



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 8/18/2020

ITEM NO: 4

DATE: August 4, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement with Whitlock & Weinberger Transportation, Inc. dba W-Trans, Modifying the Scope of Service, Extending the Term, and Increasing the Total Compensation by \$75,000 for a Total Contract Amount not to Exceed \$200,000 for Consultant Services for the Project Management Function of the Traffic Signal Modernization Project (Project 813-0227)

RECOMMENDATION:

Authorize the Town Manager to execute a First Amendment to the Agreement with Whitlock & Weinberger Transportation, Inc. dba W-Trans, modifying the scope of service, extending the term, and increasing the total compensation by \$75,000 for a total contract amount not to exceed \$200,000 for consultant services for the project management function of the Traffic Signal Modernization Project (Project 813-0227).

BACKGROUND:

The programming for Traffic Signal Modernization (Project 813-0227, a.k.a. Los Gatos Smart Signals project) is included in the Fiscal Year 2020/21 – 2024/25 Capital Improvement Program budget in the amount of \$2.9M. The total budget currently includes \$1.1M in Council approved Traffic Mitigation Funds (TMF) and three grants from the Santa Clara Valley Transportation Authority (VTA) and the Metropolitan Transportation Commission (MTC).

This is a large-scale project with both local and federal project funding elements. At its April 3, 2018 meeting, the Town Council approved an agreement for consultant services with W-Trans for the project management function in an amount not to exceed \$125,000. At its December 17, 2019 meeting, the Town Council was advised of a four-step procurement process for the project, with the total contract value of approximately \$1.8M, and the Council authorized the Town Manager to issue procurement documents. As of the end of June 2020, the Town has awarded the first two contracts.

PREPARED BY: Ying Smith
Transportation and Mobility Manager

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

DISCUSSION:

The project management expertise from W-Trans has proven to be highly valuable in the evaluation of the system and consultant and vendor selection. As the project is moving into the design, equipment procurement, and construction/installation phases, the services of W-Trans will be essential. The contract extension to June 30, 2023 will allow W-Trans to facilitate and review work conducted by the consultants and vendors, advise on the remaining procurement steps, and ensure the overall project is delivered to meet the Town's expectations. All decisions associated with the project components would be made by the Director of Parks and Public Works based on the recommendations from W-Trans. The additional compensation covers the term extension. The expanded scope of work will include continued project management and oversight, facilitating and coordinating work conducted by multiple vendors and contractor, quality review, preparing additional procurement documents, and supporting procurement evaluation.

CONCLUSION:

Staff is recommending the Town Council authorize the Town Manager to execute a First Amendment to Consultant Services Agreement for the project management function of the Traffic Signal Modernization Project.

COORDINATION:

This report was coordinated with the Town Attorney's Office and the Finance Department.

FISCAL IMPACT:

Project 813-0227 Traffic Signal Modernization Project in the Fiscal Year 2020/21 – 2024/25 Capital Improvement Program Budget has sufficient budget for the contract amendment.

Staff costs are tracked for all projects. Tracking of staff costs allows for accountability in the costs of projects, recovery of costs from grant funded projects, and identification of future staffing needs. This project utilized full-time budgeted staff. The costs for full-time staff are accounted for in the Department's operating budget and will not be charged to this project.

FISCAL IMPACT (continued):

Traffic Signal Modernization Project 813-0227		
	Budget	Costs
Grant Fund	\$1,826,400	
Traffic Mitigation	\$1,103,289	
Total Project Budget	\$2,929,689	
Prior Year Expenditures		\$ 63,975
Expended/Encumbered FY 19/20		\$ 835,046
Proposed Contract Amendment (W-Trans)		\$ 75,000
Staff Costs		\$ 108,649
Project Costs Committed		\$ 1,082,670
Available Balance		\$1,847,019

ENVIRONMENTAL ASSESSMENT:

The recommended action is not a project as defined under CEQA, and no further action is required.

Attachments:

1. First Amendment to Consultant Services Agreement
2. Agreement for Consultant Services with W-Trans for the project management function