



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/03/2019

ITEM NO: 4

DATE: August 22, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with CSG Consultants, Inc. to Provide for an Additional \$100,000, for a Total Agreement Not to Exceed \$600,000

RECOMMENDATION:

Authorize the Town Manager to execute a First Amendment to the Agreement for Consultant Services with CSG Consultants, Inc. to provide for an additional \$100,000, for a total agreement not to exceed \$600,000 (Attachment 1).

BACKGROUND:

The Town of Los Gatos utilizes contractual services with CSG Consultants, Inc. to assist with and augment staff work for plan review of the engineering drawings and subsequent construction inspection services on the North 40 project. On April 17, 2018, Town Council authorized the Town Manager to execute an Agreement for Consultant Services for engineering, inspection, and project management services with CSG Consultants, Inc., in an amount not to exceed \$500,000.

DISCUSSION:

On March 19, 2019 Town Council authorized a budget adjustment in the amount of \$600,000 from developer fees collected in Fiscal Year 2017/18 for the North 40 Project to allow for project review and inspection costs. To utilize the full amount of the Council authorized budget adjustment, staff is requesting that the Council authorize the Town Manager to execute a first amendment to the Agreement for Services with CSG Consultants to align the contract amount with the budgeted funds.

PREPARED BY: Lisa Petersen
Town Engineer/Assistant Public Works Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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CONCLUSION:

This action will allow CSG Consultants, Inc. to continue to provide inspection services and plan review for the North 40 project. The quantity of work required to manage a project of this magnitude is beyond the resources available through Town staffing.

FISCAL IMPACT:

The Town Council authorized a budget adjustment in the amount of \$600,000 on March 19, 2019 from developer fees collected in Fiscal Year 2017/18 for the North 40 Project to allow for project review and inspection costs. This action will have no additional fiscal impact. The funds originate as fees paid by the developer.

ENVIRONMENTAL ASSESSMENT:

The fiscal action and associated amendment of the agreement are not a project defined under CEQA, and no further action is required.

Attachments:

1. First Amendment to Agreement for Consultant Services
2. Agreement for Consultant Services