

**Master City of San José Consultant Agreement
 Approved Service Order
 (Non-Capital Projects)
 Cover Page**

- 1a.** Intentionally Omitted **1b.** AC Contract No.: 32014 (GILES OC-000370)
- 2.** Approved Service Order No. 2
- 3.** Consultant's Name: Golder Associates Inc.

- 4.** Project Name: Singleton Landfill GCCS Rebuild Engineering Support ("Project")
- 5.** Project Location: Singleton Avenue
- 6.** The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.

7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement:	\$	925,000
b. Maximum Service Order Compensation for this Approved Service Order:	\$	80,000
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	845,000

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: 001 Appn: 4089 RC: 032683 Amount: \$ 80,000

Authorized Signature: *Karen Y. Evans* _____ Date: _____
Karen Evans (7/30/2021)
 Email: karen.evans@sanjoseca.gov

8. Division Analyst Approval: *Mathew Chacko* _____ Date: _____
Mathew Chacko (7/30/2021)
 Email: mathew.chacko@sanjoseca.gov

9. Consultant Approval: *Kris Johnson* _____ Date: _____
kris_johnson@golder.com (7/30/2021)
 Email: kris_johnson@golder.com

10. Approval as to Form (City Attorney):

Service Order Form Approved by the Office of the City Attorney
 (Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

Approved as to Form: _____ Date: _____
 (Sr.) Deputy City Attorney

11. City Director Approval: *Jennifer Voccola-Brown* _____ Date: _____
Jennifer Brown (8/10/2021)
 Email: Jennifer.Brown@sanjoseca.gov

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: Consultant will provide a replacement LGCCS including flare/blower station redesign. Consultant's design will include:

- Efficiently capturing LFG generated by the Landfill, primarily for surface emission and perimeter migration control
- Maximizing durability and flexibility for reducing LGCCS operations and maintenance
- Maximizing flexibility for widely varying site LFG flows
- Consideration of design constructability, safety and long-term operability and security
- Meeting current local, state, and federal regulations and permit requirements

Consultant will develop the plans and specifications for the replacement of the blower/flare system and the LGCCS up to the 60% stage.

Task No. 1: Develop Design Criteria and Conceptual Layout (30% Design)

- A. Services:** Consultant will apply engineering expertise and site experience to review the existing LGCCS and flare station equipment, current and future LFG flow rate projections, and other facility monitoring data. Consultant will evaluate the usability of existing information and estimate the required range of current and future flare capacities for likely minimum and maximum scenarios. Consultant will recommend a LGCCS plan and configuration of equipment to enable efficient control and compliance for the anticipated range of LFG flows. The recommended replacement system shall provide long-term, reliable, stable, and flexible operation for destruction of the required ranges of LFG flows. The recommended LGCCS and flare system replacement should meet site LFG control requirements for a minimum 15-year engineering life.

Consultant will review and confirm the site conditions and facility operating data for the replacement equipment design basis to best address both current and potential future operations. Consultant will obtain and review existing available design and operational information for the LGCCS and related facilities, including:

- Existing LGCCS record drawings
- Existing LGCCS monitoring data
- Existing LFG generation model
- Existing site current topography
- Existing flare station record drawings
- Existing soils investigation
- Base flood elevation and grading requirements
- Existing utilities maps
- Mechanical and electrical integration requirements
- Equipment vendor information

Consultant anticipates that only paper copies of existing flare station drawings are available. Site reconnaissance to verify current equipment layout and site dimensions for reference in the drawings is included. Consultant will provide two submittal stages for City review during development of the LGCCS and flare station engineering plans and specifications: conceptual 30% and preliminary 60%.

Develop Design Criteria and Conceptual Layout (30%)

Consultant will facilitate initial design discussions with the City. One site meeting to review and confirm the design criteria and Consultants' LGCCS and equipment layout concepts is included. The discussions would include proposed LFG extraction well locations, conveyance piping alignment, pipe and equipment capacities, location options, regulatory requirements, access and security.

Design elements for the replacement LGCCS include the following:

- Summarizing existing and future site conditions and projected range of design flow and vacuum estimates.
- Updating and reviewing site topography
- Identifying locations for new LFG extraction wells
- Identifying required condensate collection system and sump location(s)
- Inspecting the existing flare station equipment and piping to identify operating constraints and future usability
- Reviewing existing site soils reports and recommending site preparation requirements for the flare foundation (or additional soils investigation if required)
- Specifying flare and blower capacities and the required process configuration to address the potential range of site conditions
- Reviewing available utility service connections and capacities
- Specifying control logic requirements
- Complying with applicable regulations

Based on the initial design discussions and site information review, Consultant will prepare and issue a design basis memorandum (DBM) summarizing the project priorities and conceptual design, equipment sizing, and regulatory requirements. After review and concurrence by the City, the DBM and the conceptual LGCCS and equipment layout will be the basis for the LGCCS plans and specifications.

The DBM will outline the relevant site and equipment specific conditions and requirements, including:

- Proposed LFG extraction well locations and depths
- Proposed header and lateral alignments
- Proposed condensate collection sump locations, air and condensate forcemain piping
- Proposed equipment operating approach and layout
- Replacement and retained equipment capacities and dimensions
- Site, regulatory and building code requirements (for permit applications by others)
- Foundation design information

A conceptual LGCCS and equipment layout showing revised fence lines and access routes will be submitted with the DBM for the City review and comment. Presenting the design and process criteria within the DBM will provide assurance that Golder's approach will be consistent with the City's objectives. Upon receiving and discussing comments, Consultant will revise the DBM to include the comments and submit the final DBM. Comments on and revisions of the conceptual LGCCS and equipment layouts will be incorporated into the 60% engineering plans.

B. Deliverable: 30% Design Specifications

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: August 15, 2021.
- On or before ____ Business Days from _____.

Task No. 2: Engineering Design, Plan and Specifications (60% Design)

A. Services: Consultant will provide following drawings for the replacement LGCCS:

- Cover Sheet including City project and drawing numbers, index of drawings, site and area maps, and general project notes and abbreviations
- LGCCS plan showing proposed LFG extraction wells, header/lateral alignments, condensate collection sumps
- All LGCCS components details including proposed well schedule
- Site Plan showing the work area limits, existing conditions and utilities, laydown areas, adjacent facilities, and contractor access
- Flare Station Modification Plan presenting the plan view of the proposed replacement equipment and modifications
- Flare Station Modification Details cross-referenced to locations on the plan drawings
- Foundation Details for the flare/blower pad and other equipment anchorages and supports
- Piping and instrumentation diagram (P&ID)
- Electrical Details including schematic wiring plan for the connection of the flare and other equipment.

Based on the City review comments of the DBM and conceptual equipment layout, Consultant will revise the conceptual layout into a preliminary (60 percent) engineering design. Consultant anticipates submitting the following preliminary drawings for internal review by the City staff:

- Cover Sheet (with location map, notes and legends)
- LGCCS Plan
- LGCCS Details
- LFG well schedule
- Flare Station Modification Plan
- Flare/Blower Skid Foundation and Anchor Bolts Details
- P&ID
- Electrical Wiring Schematic and Details

Consultant will prepare the required engineering calculations to support the preliminary designs, including:

- LFG extraction flow rates
- Condensate generation rates
- Draft LFG extraction well schedule, well vacuum requirements, and LFG pipe sizing
- Flow capacity, vacuum and pressure requirements for the existing blowers and replacement flare
- Equipment foundation loading calculations
- Electrical load, wire and conduit sizing calculations

Technical Specifications

Consultant will also prepare and submit preliminary technical specifications. The technical specifications will include a description of required materials and equipment performance, and construction execution requirements. The technical specifications will be prepared in Construction Specification Institute (CSI) format and be coordinated with the City's standard bid package front-end documents, including general conditions, and supplementary conditions.

Consultant will receive the City's comments on the 60% design submittal. Review comments will be discussed and incorporated into the revisions for the next submittal level. Consultant will include a summary of final responses to comments with each re-submittal. Consultant will provide all final deliverables digitally in both PDF and original file format (AutoCAD 2019®, Microsoft Word®, Excel®, etc.). Paper copies required for review will also be provided upon City request.

Assumptions and Contingencies

To develop a reasonable scope of work and cost estimate for these services, Consultant has made the following assumptions and contingencies based on experience with the City project and the site. The proposed pricing is based upon inclusion of this proposal with the following assumptions and contingencies within the resulting agreement between the parties.

Based on Consultant's previous site project experience, the following sub-tasks in the base engineering scope of work are not included:

Environmental assessment, air or construction permitting:

- Bay Area Air Quality Management Board (BAAQMD) permit application
- City of San Jose planning or building permit application
- Addressing adjacent development proposals, or tentative parcel planning or zoning conditions such as structure height limits, visibility, storm water, etc...
- Negotiating easements or right-of-access
- Acoustic analysis or noise abatement engineering
- Modifying existing site or facility permit documents

Facility Engineering:

- : Site soils investigation, confirmation of utilities or other subsurface site work
- Investigation or engineering for flare station relocation
- Characterization or assessment of the existing facilities for hazardous materials
- Design of piping outside the project site
- Design of area or site lighting, security, gas or fire detection systems
- Designing any electrical service or interface above 600
- Designing or procuring new electrical, telephone, data service, or other utility services
- Architectural or security enclosures, sound or visual screening, weather protection, or aesthetic treatments
- Landscaping or reseeding

The City shall provide best available "as-built" information to show accurate locations of existing underground facilities.

Consultant assumes that the City has standard construction contract bid documents and Consultant will not provide contract bid documents aside from the project-specific contract drawings and technical specifications.

B. Deliverable: 60% Design Specifications

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

On or before the following date: September 15, 2021.

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: Geoff Blair	Phone No.: (408) 975-2576
Department: Environmental Services	E-mail: geoffrey.blair@sanjoseca.gov
Address: 200 E. Santa Clara Street, 10 th Floor, San Jose, CA 95113	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."***

		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<u>Consultant's Contract Manager</u>				
Name: Kris Johnson, Practice Leader	Phone No.: (408) 220-9242			X
Address: 425 Lakeside Drive, Sunnyvale, CA 64085	E-mail: kris_johnson@golder.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
James Moore	Senior Engineer			X
Andy Wang	Senior Engineer			X
Steve Nguyen	Project Engineer			X

3. Subconsultants: Whichever of the following is marked applies to this Approved Service Order:

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

<u>Subconsultant's Name</u>	<u>Area of Work</u>

4. Reimbursable Expenses: If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____	_____
2. _____	_____
3. _____	_____

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables						
Column 1	Column 2		Column 3			Column 4
Task Nos. from Attachment A	Basis of Compensation		Invoice Period			Compensation
1	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$ 55,000
2	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$ 25,000
	<input type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	
	<input type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	
	<input type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	
Part 2 – Reimbursable Expenses						
<input checked="" type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.			<input type="checkbox"/> Expenses are separately reimbursable in the maximum amount of:			\$
Part 3 – Subconsultant Costs						
<input checked="" type="checkbox"/> Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.			<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:			\$
Maximum Service Order Compensation (sum of Parts 1 through 3):						\$ 80,000