



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 04/07/2026

ITEM NO: 10

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DATE: April 7, 2026  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Authorize the Town Manager to Execute a Professional Services Agreement with Dudek for the Town-Wide Evacuation Plan, in an Amount Not to Exceed \$346,930.00; Execute a Cost Sharing Agreement with Monte Sereno, totaling \$56,039.50; and Approve the Associated Revenue Budget Adjustment**

**RECOMMENDATION:** Take the following actions:

- a. Authorize the Town Manager to execute a Professional Services Agreement with Dudek for the Town-Wide Evacuation Plan with Simulation-Based Modeling for the Town of Los Gatos and the City of Monte Sereno, in an amount not to exceed \$346,930;
- b. Authorize the Town Manager to execute a Cost Sharing Agreement with the City of Monte Sereno, to include a \$4,000 administration fee and 15% of the cost of Dudek services, totaling \$56,039.50;
- c. Authorize revenue budget adjustment of \$56,039.50 to recognize the reimbursement revenue from the City of Monte Sereno; and
- d. Authorize the Town Manager to make non-substantive revisions to the agreements and related documents consistent with the Council's action.

**FISCAL IMPACT:**

Approval of this item authorizes the Town to enter into a Professional Services Agreement with Dudek in an amount not to exceed \$346,930.00, which will be funded by the Town Council approved Emergency Management allocation. Sufficient funding is available, with

**PREPARED BY:** Chris Todd  
Emergency Manager

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

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approximately \$110,000 remaining available after dedicating funds to this project and other efforts such as grant matches.

Under the cost sharing agreement, the City of Monte Sereno will reimburse the Town with a \$4,000 one time administration fee and 15% of Dudek invoices, for a total anticipated reimbursement of \$56,039.50. After applying this reimbursement, the Town's net project cost is estimated at \$290,890.50. A revenue budget adjustment of \$56,039.50 is recommended to recognize this anticipated revenue.

STRATEGIC PRIORITY:

This item aligns with the strategic priority to further the Town's emergency preparedness, resiliency, and response capabilities, particularly in the area of wildfire risk.

BACKGROUND:

The Town continues to advance evacuation readiness and wildfire preparedness efforts identified in recent emergency planning initiatives. As reflected in the December 16, 2025, emergency preparedness update, Town-wide evacuation modeling was identified as a key next step and was expected to require a contract value of approximately \$300,000 prior to coordinating with Monte Sereno and Dudek on a joint project structure.

On July 1, 2025, the Town issued a Request for Proposals for preparation of a Town-Wide Evacuation Plan with Simulation-Based Modeling. The Town received three proposals. Following evaluation of the proposals, Dudek was identified as the proposer offering the greatest value with the best combination of experience and cost to the Town.

Los Gatos and Monte Sereno share wildfire risk, evacuation routes, and operational response considerations, making a combined study the most effective approach for coordinated planning, modeling, and recommendations across both jurisdictions. Dudek provided a combined Los Gatos–Monte Sereno scope and fee proposal for one joint report that captures shared data, analysis, and recommendations for both jurisdictions, while identifying jurisdiction-specific considerations where appropriate. The combined Dudek fee proposal totals \$346,930.00.

Following coordination with the City of Monte Sereno and Dudek, the parties agreed to pursue a joint project structure under which (1) the Town would contract directly with Dudek as lead agency and (2) the Town and the City of Monte Sereno would enter into a separate cost recovery and project coordination agreement to address Monte Sereno reimbursement and interagency coordination.

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Dudek has confirmed May 1, 2026, as the project start date, and the agreement package now includes the final combined scope of services and fee schedule for Council consideration.

DISCUSSION:

The Dudek scope is organized into seven tasks that combine existing conditions documentation, traffic and evacuation simulation modeling, operational strategy development, public and stakeholder engagement, and final grant-ready deliverables. The combined scope will result in one joint report for the Town of Los Gatos and the City of Monte Sereno, with Los Gatos administering the consultant agreement and Monte Sereno participating through interagency coordination and cost recovery, while still supporting jurisdiction-specific review, recommendations, and presentation needs where identified in the scope.

The related cost recovery agreement provides a straightforward billing structure that supports coordinated evacuation planning across both jurisdictions while giving each agency clarity regarding cost responsibility. Under that agreement, Monte Sereno will reimburse Los Gatos a fixed one-time Town project management and contract administration fee of \$4,000.00 with the first quarterly invoice and will reimburse Los Gatos quarterly for an amount equal to fifteen percent (15%) of the Dudek invoices billed to the Town for the joint project during the preceding quarter.

The interagency agreement also provides cost-control protections and clear billing procedures. Any change to the Dudek scope or compensation that would increase Monte Sereno's reimbursement obligation will require Monte Sereno's prior written approval. Los Gatos will provide supporting Dudek invoice documentation with each quarterly reimbursement invoice and will complete a final reconciliation at project closeout.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute the Dudek professional services agreement, authorize the associated expenditure and budget adjustment, and authorize the related cost recovery and project coordination agreement with the City of Monte Sereno.

COORDINATION:

Prepared in coordination with the Town Manager's Office, Parks and Public Works, and the Town Attorney's Office.

ENVIRONMENTAL ASSESSMENT:

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

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Attachments:

1. Agreement for Services - Dudek – Town-Wide Evacuation Plan with Simulation Based Modeling
2. Cost Sharing Agreement - Los Gatos & Monte Sereno - Town-Wide Evacuation Plan with Simulation Based Modeling