



## 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.

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### **General Description of Project for which consultant will provide Services:**

The goal of this project is to enhance the existing Class IV bikeways by converting the flexible vertical separators to concrete separators where feasible. The design should consider opportunities to accommodate future Green Stormwater Infrastructure installations. AutoCAD file of the existing condition will be provided as a reference.

The Project consists of a total of 5 locations per below:

#### **1. Class IV Bikeways Hardscape Conversion**

- 1) 2<sup>nd</sup> St from Reed St to Keyes St
- 2) 3<sup>rd</sup> St from St. James St to Keyes St
- 3) 4<sup>th</sup> St from Julian St to Reed St
- 4) San Salvador St from 4<sup>th</sup> St to 10<sup>th</sup> St
- 5) Taylor St/Mabury St from N. 21<sup>st</sup> Street to Lenfest Rd

## A. Services:

**A.1** The Consultant shall conduct a preliminary field visit with City staff before preparing Plans, Technical Specifications, and Engineers Estimates for the hardscape improvements. The following plans shall be prepared:

- 1) Cover sheet, notes page, legends, abbreviations, and survey (if any) reference notes
- 2) Details page
- 3) Roadway Improvement Plans including but not limited to: horizontal layout of hardscape improvements, concrete island separators within existing bike buffer as a replacement of existing flexible bollards, concrete islands at approaches/departures of intersections as a replacement of existing truffle colored zones, concrete islands at 'protected intersections', mountable recessed curbs at driveways, mountable truck aprons, additional protection to bicycle boxes and additional bicycle boulevard treatments.
  - a) Proposed improvements shall be within the existing public right of way limits
  - b) Maintain existing drainage features and conveyance to the extent possible.
  - c) Identify surface utilities in conflict with proposed features. Propose protecting surface utilities in place or adjusting to finished grade.
  - d) Design shall factor in loading zones and existing on-street ADA accessible parking.
  - e) Truffle area islands shall be designed as permeable and can accommodate planting/planters.
  - f) Identify proposed features that may accommodate future implementation of bioretention or rain gardens.

All design shall comply with the following, but not limited to 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:

- Signing and striping plans for:
  - i. 3<sup>rd</sup> St from E. St James St to Reed St
  - ii. 4<sup>th</sup> St from E. St. James St to Reed St
  - iii. San Salvador St from 4<sup>th</sup> St to 10<sup>th</sup> St
  - iv. Taylor St/Mabury St from N. 21<sup>st</sup> St to Lenfast Rd
- 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 recommendation(s).
- 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 <sup>th</sup> 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."***

<b><u>Consultant's Contract Manager</u></b>		<b><u>Required to File Form 700?</u></b>		
		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			
<b><u>Other Staffing</u></b>				
<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 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
<b>SERVICE A.1</b>			
1. Design Services (5 locations)	<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	\$34,405
<b>Total Service A.1 =</b>			\$34,405
<b>SERVICE A.2</b>			
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	\$970
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
<b>Total Service A.2 =</b>			1,830
<b>SERVICE A.3</b>			
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) <input type="checkbox"/> Completion of Work	\$860



CPMS Contract No.  
 Service Order No.  
 Consultant:

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) <input type="checkbox"/> Completion of Work	\$610
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) <input type="checkbox"/> Completion of Work	\$860
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) <input type="checkbox"/> Completion of Work	\$860
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) <input type="checkbox"/> Completion of Work	\$1,360
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) <input type="checkbox"/> Completion of Work	\$1,220
<b>Total Service A.3 =</b>			\$6,380
<b>Part 2 – Reimbursable Expenses</b>			
<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
<b>Part 3 – Subconsultant Costs</b>			
<input checked="" type="checkbox"/> Subconsultant costs are <b>not</b> 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
<b>Maximum Service Order Compensation</b> (sum of Parts 1 through 3):			\$ \$42,615

### 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

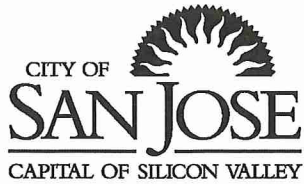
### CITY OF SAN JOSE SIGNING AND STRIPING PLAN PREPARATION CHECKLIST

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-000499-002

Contractor: TJKM

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

Phone: 925-264-5009

Email: rpatel@tjkm.com

Contract Description: SERVICE ORDER #2 - 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:  11/8/21  
Date

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