



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/17/2019

ITEM NO: 4

DATE: September 12, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the Work of Mercoza Engineering and Authorize Recording by the Town Clerk for PPW Job No. 18-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project

RECOMMENDATION:

Authorize the Town Manager to execute a Certificate of Acceptance and Notice of Completion (Attachment 1) for the work of Mercoza Engineering and authorize recording by the Town Clerk for PPW Job No. 18-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project.

BACKGROUND:

The Town's adopted FY 2018/19-2022/23 Capital Improvement Program (CIP) Budget designated funding for these projects.

At the February 5, 2019 Town Council meeting, Council approved the plans and specifications for the Annual Curb, Gutter, and Sidewalk Maintenance and authorized the Town Manager to advertise the projects for bid and to award the project in an amount not to exceed the available construction budget of \$296,000, including contingencies, and any change orders, to the lowest responsible bidders.

The Town entered an agreement with Mercoza Engineering for the work for the low bid of \$166,600.

PREPARED BY: Lisa Petersen
Assistant Public Works Director/Town Engineer

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

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DISCUSSION:

Mercoza Engineering has satisfactorily completed all of the work for the project and staff recommends accepting the project.

Five percent of the faithful performance bonds will remain in effect for a period of two years as a guarantee for any needed repair or replacement caused by defective materials and workmanship for each project. The execution and recordation of the Certificate of Acceptance is now required to finalize the Town's acceptance of the project.

CONCLUSION:

Authorize the Town Manager to execute a Certificate of Acceptance and Notice of Completion for the work of Mercoza Engineering and authorize recording by the Town Clerk for PPW Job No. 18-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project.

FISCAL IMPACT:

The final construction costs totaled \$175,500 for the work. Some of the approved project contingency was used to fix additional locations of raised and broken curb and gutter on National Avenue prior to the overlay project. Project delivery costs, including advertising, printing, materials testing, staff, and design, have totaled \$216,024.

Curb, Gutter & Sidewalk Maintenance Project 813-9921		
	Budget	Costs
Project Budget	\$ 336,113	
Total Project Budget	\$ 336,113	
Mercoza Engineering		\$ 175,500
Advertising		\$ 952
Blueprint/Copy/Postage		\$ 506
Total Project Costs		\$ 176,958
Project Savings Not Including Staff Costs		\$ 159,155
Staff Costs		\$ 39,066
Project Savings Including Estimated Staff Costs		\$ 120,089

PAGE 3 OF 3

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FISCAL IMPACT (continued):

The Parks and Public Works Department continues to track staff costs associated with delivering CIP projects on a project-level basis. In years with larger CIP projects such as the Library Facility or the Almond Grove Street Rehabilitation, these staff costs have been partially funded by the corresponding CIP project to allow for the additional staffing necessary to deliver the projects. For smaller projects, or years with smaller overall CIP budgets, staff costs have solely been charged to the Engineering Program Operating Budget, due to the minimal use of temporary employees.

As this program is funded annually, any final savings will remain with the program for use on projects in future phases.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorical Exempt (Section 15301c). A Notice of Exemption was previously filed.

Attachment:

1. Certificate of Acceptance and Notice of Completion