



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 02/04/2025

ITEM NO: 6

DATE: January 30, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute the Second Amendment to the Agreement for Consultant Services with DKS Associates to Extend the Term of the Agreement to September 30, 2025

RECOMMENDATION:

Authorize the Town Manager to execute the second amendment (Attachment 1) to the Agreement for Consultant Services with DKS Associates to extend the term of the agreement to September 30, 2025.

BACKGROUND:

On March 1, 2022, the Town Council authorized the Town Manager to execute an Agreement for Consulting Services with DKS Associates for \$160,505 to prepare a Transportation Impact Fee Study. The agreement term is through February 28, 2025. This agreement was executed following the Town's issuance of a Request for Proposal for this project.

On April 16, 2024, the Town Council authorized the First Amendment to the Agreement for Consulting Services to increase the compensation by \$6,142 for a total agreement amount of \$166,647. This increase was to provide additional analysis requested by the Town Council at its meeting on April 2, 2024.

DISCUSSION:

Staff and DKS have continued to complete the additional analysis requested by Town Council in April 2024. However, this work will not be finalized before the contract end date of February 28, 2025. The Second Amendment will extend the term of the contract to a sufficient period of time to complete the work.

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

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

CONCLUSION:

The proposed second amendment is expected to provide adequate time for the current analysis to be completed.

COORDINATION:

This staff report was coordinated with the Finance Director and Town Attorney.

FISCAL IMPACT:

There are no fiscal impacts for this action as there is no change to the contract amount proposed.

VMT Mitigation Program CIP No. 812-0133		
	Budget	Costs
GFAR	\$ 250,000	
Total Budget	\$ 250,000	
		Costs
Consultant Services Agreement with DTA		\$ 8,800
Consultant Agreement with DKS Associates		\$ 160,505
First Amendment to Consultant Agreement with DKS Associates (approved 4/16/24 TC meeting)		\$ 6,142
Staff Costs		\$ 14,030
Total Costs		\$ 189,477
Available Balance		\$ 60,523

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Second Amendment to Agreement – DKS Associates