



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 03/02/2021

ITEM NO: 4

---

DATE: February 25, 2021

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Town Manager to Execute a First Amendment to Agreement for Consultant Services with Cuschieri Horton Architects for Additional Architectural and Engineering Design Services for PPW Project 821-2302 in an Amount of \$16,350, for a Total Agreement Not to Exceed \$165,350

**RECOMMENDATION:**

Authorize the Town Manager to execute a First Amendment (Attachment 1) to Agreement (Attachment 2) for Consultant Services with Cuschieri Horton Architects for additional architectural and engineering design services for PPW Project 821-2302 in an amount of \$16,350, for a total agreement not to exceed \$165,350.

**BACKGROUND:**

The Town's adopted 2018/19 Capital Improvement Program Budget designates funding for Town projects, including Project 821-2302, Building Replacement at the Corporation Yard. This is a two phased project that will convert current warehouse space to office space and then replace an old portable building that currently houses staff with a steel storage building at the northwest corner of the Parks and Public Works (PPW) Corporation Yard on Miles Avenue.

On October 2, 2018, the Town Council authorized the Town Manager to execute an agreement with Cuschieri Horton Architects for the Design of Corporation Yard Building Replacement and Engineering Tenant Improvement project.

On August 18, 2020, the Town Council authorized the Town Manager to execute a construction contract with DesignTek Consulting Group, LLC. for the construction of Phase 1 of the project

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

---

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

---

PAGE 2 OF 3

SUBJECT: Authorize the Town Manager to execute a First Amendment to Agreement for Consultant Services with Cuschieri Horton Architects for Additional Architectural and Engineering Design Services for PPW Project 821-2302 in an Amount of \$16,350, for a Total Agreement Not to Exceed \$165,350

DATE: February 25, 2021

BACKGROUND (continued):

which includes tenant improvements of Engineering staff offices and conversion of warehouse space into staff office space. The Phase 1 construction work is underway and is expected to be completed in May.

DISCUSSION:

Phase 2 of the project includes purchasing and installation of a steel storage building to replace the existing building that is currently used as Police evidence storage facility and some staff offices.

The permit process for the storage building also includes review by the County Fire Department. Early coordination led staff to believe that fire sprinklers would not be necessary. Subsequent review comments from the Fire Department added the requirement for fire sprinklers, an element which needs design and engineering for an underground water line connection to the proposed storage building. This amendment is for the additional design and engineering work to be performed by Cuschieri Horton Architects.

Bidding for construction of Phase 2 of the project will follow the completion of the additional design work.

CONCLUSION:

Staff recommends that Town Council authorize the Town Manager to execute the contract to allow for this project to progress.

COORDINATION:

The design of this project has been coordinated with the Community Development Department and County Fire through the building permit process.

SUBJECT: Authorize the Town Manager to execute a First Amendment to Agreement for Consultant Services with Cuschieri Horton Architects for Additional Architectural and Engineering Design Services for PPW Project 821-2302 in an Amount of \$16,350, for a Total Agreement Not to Exceed \$165,350

DATE: February 25, 2021

FISCAL IMPACT:

There are sufficient funds in the project budget for this design change. Once the design is complete, staff will update the construction estimate and propose any changes in budget through the annual Capital Improvement Program budget process.

<b>Building Replacement at Corporation Yard</b>		
<b>Project 821-2302</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$1,165,800	
<b>Total Budget</b>	<b>\$1,165,800</b>	
Construction (Including Contingencies)		\$750,315
Consultation Services (Expense + Encumbrance)		\$204,484
Solutions Office Interiors		\$108,000
Other Construction		\$39,396
Modular Unit Rental		\$10,637
Construction Inspection		\$7,443
Equipment Acquisition/Installation		\$6,055
Blueprint/Copy/Postage		\$1,772
Advertising		\$1,064
<b>Total Expenditures</b>		<b>\$1,126,331</b>
<b>Remaining Budget</b>		<b>\$39,469</b>

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorically Exempt (Section 15301 a and d). A Notice of Exemption will not be filed.

Attachment:

1. First Amendment to the Agreement for Consultant Services with Cuschieri Horton Architects Including Exhibit B (Cost Proposal) and Original Agreement.