



AGENDA REPORT SUMMARY

Meeting Date: June 27, 2023

Subject: Authorize City Manager to Execute Professional Services Agreement for a Full Cost Allocation Plan, Development Fee Study, and Development Impact Fee Study.

Prepared by: Nick Zornes, Development Services Director

Reviewed by: Jon Maginot, Assistant City Manager

Approved by: Gabriel Engeland, City Manager

Attachment:

1. Response Results
- A. Resolution No. 2023-XX

Initiated by:

6th Cycle Housing Element 2023-2031, Program 3.D.

Fiscal Impact:

The construction contract will be in the amount not-to-exceed \$198,885 and up to 10% contingency, if needed, in the amount not-to-exceed \$19,888.50.

- Breakdown of funds to be used:
 - o \$218,773.50
- Amount included in the FY2023/24 budget: Y

Project Item	Project Budget
Construction (Base Bid)	\$198,885.00
Construction Contingency	\$19,888.50
Total Cost	\$218,773.50

Funding Source: Development Services-Professional Services

Environmental Review:

Not Applicable.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD



Subject: Authorize City Manager to Execute Professional Services Agreement for a Full Cost Allocation Plan, Development Fee Study, and Development Impact Fee Study.

Summary:

- Authorize City Manager to Execute Professional Services Agreement with Matrix Consulting Group to complete a Full Cost Allocation Plan, Development Fee Study, and Development Impact Fee Study as required in the adopted 6th Cycle Housing Element, Program 3.D.

Staff Recommendation:

Authorize City Manager to Execute Professional Services Agreement for a Full Cost Allocation Plan, Development Fee Study, and Development Impact Fee Study to Matrix Consulting Group as the most qualified responsive consultant for project total not-to-exceed \$198,885 and approve the City Manager the authority up to 10% contingency if needed, in the amount not-to-exceed \$19,888.50.

Background

The City of Los Altos has not completed a comprehensive fee study in several years. Typical fees studied in a comprehensive fee study includes building permits, entitlements (CUP, Variance, Design Review, Etc.), Impact Fees (Parkland, Traffic, Etc.) Included within the adopted 6th Cycle Housing Element, Program 3.D the City of Los Altos must initiate a comprehensive fee evaluation by August 2023, and complete the comprehensive fee evaluation and modify fees no later than December 2024.

Discussion/Analysis

The Development Services Department released a Request for Proposals (RFP) on April 10, 2023 and closed on May 11, 2023. Three (3) proposals were received by the required due date.

The response results are included in Attachment 1. The project scope includes completion of a Full Cost Allocation Plan, Development Fee Study, and Development Impact Fee Study. Of the three (3) proposals received Matrix Consulting Group was selected as it was the only response which addressed all requirements of the project objectives contained within the request for proposals. Additionally, Matrix Consulting Group was the most qualified respondent to the request for proposals.

It is recommended to authorize the City Manager to execute a professional services agreement with Matrix Consulting Group in the amount not-to-exceed \$198,885.00 and up to 10% contingency funds in the amount not-to-exceed \$19,888.50.