



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/16/2025

ITEM NO: 5

DATE: September 11, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute an Agreement for Services with DLR Group and Make Associated Budget Adjustments**

RECOMMENDATION: Authorize the Town Manager to execute an agreement for services (Attachment 1) with DLR Group in an amount not to exceed \$98,100 for an assessment of the Police Operations Building (Legacy CIP No. 821-2404, New Project No. 4118735); and authorize an expenditure budget increase in the amount of \$23,100 from the available General Fund Appropriated Reserves.

FISCAL IMPACT:

The adopted Fiscal Year 2023-24 Capital Improvement Program included \$75,000 for a Police Operations Building needs assessment (Legacy CIP No. 821-2404, New Project No. 4118735). The recommended consultant agreement requires a total budget of \$98,100. To fully fund the project, staff recommends an expenditure budget increase to the project budget (4118735-82303) in the amount of \$23,100 from the available Capital Projects Reserve (Fund 411). Approval of this adjustment ensures the Town has sufficient funds to complete the full scope of work, including site test fit analysis and Council presentations, which are necessary for an accurate and comprehensive assessment and risk reduction.

STRATEGIC PRIORITY:

The assessment of the Town's Police Operations Building supports the strategic priority of *"furthering the Town's emergency preparedness, resiliency, and response capabilities"*.

BACKGROUND:

The 2023-24 Capital Improvement Program allocated \$75,000 to complete an initial assessment of the Town's Police Operations Building. The need for this study was affirmed in the Organizational Assessment completed by Meliora for the Los Gatos Monte Sereno Police

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

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

Department in 2024. The Organization Assessment included a recommendation that police operations be consolidated into one location.

DISCUSSION:

On March 19, 2025, the Department of Parks and Public Works issued a Request for Qualifications for Professional Services to complete a Needs Assessment for the Police Operations Building. Qualifications based selection was used in lieu of a request for proposal because professional services are not required to be awarded solely on cost, and for this project, experience working with public safety buildings was of the utmost importance.

Three firms submitted qualifications statements: DLR Group, Griffin Structures, and The KPA Group. The qualifications packages were reviewed and ranked by the Director of Parks and Public Works, the Police Chief, and the Senior Engineer of the Capital Improvement Program. The consultants were ranked based on the consistency of their proposal with the requested services, their project approach, qualifications of the firm and project personnel including experience on projects of similar complexity, references, and sample projects of similar complexity. All three reviewers ranked DLR Group as the most qualified vendor for this work.

Aside from being a highly qualified firm, the project manager for DLR prepared the original set of plans to convert the Police Operations Building from a Verizon facility to its current use. This knowledge of the structure will provide background and context that other firms would not be able to provide, while creating continuity and efficiency.

On July 22, 2025, the Police Chief and Director of Parks and Public Works met with a representative of DLR Group to discuss in detail the work that is needed. DLR provided a scope of services that exceeded the \$75,000 budget. Staff discussed this proposal and considered ways to reduce the cost. For example, consideration was given to deleting Task 3, Site Test Fit Analysis. After discussing this internally and with the architect, it is recommended that this task be completed so that the Town would have a complete understanding of the site constraints of the POB and possible remedies.

The base proposal provided by DLR Group provided a total cost of \$91,100. Staff is also recommending that funding for two meetings be included in case the Town Council and the Town Manager would like to hear directly from the architect about the results. As such, staff recommends an agreement in an amount not to exceed \$98,100 to be charged at hourly rates per the scope of services presented in Exhibit A of the agreement.

SUBJECT: Agreement for Services with DLR Group for Project 821-2404

DATE: September 11, 2025

POB Space Study	
Legacy CIP No. 821-2404, New Project No. 4118735	
Budget	
Existing Appropriations	\$75,000
Additional Appropriation (recommended with this staff report)	\$23,100
Subtotal	\$98,100
Expenditures	
Expenditures to date	\$0
Subtotal	\$0
Balance	\$98,100

CONCLUSION:

The proposed agreement and requested budget adjustment will facilitate completion of this capital improvement project before the end of 2025. The work product will provide an understanding of improvements needed at the POB to allow the police operations to be consolidated as recommended in the organizational assessment completed by Meliora. Staff expect that funding and next steps for any improvements or modifications to the building that are recommended as a result of this study would be discussed during development of the Capital Improvement Program Budget in the spring of 2026.

COORDINATION:

This memo was coordinated with the Finance Department and the Los Gatos Monte Sereno Police Department.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is statutorily exempt under Section 15262. A Notice of Exemption will not be filed.

Attachments:

1. Agreement for Services with Exhibit A Scope of Services – DLR Group