

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

Cover Page

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- 1a.** Intentionally Omitted **1b.** AC Contract No.: 32014 (GILES OC-000370)
- 2.** Approved Service Order No. 8
- 3.** Consultant's Name: Golder Associates USA Inc.
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4. Project Name: Singleton Landfill Gas Flare and Collection System Permitting and Design ("Project")

5. Project Location: Singleton Road

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:	\$	713,331
b. Maximum Service Order Compensation for this Approved Service Order:	\$	62,200
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	651,131

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: \$62,200

Authorized Signature:

Date: _____

Karen Evans

Email: karen.evans@sanjoseca.gov

06/17/2022 GMT-07:00

8. Division Analyst Approval:

Date: _____

Sanjay Krishnaswamy

Email: sanjay.krishnaswamy@sanjoseca.gov

06/17/2022 GMT-07:00

9. Consultant Approval:

kris_johnson@golder.com
Email: kris_johnson@golder.com

Date: _____

06/17/2022 GMT-07:00

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:

Date: _____


Email: jeffrey.provenzano@sanjoseca.gov

06/21/2022 GMT-07:00

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 former Singleton Road Landfill (site) is currently owned by the City. The site is adjacent to Coyote Creek and occupies approximately 80 acres. The site is bounded on the north by Capitol Expressway, on the east by Coyote Creek, and on the south and west by residential development along Locke Drive, Singleton Road, Brodie Drive and Grand brook Way. Consultant has prepared this proposal for final design and permitting assistance for the replacement landfill gas (LFG) collection and control system (LGCCS) at the Singleton Road Landfill in San Jose, California. The original LGCCS was constructed in 1988 and includes a blower flare system, 50 LFG extraction wells and associated conveyance piping. Due to the construction of the landfill cover, the existing conveyance piping and most of the LFG extraction wellheads were buried deep below ground surface, and thus were not easily accessible for routine monitoring or maintenance/repair. Currently, only 24 existing LFG extraction wells are accessible for monitoring. Due to irreparable obstructions or condensate blockage, the existing LFG conveyance piping cannot deliver sufficient vacuum to remote LFG extraction wells on the southern side of the landfill.

The blower/flare system was replaced in 2007. The existing flare shell was corroded and breached at several locations, so it was refurbished/repared in 2018. The City intends to replace the existing flare with a new, smaller model, at the same time incorporating other flare station upgrades to provide a more flexible, efficient, and cost-effective system for the duration of the anticipated landfill post closure maintenance period.

Consultant has completed the preliminary design for replacement of the LGCCS. The construction and operation of the replacement flare will be subject to Bay Area Air Quality Management District (BAAQMD) air quality regulations requiring Authority to Construct (ATC) and subsequent modification of the existing Permit to Operate (PTO). Consultant will assist with the preparation of the BAAQMD permit application for regulatory approval and will finalize the Plan and Specifications for the City of San Jose Development Services Permit Center (DSPC) to review and approve, as well as for obtaining construction bids as described in the following section.

Task No. 1: BAAQMD Permit Application

- A. Services:** The air permit application for replacing an LGCCS typically requires a review of current regulations to identify applicable requirements. The current regulations stipulate control measures to attain regional emission standards including, but not limited to, the use of best available control technology (BACT), demonstration that the emissions do not exceed ambient air quality standards, and a demonstration that the toxic pollutant emissions do not cause unacceptable cancer or non-cancer health risk impacts. Consultant will estimate the project design emissions and compare them to each of the criteria established by BAAQMD to support that the requirements are satisfied.

Where appropriate for maintaining permit compliance, provisions allowing alternate or modified operations of the replacement flare will be included. The permit application process also typically includes preparation of an emissions inventory. Consultant will enter the LFG generation analysis results

into an emissions inventory template that will estimate the emissions from the flare. The emissions inventory will include any site-specific analytical results obtained during previous LFG sampling and testing for volatile organic compounds (VOCs). Both criteria and non-criteria pollutant emissions will be calculated. Consultant will base the emissions inventory on the potential to emit (PTE), according to maximum rated capacities of the proposed equipment. In a recent informational call with the City and Consultant, the BAAQMD permit engineer also requested submittal of an LGCCS Effectiveness Analysis for justification of LFG extraction well decommissioning with partial replacement. Consultant has budgeted up to 28 hours to draft this analysis.

Consultant will complete the permit application forms for submittal to the BAAQMD. The complete application will include the application forms, emissions inventory and supporting documentation required to demonstrate compliance with applicable regulations and the anticipated permit requirements. Consultant will provide the City a draft version of all proposed permit submittals for review, comments, and owner signatures. Consultant will incorporate mutually agreeable comments into the final application. Consultant has assumed the City will submit the application and pay the applicable permit fees directly. Consultant has budgeted up to 8 hours to respond to regulator comments regarding the permit submission. Additional effort may be required depending on the complexity of the regulator comments. Consultant will also review the resulting draft permit prepared by the BAAQMD, provide a summary of the requirements to the City and submit comments on any issues of ongoing concern to the BAAQMD on behalf of the City.

B. Deliverable: Permit Application

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 5, 2022.
 On or before:

Task No. 2: Engineering Design for Building Permit Plan Check and Construction

A. Services: Consultant will prepare bid and construction drawings for DSPC to check and approve.

Consultant anticipates providing the following additional information and drawings in the plan set:

- Cover Sheet including City project and drawing numbers, index of drawings, site and area maps, and general project notes and abbreviations
- Facility Existing Conditions Plan showing:
 - Existing topography and adjacent facilities
 - Existing equipment, utilities and demolition notes
 - Air emission source and equipment locations
 - Grading and surface water controls

Flare Station Modification Plans including:

- Proposed fence limits, grading, drainage and access
- Equipment and foundation pad layout
- LFG pipe layout and connections
- Flare system equipment plan and elevation
- Masonry Building Plan and Details
- Foundation plan and details

- Fence details
- Utility, LFG and condensate system connection details
- Trench, piping and support details
- Flare system process and instrumentation diagram (P&ID)
- Electrical power one-line diagram
- Electrical service connection load table
- Electrical wiring plan, grounding/bonding plan and details
- Construction notes and specifications on drawings

Replacement LGCCS Construction Plans including:

- LGCCS Plan
- LFG well schedule
- LFG lateral/header tie-in details
- Pipe anchoring and/or pipe support details
- Other LFG component details, including prefabricated products such as wellheads and vaults
- Condensate collection and control system details
- Contract technical specifications in Construction Specifications Institute (CSI) format. Note that the front end of the construction specifications will be provided by the City.
- Bid form and construction cost estimate

Consultant will finalize the required engineering calculations to support the design, including:

- Equipment foundation design calculations
- Electrical load summary, wire, and conduit sizing calculations

The bid/construction drawings and technical specifications will be suitable for bidding and completion of construction by experienced LFG construction contractors. The drawings and technical specifications shall be approved by the City before submittal for agency review, drilling permits or commencement of construction activities. Consultant has budgeted ten hours to respond to each of up to three sets of City plan check comments. Additional effort may be required depending on the complexity of reviewer comments. 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.

Consultant assumes that replacement LFG control equipment is within the scope of the existing landfill facility conditional use permit, or previously approved environmental impact report and that no waste facility permit modifications or environmental planning assessments or reviews are required. Note that this proposal does not include future bid support including responding to requests for information, however these services can be provided upon request.

B. Deliverable: Bid and Construction Documents

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 5, 2022.

On or before:

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."***

		Required to File Form 700?		
		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, California 94085	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>
Horrocks Engineers	Structural Engineering

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	\$ 13,060
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	\$ 49,140
	<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 4):						\$ 62,200

Attachment D: Subconsultant Schedule of Rates and Charges

Horrocks Engineers	
Description	Hourly Rate
Engineers	
Sr. Principal Engineer IV	\$334.00
Sr. Principal Engineer III	\$306.00
Sr. Principal Engineer II	\$283.00
Sr. Principal Engineer	\$270.00
Principal Engineer V	\$276.00
Principal Engineer IV	\$257.00
Principal Engineer III	\$236.00
Principal Engineer II	\$218.00
Principal Engineer	\$180.00
Sr. Associate Engineer V, P.E.	\$307.00
Sr. Associate Engineer IV, P.E.	\$280.00
Sr. Associate Engineer III, P.E.	\$293.00
Sr. Associate Engineer II, P.E.	\$273.00
Sr. Associate Engineer I, P.E.	\$253.00
Associate Engineer V, P.E.	\$233.00
Associate Engineer IV, P.E.	\$218.00
Associate Engineer III, P.E.	\$199.00
Associate Engineer II, P.E.	\$176.00
Associate Engineer, P.E.	\$149.00
Sr. Engineer VIII, P.E.	\$341.00
Sr. Engineer VII, P.E.	\$302.00
Sr. Engineer VI, P.E.	\$290.00
Sr. Engineer V, P.E.	\$273.00
Sr. Engineer IV, P.E.	\$278.00
Sr. Engineer III, P.E.	\$260.00
Sr. Engineer II, P.E.	\$241.00
Sr. Engineer, P.E.	\$226.00
Engineer V, P.E.	\$211.00
Engineer IV, P.E.	\$193.00
Engineer III, P.E.	\$176.00
Engineer II, P.E.	\$151.00
Engineer, P.E.	\$130.00
Engineering Intern IV	\$163.00
Engineering Intern III	\$143.00
Engineering Intern II	\$124.00

Engineering Intern	\$105.00
Other Professionals - Technicians	
Sr. Design Technician IV	\$227.00
Sr. Design Technician III	\$193.00
Sr. Design Technician II	\$177.00
Sr. Design Technician	\$162.00
Design Technician IV	\$142.00
Design Technician III	\$124.00
Design Technician II	\$101.00
Design Technician	\$82.00
Sr. CAD Technician II	\$154.00
Sr. CAD Technician	\$120.00
CAD Technician II	\$102.00
CAD Technician	\$86.00
Jr. CAD Technician	\$61.00
Other Professionals – Support Staff	
Sr. Administrative Assistant III	\$157.00
Sr. Administrative Assistant II	\$123.00
Sr. Administrative Assistant	\$104.00
Administrative Assistant III	\$86.00
Administrative Assistant II	\$67.00
Administrative Assistant	\$47.00