



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/21/2020

ITEM NO: 8

DATE: January 16, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Following Actions for PPW Project No. 816-0413, Stormwater Master Plan:
a. Approve an Agreement for Consultant Services with NCE Consultants for Development of a Town Stormwater Master Plan in a not to exceed amount of \$200,000, and
b. Approve an Expenditure Budget Adjustment – in the amount of \$30,000 from the Town’s available Storm Drain Funds.

RECOMMENDATION:

Authorize the following actions for PPW Project No. 816-0413, Stormwater Master Plan:
a. Approve an agreement for consultant services with NCE Consultants for development of a Town Stormwater Master Plan (Attachment 1) in a not to exceed amount of \$200,000, and
b. Approve an expenditure budget adjustment in the amount of of \$30,000 from the Town’s available Storm Drain Funds.

BACKGROUND:

The Town’s 2019/20-2023/24 Capital Improvement Program calls for development of a Town-wide Stormwater Master Plan. The project development, through a consultant, would provide the Town with the necessary planning tools and identified capital improvement projects to address stormwater infrastructure management within the Town.

The goal of the project is to manage stormwater runoff proactively to protect water quality and minimize impacts of localized downstream flooding by identifying infrastructure improvements for collection, conveyance, and treatment of stormwater runoff. The plan would prioritize and provide an implementation plan for the stormwater infrastructure improvements.

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

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

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SUBJECT: Authorize the Following Actions for PPW Project No. 816-0413, Stormwater Master Plan:

- a. Approve an Agreement for Consultant Services with NCE Consultants for Development of a Town Stormwater Master Plan in a not to exceed amount of \$200,000
- b. Approve a Budget Transfer of \$30,000 from the Town's Storm Drain Funds to the Project

DATE: January 16, 2020

DISCUSSION:

PPW issued a Request for Proposals (RFP) for development of a Stormwater Master Plan on August 27, 2019. The RFP was sent out to consultants on the Town's on-call engineering list and several additional firms specializing in stormwater planning. The RFP was also advertised on the Town's RFP/RFQ webpage. Proposals were due to PPW by September 30, 2019.

On the RFP due date, the Town received proposals from three firms:

- BKF Consultants
- Schaaf and Wheeler
- NCE Consultants

A Town consultant selection committee, which included the Town's consultant project manager, was formed to review the proposals. After review of the proposals by the committee, all three firms were deemed qualified and were invited for an in-person interview with the selection committee.

Following the interviews, NCE Consultants was deemed the most qualified to complete the work by the Town selection committee. NCE presented a team that had extensive experience in the field and had successfully worked on numerous similar projects in the area. Additionally, reference checks from other cities provided back-up for the team's past work excellence.

As required by the State Public Contracts Code, following selection of NCE as the most qualified consultant, PPW staff negotiated both the scope and cost with them for development of the Stormwater Master Plan. The final fee negotiated was within the cost allocation listed in the Request for Proposals. The total negotiated fee for the project is just under \$200,000.

CONCLUSION:

Authorize the following actions for PPW Project No. 816-0413, Stormwater Master Plan:

- a. Approve an Agreement for Services with NCE Consultants for development of a Town Stormwater Master Plan (Attachment 1) in a not to exceed amount of \$200,000, and
- b. Approve a budget transfer of \$30,000 from the Town's Storm Drain Funds to the project.

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COORDINATION:

This has been coordinated with the Town’s Finance Department and Town Attorney’s Office.

FISCAL IMPACT:

An expenditure budget adjustment in the amount of \$30,000 is requested from the Town’s Storm Drain Funds.

Stormwater Master Plan Project 816-0413		
	Budget	Costs
GFAR	\$ 180,000	
Requested Expenditure Budget Adjustment from available Storm Drain Funds	\$ 30,000	
Total Budget	\$ 210,000	
NCE Consultants Contract		\$ 200,000
Total Expenditures		\$ 200,000
Remaining Balance		\$ 10,000

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

- 1. Agreement for Consultant Services.