



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/01/2020

ITEM NO: 6

DATE: November 25, 2020

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to execute an Agreement for Consultant Services with Facility Engineering Associates P.C. for Building Condition Assessment Services in an Amount Not to Exceed \$79,435 Including Contingencies

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Consultant Services (Attachment 1) with Facility Engineering Associates P.C. for building condition assessment services in an amount not to exceed \$79,435 including contingencies.

BACKGROUND:

This project will assess Town Facilities to determine current condition of equipment and building systems. The assessment will identify priorities for repair versus replacements and predict capital expenditures needed each year. As part of this assessment, the consultant will develop a preventive maintenance program to achieve optimal life expectancy of equipment and building systems through maintenance procedures.

DISCUSSION:

The Town issued a request for proposals (Attachment 2) and six firms submitted proposals. Based on a review of the proposals and reference checks, staff determined that Facility Engineering Associates P.C. is the best qualified firm and had the most efficient approach to provide the requested services. Facility Engineering Associates is a well-established engineering firm and have successfully completed several similar projects.

PREPARED BY: Dan Keller
Facilities & Environmental Services Manager

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

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SUBJECT: Authorize the Town Manager to execute an Agreement for Consultant Services for with Facility Engineering Associates P.C. for Building Condition Assessment Services in an Amount Not to Exceed \$79,435.20 Including Contingencies

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CONCLUSION:

Approval of the recommended action will allow this project to progress.

FISCAL IMPACT:

The Adopted FY 2020/21 – FY 2024/25 Capital Improvement Program includes funding for the Facilities Assessments project in the amount of \$80,000.

Facilities Assessment Project 821-2001		
	Budget	Costs
GFAR	\$ 80,000	
Total Budget	\$ 80,000	
Facility Engineering Associates P.C.		\$ 79,435
Total Expenditures		\$ 79,435
Project Balance		\$ 565

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Agreement for Consultant Services with Exhibit A.
2. Request for Proposal for Services.