



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/17/2019

ITEM NO: 8

DATE: December 11, 2019
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Issue Procurement Documents for the Los Gatos Smart Signals Project (Project #813-0227 Traffic Signal Modernization)

RECOMMENDATION:

Authorize the Town Manager to issue procurement documents for the Los Gatos Smart Signals Project (Project #813-0227 Traffic Signal Modernization).

BACKGROUND:

The Town's existing traffic signals currently operate in an aged system without centralized control. In 2016, the Town completed a Traffic Signal System Evaluation which included a detailed inventory of the existing traffic signal infrastructure network. Following the evaluation, the Town applied for and was awarded three grants from the Santa Clara Valley Transportation Authority (VTA) and the Metropolitan Transportation Commission (MTC). The Innovative Deployments to Enhance Arterials (IDEA) grant received from MTC is a federal program, thus the Town must comply with stringent federal project delivery requirements in project development and vendor and consultant procurement.

With a project cost of over \$2.9 million, including future fiscal year allocations, this is a large-scale project with both local and federal project elements. Town staff has benefited from the technical expertise of MTC staff and its consultant, who collectively have managed many similar projects throughout the Bay Area and California. Since the start of the project in August 2018, MTC and its consultant completed several draft technical reports: Systems Engineering Management Plan, Concept of Operations, and System Requirements. In early 2019 Town staff and W-Trans, project management consultant for the Town, conducted informal vendor interviews and finalized the documents.

PREPARED BY: YING SMITH
Transportation and Mobility Manager

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

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DISCUSSION:

Building on the foundation of the technical reports, the Town is ready to solicit vendors to provide and implement the various project elements. MTC staff and its consultant provided additional guidance on the procurement approach and assisted Town staff in deciding the best approach to procure the various project elements in a logical sequence. Table 1 summarizes the procurement approach and its steps. This approach is in compliance with the federal project delivery requirements, allows for competition among vendors, and provides a certain degree of flexibility for the Town in decision making. The procurement process would start with, a request for proposals for the Central System and the Adaptive Traffic Control System (Step 1). Steps 2 and 3 are contingent upon Step 1, while Step 4 is relatively independent from other steps and can be carried out in a later stage. Based on the preliminary estimates, the total cost of the entire procurement is approximately \$1.8 million. Additional costs for project development, inspection, and management will accrue separately.

Table 1 - Los Gatos Smart Signals Project Procurement Approach and Steps

Step	Scope & Project Element	Cost Estimate	Fund Source	Procurement
1	Central System Adaptive Traffic Control System	\$ 491,777	Local Federal	RFP 1
2	Signal Controller Upgrade	\$ 163,680	Local	Sole Source
3	Automated Traffic Signal Performance Measures Virtual Bike Detection	\$ 537,804	Federal	RFP 2
4	Design of field elements Construction of field elements	\$ 610,649	Federal	RFQ Bid
Total for Procurement		\$ 1,803,910		

Notes:

Cost estimates are preliminary.

RFP: Request for Proposals

RFQ: Request for Qualifications

Town staff is recommending that the Town Council grant the Town Manager the authority to issue the procurement documents for the entire process as illustrated in Table 1 to allow for timely execution of the individual project elements and actions. The first step, RFP 1, is scheduled to be released on December 20, 2019. Draft RFP 1 and future procurement documents will be posted on the Town's website at: <https://www.losgatosca.gov/2258/RFPRFQ>. The Council would retain the authority to award each contract.

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CONCLUSION:

Because of the tight controls placed on the project through the federal procurement process and the need to actively move the project forward, staff recommends providing the Town Manager authority to issue the appropriate procurement documents for the Smart Signals Project.

ALTERNATIVES:

The Council could choose to modify the procurement process. Any modifications would require a fresh look of the entire process and additional coordination and consultation with MTC staff which could result in time delay in starting the procurement process and project implementation.

COORDINATION:

This report was coordinated with MTC staff and the Finance Department.

FISCAL IMPACT:

Project #813-0227 Traffic Signal Modernization in the Capital Improvement Program Budget (Fiscal Year 2019/20 – 2023/24) has sufficient funds for the contracts and staff costs. Staff will return to the Council for award of the vendor and consultant contracts that result from the individual procurement actions. The \$2.9M project identified above includes funds anticipated for FY 2020/21.

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FISCAL IMPACT (continued):

Traffic Signal Modernization Project 813-0227			
	Available	Expended/ Encumbered	Estimated
	Budget	To Date	Future
	FY 19/20		Contracts
Traffic Mitigation	\$665,668	\$ 43,553	
Grants & Awards	\$1,785,019		
Total	\$2,450,687		
		\$ 117,962	
Central System Adaptive Traffic Control System			\$491,777
Signal Controller Upgrade			\$163,680
Automated Traffic Signal Performance Measures Virtual Bike Detection			\$537,804
Design of Field Elements & Construction of Field Elements			\$610,649
W- Trans Project Management			\$125,000
Staff Costs			\$234,508
Total			\$2,163,418
TOTALS	\$ 2,450,687	\$ 117,962	\$2,163,418

ENVIRONMENTAL ASSESSMENT:

The action granting procurement authority is not a project as defined under CEQA. The Traffic Signal Modernization (Smart Signals) project is a project as defined under the California Environmental Quality Act (CEQA) and is Categorically Exempt under Section 15301: Existing Facilities. A Notice of Exemption will be filed.