



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 6/15/2021

ITEM NO: 15

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**DATE:** June 1, 2021  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Issuance of a Request for Qualifications for the Americans with Disabilities Act (ADA) Restrooms and Human Resources Offices (CIP No. 812-2117) and ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601) Design Services, and Authorize the Town Manager to Negotiate and Execute a Consultant Services Agreement in an Amount Not-to-Exceed \$100,000

**RECOMMENDATION:**

Staff recommends that the Town Council authorize the issuance of a Request for Qualifications (RFQ) for the ADA Restrooms and Human Resources (HR) Offices (CIP No. 812-2117) and ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601) design services, and authorize the Town Manager to negotiate and execute a consultant services agreement in an amount not-to-exceed \$100,000.

**BACKGROUND:**

The adopted Fiscal Year (FY) 2020/21-2024/25 Capital Improvement Program (CIP) Budget designates funding for the ADA Restrooms and HR Offices (CIP No. 812-2117) and ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601) projects.

The ADA Restrooms and HR Offices Project will make the necessary ADA-compliant upgrades to the two staff area restrooms in the Civic Center and modify the HR Department offices. The Community Development Department Building Inspectors have moved out of their previous space in the lower level of the Civic Center. The staff restrooms adjacent to this space are undersized and need to be upgraded to meet ADA standards. This project will upgrade the restrooms taking advantage of the available space for ADA compliance and space needs. In addition, the HR offices will be realigned to better utilize adjacent space previously a part of the New Museum (NUMU) lease.

**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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BACKGROUND (continued):

The ADA Upgrade Public Restrooms – Adult Recreation Building Project will upgrade the two public restrooms in the Adult Recreation Center located at 208 E. Main Street. The Adult Recreation Building is leased to the Los Gatos-Saratoga Community Education and Recreation. They host various adult and senior recreational programs. Accessible restrooms are important to the service delivery. The upstairs restrooms are beyond their useful life and are not ADA compliant. The Town secured Community Development Block Grant (CDBG) funds in an amount of \$78,979 to supplement the project budget, which would need to be incurred by April 2022. The CDBG Entitlement Program provides grants to local agencies on a formula basis for developing viable urban communities.

DISCUSSION:

Staff is proposing to hire a qualified architectural consultant team for the two Town facility capital projects mentioned. Staff is requesting that the Town Council authorize the issuance of the RFQ (Attachment 1) to solicit statements of qualifications (SOQs) from design firms. Staff is also requesting Council to authorize the Town Manager to negotiate an appropriate design scope of services and execute a consultant services agreement in an amount not to exceed \$100,000 once a qualified design firm is selected.

Depending on SOQs received, staff may also establish an On-Call Architectural Services list for future building design projects. Similar to other Town on-call professional consultant lists, the On-Call Architectural Services list established from this RFQ process would be maintained three to five years, and consultant services agreements would be negotiated and executed on an as-needed basis for each architectural project in compliance with the Town’s procurement policy.

The following is the anticipated timeline for the RFQ process:

<u>Milestones</u>		<u>Anticipated Timeline</u>
Release of Request for Proposals	-	June 17, 2021
Proposals Due	-	July 13, 2021
Evaluations	-	July 2021
Oral Interviews/Presentations (if necessary)	-	August 2021
Contract Negotiation & Execution	-	September 2021

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CONCLUSION:

Approval of the staff recommendations would allow staff to contract with the most qualified design firm(s) for the Town facility upgrade projects in a timely and efficient manner.

COORDINATION:

This report was coordinated with the Finance Department.

FISCAL IMPACT:

The projects are contingent on approval of the Proposed 2021/22 - 2025/26 CIP Budget, which includes funds for the ADA Restrooms and HR Offices (CIP No. 812-2117) and ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601) design services.

<b>ADA Restrooms and Human Resources (CIP No. 812-2117)</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$ 600,000	
<b>Total Project Budget</b>	<b>\$ 600,000</b>	
Design Consultant		\$ 65,000
Project Delivery		\$ 25,000
Construction		\$ 510,000
<b>Total Project Costs</b>		<b>\$ 600,000</b>
<b>Available Balance</b>		<b>\$ 0</b>

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FISCAL IMPACT (continued):

<b>ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601)</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$ 183,000	
Grants - CDBG	\$ 78,979	
<b>Total Project Budget</b>	<b>\$ 261,979</b>	
Design Consultant		\$ 35,000
Project Delivery		\$ 15,000
Construction		\$ 211,979
<b>Total Project Costs</b>		<b>\$ 261,979</b>
<b>Available Balance</b>		<b>\$ 0</b>

Staff costs are tracked for all projects. Tracking of staff costs allows for accountability in the costs of projects, recovery of costs from grant funded projects, and identification of future staffing needs for project delivery. This project utilizes a combination of full-time budgeted staff and temporary staff that support fluctuating workloads.

ENVIRONMENTAL ASSESSMENT:

This is a project defined under CEQA as being categorically exempt [Section 15301(a) Existing Facilities]. A Notice of Exemption will be filed.

Attachment:

1. RFQ for the ADA Restrooms and HR Offices (CIP No. 812-2117) and ADA Upgrade Public Restrooms – Adult Recreation Building (CIP No. 812-2601) Design Services