

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 design services to isolate power for the Electric Vehicle Charging Stations at two City of San Jose Downtown Garages - Market & San Pedro Square Parking Garage and Fourth/St. John Parking Garage.

Task No. 1: Design services

A. Services:

- 1) Consultant will provide engineering drawings to isolate power to EV Charging Stations by adding additional PG&E meters. Such design service is for two (2) parking garages, one is at Market Street and the other one is at Employee Garage. Engineering drawings will include project cover sheet, partial floor plan, single line diagram, details, etc.
- 2) Consultant will review and address City of San Jose SECI comments, update drawings and details per SECI's Plan Check comments and City project manager's comments.

B. Deliverable:

- 1) Construction Document – Provide a 90% construction documents in .pdf format for SECI review.
- 2) Final Construction Document – Provide a 100% construction documents including drawings and specification in .pdf format for Permit and bidding. Construction documents should be stamped and signed by Consultant.

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

- On or before the following date: October 31, 2022
- 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: Keith Chow	Phone No.: (408) 535-8101
Department: Public Works	E-mail: keith.chow@sanjoseca.gov
Address: 200 East Santa Clara St, 6th 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>Required to File Form 700?</u>		
		Yes Already Filed (Date Filed)	Yes Need to File	No
<u>Consultant's Contract Manager</u>				
Name: Jeffrey Gosal	Phone No.: 408.282.1500			<input checked="" type="checkbox"/>
Address: 305 South 11 th Street, San Jose CA 95112	E-mail: Jeffrey.gosal@salasobrien.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				
3.				

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. _____	_____
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 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
1	<input type="checkbox"/> Time & Materials <input checked="" type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$ 8,800.00
	<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:	
		\$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):			\$ 8,800.00

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 10219 - PG&E EV Smart Meter at Market and Employee Garage Project (SO#04)

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: <i>(provide name)</i> <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 **Service Order #04**

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

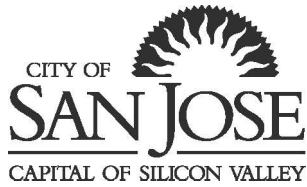
Division Approval

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

CO <\$20,000 Senior Approval

SECTION MANAGER/ SUPERVISOR:	 Email: huimin.mu@sanjoseca.gov Date: 09/15/2022 GMT	Huimin Mu	Date	Sep 14.2022
	Signature	Print name here		
DIVISION ANALYST (if applicable)	 Email: thao.vo@sanjoseca.gov Date: 09/14/2022 GMT	Thao Vo	Date	Sep 14.2022
	Signature	Print name here		
DIVISION MANAGER	 Email: huimin.mu@sanjoseca.gov Date: 09/15/2022 GMT	Huimin Mu	Date	Sep 14.2022
	Signature	Print name here		
ADMINISTRATION	 Email: nalinika.gunaseena@sanjoseca.gov Date: 09/20/2022 GMT	Nalinika Gunaseena	Date	Sep 20.2022
	Signature	Print name here		
DEPUTY DIRECTOR		Print name here	Date	
	Signature			
ASSISTANT DIRECTOR		Print name here	Date	
	Signature			

Comments:



- FOR YOUR ELECTRONIC SIGNATURE
 FULLY EXECUTED COPY TO FOLLOW

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

SCANNED SIGNATURE AUTHORIZATION

DATE: 9/12/2022 TOTAL PAGES: (INCLUDING THIS PAGE) 8

CONSULTANT NAME: Salas O'Brien - Jeffrey Gosal
EMAIL: Contracts-calops@salasobrien.com
PHONE: 408-282-1500

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