMT

**9. Consultant Approval:** *Scott Jones* Date: \_\_\_\_\_  
 Email: scott.jones@jacobs.com  
 Date: 01/06/2023 GMT

**10. Approval as to Form (City Attorney)** \_\_\_\_\_ Date: \_\_\_\_\_

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.)

Approved as to Form: Attorney Kevin Fisher Date: \_\_\_\_\_

*Kevin Fisher*  
 Email: kevin.fisher@sanjoseca.gov  
 Date: 01/06/2023 GMT

**11. City Director Approval:** *Napp Fukuda* Date: \_\_\_\_\_  
 Email: napp.fukuda@sanjoseca.gov  
 Date: 01/12/2023 GMT

## Attachment A: Tasks

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

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### General Description of Project for which Consultant will Provide Services:

The Main Guard Shack Replacement includes the replacement of the existing 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 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 security improvements. Additionally, the Project will include new landscaping at the Administration and Environmental Services Buildings. Site-wide wayfinding signage and building signs will also be included.

The objective of this Service Order ("SO") is for the Consultant to perform the preliminary design, detailed design and bid/award period services.

This SO consists of the following tasks.

- Task No. 1: Project Management
  - Task No. 2: Preliminary (50%) Design Services
  - Task No. 3: Detailed (100%) Design Services
  - Task No. 4: Bid and Award Period Services
  - Task No. 5: Additional Signage and Landscaping – Conceptual and Detail Design Services
  - Task No. 6: Additional Services (Optional)
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### 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 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;
- Meeting Minutes;
- Project Decision Log ("PDL");

- Project Quality Plan;
- Quality Management Certification;
- Quality Review Form;
- Risk Matrix and Assessment;
- SOP Design Guidance;
- Technical Memorandum;
- 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. 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.
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 update 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.
7. Quality Management: Consultant shall update 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;

- 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. 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. 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.
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 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: April 30, 2024.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

## **Task No. 2: Preliminary (50%) Design Services**

**A. Services:** Consultant shall develop 50% Design Package that confirms the Project's design direction. Preliminary Design Services shall include the following:

1. Site Topographic Survey and Base Map: Consultant shall provide professional land surveyor services including the preparation of a detailed topographical survey of the Project area. Consultant shall develop a consolidated base map of the existing topography, surface visible improvements, structures, signs, walkways, trees, and survey contours placed on appropriate layers. The survey results will be used to prepare site map drawings, using vertical datum and horizontal control coordinate systems that correspond to the most recent coordinate systems approved by the City, to support the description of the Project in contract drawings.

The Consultant will prepare necessary process shutdown requests (“PSR”) for any required shutdown for this task. Consultant shall provide all information requested by the City, such as schedule and a work plan, necessary for the development of the PSR at least one (1) calendar month prior to the date of the requested process shutdown.

2. Utility Locating/Potholing: Consultant shall provide potholing service for utilities located in the project area. Potholing services include verifying and confirming the existing underground utilities location, depth, size and materials that Consultant is not able to reliably obtain from GIS maps and record drawings provided by City. Spoils from potholing will be sampled, analyzed, and disposed of by other City Consultant.

Potholing findings will be used for Project’s preliminary design and detailed design. Consultant will prepare necessary PSR for any required work entries for this task. Consultant shall provide all information requested by the City, such as schedule and a work plan, necessary for the development of the PSR at least one (1) calendar month prior to the date of the requested process shutdown.

3. Geotechnical Investigation: Using a licensed geotechnical engineer, Consultant shall perform the following:
  - i. Review relevant existing geotechnical data from soil borings performed for other work at RWF site, to be provided by City.
  - ii. Develop design criteria and provide guidance to the design team related to geotechnical design parameters.
  - iii. Prepare and provide input to relevant specification sections and drawings based on review of existing geotechnical data and design criteria developed under this subtask.

4. Preliminary Design Report (“PDR”): Consultant shall prepare a PDR that will be used for the Project’s 50 percent design and the final detailed design (100%). Consultant shall provide the draft PDR to the City for review and shall organize and facilitate a workshop with the City to present the draft PDR. During the workshop, Consultant shall present key elements of the design; operational requirements/changes to current RWF practices; architectural components, maintenance requirements; construction sequencing; and anticipated construction impacts on RWF operations. Consultant shall prepare an agenda in advance of the workshop and a summary following each workshop. The summaries shall include action items for the ensuing phase of design development.

Consultant shall address and appropriately incorporate City’s comments as well as input received during the PDR Review workshop into the final PDR and 50% design drawings package.

The PDR shall include the following sections.

- a. Executive Summary
  - i. Preliminary design scope and an overview of the overall approach to the preliminary design.
- b. Introduction
  - i. Background information;
  - ii. Objectives and vision;
- c. Discipline Design Criteria—summary of the design criteria (i.e., architectural guidelines, structural loads, etc. or other applicable parameters).
- d. Related and Supporting Studies—a brief overview of the related and supporting studies available for reference.
- e. Facility Design

- i. Description;
- ii. Summary of design basis,
  - I. Process control narrative as outlined in “City of San Jose CIP Program Automation Requirements AG-RWF-008” Section 7.1
- f. Site Civil
  - i. Demolition and removals requirements;
  - ii. Site grading;
  - iii. Construction access and staging areas, fencing and access gate; and
  - iv. Stormwater management, sedimentation and erosion control.
- g. Landscape Architecture
  - i. Prepare landscape plant types and boundaries meeting CIP Architectural Guidelines.
- h. Electrical System
  - i. Electrical load requirements;
  - ii. Source of electrical power supply and its usage. Identify areas where additional power supply is required and how the additional power will be provided. Prepare a site plan showing locations of supply and usage;
  - iii. Site power distribution using a site plan; and
  - iv. Lighting schedule.
- i. Instrumentation and Controls
  - I. Prepare preliminary process and instrumentation diagrams (“P&IDs”) and define control system architecture and integration with the existing Distributed Control System (“DCS”).
- j. Building Mechanical Systems
  - i. Heating and Ventilation
  - ii. Potable water requirements including a list showing frequency of use, flows, pressures and temperatures; and
  - iii. Fire protection system requirements, including areas to be supplied with sprinklers, hydrants, fire doors, etc. Where wet protection systems are applicable, identify capacity requirements and source of water.
  - iv. Fire Alarm—a description of the new fire alarm system, including a schematic illustrating the new system and its integration with the existing.
- k. Security
  - i. Access Control – develop system design for access control system, coordinate with architectural door hardware for electronic locks.
  - ii. Video Surveillance – develop system design for video surveillance and associated control and storage, show camera fields of view, develop bandwidth and storage calculations.
  - iii. Develop scheme for layered security consisting of elements of detection, delay and response. Coordinate with other disciplines which contribute to overall security, including civil (fencing, gates), architectural (door hardware and entry controls), electrical (lighting and backup power). (Security drawings consisting of plans, schematic risers, mounting and wiring details. to be included in final PDR but not discussed in Draft workshop.)



- I. Constructability
  - i. Identify the provision of temporary systems to maintain RWF operations during construction;
  - ii. Address coordination of the construction in recognition of other construction projects underway or posed at the RWF, noting potential interferences, construction issues, etc.; and
  - iii. Include demolition and decommissioning work required.
- m. Construction Schedule
  - i. Prepare a preliminary schedule for construction and commissioning services. Consultant shall incorporate reasonable timelines into the schedule for obtaining City approvals; and
  - ii. Propose design sequence with particular consideration to the sequence or phasing of construction required to minimize disruption to RWF operations.
- n. Cost Estimates—a summary of the construction costs as well as an updated estimate of annual operational and maintenance costs. Construction costs shall be a Class 3 opinion of probably construction cost (OPCC) and be based on available quantity take-offs, manufacturers' quotes, experience at other wastewater treatment facilities incorporating similar Project elements and shall be escalated to the mid-point of construction. The OPCC shall be prepared to a level of accuracy consistent with the standards of the 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 3 OPCC exceeds the Class 4 OPCC from the Conceptual Design Report developed during the previous Service Order, Consultant shall include a summary explaining the cause(s) for such increase.
- o. All supporting documents related to design of the Project including, but not limited to, engineering calculations, equipment or catalog cut sheets shall be submitted by Consultant to the City catalogued per the appropriate engineering discipline with PDR.
- p. Consultant shall perform an internal quality review and constructability review at the 50% level of completion with all comments made by the quality reviewers addressed and appropriately incorporated into the documents prior to submittal to City for review. The purpose of the constructability review shall be to determine whether the Project can be constructed with readily available equipment and techniques. Suggestions for design revisions will be made for features for which simpler but equally functional, durable and cost-effective alternatives exist.
- a. Utilizing the Quality Review Form, provide responses to the City's comments on the draft PDR. Respond to the list of comments and questions received from the City prior to the issuance of the final PDR. The City and Consultant will meet to agree that the responses prepared by Consultant are acceptable before the Consultant incorporates them into the applicable final design package.
- q. Appendices
  - i. Equipment lists;
  - ii. Catalog cuts;
  - iii. Summary of basic design data;
  - iv. Engineering calculations;
  - v. Interim deliverables (e.g., technical memoranda, workshops agendas and meeting minutes);
  - vi. OPCC, including vendor quotations and other reference documents;

- vii. Specification Index;
  - viii. Survey compilation
  - ix. Potholing findings, and
  - x. Hazardous materials investigation report
- r. A Professional Architect and Professional Engineer registered in California must sign and seal the Final Preliminary Design Report. Upon acceptance of the Final Preliminary Design Report by the City, substantive changes to the Project's design will not be permitted unless authorized in writing by City.
5. Consultant shall prepare 50% design submittal with the appropriate disciplines while clearly documenting all major design decisions agreed by the City. 50% design submittal including drawings and specifications should be based on the approved PDR.

Consultant shall develop construction drawings using City's computer-aided design ("CAD") standards as determined by the City, and shall include applicable drawings including, without limitation: general, site civil, architecture, landscaping, structural, building mechanical, electrical, plumbing, telecommunications, instrumentation and security drawings.

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

1. Site Topographic Survey Base Map
  - a. Draft Plan- Provided as one (1) electronic editable file (AutoCAD format), and one (1) PDF file. Consultant shall allow City a minimum of fifteen (15) Business Days to review, compile, and provide comments.
  - b. Final Plan – Addressing City comments, provided as one (1) editable file and one (1) PDF file.
2. Utility Locating Plans
  - i. Draft Plan- Provided as one (1) electronic editable file (AutoCAD format), and one (1) PDF file prior to field work. Consultant shall allow City a minimum of fifteen (15) Business Days to review, compile, and provide comments.
  - ii. Final Plan – Addressing City comments, provided as one (1) editable file and one (1) PDF file.
3. Preliminary Design Report:
  - a. Draft report provided as one (1) electronic editable file, and one (1) PDF file five (5) Business Days prior to the PDR Workshop. Consultant shall allow City a minimum of fifteen (15) Business Days to review, compile, and provide comments.
  - b. Final signed and sealed PDR addressing City comments provided as eight (8) bound printed copies, one (1) electronic editable file, and one (1) PDF file within five (5) Business Days after the 50% Design Drawings Review Workshop.
4. 50% Design Drawings and Specifications - Provided as eight (8) printed bound copies, one (1) electronic editable CAD files and one (1) PDF files of Half size (11"x17") drawings. 50% Drawings should be provided at least ten (10) Business Days prior to 50% Design Drawings Review Workshop. Consultant shall allow City a minimum of ten (10) Business Days following the Workshop to review, compile, and provide comments.
5. PDR Review Workshop agenda and materials provided in PDF format no later than three (3) Business Days before the Workshop. Consultant shall also provide copies of agenda and any handouts for meeting attendees.
6. PDR Review Workshop Summary:

- i. Draft summary meeting minutes 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.
  7. 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.
  8. 50% Design Drawings Review Workshop agenda and materials provided in PDF format no later than three (3) Business Days before the Workshop. Consultant shall also provide copies of agenda and any handouts for meeting attendees.
  9. 50% Design Drawings Review Workshop Summary:
    - i. Draft summary meeting minutes 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.
    - ii. 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: April 30, 2024.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

### Task No. 3: Detailed (100%) Design Services

- A. Services:** Consultant shall prepare a detailed design review package at 100% (final) design completion. Consultant shall submit specifications and half-sized (11" x 17") drawings for the City's review. The design review package shall include progressively more detailed design drawings and specifications from 50% to 100% (final) completion. Consultant shall start 100% design based on the 50% design documents that have been fully coordinated among all disciplines. At this point, all major design decisions should have been documented clearly by Consultant and agreed by the City, and all outstanding issues from the Preliminary Design Report have been resolved. Draft 100% design documents shall be functionally complete such that they are ready for final review and will only need minor adjustments prior to bidding.

This task includes the following services:

1. Consultant's geotechnical engineer shall provide support as follows:
  - a. Provide guidance to the design team related to geotechnical design parameters.
  - b. Provide input to relevant specification sections and drawings based on review of existing geotechnical data and design criteria developed.
  - c. Submit a letter to accompany the City plan check review, stamped by a Geotechnical PE, confirming that the project has been designed in accordance with geotechnical recommendations.
2. The Consultant shall resolve all outstanding issues from the Preliminary Design Report and the 50 percent design to use these to prepare Final Design contract documents complete such that they are ready for public bidding and construction.
3. Complete the technical specifications in Construction Specifications Institute ("CSI") Master Format 2004 for this Project. The technical specifications shall include the City provided CIP standard Division 0 and Division 1 specifications. The Consultant shall amend these standard specifications with Project specific requirements as needed with City approval and append the technical specifications for the Project elements for which the City does not maintain its own

current version. Consultant shall format the Project specifications to form a unified document.

4. Prepare a Class 2 OPCC at 100 percent design completion. The OPCC must include accompanying Basis of Cost Estimate Report. The OPCCs shall be based on available quantity take-offs, manufacturers' quotes, and experience at other wastewater treatment facilities incorporating similar Project elements and shall be escalated to the mid-point of construction. The OPCC shall be prepared to a level of accuracy consistent with the standards of the AACE International and the Program's cost estimating guidelines. The Consultant shall include a summary explaining the causes for the difference between the previous OPCCs developed.
5. Develop the detailed drawings using City's CAD standards augmented with Consultant standards as approved by the City. Drawing set must include, without limitation: general, site civil, architecture, landscaping, structural, building mechanical, electrical, plumbing, telecommunications, instrumentation and security drawings.
6. Prepare and submit to the City an updated schedule for construction and commissioning of the Project at 100 percent completion stage. The schedule shall be based on an analysis of key sequencing constraints by a construction management specialist. The schedule shall serve as the basis for determining the appropriate construction duration and document the sequence of proposed shutdowns and their execution timetable and anticipated commission and start-up periods.
7. Organize and facilitate one (1) 2-hour workshop with the City to present the 100% design package including key elements of the design, operational requirements and changes, maintenance requirements, construction sequencing, and anticipated construction impacts on RWF operations. Consultant's PM and the appropriate project team members shall attend the workshop. The Consultant shall prepare the meeting agenda and materials in advance of the workshop and meeting minutes following the workshop. The meeting minutes shall include action items for finalizing design.
8. The final design package shall be sealed and signed by the responsible Professional Engineer registered in the State of California and shall consist of biddable construction drawings and specifications.
9. Perform an internal quality review and constructability review at the draft 100 percent level of completion with all comments made by the quality reviewers addressed and appropriately incorporated into the documents prior to submittal to City for review. The purpose of the constructability review shall be to determine whether the Project can be constructed with readily available equipment and techniques. Suggestions for design revisions shall be made for features for which simpler but equally functional, durable, and cost-effective alternatives exist. An internal quality review and constructability review will be performed on only new items for the final 100% deliverable, if required based on City and SECI review comments.
10. Utilizing the Quality Review Form, provide responses to the City's comments on the 100 percent design packages. Respond to the list of comments and questions received from the City prior to the issuance of the subsequent design package. The City and Consultant will meet to agree that the responses prepared by Consultant are acceptable before the Consultant incorporates them into the applicable final design package.
11. All supporting documents related to design of the Project—including, but not limited to: engineering calculations, equipment or catalog cut sheets, and back up for engineer's cost estimates—shall be submitted by Consultant to the City as a bound document and cataloged per the appropriate engineering discipline with the 100% review package.

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

1. Draft 100% Design Package provided as twelve (12) printed bound copies, one (1) electronic editable file (e.g., CAD and/or Microsoft Office format), and one (1) PDF file. Consultant shall allow City a minimum of fifteen (15) Business Days to review, compile, and provide comments. The draft 100% design package shall consist of the following:

- a. Specifications;
  - b. Three (3) bound copies of the drawings shall be full-sized (22" x 34") and all others shall be half-sized copies
  - c. Class 2 OPCC and Basis of Cost Estimate Report;
  - d. Updated construction and commissioning schedule;
  - e. Updated estimate of annual operating and maintenance costs;
  - f. Quality Management Certification - Completed by the quality reviewers for each design package;
  - g. Quality Review Form – Listing all previous City’s comments and Consultant’s responses of how comments got incorporated into the Draft 100% design package;
2. Draft 100% Design Review Workshop agenda and material provided in PDF format no later than three (3) Business Days before the workshop. Consultant shall also provide sufficient printed copies of the agenda and any handouts for attendees.
  3. Draft 100% Review Workshop Summary:
    - 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.
  4. Final 100% Design Package provided as twelve (12) printed bound copies, one (1) electronic editable file (e.g., CAD and/or Microsoft Office format), and one (1) PDF file. Final 100% Package should be provided within ten (10) Business Days after receipt of City comments. The 100% package shall consist of the following:
    - a. Specifications;
    - b. Drawings stamped and signed by a registered Professional Engineer/Professional Architect in California. Three (3) bound copies shall be full-sized (22" x 34") and all others shall be half-sized copies.
    - c. Quality Review Form – Listing all previous City’s comments and Consultant’s responses of how comments got incorporated into the Final 100% design package;
    - d. Class 2 OPCC and Basis of Cost Estimate Report;
    - e. Updated construction and commissioning schedule;
    - f. Updated estimate of annual operating and maintenance costs;
- 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: April 30, 2024.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

#### Task No. 4: Bid and Award Period Services

- A. Services:** Consultant shall provide the following engineering services between the advertisement of a request for bids and the award of a construction contract. The City will schedule and conduct the Project’s pre-bid meeting, bid opening and bid review. Advertisement, printing, and distribution of construction documents and addenda will be also be conducted by the City.
1. Responses/Addenda: Consultant shall assist the City in answering questions from prospective bidders. Consultant shall prepare addenda to provide answers, supplementary details, clarifications, and/or revise the drawings and specifications as needed and directed by City.

2. **Bid Reviews:** After the advertisement period ends, Consultant shall review the bids submitted by prospective contractors and assist the City with the award recommendation, as necessary and as directed by the City.
3. **Conformed Bid Documents:** Consultant shall prepare a conformed set of the bid documents consisting of the updated/revised drawings and specifications to include all addenda and responses to questions posted on Bidding as described in the City's design guidelines.

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

1. Responses to technical questions during the bid period provided as one (1) electronic editable file and one (1) PDF file, as needed and directed by City.
2. Addenda that address questions during the bid period provided as one (1) electronic editable file and one (1) PDF file, as needed and directed by City.
3. Conformed set of documents provided as two (2) printed bound sets of full-sized (22" x 34") drawings, ten (10) printed bound sets of half-sized (11" x 17") drawings, ten (10) printed bound sets of specifications, and PDF files in three (3) DVDs each containing searchable PDF files of all drawings and specifications. The electronic drawings and specifications shall be organized in folders for each discipline and division, respectively. Each discipline folder shall include PDF files of each drawing sheet. Each division folder shall include PDF files of each specification section. Consultant shall also provide PDF files that consolidate the drawings and specifications. The conformed documents shall be provided within ten (10) Business Days after the City's award of the Project's construction contract.

**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: April 30, 2024.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 5: Additional Landscaping and Signage - Conceptual and Detail Design Services**

- A. Services:** Landscaping for the Administration and Environmental Services Buildings has been added to the Project. The design criteria and conceptual elements for the landscaping will follow those developed as part of the Project's Conceptual Design Report as part of the past conceptual design phase. Additionally, fourteen (14) new wayfinding signs and thirty-eight (38) new building signs will be included in the Project. The CIP Architectural Program Guidelines will serve as the City's preferred option for site-wide wayfinding and building signage, and has eliminated the need for an alternative analysis. The City shall provide the consultant with documentation indicating signage text for corresponding buildings and wayfinding signage. Consultant will visit the site to verify existing conditions and conduct a workshop to verify the design criteria and conceptual elements. Consultant shall incorporate the new Project components into the larger Detail Design Phases of the Project. Design services associated with PDR, 50% and 100% design packages for the landscaping and signage will be performed under this task, but all work will be submitted under Tasks 2 and 3.

**Site Visit/Assessment:** Consultant shall conduct one (1) site visit to collect data for site-wide wayfinding signage, buildings signage, and landscaping at Administration and ESB. The Consultant will utilize available City plans and schematics as a basis.

**Workshop:** After the site visit, Consultant will facilitate a supplementary conceptual design workshop with City to present the assumed conceptual design elements for both the landscaping and building signage. The purpose of this supplemental workshop will be to present the conceptual design for these new Project components to the City and clearly define assumptions for the detailed

design phase. A summary of workshop will be provided for review with final comments incorporated within the PDR.

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

1. Workshop agenda and materials provided in PDF format no later than two (2) Business Days before the workshop.
2. Workshop Summary:
  - 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: April 30, 2024.
- On or before \_\_\_\_ Business Days from \_\_\_\_\_.

**Task No. 6: Additional Services (Optional)**

**A. Services:** Upon negotiated scope and budget and written authorization from the City, Consultant shall provide the following additional services.

1. One (1) additional alternative analysis, redesign concept, schematics, floor plan, elevations, or other materials for Guard Shack or Landscaping and Signage Conceptual Design if requested by City.
2. Provide one (1) workshop to review the information developed with City staff. In the workshop, Consultant shall make a presentation of the signage alternative developed providing the pros and cons for the alternative and gather feedback. Consultant must incorporate the results of the additional services work into respective Tasks.
3. Consultant shall coordinate Los Esteros Road modifications if any with City's Department of Transportation.
4. Assist City's Department of Transportation with traffic re-route plan to be implemented during construction of the RWF main entrance on Los Esteros Road.
5. Should sampling and testing of spoils arising from utility locating/potholing activities performed under Task 2 indicate that the spoils require special handling or disposal, Consultant shall be responsible for proper disposal of the spoils; provided that the City shall sign all regulatory paperwork, including all waste manifests, generator forms, or bills of lading.

**B. Deliverables:** Consultant will 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 workshop. Consultant shall also provide sufficient printed copies of agenda and any handouts for attendees.
3. Workshop Summary: 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
4. 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.

5.

**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: April 30, 2024.

On or before \_\_\_\_ Business Days from \_\_\_\_\_.



## Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: Ajmal Aochqon	Phone No.: (408) 635-4098
Department: Environmental Services	Email: <a href="mailto:Ajmal.Aochqon@sanjoseca.gov">Ajmal.Aochqon@sanjoseca.gov</a>
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."***

		<b>Required to File Form 700?</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.: (415) 728-0660	01/12/22		
Address: 4 Embarcadero Center Suite 3800, San Francisco, CA 94111	Email: <a href="mailto:Susan.Dennis@jacobs.com">Susan.Dennis@jacobs.com</a>			
<b><u>Other Staffing</u></b>				
Name:	Assignment:	Email:		
1. Curtis Monette	PM/Design Manager	<a href="mailto:Curtis.Monette@jacobs.com">Curtis.Monette@jacobs.com</a>	01/13/22	
2. Mia Lindsey	Designated Project Executive	<a href="mailto:Mia.Lindsey@jacobs.com">Mia.Lindsey@jacobs.com</a>	01/13/22	
3. Colin Hoffman	Assistant PM/Design Manager	<a href="mailto:Colin.Hoffman@jacobs.com">Colin.Hoffman@jacobs.com</a>	07/27/22	

**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. EXARO Technologies Corporation	Utility Locating/Potholing
2. SCA/LA Environmental Consultants	Hazardous Materials Investigation
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
Task 1: Project Management	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$128,406.00	\$0.00	\$0.00	\$0.00	\$128,406.00
Task 2: Preliminary (50%) Design Services	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$297,026.00	\$0.00	\$2,500.00	\$51,276.00	\$350,802.00
Task 3: Detailed (100%) Design Services	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$265,739.00	\$0.00	\$3,000.00	\$0.00	\$268,739.00
Task 4: Bid and Award Period Services	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$62,906.00	\$0.00	\$0.00	\$0.00	\$62,906.00
Task 5: Additional Landscaping and Signage - Conceptual and Detail Design Services	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$77,111.00	\$0.00	\$0.00	\$0.00	\$77,111.00

CPMS Contract No.: 9855-1  
 Service Order No. 4  
 Consultant: Jacobs Engineering Group Inc.

Task 6: Additional Services (Optional)	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$82,551.00	\$0.00	\$0.00	\$0.00	\$82,551.00
<b>Maximum Compensation</b>		\$913,739.00	\$0.00	\$5,500.00	\$51,276.00	\$970,515.00

## Attachment D: Level of Effort for Service Order 04 – [Design and Bid and Award Services]

Staff list:

Staff Name	Employee / Subconsultant / Contract Personnel	Role	Onsite / Offsite	Actual Hourly Salary Rate (\$/hr)	Multiplier / Markup (per MCA)	Est. Billing Rate (01/01/22 to 12/31/22)	Est. Billing Rate (01/01/23 to 12/31/23)	Est. Billing Rate (01/01/24 to 12/31/24)
Susan Dennis	Employee	Contract Manager	Offsite	\$149.54	2.3	\$343.94	\$354.26	\$364.89
Curtis Monette	Employee	PM/DM	Offsite	\$79.86	2.3	\$183.68	\$189.19	\$194.87
Colin Hoffman	Employee	Deputy PM	Offsite	\$82.94	2.3	\$190.76	\$196.48	\$202.38
John Ryan	Employee	QC Manager	Offsite	\$140.84	2.3	\$323.93	\$333.65	\$343.66
Tony Kingman	Employee	Arch QC	Offsite	\$120.59	2.3	\$277.36	\$285.68	\$294.25
Rich Forrest	Employee	Structural QC	Offsite	\$68.90	2.3	\$158.47	\$163.22	\$168.12
TBD	Employee	Civil QC	Offsite	\$82.61	2.3	\$190.00	\$195.70	\$201.57
TBD	Employee	Electrical QC	Offsite	\$82.61	2.3	\$190.00	\$195.70	\$201.57
Linda Cyra-Korsgaard	Employee	Landscaping QC	Offsite	\$82.52	2.3	\$189.80	\$195.49	\$201.36
David Winn	Employee	Building Mech QC	Offsite	\$127.18	2.3	\$292.51	\$301.29	\$310.32
Kyle Smith	Employee	Fire Protections QC	Offsite	\$82.46	2.3	\$189.66	\$195.35	\$201.21
Randy Lynn	Employee	Security QC	Offsite	\$75.20	2.3	\$172.96	\$178.15	\$183.49
Joseph Magsaysay	Employee	Arch Support	Offsite	\$48.32	2.3	\$111.14	\$114.47	\$117.91
TBD	Employee	Arch Support	Offsite	\$48.25	2.3	\$110.98	\$114.31	\$117.74
Paulina Farias	Employee	Civil	Offsite	\$75.43	2.3	\$173.49	\$178.69	\$184.06
Austin Montgomery	Employee	Civil	Offsite	\$41.95	2.3	\$96.49	\$99.38	\$102.37
TBD	Employee	Civil	Offsite	\$65.22	2.3	\$150.00	\$154.50	\$159.14
Dario Rosidi	Employee	GeoTech.	Offsite	\$112.96	2.3	\$259.81	\$267.60	\$275.63
Naresh Bellana	Employee	GeoTech.	Offsite	\$62.40	2.3	\$143.52	\$147.83	\$152.26
Carl Koester	Employee	Structural	Offsite	\$58.70	2.3	\$135.01	\$139.06	\$143.23
Shahad Shafae	Employee	Structural	Offsite	\$34.13	2.3	\$78.50	\$80.86	\$83.28
Sean Pacheco	Employee	Mechanical/ Plumbing	Offsite	\$62.21	2.3	\$143.08	\$147.37	\$151.79
TBD	Employee	Mechanical/ Plumbing	Offsite	\$47.80	2.3	\$109.94	\$113.24	\$116.64

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.

Rebecca McNeil Freeman	Employee	Landscaping	Offsite	\$66.78	2.3	\$153.59	\$158.20	\$162.94
Adam Kringel	Employee	Landscaping	Offsite	\$60.92	2.3	\$140.12	\$144.32	\$148.65
Cameron Arizmendez	Employee	Landscaping	Offsite	\$42.46	2.3	\$ 97.66	\$100.59	\$103.61
Paul Hannon	Employee	Electrical	Offsite	\$75.07	2.3	\$172.66	\$177.84	\$183.17
Laura Glaser	Employee	Electrical	Offsite	\$68.45	2.3	\$157.44	\$162.16	\$167.03
TBD	Employee	Electrical	Offsite	\$47.80	2.3	\$109.94	\$113.24	\$116.64
Chad Kriebel	Employee	Fire Protections	Offsite	\$48.27	2.3	\$111.02	\$114.35	\$117.78
Jamar Plummer	Employee	Tel/Comm	Offsite	\$48.51	2.3	\$111.57	\$114.92	\$118.36
Forrest Gist	Employee	Security	Offsite	\$103.24	2.3	\$237.45	\$244.57	\$251.91
Mike Henderson	Employee	Security	Offsite	\$55.00	2.3	\$126.50	\$130.30	\$134.20
Amy Pastrana	Employee	Security	Offsite	\$34.35	2.3	\$ 79.01	\$ 81.38	\$ 83.82
Jason Dellmuth	Employee	PAL/BIM	Offsite	\$91.66	2.3	\$210.82	\$217.14	\$223.66
Richter Schneider	Employee	Cost Estimator	Offsite	\$118.80	2.3	\$273.24	\$281.44	\$289.88
Mike Wertz	Employee	Engineering Technologist	Offsite	\$ 61.14	2.3	\$140.61	\$144.96	\$149.31
TBD	Employee	Field Staff	Offsite	\$ 69.32	2.3	\$159.43	\$164.36	\$169.29
Cheryl Perrine	Employee	Spec Processing	Offsite	\$ 52.86	2.3	\$121.58	\$125.23	\$128.98
Meagan Thompson	Employee	Word Processing	Offsite	\$38.03	2.3	\$87.47	\$90.09	\$92.80
Jeff Shapiro	Employee	Health and Safety	Offsite	\$70.59	2.3	\$162.36	\$167.23	\$172.25
Cathy Farrarese	Employee	Project Controls	Offsite	\$46.36	2.3	\$106.63	\$109.83	\$113.12

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 2022-2023 and 2023-2024:

Fiscal Year	2022 – 2023						2023-2024									
	Jan	Feb	March	April	May	June	July	August	Sept.	Oct	Nov.	Dec	Jan	Feb	March	April
Hours in Each Month																
Staff Name																
Susan Dennis	4	4	2	3	4	5	3	3	3	3	4	4	2	2	2	4
Curtis Monette	14	45	37	77	45	54	31	39	39	31	56	39	14	14	14	27
Colin Hoffman	14	37	31	67	36	40	23	29	29	23	43	34	14	14	14	31
John Ryan	3	10	8	24	10	11	6	8	6	6	6	3	3	3	0	3
Tony Kingman	0	7	3	22	7	5	2	6	6	2	2	0	0	0	0	0
Rich Forrest	0	3	3	3	3	6	3	3	3	3	3	0	0	0	0	0

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.

TBD	0	6	6	6	6	10	3	3	3	3	3	0	0	0	0	0
TBD	0	3	3	3	3	6	3	3	3	3	3	0	0	0	0	0
Linda Cyra-Korsgaard	0	0	0	14	4	2	0	4	0	0	8	0	0	0	0	0
David Winn	0	2	2	2	2	4	2	2	2	2	2	0	0	0	0	0
Kyle Smith	0	2	2	2	2	3	1	1	1	1	1	0	0	0	0	0
Randy Lynn	0	2	2	2	2	3	1	1	1	1	1	0	0	0	0	0
Joseph Magsaysay	0	26	18	48	26	36	18	20	20	16	26	10	0	0	0	10
TBD	0	10	10	40	14	10	10	10	10	6	0	0	0	0	0	0
Paulina Farias	0	20	20	74	36	36	10	14	14	10	14	8	0	0	0	0
Austin Montgomery	0	24	24	24	44	24	24	24	20	16	0	0	0	0	0	0
TBD	0	10	10	10	10	21	11	11	12	12	10	0	0	0	0	0
Dario Rosidi	0	4	4	4	4	7	3	3	3	3	3	0	0	0	0	0
Naresh Bellana	0	12	12	12	12	22	10	10	10	10	10	0	0	0	0	0
Carl Koester	0	33	28	52	33	46	18	23	23	18	26	8	0	0	0	8
Shahad Shafae	0	12	14	14	12	28	16	16	16	16	0	0	0	0	0	0
Sean Pacheco	0	23	24	28	22	36	16	16	16	16	18	6	0	0	0	5
Rebecca McNeil	0	24	20	40	30	30	14	18	18	14	20	7	0	0	0	5
Adam Kringel	0	12	6	36	10	10	10	10	10	10	0	0	0	0	0	0
Cameron Arizmendez	0	24	16	40	24	27	11	18	18	10	10	0	0	0	0	0
Paul Hannon	0	16	12	30	16	20	8	12	12	8	16	8	0	0	0	8
Laura Glaser	0	7	16	14	7	15	9	10	10	8	8	0	0	0	0	0
TBD	0	13	12	20	13	16	4	5	5	4	4	0	0	0	0	0
Chad Kriebel	0	4	4	4	4	8	6	6	6	6	6	0	0	0	0	0
Jamar Plummer	0	4	4	4	4	8	4	4	4	4	4	0	0	0	0	0
Forrest Gist	0	14	14	14	14	20	8	8	8	6	6	6	0	0	0	0
Mike Henderson	0	6	6	6	6	17	11	11	11	11	11	0	0	0	0	0
Amy Pastrana	5	5	5	5	10	5	5	5	5	5	0	0	0	0	0	0
Jason Dellmuth	0	12	12	20	8	8	8	8	22	12	0	0	0	0	0	14
Richter Schneider	0	4	4	4	4	10	6	6	6	6	6	0	0	0	0	0
Mike Wertz	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TBD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Cheryl Perrine	0	8	8	8	8	16	8	8	8	8	15	7	0	0	0	7
Meagan Thompson	0	0	8	0	4	8	0	0	0	0	0	0	0	0	0	0
Jeff Shapiro	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Cathy Farrarese	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours/month</b>	39	455	396	787	482	689	335	387	382	326	414	153	33	33	30	135

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

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

Fiscal Year		2022 – 2023									
Staff Name		Susan Dennis	Curtis Monette	Colin Hoffman	John Ryan	Tony Kingman	Rich Forrest	TBD	TBD	Linda Cyra-Korsgaard	David Winn
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$6,589.20	\$27,016.39	\$50,588.07	\$9,609.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 2	PDR/50% Design	\$3,188.32	\$20,810.97	\$30,388.8	\$8,674.85	\$5,668.13	\$2,611.59	\$11,336.26	\$3,131.20	\$2,834.07	\$2,410.28
Task 3	100% Design	\$1,133.63	\$7,870.32	\$8,218.79	\$2,669.18	\$2,267.25	\$1,044.63	\$2,834.07	\$1,252.48	\$1,133.63	\$1,446.17
Task 4	Bid Period Services	\$1,417.03	\$14,378.47	\$21,255.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$9,081.14	\$14,170.33	\$5,338.37	\$8,502.20	\$0.00	\$0.00	\$0.00	\$5,668.13	\$0.00
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		\$12,328.19	\$79,157.27	\$124,621.48	\$26,291.45	\$16,437.58	\$3,656.22	\$14,170.33	\$4,383.68	\$9,635.82	\$3,856.45

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%)

Estimated Cost for each Consultant Staff in Fiscal Year 2022-2023 (conti.):

Fiscal Year		2022 – 2023									
Staff Name		Kyle Smith	Randy Lynn	Joseph Magsaysay	TBD	Paulina Farias	Austin Montgomery	TBD	Dario Rosidi	Naresh Bellana	Carl Koester
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$0.00	\$1,275.33	\$0.00	\$1,275.33	\$0.00	\$0.00	\$0.00	\$0.00	\$500.62
Task 2	PDR/50% Design	\$2,834.07	\$1,425.19	\$33,300.27	\$5,715.47	\$48,887.63	\$12,323.70	\$17,712.91	\$5,352.09	\$21,255.49	\$19,746.56
Task 3	100% Design	\$1,133.63	\$570.08	\$14,453.73	\$1,828.95	\$6,234.94	\$4,929.48	\$9,635.82	\$2,140.83	\$8,502.20	\$6,229.90



Task 4	Bid Period Services	\$0.00	\$0.00	\$10,627.75	\$0.00	\$8,502.20	\$0.00	\$0.00	\$0.00	\$0.00	\$3,337.45
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$0.00	\$17,004.39	\$4,572.38	\$17,004.39	\$0.00	\$0.00	\$0.00	\$0.00	\$4,449.93
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		\$12,328.19	\$80,670.79	\$125,407.40	\$26,291.45	\$16,437.58	\$3,656.22	\$14,170.33	\$4,383.68	\$9,635.82	\$3,856.45

Estimated Cost for each Consultant Staff in Fiscal Year 2022-2023 (conti.):

Fiscal Year		2022 – 2023									
Staff Name		Shahad Shafae	Sean Pacheco	TBD	Rebecca McNeil Freeman	Adam Kringel	Cameron Arizmendez	Paul Hannon	Laura Glaser	TBD	Chad Kriebel
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$530.54	\$0.00	\$569.51	\$0.00	\$0.00	\$1,275.33	\$0.00	\$0.00	\$411.66
Task 2	PDR/50% Design	\$21,255.49	\$15,621.47	\$14,170.33	\$16,768.96	\$11,336.26	\$8,047.18	\$22,672.52	\$4,864.90	\$21,255.49	\$2,287.01
Task 3	100% Design	\$14,170.33	\$5,423.30	\$5,951.54	\$5,568.56	\$5,951.54	\$2,816.51	\$6,801.76	\$3,632.46	\$3,967.69	\$1,280.73
Task 4	Bid Period Services	\$0.00	\$2,357.96	\$0.00	\$2,531.16	\$0.00	\$0.00	\$8,502.20	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$884.23	\$0.00	\$3,796.74	\$14,170.33	\$4,828.31	\$8,502.20	\$1,297.31	\$2,834.07	\$0.00
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		\$3,967.69	\$1,995.27	\$76,661.47	\$12,116.80	\$81,904.50	\$17,253.18	\$27,348.73	\$7,492.92	\$29,757.69	\$34,264.46

Estimated Cost for each Consultant Staff in Fiscal Year 2022-2023 (conti.):

Fiscal Year		2022 – 2023									
Staff Name		Jamar Plummer	Forrest Gist	Mike Henderson	Amy Pastrana	Jason Dellmuth	Richter Schneider	Mike Wertz	Field Staff	Cheryl Perrine	Meagan Thompson
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$880.46	\$0.00	\$0.00	\$1,275.33	\$0.00	\$0.00	\$0.00	\$0.00	\$1,081.13
Task 2	PDR/50% Design	\$7,085.16	\$16,631.00	\$10,627.75	\$1,953.13	\$19,838.46	\$5,628.74	\$0.00	\$3,780.28	\$14,170.33	\$0.00
Task 3	100% Design	\$3,400.88	\$3,130.54	\$9,635.82	\$1,041.67	\$6,801.76	\$4,052.70	\$0.00	\$0.00	\$6,801.76	\$0.00

Task 4	Bid Period Services	\$0.00	\$3,913.18	\$0.00	\$0.00	\$14,170.33	\$0.00	\$0.00	\$0.00	\$7,085.16	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		\$10,486.04	\$24,555.18	\$20,263.57	\$2,994.80	\$42,085.87	\$9,681.44	\$0.00	\$3,780.28	\$28,057.25	\$1,081.13

Estimated Cost for each Consultant Staff in Fiscal Year 2022-2023 (conti.):

Fiscal Year		2022 – 2023									
Staff Name		Jeff Shapiro	Cathy Farrarese								
Billing Rate (\$/hr)		\$212.55	\$0.00								
<b>Task</b>	<b>\$0.00</b>	\$0.00									
Task 1	\$0.00	\$0.00	\$0.00								
Task 2	\$0.00	\$0.00									
Task 3	\$0.00	\$0.00	\$0.00								
Task 4	\$0.00	\$0.00									
Task 5	\$212.55	\$0.00									
Task 6	\$0.00	\$0.00									
<b>Totals</b>		\$212.55	\$0.00								

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%)

Estimated Cost for each Consultant Staff in Fiscal Year 2023-2024:

Fiscal Year		2023 – 2024									
Staff Name		Susan Dennis	Curtis Monette	Colin Hoffman	John Ryan	Tony Kingman	Rich Forrest	TBD	TBD	Linda Cyra-Korsgaard	David Winn
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$4,524.59	\$18,551.25	\$19,266.32	\$6,598.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 2	PDR/50% Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 3	100% Design	\$1,751.45	\$12,159.65	\$7,042.73	\$4,123.89	\$2,824.81	\$1,613.96	\$2,418.85	\$1,935.08	\$966.52	\$2,234.33
Task 4	Bid Period Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Detail Design Services										
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$6,276.04</b>	<b>\$30,710.90</b>	<b>\$26,309.05</b>	<b>\$10,722.11</b>	<b>\$2,824.81</b>	<b>\$1,613.96</b>	<b>\$2,418.85</b>	<b>\$1,935.08</b>	<b>\$966.52</b>	<b>\$2,234.33</b>

Estimated Cost for each Consultant Staff in Fiscal Year 2023-2024 (conti.)

Fiscal Year		2023 – 2024									
Staff Name		Kyle Smith	Randy Lynn	Joseph Magsaysay	TBD	Paulina Farias	Austin Montgomery	TBD	Dario Rosidi	Naresh Bellana	Carl Koester
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$0.00	\$282.98	\$0.00	\$441.73	\$0.00	\$0.00	\$0.00	\$0.00	\$343.76
Task 2	PDR/50% Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 3	100% Design	\$965.81	\$880.77	\$7,216.00	\$2,825.73	\$4,859.07	\$7,616.05	\$6,492.71	\$3,307.59	\$5,481.37	\$9,625.20
Task 4	Bid Period Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$965.81</b>	<b>\$880.77</b>	<b>\$7,498.98</b>	<b>\$2,825.73</b>	<b>\$5,300.80</b>	<b>\$7,616.05</b>	<b>\$6,492.71</b>	<b>\$3,307.59</b>	<b>\$5,481.37</b>	<b>\$9,968.95</b>

Estimated Cost for each Consultant Staff in Fiscal Year 2023-2024 (conti.):

Fiscal Year		2023 – 2024									
Staff Name		Shahad Shafae	Sean Pacheco	TBD	Rebecca McNeil Freeman	Adam Kringel	Cameron Arizmendez	Paul Hannon	Laura Glaser	TBD	Chad Kriebel
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$364.30	\$0.00	\$391.06	\$0.00	\$0.00	\$439.62	\$0.00	\$0.00	\$282.67
Task 2	PDR/50% Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 3	100% Design	\$4,996.84	\$8,379.01	\$2,939.21	\$8,603.42	\$3,746.06	\$4,351.51	\$5,275.44	\$5,612.14	\$1,959.47	\$1,978.72
Task 4	Bid Period Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Detail Design Services										
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$4,996.84</b>	<b>\$8,743.31</b>	<b>\$2,939.21</b>	<b>\$8,994.49</b>	<b>\$3,746.06</b>	<b>\$4,351.51</b>	<b>\$5,715.06</b>	<b>\$5,612.14</b>	<b>\$1,959.47</b>	<b>\$2,261.40</b>

Estimated Cost for each Consultant Staff in Fiscal Year 2023-2024 (conti.):

Fiscal Year		2023 – 2024									
Staff Name		Jamar Plummer	Forrest Gist	Mike Henderson	Amy Pastrana	Jason Dellmuth	Richter Schneider	Mike Wertz	Field Staff	Cheryl Perrine	Meagan Thompson
Billing Rate (\$/hr)											
Task	Task Title										
Task 1	Project Management	\$0.00	\$604.59	\$0.00	\$0.00	\$536.78	\$0.00	\$0.00	\$0.00	\$0.00	\$742.38
Task 2	PDR/50% Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 3	100% Design	\$1,704.45	\$4,836.69	\$5,475.52	\$1,609.38	\$6,441.38	\$6,261.41	\$0.00	\$0.00	\$3,714.75	\$0.00
Task 4	Bid Period Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 6	Additional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$1,704.45</b>	<b>\$5,441.27</b>	<b>\$5,475.52</b>	<b>\$1,609.38</b>	<b>\$6,978.16</b>	<b>\$6,261.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,714.75</b>	<b>\$742.38</b>

Estimated Cost for each Consultant Staff in Fiscal Year 2023-2024 (conti.):

Fiscal Year		2023 – 2024									
Staff Name		Jeff Shapiro	Cathy Farrarese								
Billing Rate (\$/hr)											
Task	Task Title										
Task 1		\$0.00	\$68.90	\$0.00							
Task 2		\$0.00	\$0.00	\$0.00							
Task 3		\$0.00	\$0.00	\$0.00							
Task 4		\$0.00	\$0.00	\$0.00							
Task 5		\$212.55	\$0.00	\$0.00							
Task 6		\$0.00	\$68.90	\$0.00							
<b>Totals</b>		<b>\$68.90</b>	<b>\$0.00</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%)

		Column 3	Column 4	Column 5	Column 6	Column 7
Task	Task Title	Multiplier Compensation	Contract Personnel	Reimbursable Expenses	Subconsultant Costs	Total Compensation
Task 1	Project Management	\$128,406.00	\$0.00	\$0.00	\$0.00	\$128,406.00
Task 2	Preliminary (50%) Design Services	\$297,026.00	\$0.00	\$2,500.00	\$51,276.00	\$350,802.00
Task 3	Detailed (100%) Design Services	\$265,739.00	\$0.00	\$3,000.00	\$0.00	\$268,739.00
Task 4	Bid and Award Period Services	\$62,906.00	\$0.00	\$0.00	\$0.00	\$62,906.00
Task 5	Additional Landscaping and Signage - Conceptual and Detail Design Services	\$77,111.00	\$0.00	\$0.00	\$0.00	\$77,111.00
Task 6	Additional Services (Optional)	\$82,551.00	\$0.00	\$0.00	\$0.00	\$82,551.00
<b>Maximum Compensation</b>		<b>\$913,739.00</b>	<b>\$0.00</b>	<b>\$5,500.00</b>	<b>\$51,276.00</b>	<b>\$970,515.00</b>