



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/04/2024

DATE: May 30, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with The KPA Group to Increase the Compensation for Construction Administration for the Civic Center Improvements (CIP 821-2117) in an Amount of \$36,835 for a Total Contract Amount of \$132,835.

RECOMMENDATION:

Authorize the Town Manager to execute a first amendment to the agreement for consultant services with The KPA Group to increase the compensation for construction administration for the Civic Center Improvements (CIP 821-2117) in an amount of \$36,835 for a total contract amount of \$132,835.

REMARKS:

On August 18, 2023, the Town executed an agreement with The KPA Group to develop plans and specifications for the Civic Center Improvements (CIP# 821-2117). The original agreement was for a total value of \$96,000 and was executed by the Town Manager. The design provided under the agreement included the development of construction documents for restrooms in Town Hall that are compliant with the Americans with Disabilities Act (ADA), Human Resources Department reconfiguration, and an ADA compliant entry ramp. The construction plan set has been completed and Building Permits are ready to be issued. The project will be formally bid in summer 2024.

This agenda item would enable The KPA Group to provide construction administration services for the project given that they developed plans and specifications. The proposed agreement amendment (Attachment 1) would add \$36,835 for construction administration services, increasing the total compensation to \$132,835.

PREPARED BY: Dan Keller
Facilities & Environmental Services Manager

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

PAGE 2 OF 2

SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Consultant Services with The KPA Group for CIP 821-2117.

DATE: May 30, 2024

FISCAL IMPACT:

The adopted Fiscal Year 2023/24 – 2027/28 Capital Improvement Program (CIP) Budget for this project has sufficient funds for the amendment to the contract.

Civic Center Americans with Disabilities Act (ADA) Improvements		
CIP No. 821-2117		
	Budget	Costs
GFAR	\$ 980,000	
Total Budget	\$ 980,000	
		Costs
Consultant Services		\$ 171,000
First Amendment to Consultant Services Agreement with The KPA Group (Requested with this Staff Report)		\$ 36,835
Total Expenditures		\$ 207,835
Available Balance		\$ 772,165

ENVIRONMENTAL ASSESSMENT:

In accordance with CEQA Guidelines Section 15378(b)(5), approval of this amendment is not a project subject to CEQA because it is an administrative activity that will not impact the environment.

Attachment:

1. First Amendment to Agreement for Consultant Services with Exhibit A (Original Agreement and Original Proposal) and Exhibit B (New Proposal)