



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/15/2026

ITEM NO: 6

DATE: September 15, 2026
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute an Agreement for Professional Services with Ghirardelli Associates, Inc., Effective upon Execution and through June 30, 2031, to Support the Parks and Public Works Department Land Development Application Reviews and Inspections in an Amount Not to Exceed \$1,000,000**

RECOMMENDATION: Authorize the Town Manager to execute a pass-through professional services agreement with Ghirardelli Associates, Inc., effective upon execution and through June 30, 2031, to support the Parks and Public Works Department land development application reviews and associated inspections in an amount not to exceed \$1,000,000.

FISCAL IMPACT:

The proposed professional services agreement (Attachment 1) provides contract capacity in an amount not to exceed \$1,000,000 through June 30, 2031. The Agreement does not guarantee any minimum amount of work and no Town funds are proposed for use in this agreement. As a pass-through agreement, services will be authorized through discrete tasks only after the Town confirms that sufficient applicant-funded deposits (Account Code 1115999-48416) or other legally authorized applicant funds are available to pay for the services (Account Code 1115999-68416).

Staff time associated with administering and managing the consultant services will also be recovered from applicants through the applicable developer deposit or adopted fee mechanism (Account Code 1115202-44619).

PREPARED BY: James Watson
Senior Civil Engineer – Land Development

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Administrative Services Director

SUBJECT: Authorize the Town Manager to Execute an Agreement for Professional Services with Ghirardelli Associates, Inc.

DATE: September 15, 2026

The Agreement's 2026 hourly rates are effective through December 31, 2026 and are subject to an annual increase no more than the San Francisco Bay Area Consumer Price Index over the rates then in effect.

No net General Fund or other unrestricted Town fund impact is anticipated because consultant services will be funded by the applicable development applicants. General Fund or other unrestricted Town funding would not be used unless separately approved by the Town.

STRATEGIC PRIORITY:

This item addresses the Town's Strategic Priority to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element. (Goal: Community Character). By providing additional capacity for timely and thorough review of development plans and construction activities, the recommendation will help ensure that development projects comply with Town standards and adopted conditions of approval. This approach supports responsible development while helping preserve the Town's community character and quality of life.

BACKGROUND:

The Town's adopted 2023-2031 Housing Element identifies a Regional Housing Needs Allocation (RHNA) of 1,993 housing units for the 2023-2031 eight-year planning period. The Town has experienced a significant increase in land development activity associated with the implementation of the Housing Element and other State housing laws. Most recently, a single entitled project accounted for 451 proposed new dwelling units.

Once a project is entitled, the developer must submit building permit applications and various other documents required by the project's conditions of approval. The Parks and Public Works ("PPW") Department is responsible for reviewing these plans and documents, issuing permits, and inspecting construction activities to ensure compliance with the conditions of approval and all applicable federal, state, and local regulations. The increased volume and complexity of development activity have created a greater demand for PPW's land development review and inspection resources.

To supplement its in-house resources, PPW issued a Request for Qualifications (RFQ) in 2023 to establish an on-call consultant list for Engineering and Design Support Services. The RFQ solicited firms across 12 disciplines, including "Land Development Plan Review and Inspection Services." Firms with experience in land development plan review and construction inspection were invited to submit their qualifications for consideration. Responses were received from

SUBJECT: Authorize the Town Manager to Execute an Agreement for Professional Services with Ghirardelli Associates, Inc.

DATE: September 15, 2026

several firms and evaluated based on qualifications, experience, technical expertise, staffing resources, responsiveness, and familiarity with California municipal requirements.

On February 20, 2024, the Town Council approved the On-Call Consultants List for Engineering and Design Support Services. Ghirardelli Associates Inc. was one of six firms approved for Land Development Plan Review and Inspection Services.

DISCUSSION:

Workloads associated with development applications, building permits, and private construction activities can fluctuate significantly from year to year. In recent years the Town has seen private development projects of increasing complexity due to their high density and multiple stories. Managing the construction phase of these projects requires knowledge of advanced engineering and construction principles that are outside the scope of work of Town staff. Utilizing qualified on-call consultants provides the Town with the expertise needed to ensure the Town's interests are protected.

The proposed agreement with Ghirardelli includes hourly rates and defines the terms and conditions under which services may be authorized by the Town. The Agreement does not guarantee any minimum amount of work or compensation. Services will be authorized through discrete tasks only after the Town confirms that sufficient applicant-funded deposits or other legally authorized applicant funds are available to pay for the services. The Agreement provides that the Town has no obligation to pay the Consultant for services unless sufficient applicant-funded deposits or other legally authorized applicant funds are available.

CONCLUSION:

Awarding a professional services agreement to Ghirardelli for on-call engineering services will enable the Town to quickly and efficiently respond when larger development projects receive entitlements and advance into the construction phase. The agreement will provide the Town with additional capacity to review construction-phase documents and support related inspection activities as needed.

COORDINATION:

This staff report was coordinated with the Administrative Services Department, Town Attorney's Office, and the Town Manager's Office.

ENVIRONMENTAL ASSESSMENT:

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

PAGE 4 OF 4

SUBJECT: Authorize the Town Manager to Execute an Agreement for Professional Services
with Ghirardelli Associates, Inc.

DATE: September 15, 2026

Attachments:

1. Professional Services Agreement – Ghirardelli Associates

DRAFT