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December 12, 2024

Gary Heap,
Town Engineer
Town of Los Gatos
41 Miles Avenue
Los Gatos, CA 95030

RE: Comcast Encroachment Permit Plan Review - Proposal

Dear Gary:

CSG Consultants, Inc. is pleased to present this proposal to assist the Town of Los Gatos with Plan Review for the Comcast Encroachment permit application.

Comcast proposes to install communication lines within the Town of Los Gatos Public Right-of-Way..

Work to be performed under this proposal will include the following:

Plan Review

- 1) Plan Review:
 - Review plans for conflicts with existing surface improvements.
 - Review plans for conflicts with existing utilities. Identify utilities that may require potholing prior to construction.
 - Review plans for consistency with Town trench resurfacing standards.
 - Confirm plans show appropriate repairs to other surface improvements (concrete, pavers, landscaping) where these improvements are impacted.
- 2) Prepare a comment letter for each review. Meet with staff and/or the applicant as needed to review comments and how comments will be addressed.
- 3) Complete subsequent reviews as needed.
- 4) Review traffic control plans and provide comment letters and meet with Town staff and Comcast as needed.
- 5) Attend other meetings as needed.

Sandra Meditch, P.E., will serve as the point of contact, oversee plan review work, and conduct QA/QC.

Fee

Our fee for performing the work described above will be on a time and materials basis, based on our 2024 Standard Fee Schedule. See attached.

Inspection Services

CSG stands ready to provide inspection services if and when needed. Enforcing traffic control requirements and the permit provisions are vital on this type of work. Also working closely with the contractor to ensure all utilities are marked and trenches are backfilled according to project plans and Town/Caltrans standards. As the level of effort and the contractor's schedule are unknown, it is very difficult to arrive at a cost at this time. However, as a place holder we suggest the Town set aside \$10,000 to be finalized upon the determination of the level of effort desired by the Town and number of working days dictated by the contract.

Thank you for considering CSG Consultants for this work. We look forward to working with you on this project. Please feel free to call Sandra Meditch at (650) 522-2629 if you would like to discuss this further.

Sincerely,



Sandra A. Meditch, P.E.
Principal Engineer

cc: Hatem Ahmed, P.E.
Nourdin Khayata, P.E.
Sophie Truong, PE, PLS

Attachment