



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/05/2025

ITEM NO: 11

DATE: July 31, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a Three-Year Agreement, with Two One-Year Extension Options, for Consultant Services, Including Pass-Through Surveying Services with Kier & Wright Civil Engineers & Surveyors, Inc., in an Amount Not to Exceed \$250,000**

RECOMMENDATION: Authorize the Town Manager to execute a three-year agreement, with two one-year extension options, for consultant services—including pass-through surveying services—with Kier & Wright Civil Engineers & Surveyors, Inc., in an amount not to exceed \$250,000.

FISCAL IMPACT:

The adopted FY 2025–26 Parks and Public Works Operating Budget includes sufficient revenue (Account 1115999-48615) and expenditure (Account 1115999-68615) appropriations to fund this pass-through service contract. Surveying services related to Town-funded projects may also be charged to Program 5202 – Engineering Development Services or to specific capital projects, contingent on available funding.

STRATEGIC PRIORITIES:

This staff report advances the Town’s Strategic Priority of Quality Public Infrastructure by ensuring compliance with state and local laws during parcel maintenance and modification processes.

PREPARED BY: James Watson
Senior Civil Engineer – Land Development

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

PAGE 2 OF 3

SUBJECT: Authorize the Town Manager to Execute an Agreement with Kier and Wright
Civil Engineers & Surveyors, Inc for Town Survey Services

DATE: July 31, 2025

BACKGROUND:

As part of its Engineering Development Services, the Town conducts mapping, map check review, and land surveying services. The Parks and Public Works Department does not have a Town Surveyor on staff, so these services are performed by a consultant who acts as the Town

Surveyor. This includes the review of parcel maps and final maps; legal descriptions and plats for lot line adjustments, easement and right-of-way dedications; certificates of compliance, and other documents for technical correctness, adherence to codes, ordinances, the Professional Land Surveyor's Act, and the Subdivision Map Act. The Town receives a number of complex and occasionally invalid requests from developers seeking to create new developable lots. These requests require technical evaluation by a qualified surveyor with expertise in land use law and historical chain-of-title research.

DISCUSSION:

On May 15, 2025, Parks and Public Works ("PPW") staff posted a Request for Qualifications ("RFQ") for Town Surveyor Services on OpenGov. The scope of the RFQ was to secure a contract with a licensed land surveyor to serve as the Town Surveyor. California's Subdivision Map Act requires the Town to have a California licensed surveyor to review and approve development maps and other land development documents. The RFQ scope also included general on-call services to allow the Town to utilize the highest-ranked surveyor for additional needs, such as property boundary dispute research. On June 4, 2025, the solicitation closed, resulting in the receipt of five proposals.

Staff reviewed the five proposals and ranked the following consultants: Bellecci & Associates, CSWST2, Kier & Wright Civil Engineers & Surveyors, Inc., and Wilsey Ham. The Town ranking panel included the Town Engineer, PPW Superintendent, and the Town's Senior Land Development Engineer.

After reviewing the qualifications submitted, the panel unanimously agreed that Kier & Wright Civil Engineers & Surveyors, Inc. was the most qualified consultant for the Town surveyor role.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute a consultant agreement with Kier & Wright Civil Engineers & Surveyors, Inc. (Attachment 1) in an amount not to exceed \$250,000 for a three-year term, with the option for two one-year extensions.

PAGE 3 OF 3

SUBJECT: Authorize the Town Manager to Execute an Agreement with Kier and Wright
Civil Engineers & Surveyors, Inc for Town Survey Services

DATE: July 31, 2025

COORDINATION:

This report was developed in coordination with the Town Attorney, Finance Department, Parks and Public Works Director, and Town Engineer.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Agreement for Services with Kier & Wright Civil Engineers & Surveyors, Inc., with Exhibit A