



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 2/20/24

ITEM NO: 7

DATE: February 15, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Parking Program Implementation-Wayfinding and Signage (CIP No. 813-0242):
a. Reject All Bids Opened on January 19, 2024, and
b. Authorize Town Manager to Re-bid the Project.

RECOMMENDATION:

Parking Program Implementation-Wayfinding and Signage (CIP No. 813-0242):

- a. Reject All Bids Opened on January 19, 2024, and
- b. Authorize Town Manager to Re-bid the Project.

BACKGROUND:

On December 17, 2019, the Town Council received the Comprehensive Downtown Parking Study from Dixon Resources Unlimited (DIXON). The Parking Study identified wayfinding as a strategy to efficiently manage parking, improve the visitor experience, and enhance vehicle traffic flow.

On January 26, 2021, the Town Council reaffirmed the commitment to the Parking Roadmap with the adoption of the Strategic Priorities FY 2021-2023. One of the initial Town Council priorities was to enhance wayfinding signage and new parking program branding to assist visitors in finding convenient parking.

In November 2021, work began with Hunt Design on the Downtown Wayfinding Master Plan, and on March 15, 2022, Town Council selected a design style which was used by Hunt to develop the final design for static signs throughout the downtown area.

PREPARED BY: Gary Heap
Town Engineer

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

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SUBJECT: Reject all bids for Parking Program Implementation-Wayfinding Signage and authorize Town Manager to Re-bid the project

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BACKGROUND (continued):

The Town Council authorized advertising the signage project for construction bidding on December 3, 2023. Bids were advertised on December 8, 2023 and opened on January 19, 2024.

DISCUSSION:

The Town received bid proposals from four bidders: BAYOU Graphics, Fusion Sign & Design, Martinelli Environmental Graphics, and Square Signs LLC dba Front Signs. Fusion Sign & Design was the lowest bidder. Upon reviewing all proposals, discrepancies were noticed in the proposal submitted by the lowest bidder. It was further noted that bids from BAYOU Graphics and Martinelli Environmental Graphics included irregularities that made the bids non-compliant. Since three out of four proposals received were deemed unresponsive due to non-compliance with bid requirements and the one remaining bid exceeded the engineer's estimate, staff recommends rejecting all bids and re-bidding the project in accordance with Public Contract Code Section 22038 and the Town's purchasing procedure.

CONCLUSION:

Approval of the recommendations would allow staff to move forward with re-bidding the Wayfinding Signage Project.

COORDINATION:

This report was coordinated with the Office of Economic Vitality.

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FISCAL IMPACT:

The engineer's cost estimate for this package of wayfinding signs is \$287,200. The adopted Fiscal Year 2023/24 – 2027/28 Capital Improvement Program (CIP) Budget for this project is shown in the table below:

Parking Program Implementation CIP No. 813-0242		
	Budget	Costs
GFAR	\$ 598,500	
Total Budget	\$ 598,500	
		Costs
Consultant and Construction Costs (Including Encumbrances)		\$ 278,629
Misc. Project Costs		\$ 892
Temp Staff Charges		\$ 1,934
Total Costs		\$ 281,455
Available Balance		\$ 317,045

ENVIRONMENTAL ASSESSMENT:

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