

City of San José
Master Consultant Agreement - Approved Service Order
Cover Page

1a. CPMS Contract No. and Airport No.: N/A; Airport 23-003 **1B.** AC Contract No.: N/A; GILES; OC-002854-000

2. Approved Service Order No. 3

3. Consultant's Name: Landrum and Brown, Inc.

4. Project Name: On-Call Aviation Consultation

5. Project Location: Norman Y. Mineta San Jose International Airport

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), and "D" (Schedule of Specific Services) which are incorporated herein by references.

7. Budget/Fiscal:

a. Current unencumbered amount in Master Agreement:	\$	3,376 ,000
b. Maximum Service Order Compensation for this Approved Service Order:	\$	80,000
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	3,296,000

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: 527	Appn: 4007	RC: 071343	Amount: \$1,094,000
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Division Analyst Approval:

Aida Ballou
 Email: aida.ballou@sanjoseca.gov
 Date: 01/26/2023 GMT

8. Deputy Director of Planning and Development Approval:


 Email: faiyaz.ali@sanjoseca.gov
 Date: 01/26/2023 GMT

FAI ALI, P.E.

9. Consultant Approval:

Tom Cornell
 Email: tcornell@landrum-brown.com
 Date: 01/26/2023 GMT

TOM CORNELL

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:

 JON CALEGARI, Senior Deputy City Attorney

11. Director of Aviation Approval:



Email: john.aitken@sanjoseca.gov
Date: 01/26/2023 GMT

JOHN AITKEN, A.A.E.

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 technical guidance/analyses to CITY staff and officials on airspace, terminal, and airfield projects at Norman Y. Mineta San Jose International Airport. The maximum compensation for this project is \$80,000 with a completion timeline of June 30th, 2024.

Task No. 1: Meeting attendance and Project Administration

A. Services:

- Attend ad-hoc meetings (in-person or virtual) in support of requests by Airport staff
- Prepare monthly invoices referencing hours worked with task number referenced

B. Deliverables:

Meeting attendance and published minutes, monthly invoices by the 10th of each month, as requested by Airport staff.

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: 06/30/2024
- On or before ____ Business Days from _____.

Task No. 2: Airfield/Terminal Consultation

C. Services:

- Providing on-call guidance and analyses on airfield design standards, federal regulations, airport terminal facility design, and terminal capacity issues to CITY staff and officials
- Researching regulatory or policy issues with potential to impact airfield and terminal projects
- Stakeholders or community groups coordination on Terminal/Airfield issues

D. Deliverables:

- Technical memos, reports, and analyses
- Professional drawings and maps
- General consultation and coordination as requested by CITY staff and officials

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: 06/30/2024
 On or before ____ Business Days from _____.

Task No. 3: Airspace Consultation

E. Services:

- Calculating, mapping, or analyzing applicable Federal Aviation Regulations (“FAR”) Part 77, Terminal Instrument Procedures (“TERPS”), and One Engine Inoperative (“OEI”) imaginary surfaces
- Providing professional drawings, reports, and maps based upon airspace analysis
- Calculating or analyzing aircraft or airline flight performance metrics
- Providing technical assistance on utilizing and updating the CITY’s Airport Obstruction Study Geographic Information System (“GIS”) database
- Researching regulatory or policy issues related to federal airspace
- Stakeholders or community groups coordination on Airspace issues
- Provide on-call guidance to CITY staff and officials

F. Deliverables:

- Technical memos, reports, and analyses
- Professional drawings and maps
- General consultation as requested by CITY staff and officials

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: 06/30/2024
 On or before ____ Business Days from _____.

Task No. 4: FAA

G. Services:

- Providing on-call guidance and documentation on FAA rules and regulations
- Researching FAA regulatory or policy issues
- Prepare and consult on required Airport Layout Plan documentation
- Coordination with the FAA as directed by Airport and City staff
- Provide on-call guidance to CITY staff and officials as requested

H. Deliverables:

- Technical memos, reports, and analyses
- Professional drawings and maps
- FAA coordination
- General consultation as requested by CITY staff and officials

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: 06/30/2024
- 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: Ryan Sheelen	Phone No.: 408.392.1193
Department: Airport	E-mail: rsheelen@sjc.org
Address: 1701 Airport Blvd, Suite B-1130, San Jose CA 95110	

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: Tom Cornell, Associate Vice President	Phone No.: 415.307.2202			<u>X</u>
Address: 44 Montgomery St., Suite 1420, San Francisco, CA 94104	E-mail: tcornell@landrum-brown.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. James Terry	Project Manager			X
2. Cheng Ding	Sr. Managing Consultant. (Airfield/Airspace)			X
3. Jason Tang	Senior Consultant (Airfield/Airspace)			X

4. Monica Geygan	Vice President (Master Planning/ALP)			X
5. Robert Endres	Senior Consultant (Master Planning/ALP)			X
6. Sam Sprague	Managing Consultant (General Aviation/Support Facilities)			X
7. Sarah Christen	Associate Vice President (Environmental)			X
8. Nathan Silengo	Sr. Managing Consultant (Terminal)			X
9. Joe Barden	Vice President (Terminal)			X
10. Kevin Hoffman	Vice President (Cargo/Support Facilities)			X
11. Mike Brown	Vice President (Business & Finance)			X
12. Krystyna Gallagher	Administrative Support			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. LEAN Engineering	Aircraft Performance
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 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	\$25,000
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	\$20,000
3	<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	\$40,000
4	<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	\$5,000
Part 2 – Reimbursable Expenses			
<input 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 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 3):			\$80,000