



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/05/2025

ITEM NO: 8

DATE: July 31, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Fourth Amendment to the Agreement for Services with Traffic Management, Inc., for the 2025 Holiday Traffic Road Closures**

RECOMMENDATION: Approve the Fourth Amendment to the Agreement for Services with Traffic Management, Inc., (Attachment 1) increasing the contract amount by \$41,607.64 to cover the 2025 Halloween and Children's Holiday Parade road closures and traffic control services, for a total contract amount not to exceed \$135,400.64.

FISCAL IMPACTS:

The recommended Fourth Amendment increases the total contract with Traffic Management, Inc. by \$41,607.64, resulting in a new not-to-exceed amount of \$135,400.64. Funding for this amendment is included in the adopted FY 2025–26 Operating Budget Program 2106 (1112106-62435), and no additional appropriation is required.

STRATEGIC PRIORITIES:

This project supports the Core Goals of **Community Character** and **Public Safety**.

BACKGROUND:

On February 7, 2023, the Town Council approved a series of event-related actions, including support and budget allocation for hiring a professional traffic control vendor to assist Town staff with road closure and traffic control services for two special events: the Halloween road closures (including the Almond Grove and Johnson Avenue neighborhoods) and the annual Children's Holiday Parade downtown.

The Town requested qualifications and cost estimates from several professional traffic

PREPARED BY: Gary Heap
Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

management companies and selected Traffic Management, Inc. (TMI) as they have specific experience in the logistics related to road closures and traffic management for special events. On September 21, 2023, the Town Manager executed the Agreement for Services in the amount of \$16,895.34.

On November 8, 2023, the Town Manager executed the First Amendment to the Agreement, increasing the total compensation to \$50,000 and modifying the scope to address the extensive requirements associated with the Children's Holiday Parade.

On August 20, 2024, the Town Council authorized the Town Manager to execute the Second Amendment, increasing the compensation to \$93,793 and extending the term to January 31, 2025. The second amendment authorized work for the 2024 Halloween road closures and the 2024 Annual Children's Holiday Parade.

On January 21, 2025, the Town Council authorized the Town Manager to execute a Third Amendment, extending the contract term to August 29, 2025.

TMI has provided services for both events in 2023 and 2024 and has demonstrated the ability to work effectively with staff to execute these complex road closures.

DISCUSSION:

After two successful years of working with TMI for holiday road closures, staff requested a quote for the 2025 Halloween and Children's Holiday Parade events. Based on prior performance and familiarity with Town needs, staff negotiated a cost of \$37,825.13 for 2025 services (Exhibit A) with an extension of the agreement through August 31, 2026. Staff recommends adding 10% of the 2025 Holiday Road Closure costs (\$3,782.51) to cover any unforeseen traffic control issues that might occur during the events. Therefore, staff requests that the Town Council approve the fourth amendment to the agreement for services with Traffic Management, Inc., increasing the contract amount by \$41,607.64 to cover the 2025 Halloween and Children's Holiday Parade's road closure and traffic control services, for a total contract amount not to exceed \$135,400.64. The proposed fourth amendment extends the agreement through August 31, 2026, amends the scope of work, and increases the total amount of the agreement to include the revised scope of work for the 2025 holiday road closures.

CONCLUSION:

Approval of this amendment will allow the Town to continue working with TMI to provide traffic control services for the 2025 Halloween road closures and the annual Children's Holiday Parade.

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COORDINATION:

This report was developed in collaboration with the Town Manager's Office of Economic Vitality, the Police Department, and the Parks and Public Works Department.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Fourth Amendment to the Agreement for Services with Traffic Management, Inc., including Exhibit A.