



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/18/2024

ITEM NO: 7

DATE: June 10, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Stormwater Network Mapping Services (CIP No. 816-0425):
a. Award and Authorize the Town Manager to Execute a Contract with NCE in an Amount Not to Exceed \$380,700;
b. Authorize the Town Manager to Execute Change Orders in an Amount Not to Exceed Ten Percent (10%) of the Contract Award Amount (\$38,070)

RECOMMENDATION:

Stormwater Network Mapping Services (CIP No. 816-0425):
a. Award and authorize the Town Manager to execute a contract with NCE in an amount not to exceed \$380,700;
b. Authorize the Town Manager to execute change orders in an amount not to exceed ten percent (10%) of the contract award amount (\$38,070).

BACKGROUND:

The ability to operate, maintain, and make informed management decisions about the storm drain system is critical for the Town of Los Gatos. The Town's existing storm drainage mapping and data are currently incomplete, and in some cases unreliable. The Town requires the need for consultant services to prepare a complete and accurate map of the network. Due to this incomplete network mapping, staff currently lacks the information necessary to effectively manage the storm drain system and make informed management decisions about street flooding, drainage, and National Pollutant Discharge Elimination System (NPDES) permit compliance. Staff currently estimates the storm drainage system assets to include approximately 1,900 drainage inlets, 300 outfalls, 1,000 manholes, and 3,400 pipe segments (350,000 linear feet of storm pipe), totaling approximately 6,600 assets.

PREPARED BY: Gary Heap
Town Engineer

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

BACKGROUND (continued):

In 2021, NCE was contracted to conduct a pilot project to collect stormwater network asset data and completed approximately 13% (860 of 6,600) of the Town's storm drainage infrastructure data collection with the allocated project budget. The contract under consideration with this agenda item would allow the completion of the remaining 87% of the stormwater network data collection and mapping to create a reliable storm drainage Geographic Information System (GIS) map.

DISCUSSION:

Proposals for this project were requested through a Request for Proposal (RFP) process which was advertised on Tuesday, August 15, 2023. On September 15, 2023, the Town received three proposals, from NCE, Surveying and Mapping, LLC, and Sandis. Staff reviewed the proposals and selected NCE due to quality of their proposal, the cost, and the fact that they had previously collected a portion (13%) of the storm drainage network data in Town. The final scope of work took several months to negotiate, and staff worked through the Capital Budget process to increase the available funding to allow for the work to be completed.

CONCLUSION:

The contract for Storm Drainage Mapping Services is recommended to be awarded to NCE in the amount of \$380,700 plus contingencies. This project is in the Adopted Fiscal Year (FY) 2024/25 – FY 2028/29 Capital Improvement Program (CIP) Budget. If this item is approved by Council, execution of the project agreement and notice to proceed would occur after July 1, 2024. There are sufficient funds in the project to accommodate the proposed award.

COORDINATION:

The project was coordinated with the Finance Department.

FISCAL IMPACT:

The storm drainage mapping project is included in the Adopted FY 2024/25-2028/29 CIP Budget with sufficient funds for the project beginning July 1st.

FISCAL IMPACT (continued):

Storm Drainage Mapping Project CIP No. 816-0425		
	Budget	Costs
GFAR	\$ 190,000	
Storm Basin #1	\$ 86,667	
Storm Basin #2	\$ 86,667	
Storm Basin #3	\$ 86,667	
Total Budget	\$ 450,001	
		Costs
Consultant Services Agreement with NCE (Requested with this Staff Report)		\$ 380,700
10% Contingency (Requested with this Staff Report)		\$ 38,070
Total Expenditures		\$ 418,770
Available Balance		\$ 31,231

ENVIRONMENTAL ASSESSMENT:

Assessment of the Town's storm drainage system is not considered a project defined under CEQA, and no further action is required.

Attachment:

1. Agreement with NCE with Exhibit A