



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 12/15/2020

ITEM NO: 4

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**DATE:** December 3, 2020  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Issuance of the Request for Qualifications for On-Call Materials Testing and Special Inspection Services and Authorize the Town Manager to Negotiate and Execute a Consultant Services Agreement in an Amount Not-to-Exceed \$180,000 for the Services.

**RECOMMENDATION:**

Staff recommends that the Town Council authorize the issuance of the Request for Qualifications (RFQ) for On-call Materials Testing and Special Inspection Services (Attachment 1) and authorize the Town Manager to negotiate and execute a consultant services agreement in an amount not-to-exceed \$180,000 for the services.

**BACKGROUND:**

In 2017, the Parks and Public Works (PPW) Department issued a Request for Proposals (RFP) to establish an on-call consultant list for the materials testing services required for the Town's capital improvement projects. Through the RFP process, four testing firms were qualified for the PPW on-call list. Common materials testing needed for projects included tests for concrete, asphalt, and soil compaction, and special inspections for the installation of reinforced concrete, foundations, structural steel welding and bolting, and structural masonry.

Historically, when specific materials testing or special inspection services are required for a Town project, staff solicit proposals from the on-call firms, then a consultant services agreement is negotiated with the selected firm for the project consistent with the Town's Purchasing Policy. This approach has resulted in an efficient selection process, reducing costs and facilitating materials testing for unforeseen needs.

**PREPARED BY:** WooJae Kim  
Town Engineer

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

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DISCUSSION:

Staff would like to retire the current on-call list. For future materials testing and special inspection services, Parks and Public Works is proposing to issue the attached RFQ to solicit Statements of Qualifications (SOQs) from capable firms (see Attachment 1).

From SOQs received, the Town would contract with the best qualified firm for a full one-year term with the option to extend one additional year. The fees for the on-call services would be negotiated upfront for the entire contract duration eliminating the need to negotiate fees for each individual project. The services performed under the contract would be funded through individual projects and their approved budgets on an as-needed basis. The total services amount for the contract term would be limited to \$180,000. The Town would still have the option to contract with more than one testing and inspection firm as long as the total combined contract amount does not exceed \$180,000.

Below is a list of Town capital projects that would likely require materials testing and special inspection services in year 2021:

- Annual Street Repair and Resurfacing
- Annual Curb, Gutter, and Sidewalk Maintenance
- Guardrail Replacement
- Traffic Signal Modernization
- Shannon Road Repair
- Building Replacement at Corporation Yard

Staff is requesting that the Town Council approve the issuance of the RFQ in Attachment 1 to solicit SOQs from testing and inspection firms on the current on-call list and other qualified consultants in the open market.

The following is the anticipated timeline for the RFQ process:

<u>Milestones</u>		<u>Anticipated Timeline</u>
Release of Request for Proposals	-	December 17, 2020
Proposals Due	-	January 14, 2021
Oral Interviews/ Presentations (if necessary)	-	February 2021
Contract Negotiation & Execution	-	March 2021

CONCLUSION:

Approval of the staff recommendations would allow PPW to contract with the most qualified on-call testing and inspection firm. Benefits would include reducing the number of consultant

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SUBJECT: Materials Testing and Special Inspections RFQ

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services agreements required for materials testing and special inspection services, shorter lead time to secure services for projects, and potential cost savings from the pre-approved fee schedule for the term of the contract.

COORDINATION:

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

FISCAL IMPACT:

The consultant services agreement with the best qualified testing firm would be set at a contract capacity amount not-to-exceed \$180,000 for the first-year term. The contract would be funded by projects requiring materials testing and special inspection services, where those projects would be sufficiently funded for those services. There is no additional fiscal impact to the Town.

ENVIRONMENTAL ASSESSMENT:

The recommended action is not a project as defined under CEQA, and no further action is required.

Attachment:

1. RFQ for On-Call Materials Testing and Special Inspection Services