



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/17/2025

ITEM NO: 15

DATE: June 12, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Notice of Completion for the Wayfinding Project as part of the Parking Program Implementation CIP Project (CIP No. 23-813-0242) and Authorize Staff to Record the Notice of Completion

RECOMMENDATION:

Staff recommends that the Town Council take the following actions regarding the Wayfinding Project as part of the Parking Program Implementation Project (CIP No. 23-813-0242):

- a. Accept the construction of the project; and
- b. Direct Staff to Record the Notice of Completion (Attachment 1).

STRATEGIC PRIORITIES:

This project supports the Core Goal of **Quality Public Infrastructure**. It supports the strategic priority to manage downtown parking that is easy to access and locate for residents and visitors.

FISCAL IMPACT:

There are no fiscal impacts associated with the recommended actions.

BACKGROUND:

On December 17, 2019, the Town Council received the Comprehensive Downtown Parking Study from Dixon Resources Unlimited (DIXON). The Parking Study identified wayfinding as a strategy to efficiently manage parking, improve the visitor experience, and enhance vehicle

PREPARED BY: Saurabh Nijhawan
Senior Civil Engineer

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

SUBJECT: Actions Related to the Wayfinding Project – Parking Program Implementation Project (CIP No. 23-813-0242), Completed by Square Signs LLC dba Front Signs
DATE: June 12, 2025

traffic flow.

In November 2021, work began with Hunt Design on the Downtown Wayfinding Master Plan, and on March 15, 2022, the Town Council selected a design style which was used by Hunt to develop the final design for static signs throughout the downtown area. (See the Parks and Public Works Capital Improvement Program website for the Wayfinding Designs:

On December 3, 2023, the Town Council authorized advertising the signage project for construction bidding. Bids were advertised on December 8, 2023, and opened on January 19, 2024. The Town received four bid proposals. Of the bids received, three out of four were deemed unresponsive due to non-compliance with bid requirements. The one remaining bid significantly exceeded the engineer's estimate. On February 20, 2024, the Town Council rejected all bids and authorized staff to re-bid the project.

On March 7, 2024, staff re-bid the project, and bids were opened on April 3, 2024. The Town received bid proposals from three bidders: Fusion Sign & Design, Monarka Development Corporation, and Square Signs LLC dba Front Signs. Square Signs LLC dba Front Signs was the lowest responsive bidder.

On April 24, 2024, the Town Council authorized the Town Manager to execute a construction contract with Square Signs LLC dba Front Signs in the amount of \$191,908.13, and a twenty percent (20%) contingency of the contract award amount.

DISCUSSION:

Project construction commenced on October 8, 2024, and completed work on May 22, 2025. The work has been completed to the satisfaction of the Town Engineer as noted in Attachment 2.

Three (3) change orders were executed for this project which resulted in a total cost increase of \$18,527.96, leaving a contingency balance of \$19,853.67. Change order work included Employee Parking Signs for Lots 1 – 9, and overhead garage lot sign. The final construction cost was \$210,436.09. Staff recommends that the Town Council accept the construction of the project and authorize staff to record the Notice of Completion (Attachment 1).

CONCLUSION:

This action formally accepts the contractor's work and affirms that it meets the Town's standards and requirements. The completion of the required work finalizes all contractual obligations, allowing for the release of retention.

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SUBJECT: Actions Related to the Wayfinding Project – Parking Program Implementation
Project (CIP No. 23-813-0242), Completed by Square Signs LLC dba Front Signs

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COORDINATION:

This project has been coordinated with the Finance Department.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorically Exempt (Section 15301). A Notice of Exemption was previously filed.

Attachments:

1. Notice of Completion
2. Verification of Work