



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 06/15/2021

ITEM NO: 18

---

DATE: June 4, 2021

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Capital Improvement Project 813-0235 Downtown Streetscape Revitalization/  
Economic Recovery Efforts:

- a. Approve a Contract Amendment with AP&I Design, Inc in the Amount of \$42,192 for a Total Contract Amount not to Exceed \$92,192; and
- b. Approve an Extension to the Application Deadline for Applications to the Parklet Program to July 29, 2021.

**RECOMMENDATION:**

Capital Improvement Project 813-0235 Downtown Streetscape Revitalization/Economic Recovery Efforts:

- a. Approve a contract amendment with AP&I Design, Inc in the amount of \$42,192 for a total contract amount not to exceed \$92,192; and
- b. Approve an extension to the application deadline for applications to the parklet program to July 29, 2021.

**BACKGROUND:**

On April 20, 2021, the Town Council discussed the status of parklets in the downtown and approved an increase in parklet subsidy per business to \$40,000 or 75% of the total cost for semi-permanent parklets.

On March 15, 2021, the Town entered an agreement with AP&I Design, Inc. in the amount of \$49,000 for design of semi-permanent parklets under previous Council direction. This agreement provides base semi-permanent parklet design documents to help streamline permitting review and reduce costs to businesses for up to ten parklets.

**PREPARED BY:** Matt Morley  
Parks and Public Works Director

---

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

---

PAGE 2 OF 2

SUBJECT: Contract Amendment with AP&I Design

DATE: June 4, 2021

BACKGROUND (continued):

With the increased subsidy, the demand for parklets has increased from the original anticipated number to an upper potential of 26 parklets.

DISCUSSION:

The increased interest in parklets will require additional work from the project architects, AP&I Design. The team was originally selected based on their experience in designing previous parklets for businesses and the ability for that team to quickly adjust the template and move the process forward. Staff recommends continuing and expanding this agreement to accommodate the additional scope.

In addition, staff recommends extending the deadline for businesses to submit their applications from the current date of June 30 to July 29, 2021. This extension will allow businesses to fully commit to the expense of the semi-permanent parklets. The required timeline for final construction will remain December 31, 2022.

CONCLUSION:

The addition to the design contract and the extension to the application deadline will facilitate the increased demand and installation of semi-permanent parklets in the downtown.

COORDINATION:

This project is coordinated with the Economic Vitality Manager and the Community Development Department.

FISCAL IMPACT:

Funding for this project has been previously identified from the Capital Improvement Project titled Downtown Streetscape/Economic Recovery Efforts.

ENVIRONMENTAL ASSESSMENT:

The actions associated with this item are not a project defined under CEQA, and no further action is required.

Attachments:

1. Amendment to the Agreement
2. Original Agreement