



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 3/21/2023

ITEM NO: 8

DATE: March 13, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Third Amendment to the Consultant Services Agreement with Dixon Resources Unlimited (Dixon) for the Comprehensive Downtown Parking Study (813-0242) to Extend the Contract term, Add to the Scope of Services, and Additional Compensation.

RECOMMENDATION:

Authorize the Town Manager to execute a Third Amendment (Attachment 1) to the Consultant Services Agreement with Dixon Resources Unlimited (Dixon) for the Comprehensive Downtown Parking Study (813-0242) to extend the contract term, add to the scope of services, and additional compensation.

BACKGROUND:

On March 19, 2019, the Town Council approved an agreement (Attachment 1, Exhibit B) with Dixon for the Comprehensive Downtown Parking Study. The study scope included a full review of existing conditions, past parking discussions and policies; outreach to stakeholders; data collection and analysis; and suggested strategies for managing parking.

On December 17, 2019, Town Council received the Dixon Resources Downtown Parking Master Plan and approved the Downtown Parking Roadmap. Town Council directed staff to move forward with implementing the Downtown Employee Parking Program, the "Pay to Stay" program, and update the Downtown Wayfinding signage.

In June 2020, the first amendment (Attachment 1, Exhibit B) to the consultant services agreement with Dixon was executed to extend the contract end date from June 30, 2020, to June 30, 2022, to help with implementation. A Parking Program Manager [0.25 Full Time Equivalent (FTE)] was hired to begin the roadmap implementation.

PREPARED BY: Jim Renelle
Parking Program Manager

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

BACKGROUND (continued):

In June 2022, Council approved a second amendment (Exhibit B) to the consultant services agreement with Dixon extending the contract ending date to June 30, 2023, to continue to provide guidance on implementation.

DISCUSSION:

In December 2022, Council directed staff to develop a parking fee structure that would make the parking program cost neutral. Staff requires Dixon's professional expertise to develop this paid parking fee structure and associated tasks. The proposed third amendment (Attachment 1) would enable the required services. The 0.25 FTE temporary Parking Program Manager position expires in June 2023 and will be vacated by the current employee, which will further add to the need for Dixon's support.

Also, there are two optional tasks from the original scope of services that remain useful, which are the financial modeling workbook and continued implementation support.

The scope of services includes removing tasks that are no longer needed, retaining the two optional tasks from the original scope of services, and adding new tasks related to the research on how to develop a paid parking fee structure that will cover the required costs of additional staffing. Below outlines the task categories to be completed by Dixon (Attachment 1, Exhibit A):

- Financial Modeling Workbook
- Staffing Plan Recommendations
- On-call as needed (for case studies and implementation)
- Vendor selection and support for the Mobile Parking Application (App) Request for Proposals/Qualifications (RFP/RFQ)
- Vendor selection and support for the Pay Station RFP
- Post-COVID parking occupancy analysis
- Roadmap update with a recommended parking fee structure
- Community engagement/stakeholder input for Pay to Stay program

The financial modeling workbook allows the Town to forecast revenue received from the paid parking program using a variety of scenarios and helps determine an optimal solution if a paid parking program is to be implemented. The model is expected to provide the Town with an easy-to-use tool that allows for the adjustment of both on- and off-street variables, including parking payment solutions, operating days/hours, occupancy rates, compliance rates, and parking fees.

DISCUSSION (continued):

Continued implementation support is needed to obtain technical assistance in the selection and management of vendors. Dixon's expertise will help evaluate solutions for flexibility and capacity for expansion with the Town's evolving needs.

CONCLUSION:

Authorize the Town Manager to execute a third amendment (Attachment 1) to the consultant services agreement with Dixon Resources Unlimited (Dixon) for the Comprehensive Downtown Parking Study to extend the contract term, add to the scope of services, and additional compensation.

COORDINATION:

This agenda item was coordinated with the Town Attorney's Office.

FISCAL IMPACT:

The balance of unused funds remaining in the original Dixon contract is \$47,602.58 and it can be used towards the Third Amendment. An additional \$30,871.42 is required to cover the added scope of services for a total amount of \$78,474. The updated total agreement amount is inclusive of all costs and shall not exceed \$189,763.42. Payment is based upon Town approval of each task shown and will bill at actual time spent. Sufficient funds exist in the project budget for this contract.

Parking Program Implementation CIP No. 813-0242		
	Budget	
GFAR	\$ 598,500	
Total Budget	\$ 598,500	
		Costs
Misc. Project Expenses		\$ 892
Prior Consultant Services		\$ 194,967
Consultant Services (Approved with this Staff Report)		\$ 30,871
Construction Services		\$ 49,582
Total Costs		\$ 276,312
Available Balance		\$ 322,188

ENVIRONMENTAL ASSESSMENT:

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

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SUBJECT: Third Amendment to the Consulting Services Agreement with Dixon

DATE: March 13, 2023

Attachments:

1. Draft Third Amendment with Exhibit A - Parking Consultant Services Proposal, and Exhibit B
– Original Agreement and previous amendments