



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/21/2026

ITEM NO: 7

DATE: March 30, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a Three-Year Agreement for Professional Services with Disability Access Consultants, LLC, in an Amount Not to Exceed \$50,000 Annually and \$150,000 Total**

RECOMMENDATION: Authorize the Town Manager to execute a three-year agreement for Professional Services with Disability Access Consultants, LLC, for ADA Transition Plan implementation and support services in an amount not to exceed \$50,000 annually and \$150,000 total.

FISCAL IMPACT:

The proposed agreement represents a continuation of existing ADA consulting services and does not increase the overall service level beyond current operations. Funding for these services is included in the adopted FY 2025-26 Capital Improvement Program Budget for the Annual ADA Compliance Work Project (CIP No. 821-2013, 4118734-82303). Funding for subsequent fiscal years will be requested through the annual Operating Budget process and is subject to Town Council approval.

STRATEGIC PRIORITY:

This item does not directly address a Strategic Priority; however, it aligns with the Core Goal of Quality Public.

BACKGROUND:

The federal statute on *Nondiscrimination on the Basis of Disability in State and Local Government Services* (28 CFR § 35.150 – Existing Facilities) requires a public entity that employs

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Town Engineer

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

PAGE 2 OF 3

SUBJECT: Three-Year Agreement with Disability Access Consultants, LLC.

DATE: March 30, 2026

50 or more persons to develop a transition plan setting forth the steps necessary to achieve program accessibility and reasonable modifications to eliminate barriers for persons with disabilities. In addition, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against people with disabilities in programs that receive federal financial assistance.

The Town's previous ADA Transition Plan (the 1993 Plan) was adopted by the Town Council in 1993, identified improvements needed for accessibility compliance, and prioritized them to occur over a three-year time frame. After the adoption of the 1993 Plan, the Town constructed numerous projects and infrastructure to address the ADA requirements identified. However, ADA standards are ever evolving at the federal and state levels with broader rulings and regulation requirements.

On April 5, 2021, the Town entered into an agreement with Disability Access Consultants (DAC) to develop an updated Americans with Disabilities Act (ADA) Transition Plan (the 2023 Transition Plan). The legally required 2023 Transition Plan identifies required improvements to the Town's programs, services, activities, and assets to achieve compliance with the ADA. The 2023 Plan was completed in spring 2023. The current contract with DAC expires on June 30, 2026, and the Town desires to continue the working relationship with the consultant through a single source procurement mechanism. The selection complies with the Town's Purchasing Policy and applicable procurement requirements.

DISCUSSION:

ADA compliance is a federally mandated requirement, and failure to maintain compliance may expose the Town to legal liability, including complaints, litigation, and potential loss of eligibility for certain federal funding sources. Ongoing consultant support ensures the Town maintains up-to-date policies, responds appropriately to accessibility requests and grievances, and continues implementation of the ADA Transition Plan in a consistent and legally defensible manner. Services include ADA/504 Coordinator support, grievance response, accessibility policy updates, federal compliance support (including Caltrans, FHWA, HUD, and CDBG requirements), website accessibility review (WCAG 2.1 AA), annual reporting, and ongoing transition plan implementation tracking.

Since the initial contract with DAC in 2021, staff have continued to implement necessary ADA improvements when possible. Examples of this ADA work include our Annual Curb, Gutter, Sidewalk Project (CIP 813-9921), where select sidewalks and curb ramps are replaced annually to comply with ADA standards. The Town also contracts annually with Precision Concrete Cutting (PCC) to focus on the removal of trip hazards on sidewalks around the Town in high pedestrian areas. In completing this work, staff coordinates with DAC to update the database of needed improvements and demonstrate compliance with the ADA.

With the requested action, staff is proposing a new three-year agreement with DAC to continue to provide ADA Transition Plan services through June 30, 2029. DAC will continue to assist the

PAGE 3 OF 3

SUBJECT: Three-Year Agreement with Disability Access Consultants, LLC.

DATE: March 30, 2026

Town in the prioritization of future Town programs and projects and provide as-needed consultation services to support the implementation of the 2023 Transition Plan.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute the proposed agreement to continue ADA consulting services and support implementation of the 2023 ADA Transition Plan.

COORDINATION:

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

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Agreement for Consultant Services - Disability Access Consultants, LLC