



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/02/2026

ITEM NO: 5

DATE: November 2, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for an Amount Not to Exceed \$125,000.**

RECOMMENDATION: Authorize the Town Manager to execute an Agreement for Professional Services with CSG Consultants Inc. for Land Development Review Services for a not to exceed amount of \$125,000.

FISCAL IMPACT:

Funding is available in the FY 2026-27 Town Engineering operating budget to support the proposed agreement not-to-exceed amount of \$125,000.

STRATEGIC PRIORITY:

This item addresses the Town's Strategic Priority to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element. This item also supports the Core Goal of Community Character.

BACKGROUND:

The Town has experienced a significant increase in land development activity associated with the implementation of the Housing Element and other State housing laws. This additional workload exceeds the capacity of land development staff, and additional staff support is needed to fill the gap.

PREPARED BY: Gary Heap
Town Engineer

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

For projects requiring a full Architectural and Site Review by the Planning Division of the Community Development Department, the developer must go through an entitlement phase prior to submitting a building permit application. The developer then submits a building permit package including full construction drawings in compliance with a project's conditions of approval. The Parks and Public Works (PPW) Department is responsible for reviewing these plans and documents, issuing permits, and inspecting construction activities to ensure compliance with the conditions of approval and all applicable federal, state, and local regulations.

PPW also reviews over-the-counter building permit applications that do not require full Architectural and Site Plan entitlement review. New state laws have made it easier for projects to be approved through the over-the-counter building permit process, which has increased the number of building permit applications that require detailed engineering review. While these types of projects are smaller in nature and require less time to review than larger projects, they can still be complicated and require the same amount of plan review scrutiny. Over-the-counter permits can include small grading projects usually associated with Accessory Dwelling Unit (ADU) construction, minor residential modifications, pools, and projects that propose various right-of-way improvements.

In 2023, PPW issued a Request for Qualifications (RFQ) to establish a consultant list to supplement staff for Engineering and Design Support Services. The RFQ solicited firms across 12 different disciplines, including "Land Development Plan Review and Inspection Services." On February 20, 2024, the Town Council approved the On-Call Consultants List.

DISCUSSION:

PPW needs consultant support to help with the workload of the plan reviews as discussed above. The consultant support will ultimately allow Land Development engineering staff time to review, process, and make needed improvements to enhance efficiency.

On August 21, 2026, staff issued a Request for Proposal (RFP) for Land Development Engineering Review Services to the qualified firms on the Council-approved On-Call Consultants List. CSG Consultants, Inc. was the only firm to submit a proposal in response to this solicitation. Staff selected CSG based on its qualifications, experience providing land development engineering review services, familiarity with Town requirements, and availability to provide the requested services. The recommended contract amount of \$125,000 is anticipated to fund land development engineering review services through June 30, 2027, at the hourly rates specified in Exhibit A to the proposed agreement.

PPW staff and the Human Resources Director conferred with the Town Employee Association (TEA) leadership regarding the provisions of this agreement, and TEA has no objection to this agreement.

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SUBJECT: Agreement with CSG for Land Development Staff Support Services

DATE: November 2, 2026

CONCLUSION:

Staff recommends the Town Council authorize the Town Manager to execute an Agreement for Professional Services with CSG for support services related to review of land development applications.

COORDINATION:

This staff report was coordinated with the Administrative Services Department, Town Attorney's Office, and the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Professional Services Agreement – CSG Consultants, Inc.