

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

Cover Page

1a. CHAD Contract No. OC-006500-000

1b. AC Contract No.: _____

2. Approved Service Order No. 1

3. Consultant's Name: BKF Engineers

4. Project Name: **2024 Signing and Striping Plans for Pavement Projects – Batch 2**

5. Project Location: **Various Roadway Segments (see Attachment A for details)**

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:	\$	350,000
b. Maximum Service Order Compensation for this Approved Service Order:	\$	36,104.34
c. New unencumbered balance in Master Agreement (7.a – 7.b):	\$	313,895.66

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: 465 Appn: 407Z RC: 215353 Amount: \$36,104.34

Fund: _____ Appn: _____ RC: _____ Amount: \$ _____

Fund: _____ Appn: _____ RC: _____ Amount: \$ _____

Authorized Signature:

Sharon Rodriguez

Date: _____

Email: sh:
Date: 01/2

8. Division Analyst Approval:

Sharon Rodriguez

Date: _____

Email: sharon.rodriguez@sanjoseca.gov
Date: 01/29/2024 PST

9. Consultant Approval:

Gordon C Sweet

Date: _____

Email: gsweet@bkf.com
Date: 01/25/2024 PST

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:

(Sr.) Deputy City Attorney

Date: _____

11. City Director Approval:

Jessica Zenk

Date: _____

Email: jessica.zenk@sanjoseca.gov
Date: 02/02/2024 PST

Attachment A: Tasks

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 Project will consist of designing and preparing signing and striping plans for a total of **2.66 miles on 3 Street Projects:**

2024 Pavement Projects

No.	STREET NAME	BEGIN LOCATION	END LOCATION	MILES	ENCROACHMENT PERMIT
1	OCALA AV	130' W/RIDGEMONT DR	CAPITOL EX	0.95	COUNTY
	WHITE RD S	MT VISTA DR	OCALA AV		
2	WINFIELD BL	BLOSSOM HILL RD	OLD QUARRY RD	0.94	
3	VISTAPARK DR	CAPITOL EX	S END (HYDE PARK AVE)	0.77	COUNTY
			TOTAL =	2.66	

A. Services:

Consultant shall provide signing and striping plans that include:

- Proposed striping of all lanes, crosswalks, and pavement markings
- Existing gutter pan next to median if present
- Locations of all existing driveways
- Identification of proposed parking removal
- Identification of all proposed and existing signs including regulatory, warning, informational and street name signs Caltrans and Santa Clara County Right of Way
- San Jose City Limits
- Quantity schedule of all striping and markings with 65% and 100% plan submittals

ITEM DESCRIPTION	UNIT
Thermoplastic: 2-Way Left Turn Stripe	LF
Thermoplastic: Double Yellow Stripe	LF
Thermoplastic: 6" Stripe	LF
Thermoplastic: 6" Skip Stripe	LF
Thermoplastic: 8" Stripe	LF
Thermoplastic: 12" Stripe	LF
Thermoplastic: Traffic Markings and Legends	SF
Thermoplastic: Skid Resistance Green Pavement Material	SF
Thermoplastic: Bike Lane Symbol	EA
Thermoplastic: Bike Lane Straight Arrow	EA
Thermoplastic: Bike Detection Symbol	EA
Thermoplastic: Sharrow Symbol	EA
Flexible Delineators	EA

For projects within Caltrans Right-of-way, the City will be applying for Encroachment Permits. The Consultant shall support the City by providing a portion of the plan set containing Caltrans ROW. The Consultant shall prioritize and address comments from the first review within Caltrans ROW for the application submittal. The Consultant shall also address red line comments on the plan set from Caltrans.

B. Deliverable:

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

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

- City of San Jose GIS Right of Way
- Existing Face of Curb AutoCAD File
- Department of Transportation plan title block
- City standard details for bike lane design
- Active development plans along corresponding corridor project frontages
- City's Plan Preparation Checklist to ensure consistent plan format and standards- See Attachment E
- 9698 – 10th and 11th Street Extruded Concrete Islands – See Attachment F

B.2 The consultant shall submit **Signing and Striping Plans** to the City of San Jose, DOT.

The plans shall be submitted for a total of three (3) reviews with City providing comments and one final plan set with City providing comments. Please see Attachment D for Project Schedule.

- Review Set of plans shall consist of: One (1) 24"x36" PDF file
- Final Set of plans shall consist of: One (1) AutoCAD file, and one (1) 24"x36" PDF file

- Plans shall be set at a 1:40 scale. Each sheet shall have two (2) 30" view ports in length. Striping call outs shall comply with the City's striping legend. Plans shall be on Department of Transportation plan title block.

Design Requirements

- All design standards/signs and pavement markings shall follow and comply with San Jose Complete Streets Design Standard & Guidelines (<http://sanjoseca.gov/DocumentCenter/View/74857>) and the latest CAMUTCD.
 - Green pavement enhancement at signalized intersections approaches and departures shall be shown per City of San Jose bike lane design standard details provided.
 - Buffer details shall be per the latest CA MUTCD/specific direction provided by the City staff in a standard detail.
- Design standards/signs shall comply with Caltrans Highway Design Manual (Chapter 300 & Chapter 1000) and Caltrans Standard plans within Caltrans right-of-way.
- Consultant shall verify curb to curb dimensions in the field and/or use Google Earth aerials for accuracy.
- If present, existing gutter pan next to median shall be shown on the plans.
- All signal loop locations shall be clearly noted on the plans. Information will be provided by the City.
- Proposed parking removal shall be clearly noted on first plan set submittal and described on plans by linear feet and number of spaces with a length assumption of 20' per vehicle. A tally table shall be provided for the total parking removal count for each segment. See example PDF.
- The standard proposed No-Stopping signs to be used shall be the R26(S) (CA). Existing signs in conflict with new striping shall be clearly noted for removal.
- Include bike detection loops and bike detection symbols on major streets at signalized intersections.
- Include bike detection loops and bike detection symbols on side streets at signalized intersections. Include existing cross sections and proposed cross sections within Caltrans Right-of-Way per Caltrans Encroachment Permit application requirements.

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) 975-3710
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>Required to File Form 700?</u>		
<u>Consultant's Contract Manager</u>		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Cheung Wong	Phone No.: (408)467-9106			X
Address: 1730 N 1 st Street, Suite 600, San Jose, CA 95112	Email: cwong@bkf.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1. Gordon Sweet	Principle in Charge			X
2. Travis Chan	Roadway Alignment			X
3. Connie Tang	Signing and Striping			X
4. Andrew Lee	Signing and Striping			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
1. Ocala Av (130' W/Ridgemont Dr to Capitol Ex, 0.42 Miles) White Rd S (Mt Vista Dr to Ocala Av, 0.53 Miles) Total = 0.95 Miles	☒ Time & Materials ☐ Fixed Fee	☒ Monthly ☐ Completion of Task(s) ☐ Completion of Work	\$13,117.65
2. Winfield Bl (Blossom Hill Rd to Old Quarry Rd, 0.94 Miles)	☒ Time & Materials ☐ Fixed Fee	☒ Monthly ☐ Completion of Task(s) ☐ Completion of Work	\$12,730.20
3. Vistapark Dr (Capitol Ex to S End, 0.77 Miles)	☒ Time & Materials ☐ Fixed Fee	☒ Monthly ☐ Completion of Task(s) ☐ Completion of Work	\$10,133.55
Total (Roadway 1-3)			\$35,981.40
Part 2 – Reimbursable Expenses			
☒ No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		☐ Expenses are separately reimbursable in the maximum amount of:	\$122.94
Part 3 – Subconsultant Costs			
☒ Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		☐ Subconsultant costs are separately compensable in the maximum amount of:	\$
Maximum Service Order Compensation (sum of Parts 1 through 3):			\$ 36,104.34

**Attachment D:
Project Schedule**

No.	Tasks 1-3	Submittal Date
1	First plan set submittal	February 2, 2024
2	Comments back from CSJ	March 1, 2024
3	Second plan set submittal	March 22, 2024
4	Comments back from CSJ	April 5, 2024
5	Third plan set submittal	April 26, 2024
6	Comments back from CSJ	May 17, 2024
7	Final submittal	May 31, 2024

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.