



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/01/2024

ITEM NO: 4

DATE: September 26, 2024
TO: Mayor and Town Council
FROM: Katy Nomura, Interim Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with VisionScape Imagery, Inc. to Provide Video Rendering Services to the Town

RECOMMENDATION:

Authorize the Town Manager to execute an Agreement for Consultant Services with VisionScape Imagery, Inc. to provide video rendering services to the Town.

BACKGROUND:

At the Town Council meeting of April 16, 2024, the Town Council requested that staff research and distribute a Request for Proposals for Video Rendering Services for proposed development projects that are over three (3) stories tall. Specifically, this would be for those projects that no longer require story poles due to the height of the proposed project.

The Town distributed a Request for Proposals (RFP) in June 2024 and received seven proposals. Of those seven, staff interviewed four firms that met the qualifications laid out in the RFP: VisionScape Imagery Inc. (Attachment 1, Exhibit A), Transparent House, QuickViz Co, and Render.Bar. Staff determined that VisionScape Imagery, Inc. is the most qualified to provide video rendering services to the Town based on their experience providing similar services for many other municipalities, quality of the proposal, and reference statements.

DISCUSSION:

The Video Rendering Consultant serves as a support tool to applicants who need to utilize video renderings of their projects in place of story poles. Typical tasks that the video rendering consultant will provide are video renderings of residential, commercial, multi-family, and mixed-use projects based on plans prepared by other design professionals.

PREPARED BY: Alexa Nolder
Administrative Technician

Reviewed by: Interim Town Manager, Town Attorney, Community Development Director, and Finance Director

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CONCLUSION:

VisionScape Imagery, Inc. was determined to be the best candidate to serve as the Town's Video Rendering Consultant for the following reasons:

- Extensive experience working with Municipalities in the same, or similar capacity;
- Offering flexibility with turnaround time for projects;
- Offering easy to use visuals that show the development in its entirety;
- And the ability to collaborate with Town staff.

COORDINATION:

The draft Agreement for Consultant Services (Attachment 1) was prepared in coordination with the Town Attorney.

FISCAL IMPACT:

Video renderings for development proposals are paid for by the project applicant. The typical consultant deposit for these services is \$2,500. The actual cost will be based on the scope of work. Several sample invoices for potential projects the Town may see in the future are included in Attachment 1, Exhibit A. An administrative fee of 10 percent is also charged by the Town. The purpose of the administrative fee is to reimburse the Town's cost of administering the peer review.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Draft Agreement for Consultant Services with Exhibit A VisionScape Imagery, Inc. Proposal