



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 8/4/2020

ITEM NO: 11

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DATE: July 30, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the Work of Rosas Brothers Construction and Authorize Recording by the Town Clerk for PPW Job No. 19-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project

**RECOMMENDATION:**

Authorize the Town Manager to execute a Certificate of Acceptance and Notice of Completion for the work of Rosas Brothers Construction and authorize recording by the Town Clerk for PPW Job No. 19-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project.

**BACKGROUND:**

The Town's adopted FY 2019/20-2023/24 Capital Improvement Program (CIP) Budget designated funding for this project.

At the October 15, 2019 Town Council meeting, Council approved the plans and specifications for the Annual Curb, Gutter, and Sidewalk Maintenance Project and authorized the Town Manager to advertise the projects for bid and to award the project in an amount not to exceed the available construction budget of \$1,237,841 including contingencies, and any change orders, to the lowest responsible bidder.

The Town entered an agreement with Rosas Brother Construction for the work for the low bid of \$835,532.

**PREPARED BY:** Michelle Quinney  
Interim Town Engineer

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

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DISCUSSION:

Rosas Brothers Construction has satisfactorily completed all of the work for the project and staff recommends accepting the project.

Five percent of the faithful performance bonds will remain in effect for a period of two years as a guarantee for any needed repair or replacement caused by defective materials and workmanship for each project. The execution and recordation of the Certificate of Acceptance is now required to finalize the Town's acceptance of the project.

CONCLUSION:

Authorize the Town Manager to Execute a Certificate of Acceptance and Notice of Completion for the Work of Rosas Brothers Construction and Authorize Recording by the Town Clerk for PPW Job No. 19-813-9921 Annual Curb, Gutter, and Sidewalk Maintenance Project.

FISCAL IMPACT:

The final construction costs totaled \$918,107 for the work. Project delivery costs, including staff, and design, have totaled \$170,787.

Staff costs are tracked for all projects. Tracking of staff costs allows for accountability in the costs of projects, recovery of costs from grant funded projects, and identification of future staffing needs. This project utilized full-time budgeted staff. The costs for full-time staff are accounted for in the Department's operating budget and will not be charged to this project.

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FISCAL IMPACT (continued):

Curb, Gutter, and Sidewalk Maintenance Project 813-9921		
	Budget	Costs
GFAR	\$ 1,373,934	
<b>Total Budget</b>	<b>\$ 1,373,934</b>	
Construction - Rosas Brothers		\$ 918,107.00
Consultation Services		\$ 1,996.98
Advertising		\$ 998.00
Blueprint/Copy/Postage		\$ 76.00
Staff Costs		\$ 167,716.00
<b>Total Expenditures</b>		<b>\$ 1,088,894</b>
<b>Project Savings Not Including Staff Costs</b>		<b>\$ 285,040</b>
<b>Estimated Staff Costs</b>		<b>\$ 167,716</b>
<b>Project Savings Including Estimated Staff Costs</b>		<b>\$ 117,324</b>

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorically Exempt (Section 15301c). A Notice of Exemption was previously filed.

Attachment:

1. Certificate of Acceptance and Notice of Completion