



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/21/2025

ITEM NO: 10

DATE: January 16, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Third Amendment to the Agreement for Services with Traffic Management, Inc. to Extend the Contract Term to August 29, 2025

RECOMMENDATION:

Authorize the Town Manager to execute a third amendment to the Agreement for Services (Attachment 1) with Traffic Management, Inc. to Extend the Contract Term to August 29, 2025.

BACKGROUND:

On February 7, 2023, the Town Council approved a series of event-related topics, one of which being the support of and budget allocation for hiring a professional traffic control vendor to assist Town staff with road closure and traffic control services for two special events: the Halloween road closures (including closures in the Almond Grove and Johnson Avenue neighborhoods) and the annual Children's Holiday Parade downtown.

The Town requested qualifications and cost estimates from several professional traffic management companies and selected Traffic Management, Inc. (TMI) as they have specific experience in the logistics related to road closures and traffic management for special events. On September 21, 2023, the Town Manager executed the Agreement for Services in the amount of \$16,895.34.

On November 8, 2023, the Town Manager executed the First Amendment to the Agreement, increasing the total compensation to \$50,000 and modifying the scope to address the extensive requirements associated with the Children's Holiday Parade.

On August 20, 2024, the Town Council authorized the Town Manager to execute the Second Amendment, increasing the compensation to \$93,793 and extending the term to January 31,

PREPARED BY: Nicolle Burnham
Parks and Public Works Director

Reviewed by: Assistant Town Manager, Town Attorney and Finance Director

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2025. The second amendment authorized work for the 2024 Halloween road closures and the 2024 Annual Children's Holiday Parade.

DISCUSSION:

After two years of working with TMI, staff is recommending that their contract term be extended to allow for their future services for Halloween and the Holiday Parade. TMI has performed services for both events in 2023 and 2024 and has proven to work well with staff to deliver and execute these complicated closures. The requested extension will provide staff the time needed to negotiate costs for 2025 and possibly future years. Additional funding will need to be added to the agreement to perform the work during the contract term. The addition of funding will be negotiated with TMI and staff will return to Council in August 2025 to discuss the compensation that would be required to support these events.

If this agreement extension is not executed, staff will need to issue a Request for Proposals for traffic management services for these special events in 2025 and enter a new Agreement for Services. If a new vendor were selected, the lessons learned and experience gained by TMI over the last two years would be lost, and staff would need to develop a partnership with a new provider, creating the potential for inconsistency in the delivery of these events.

CONCLUSION:

Approving this amendment will allow staff to continue to negotiate pricing with TMI for the Halloween road closures and Holiday Parades for 2025 and future years.

COORDINATION:

This report has been a collaboration between the Town Manager's Office, and the Police and Parks and Public Works Departments.

FISCAL IMPACT:

There is no fiscal impact associated with extending the agreement term.

ENVIRONMENTAL ASSESSMENT:

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

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Attachments:

1. Third Amendment to the Agreement for Services with Traffic Management, Inc. including Exhibit A, Second Amendment to the Agreement for Services with Traffic Management, Inc.