

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 Consultant will provide electrical engineering and cost estimating services for a power study of the existing electrical infrastructure and proposed modifications at Emma Prusch Farm Park. The consultant understand that the park has an existing 480/277V-3P, 200 Amp electrical service and that the existing distribution is not currently known or documented, but that the City is hiring an independent contractor to verify.

Task No. 1: Provide a Power Study Report for the entire site of Emma Prusch Farm Park

A. Services:

1. The Consultant will provide at least one (1) site visit to review existing site condition and systems at Emma Prusch Farm Park. The consultant services will consist of:
 - A. Review the age and physical condition of the existing electrical service and gear.
 - B. Evaluate existing and new power loads.
 - 1) Existing loads will be estimated based on what the consultant can physically verify on site, the information provided by the City of San Jose, and/or additional information provided by the independent contractor. The consultant understand that there are approximately nine (9) panels served by the existing electrical service.
 - 2) The City will provide existing load information from PG&E to the consultant to review.
 - 3) New power loads will be evaluated on a high level based on information provided by the City on various planned sub-projects that are anticipated to occur in the park.
 - C. Recommend replacement and/or upgrade of existing electrical utility service and possibly the addition of a second electrical utility service for the site.
 - 1) The consultant will develop a preliminary concept for each approach and meet with the City to confirm the desired approach before proceeding towards the 50% submittal.
 - 2) The deliverable schedule below assumes that the decision between one or two utility services will be made by August 19, 2022.
 - D. Recommend electrical distribution between the electrical utility service and existing/new loads as applicable. This information will be summarized on the overall site plan with proposed distribution, sizing, and lengths to accommodate cost estimating.
2. Consultant shall prepare a 50% documents - a preliminary pre-cost estimate study to the City for review. Consultant will submit the 50% documents to the City for review and comment. Submittals include one (1) softcopy in PDF format.
3. Once the City has approved the 50% documents, the Consultant shall prepare the 90% - the final report documents along with the cost estimate. Consultant will submit the 90% documents to the City for review and comment. Submittals include one (1) softcopy in PDF format.

4. Once the City has approved the 90% documents, the Consultant shall prepare the 100% documents. Consultant will submit the 100% documents to the City and provide either a zoom or in-person presentation to the City Staffs. Submittals include one (1) softcopy in PDF format.

B. Deliverable: Consultant will provide the following to the City's Contract Manager:

1. Report Document - Provide 50% documents. Submittals include one (1) PDF format by September 19, 2022;
2. Report Document - Provide 90% documents. Submittals include one (1) PDF format by November 14, 2022. Schedule was intentionally extended 2 weeks to allow the cost estimate to be submitted with the study; and
3. Final Report Document – Provide 100% documents and a presentation. Submittals include one (1) PDF format by December 19, 2022.

*This schedule is based on an anticipated Notice To Proceed on or by July 1, 2022.

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: January 3, 2023.
- On or before ____ Business Days from the award of the _____.

Task No. 2: Incorporate Phasing to the Power Study Report

A. Services:

1. The after the Task no. 1 cost estimate is completed, meet with the City to review the cost estimate and discuss if the overall cost requires the project scope to be divided into phases.
2. Update the study to include phasing. Coordinate updated cost estimate to include cost by phase.
3. Submit final study and phasing cost estimate to the City.

B. Deliverable: Consultant will provide the following to the City's Contract Manager:

3. Final Phasing Report Document – Provide 100% documents and a presentation. Submittals include one (1) PDF format by January 3, 2023.

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: January 17, 2023.
- On or before ____ Business Days from the award of the _____.

Attachment B: Terms and Conditions

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

Name: Keith Chow	Phone No.: (408) 535-8101
Department: Public Works	E-mail: keith.chow@sanjoseca.gov
Address: 200 East Santa Clara Street, 6 th Floor San Jose, CA 95113-1905	

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: Ryan Sprangers	Phone No.: (415) 660-9853			X
Address: 160 Pine Street, Suite 350 San Francisco, CA 94111	E-mail: ryan.p.sprangers@imegcorp.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. Humam Tamimi	Lead Electrical Engineer			X
2. Kalyani Natu	Electrical Designer			X
3. Nestor Ignacio	Electrical QAQC			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. Cumming	Cost Estimating
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. _____	_____
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 type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work \$ 31,950
2	<input type="checkbox"/> Time & Materials <input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work <input type="checkbox"/> Completion of Work <input type="checkbox"/> Completion of Work \$ 6,785
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):			\$38,735

PUBLIC WORKS - DIRECTOR'S OFFICE TRANSMITTAL

After Division Manager approves, forward transmittal and documents to the "Submit To" person specified on the Public Works Approval Matrix. The matrix can be found on the PW intranet web page.

Name	Your Location & Division	Phone No.
Prepared by: Keith Chow	City Hall 6th floor / CFAS	408-535-8101

Subject or Proj ID/Name 10187 - Emma Prusch Farm Park Complete Site Power Study (SO#1)

City Attorney (for signature)

Deliver to:

City Attorney _____ Matter # _____ Approved _____ Date _____

(if applicable, otherwise check appropriate box below)

Council Memo Council Date _____ Date Due to Director's Office _____

Draft reviewed by: (provide name) <input type="checkbox"/> Attorney _____ <input type="checkbox"/> Budget Office _____ <input type="checkbox"/> Client Dept(s) _____ Attachments: <input type="checkbox"/> Memo <input type="checkbox"/> Map <input type="checkbox"/> CEQA Clearance <input type="checkbox"/> Budget Worksheets <input type="checkbox"/> Other _____	To be completed by Council Liaison: Approved: _____ Approved: _____ Approved: _____
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Correspondence

Info Memo

Committee Memo
 Committee _____
 Committee Date _____
 Date Due to CMO _____

Director Award Memo

Memo

Letter

Travel Request or Statement

Reviewed by Travel Coordinator :

 Initials Date

CMO Transmittal

Other _____

Contracts & Agreements

Council Award

Construction Contract \$1,000,000

Consultant Agreement >\$290,000

Amendment # _____

Utility >\$100,000

Manager Award

Construction Contract >\$1,000,000

Consultant Agreement ≤\$290,000

Amendment # _____

Parkland Agreement

Director Award

Director Award, Minor <\$100,000

Director Award, Major <\$1,000,000

Construction Contract ≤\$1,000,000

Parkland Agreement

Utility Agreement ≤\$100,000

Other _____

Change Orders / Service Orders

Council Approval

Original contract ≤ \$100,000; single CCO >\$10,000

Original contract > \$100,000; single CCO >\$100,000

Sum of all CCOs exceed contingency amount:
 Contingency \$ _____
 Total CCOs \$ _____

Director Approval




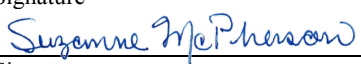
CCO > \$50,000 & ≤ \$100,000

SO > \$20,000 & ≤ Agrmt amount

Division Approval

CO <\$50,000 Div. Mgr. Approval

CO <\$20,000 Senior Approval

SECTION MANAGER/ SUPERVISOR:		Huimin Mu	Date <u>5/18/2022</u>
	Signature	Print name here	
DIVISION ANALYST (if applicable)		David Vuong	Date <u>5/19/2022</u>
	Signature	Print name here	
DIVISION MANAGER		Huimin Mu	Date <u>5/18/2022</u>
	Signature	Print name here	
ADMINISTRATION		Suzanne McPherson	Date <u>05/25/2022</u>
	Signature	Print name here	
DEPUTY DIRECTOR	N/A	Katherine Brown	Date _____
	Signature	Print name here	
ASSISTANT DIRECTOR			Date _____
	Signature	Print name here	

Comments:



- FOR YOUR ELECTRONIC SIGNATURE
- FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Keith Chow
STAFF EMAIL: keith.chow@sanjoseca.gov

SCANNED SIGNATURE AUTHORIZATION

DATE: May 20, 2022 TOTAL PAGES: (INCLUDING THIS PAGE) 9
CONSULTANT NAME: Ryan Sprangers, PE, LEED AP; IMEG CORP
EMAIL: ryan.p.sprangers@imegcorp.com
PHONE: (415) 660-9853

I agree to use electronic signatures

SIGNATURE OF CONSULTANT:  
Digitally signed by Ryan P. Sprangers, PE, LEED AP
Date: 2022.05.20 13:52:40-07'00'

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): keith.chow@sanjoseca.gov

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**
 Supplemental Memorandums (if applicable): Select One

Type of Document: Service Order

Type of Contract: Professional Services

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing **GILES #** OC-001248-0⁰¹

Contractor: IMEG CORP.

Address: 160 Pine Street, Suite 350 San Francisco, CA 94111

Phone: (415) 660-9853

Email: ryan.p.sprangers@imegcorp.com

Contract Description: Service Order #1 - #10187 - Emma Prusch Farm Park Complete Site Power Study (SO#1)

Term Start Date: 3/10/2022

Term End Date: 12/31/2024

Extension: No

Method of Procurement: N/A

RFB, RFP or RFQ No.: _____

Date Conducted: _____

Agenda Date (if applicable): _____

Agenda Item No.: _____

Resolution No.: _____

Ordinance No.: _____

Original Contract Amount: \$38,735

Amount of Increase/Decrease: _____

Option #: ___ of ___

Option Amount: _____

Updated Contract Amount: _____

Fund/Appropriation: _____

Form 700 Required: No

Business Tax Certificate No.: 7855953200

Expiration Date: 06/15/2022

Department: Public Works (57)

Department Contact Name/Phone: Keith Chow/ (408) 535-8101

Notes:

Department Director Signature: _____



5/19/2022

Date

Office of the City Manager Signature: _____

Date