

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

Cover Page

- 1a. CHAD Contract No. OC-000499-000 1b. AC Contract No.: _____
 2. Approved Service Order No. 1
 3. Consultant's Name: TJKM

4. Project Name: **Bascom Ave Protected Bikeways**
 5. Project Location: **Bascom Ave from Fruitdale Ave to Hamilton Ave**

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), "C" (Compensation Table), "D" (Project Schedule) and "E" (City of San Jose Signing and Striping Plan Preparation Checklist), which are incorporated herein by references.

7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement:	\$	290,000
b. Maximum Service Order Compensation for this Approved Service Order:	\$	26,070
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	263,930

- 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>465</u>	Appn: <u>407Z</u>	RC: <u>195493</u>	Amount: \$ <u>26,070</u>
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Authorized Signature: *Phillip Vuong* Date: 9/22/21

8. **Division Analyst Approval:** *Phillip Vuong* Date: 9/22/21

9. **Consultant Approval:** *[Signature]* Date: 9/22/21

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:** *Jessica Zenk* Date: 11/3/21

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which consultant will provide Services:

This section has been identified by the City's 2022 Transportation Infrastructure Pavement Maintenance Program for resurfacing. In conjunction with resurfacing, a goal of this project is to build a low-stress, all ages and abilities bicycle route along Bascom Ave and enhance the existing Class II bikeway as part of the City's Better Bike Plan 2025. The project will implement the cross section developed in VTA's Bascom Corridor Complete Streets Study – Phase I.

The Project limits are:

- 1) **Bascom Ave from Fruitdale Ave to Hamilton Ave.**

A. Services:

A.1 The Consultant shall prepare Plans, Technical Specifications, and Engineers Estimates for the proposed improvements. The Consultant shall conduct one preliminary field investigation with City staff prior to design commencement.

The following plans shall be prepared:

- 1) Cover sheet, notes page, legends, abbreviations, and survey (if any) reference notes
- 2) Details page
- 3) Existing conditions and Demolition Plan
- 4) Roadway Improvement Plans, including but not limited to: horizontal layout of Class IV hardscape bikeway features and utility adjustments
 - a) Proposed improvements shall be within the existing public right of way limits
 - b) Maintaining existing drainage features and pattern to the extent possible.
 - c) Identify surface utilities in conflict with proposed features. Propose protecting surface utilities in place or adjusting to finished grade.
- 5) Signing and striping plans, including but not limited to, all striping and pavement markings required to install new or upgrade of existing bike lanes
 - a) Proposed striping of all lanes, crosswalks, and pavement markings
 - b) Locations of all existing driveways
 - c) Identification of proposed parking removal
 - d) Identification of all proposed and existing signs including regulatory, warning, informational and street name signs

All design shall comply with the following, federal, state and local design standards and guidelines:

- City of San Jose Complete Streets Design Standard and Guidelines (<https://www.sanjoseca.gov/home/showdocument?id=33113>)
- City of San Jose Department of Public Works Standard Plans and Specifications.
- Caltrans Highway Design Manual and Caltrans Standard plans 2018
- 2014 California MUTCD Rev 5
- 2010 ADA Standards for Accessible Design
- VTA Bus Stop and Facility Criteria and Standard draft 2019 (provided by the City)
- NACTO Urban Bikeway Design Guide
- NACTO Transit Design Guide
- Caltrans DIB 89
- FHWA Separated Bikeways Design Guide
- City of San Jose Green Stormwater Infrastructure Plan 2019

A.2 The Consultant shall provide the following services during public bidding:

- 1) Review bid questions submitted and provide written responses if requested by the City to provide to the bidders.
- 2) Prepare project document addenda if requested by the City in response to a bid question.

A.3 The Consultant shall provide the following services during construction and closeout phases:

- 1) Attend one pre-construction meeting with the City and construction Contractor.
- 2) Review submittals and resubmittals from construction Contractor and provide written responses.
- 3) Review Request for Information (RFIs) and provide written responses.
- 4) Assist the City's project team during final walk-through and final punch list.
- 5) Review final as built drawings submitted by the Contractor and prepare draft recommendation to the City.
- 6) Seal (P.E.) and sign final record drawings.
- 7) Analyze and provide recommendation(s) on up to two potential claims.

B. Deliverable:

B.1 City of San Jose, Department of Transportation (DOT) Deliverables to the Consultant

DOT will provide an electronic format (AutoCAD) and other electronic format of the following:

- Bascom Ave typical cross section
- GIS Right of Way in AutoCAD
- City wide existing face of curb AutoCAD file
- Department of Transportation plan title block AutoCAD file
- City standard details for bike lane design PDF files
- Active development plans along corresponding corridor project frontages
- City's Plan Preparation Checklist to ensure consistent plan format and standards (Attachment E)

B.2 The Consultant shall submit the following to the City of San Jose, Department of Transportation (DOT):

- Plans, technical specifications, and engineering estimates at the 35%, 65%, 95% and a final submittal. At the 35%, 65% and 95% submittals, as an electronic submittal in PDF format of the plan set, technical specifications, and engineer's quantity/cost estimates. The final submittal shall consist of (1) electronic PDF set, (1) signed full size set of plans along with (1) set of signed specifications and a stamped and signed estimate.
- At the 95% and final submittals, a written memo identifying the plan check comments and The Consultant's response shall be provided.

B.3 The Consultant shall provide the City with the following items during construction phase and closeout phase:

- 1) Attend Pre-Construction meeting and provide responses as needed.
- 2) Respond to submittal(s), and any City comment(s).in electronic format, marked with review status stamp.
- 3) Written response(s) to RFI(s), in electronic format.
- 4) Review construction punch list.
- 5) Final as built drawings.
- 6) Stamp and signature of Engineer of Record on final record drawings.
- 7) Analysis and recommendation(s) on up to two potential claim(s).

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: See Attachment D: Project Schedule.
- 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: Jason Hu	Phone No.: (408) 766-9652
Department: Transportation	E-mail: Jason.Hu@sanjoseca.gov
Address: 200 E. Santa Clara, 8 th Flr, 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>Consultant's Contract Manager</u>		<u>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Rutvij Patel	Phone No.: 408-507-6827			
Address: 4305 Hacienda Drive, Pleasanton, CA 94588	Email: RPatel@tjkm.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
Sayed Fakhry	QA/QC		X	
Anna Highsmith	Design Engineer			X
Andrew Dickinson	Design 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>
1.	
2.	
3.	

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. Mileage	n/a
2. Mailing and Deliveries	n/a
3. Copying and Printing	n/a

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 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.

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
SERVICE A.1			
1. Bascom Ave between Fruitdale Ave and Hamilton Ave	<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	\$19,775
		Total Service A.1 =	\$19,775
SERVICE A.2			
1. Responses for Bid Questions	<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	\$610
2. Prepare Addenda Documents	<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	\$860
		Total Service A.2 =	\$1,470
SERVICE A.3			
1. Pre-Construction Meeting	<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	\$610

2. Submittal Review & Response	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$860
3. Review and Responses to RFIs	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$485
4. Final Walk-Through and Punch List	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$610
5. Review Final As-Built Drawings	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$610
6. Stamp and Signature on Final Record Drawings	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$430
7. Analysis and Recommendation for Potential Claims	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) of Work <input type="checkbox"/> Completion	\$1,220
Total Service A.3 =			\$4825
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:		\$ 0
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:		\$ 0
Maximum Service Order Compensation (sum of Parts 1 through 3):			\$ 26,070

Attachment D: Project Schedule

No.	A.1 Tasks 1	Submittal Date
1	35% Submittal	October 18, 2021
2	Comments back from CSJ	December 6, 2021
3	65% Submittal	January 10, 2022
4	Comments back from CSJ	January 31, 2022
5	95% Submittal	February 22, 2022
6	Comments back from CSJ	March 14, 2022
7	Final Submittal	April 4, 2022

Attachment E

CITY OF SAN JOSE SIGNING AND STRIPING PLAN PREPARATION CHECKLIST

Revision Date: November 2019

1. All plans shall be prepared on a 24 inch by 36 inch size sheet with a minimum of 1" margin.
2. Scale shall be 1" = 40'.
3. All plans shall have City of San Jose Department of Transportation signature block at the lower right side of plan.
4. Title block shall read location reference with "SIGNING AND STRIPING PLAN" below it at the lower middle side of plan.
5. Revisions block shall be placed at left side of title block at the lower middle side of plan.
6. Striping legend shall be placed at the lower left side of plan.
7. All plans shall be stamped and dated by a registered Professional Civil Engineer with a valid California registration. Registered Traffic Engineer is not acceptable.
8. North arrow shall point up or to the left.
9. All existing and proposed signs shall be shown.
10. All existing driveways shall be shown to scale.
11. All gutters next to median face of curb shall be shown.
12. All existing striping shall be shown as a thin solid line and all proposed striping as a thick solid line. Conflicting striping and/or markings shall not be shown.
13. The text height shall be 0.125 inch for dimensions and text callouts. The text height for titles shall be 0.18 inch. The text height for subtitles shall be 0.14 inch.
14. Lane dimensions shall be shown at each end of lane or pavement transitions, match lines and join locations.
15. All proposed signal detection loops and detection zones shall be shown on major streets and side streets.
16. All bike detection loops and detection zones, and bike detection symbols shall be shown on major streets and side streets where applicable.
17. Title sheet shall be provided for each street. All details on title sheet shall be site-specific.
18. Right-of-Way lines, gutters by sidewalk face of curb, grade breaks, sidewalks and parkways are not required. However, right-of-way lines from other jurisdictions (i.e. Caltrans, County of Santa Clara and adjacent cities etc.) are required.
19. Additional design notes:
 - a. Install in-lane speed limit pavement marking next to existing speed limit signs (i.e. R2-1 sign).

- b. Provide proper turn lane taper and stacking length per City of San Jose Geometric Design Guidelines Section 3.3 and Table 3.3. or matching existing, whichever is greater, unless directed otherwise by the City.
- c. Yield lines (Detail 24) shall be set back from crosswalk by 10' at all signalized/un-signalized free right locations. Install R1-5 sign at right side of yield line. Show existing crosswalks at all signalized/un-signalized free right turns.
- d. Where bike lane is present, R81 (CA) sign shall be installed after each signalized intersection. R81A(CA) sign shall be installed shortly after bike lane begins. R81B(CA) sign shall be installed shortly before bike lane ends.
- e. Detail 21 delineation shall be provided for dual left turns extension through intersection with the radius called out.
- f. Where existing parking is removed, R26(S)(CA) sign shall be installed. Call out the number of parking spaces removed and create a table showing total parking loss for the given sheet.

20. See Sample PDF for reference.



- FOR YOUR ELECTRONIC SIGNATURE
 FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Jason Hu
STAFF EMAIL: Jason.hu@sanjoseca.gov

SCANNED SIGNATURE AUTHORIZATION

DATE: 9/22/2021 TOTAL PAGES: (INCLUDING THIS PAGE) 1
CONSULTANT NAME: TJKM
EMAIL: rpatel@tjkm.com
PHONE: 925-264-5009c

I agree to use electronic signatures

SIGNATURE OF CONSULTANT: 

DIRECTIONS:

REVIEW THE ENCLOSED DOCUMENT, IF IT IS ACCEPTABLE:

1. SIGN THE DOCUMENT
2. CHECK THE BOX BELOW YOUR NAME AND SIGN AGREEING TO THE USE OF ELECTRONIC SIGNATURES
3. SCAN YOUR EXECUTED DOCUMENT TOGETHER WITH THIS COVER PAGE **IN BLUE INK**
4. EMAIL THE ENTIRE DOCUMENT TO (CITY STAFF EMAIL ADDRESS):

To BE COMPLETED BY CITY STAFF:

ALTERNATIVE METHODS OF VERIFICATION:

- USE OF A PASSWORD PROTECTED WEBSITE
 CONFIRMED BY A KNOWN TELEPHONE NUMBER / EMAIL
 PERSONALLY KNOWN TO CITY STAFF

City of San José Contract/Agreement Transmittal Form

Route Order

Attached / Completed

Electronically Signed

TO: City Attorney
 City Manager
 City Clerk OR Return to
Dept. (circle one)

Insurance Certificates / Waivers Electronically Signed: Yes
 Business Tax Certificate Audit Trail Attached (if applicable)
 Contacted Clerk re: Form 700 Scanned Signature Authorization
 Supplemental Memorandums (if applicable): Select One

Type of Document: Service Order

Type of Contract: Professional Services

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # OC-000499-001

Contractor: TJKM

Address: 4305 Hacienda Dr, Suite 550, Pleasanton, CA 94588

Phone: 925-264-5009

Email: rpatel@tjkm.com

Contract Description: Geometric and Complete Street Design Services

Term Start Date: August 13, 2021 Term End Date: August 12, 2023 Extension: Select one

Method of Procurement: Select one RFB, RFP or RFQ No.: _____ Date Conducted: _____

Agenda Date (if applicable): _____ Agenda Item No.: _____

Resolution No.: _____ Ordinance No.: _____

Original Contract Amount: \$290,000 Amount of Increase/Decrease: _____

Option #: ___ of ___ Option Amount: _____ NTE/Updated Contract Amount: _____

Fund/Appropriation: 465-407Z-195493

Form 700 Required (Selection mandatory for processing): Select one Revenue Agreement: Select one

Tax Certificate No.: _____ Expiration Date: _____

Department: DOT (51)

Department Contact: Jason Hu Customer (Finance Only): _____

Notes:

Department Director Signature: *Jessica Zenk* 11/8/21
Date

Office of the City Manager Signature: _____
Date