

Req. # 40005494

8/1/06

County of Santa Clara - Amendment to Service Agreement

This is an amendment to an existing agreement that has not expired

P.O. No.: 4400001929 Amendment No.: 1 Effective Date: 7/1/06
(Procurement: Use Only)

Maximum Financial Obligation: \$ 40,000.00 New Contract Amount: \$ 80,000. inclu reimb
Prior to this Amendment If dollar amount is changing

Changes to the contract amount must be explained on page 2

For County Use Only - SAP						
	Account Assignment	General Ledger	Cost Center	Amount	WBS	Internal Order
Line 1	0921	5259000	6809			
Line 2						
	II, I or J	Expense Code	Dept. Code		Capital Project Code	"PCA" code - Optional

PARTIES TO AGREEMENT

CONTRACTOR		COUNTY of SANTA CLARA	
Legal notices pertaining to this agreement will be sent to the name, address and contact person below:		Mail invoices to County of Santa Clara at:	
Name: URS Corporation Americas	Contact Person: Paul Boddie	Agency/Dept.: SCVHHS Facilities	Contract Monitor: Sara Leon
Address: 55 Market Street, Suite 1500	Address: 751 S. Bascom Ave	City/State/Zip: San Jose, Ca 95113	City/State/Zip: San Jose, Ca 95128
Telephone: 408-297-9585	Fax: 408-297-6962	Telephone: 885-4400	Fax: 885-4414
SCC Vendor No. (SAP): 10933 1010776	Fiscal Contact: Jim Brenner		

2006 JUN - 9 PM 12:15
 COUNTY OF SANTA CLARA
 RECEIVED

SIGNATURES

Amendment is not valid until signed by Contractor and Procurement Department on behalf of the County. Signatures of the County Counsel and Office of the County Executive are required for contracts executed by a delegation of authority

Contractor: <i>Paul J. Boddie</i>	Date: June 1, 2006
Procurement: <i>[Signature]</i>	Date: 6-26-06
Agency/Dept. Manager: <i>[Signature]</i>	Date: 6/5/06
Agency/Department Fiscal Officer: <i>[Signature]</i>	Date: 6-26-06
County Counsel:	Date:
<small>(County Counsel approval is required if standard Service Agreement form was NOT used for the original agreement and for II Service Agreement of \$500,000 or less. It is also required when contract was approved by a delegation of authority).</small>	Date:
Office of the County Executive:	Date:
<small>(Signature required when Board approved contract by a delegation of authority)</small>	Date:

SCVHHS Facilities: Services & Document Management

OVERVIEW:

Consultants working with SCVHHS Facilities Department (DEPARTMENT) under this Services Agreement are expected to be responsive to the needs of the DEPARTMENT in the area of services and document management. Towards this objective, the DEPARTMENT has established standards and expectations, which are to be part of the services of all consultants and sub-consultants working on projects under a Service Agreement. The expectations identified herein will be updated as required. Consultant fees for services under this agreement shall be based on the standards and expectations identified herein. Consultants shall check with the SCVHHS Project Manager at the start of any project to receive the most current standards. Revision dates for current standards are listed below.

The following is a list of expectations for consulting firms doing business directly with SCVHHS Facilities:

WORK RELEASES:

Each Consultant is expected to provide a written proposal at the start of a project, which will be converted into a "WORK RELEASE" subject to the conditions of the governing Service Agreement. At a minimum, this WORK RELEASE will verify the work scope, design premises, a not-to-exceed (NTE) fee, a preliminary schedule and should be issued prior to the start of actual work by the Consultant. Unless the project scope is sufficiently limited, the consultant shall submit a task-fee breakdown based on project phases. Proposals provided shall include Basic Services (see attached) and Supplemental Services appropriate to the project. Services, which are variable, such as number of meetings attended and number of cost estimates provided, should be quantified in the written proposal

On projects with an ambiguous scope, Consultants and Project Managers prior to initiating work shall discuss the ambiguity and initiate work under an interim NTE WORK RELEASE for the exploratory stage of work. This interim WORK RELEASE shall be suspended by a full NTE WORK RELEASE upon approval of schematic design or another agreed upon scope defining phase.

BILLING:

The fee proposal provides the basis for all subsequent billing. Consultant invoices shall state the percentage of completion for each phase and show hours expended times billing rates for NTE work. All approved additional service requests shall be identified as separate line items (work classification). Invoices shall be based on services rendered at the time of billing. Invoices not meeting these criteria will be returned for correction and resubmitted. Hourly rate schedules shall remain in force through June 30th of any given year, i.e., County fiscal year end, or the renewal date of the Agreement, if it differs. Mid-term adjustments will not be accepted. All invoices should have contract and WORK RELEASE number easily visible.

DELIVERABLES:

Phasing: The consultant is expected to produce a set of deliverables for sign-off by SCVHHS Facilities and the User at each phase of the project. In general, phases are understood to be Programming, Schematic Design, Design Development, Contract Documents, Bidding Assistance and Construction Administration.

The schematic design phase shall include generation of design alternatives (assume three minimum), including alternate designs for building systems, when appropriate. The actual number of alternates should be discussed with the Project Manager at the initiation of the proposed work. The Consultant is responsible for guiding discussion (with the client / user group) of the options as necessary to achieve consensus.

A statement of probable cost should be provided at select phases as determined through consultation with the Project Manager at the initiation of proposed work.

Record Drawings: Record Drawings are considered a Basic Service and shall be included in the Consultant's fee proposal. These drawings shall be completed within 20 working days of receipt of marked as-builts required of the Contractor.

Printing: The Consultant is expected to execute bulk-printing orders through the County's contract with Peninsula Digital Imaging, 599 Fairchild Drive, Mountain View, CA 94043 (tel. 650.967.1966); web site <http://www.peninsuladigital.com/>.

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Bulk printing includes progress check sets, bidding documents, and contract documents. All costs for printing in-house coordination and check sets shall be born by the Consultant as part of Basic Services and shall be included in the fee proposal as a basic service, i.e., the overhead portion of hourly rates.

QUALITY:

Knowledge of Field Conditions: SCVHHS will provide record drawings to consultants when available. The Consultant shall verify existing conditions, including dimensions, when critical to the design. The Consultant shall also verify the ability of mechanical and electrical systems to support the proposed design, and to determine, with Facilities staff, specific points of connection for all utilities. Exclusive reliance on Owner provided record drawings is neither appropriate nor acceptable.

Knowledge of Codes: The Consultant is expected to be fully knowledgeable of all applicable codes governing the project's design and construction.

Agency (OSHPD) Plan Check Submittals: Consultants are expected to work diligently to meet OSHPD requirements. For plan review, SCVHHS will pay for the initial submittal and one backcheck. The cost of any subsequent back checks will be borne the consulting firm. This also applies to other governmental agency plan checks, i.e., city or county.

Incorporation of Facilities Standards: In consideration of wear and tear, fire and life safety, cost of replacement and/or compatibility with existing building systems, Consultants are expected to recommend facility standards appropriate to the project. Deviation from these standards for the purpose of matching existing conditions may be appropriate for the project with the concurrence of the Project Manager.

Standards in effect include:

- SCVHHS CAD Standards and Procedures (October 4, 2005)
 1. Software Standards & Descriptions
 2. Drawing File Naming Convention
 3. Record & As-Built Drawing Structures
 4. Directory Structures
 5. Layering Standards
 6. Consultant/Design Firm Responsibilities
- SCVHHS Sign Standards Manual (December, 2002; Rev, January 2005)

Coordination: Consultant is expected to deliver a fully coordinated set of bidding documents, internally consistent and with the full expectation that the design produced

can be built. Where A/E team members are contracted directly with SCVHHS, the lead consultant, usually the Architect is responsible for contract document coordination.

Info Management: SCVHHS employs a web-based information management system, AutoDesk's Buzzsaw, on select projects. This software tool assists in project team communications and document control. Consultants and sub-consultants should presume use of the Buzzsaw system during design and construction unless otherwise instructed.

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BASIC SERVICES

Investigation of field conditions

1. Developing familiarity with SCVHHS as-built drawings and program objectives
2. Programming
3. Project Schedule
4. Schematic/Design Development Drawings and Outline Specifications
5. Contract Documents
6. Preparation of Alternate Bid Items when necessary to bring project within budget.
7. Value Engineering throughout project
8. Participation during Bidding, including preparing Addenda and attendance at a Pre-Bid Meeting
9. Construction Administration, including but not limited to attendance at a Pre-Construction meeting, periodic job site meetings, number to be specified in the task release/project agreement; responding to RFIs, review of Change Orders, interfacing with State and local agencies, preparing Instruction Bulletins. In addition, on OSHPD projects, prime consultant is expected to assume all responsibilities assigned by the State to an Architect or Engineer of Record.
10. Preparation of Record Drawings from contractor's as-builts, to include drawings and specifications on CD within 20 working days from receiving markups from PM.
11. Cost Estimates, number and timing as agreed upon with the Project Manager. It is likely that the standard will be projects between \$30K and \$130K shall include at least one Statement of Probable Cost. Projects above \$130K shall include one statement of probable cost for every design phase of the project.
12. Assistance in enforcing the requirements of the Contract Documents, for example, the acquisition of O&M Manuals and other items required by the General Conditions as well as the Technical Specifications.
13. Utilization of the County's web-based Information Management software system, Buzzsaw. Access to Buzzsaw shall be provided by SCVHHS.

SUPPLEMENTAL SERVICES

1. Detailed Renderings, Models, or other large scale graphic presentation materials
2. Attendance at Public Meetings
3. Participation in specified review processes such as CEQA, which are normally outside the realm of contract documents.
4. Traffic Studies.

REIMBURSABLES

It is the intent of SCVHHS to limit the type and number of reimbursable expenses paid to consultants outside of the basic contract. Postage, courier costs (unless pre-approved by the project manager), telephone, fax, copying, and in-house printing and plotting (see Deliverables – Printing) shall be viewed as Basic Services and accommodated within the Consultant's fee proposal

Recognized reimbursable expenses are:

1. Out of town travel and subsistence in connection with the project only if travel is more than two hundred fifty miles round trip from your main office, i.e., outside of the Greater Bay Area including Sacramento.
2. Fees paid to authorities for securing approval documents, permits, etc.