



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/19/2019

ITEM NO: 4

DATE: MARCH 21, 2019
TO: MAYOR AND TOWN COUNCIL
FROM: LAUREL PREVETTI, TOWN MANAGER
SUBJECT: AUTHORIZE THE TOWN MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR THE COMPREHENSIVE DOWNTOWN PARKING STUDY TO DIXON RESOURCES UNLIMITED IN AN AMOUNT NOT TO EXCEED \$158,892

RECOMMENDATION:

Staff recommends that the Town Council authorize the Town Manager to negotiate and execute a contract (Attachment 1) for the Comprehensive Downtown Parking Study to Dixon Resources Unlimited in an amount not to exceed \$158,892.

BACKGROUND:

On December 4, 2018 the Town Council authorized the scope of services for a Request for Proposals (RFP) for a Comprehensive Downtown Parking Study. Staff released the RFP on January 7, 2019. The RFP and supporting documents were posted on the Town's website at www.losgatosca.gov/parkingstudy. Outreach included emails to companies that provide the service and posting at industry websites. The Fiscal Year (FY) 2018/19 Capital Improvement Budget has allocated funds of \$200,000 for this project.

DISCUSSION:

The RFP closed on January 31, 2019 and the Town received eight submittals. A cross departmental team including Community Development, Economic Vitality, Police, and Parks and Public Works reviewed and scored the submittals. Town staff interviewed the top three scoring companies and scope refinement and negotiations were undertaken with the top two. Based on the refined scope, understanding of the project, project team, and cost, staff recommends awarding the

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Parks and Public Works Director

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

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DISCUSSION:

contract to Dixon Resources Unlimited. The following table lists the consultants who responded to the RFP in ranked order.

1. Dixon Resources Unlimited
2. Nelson/ Nygaard
3. Walker Consultants
4. TJKM
5. IBI Group
6. Rick Williams Consulting
7. W-Trans
8. Tim Haahs & Associates

Once the contract is in place, Dixon will begin the project work with a heavy focus on outreach and data collection. The timeline targets a project completion in late September with interim reports to Commissions and the Council as needed through the course of the project.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to negotiate and execute a contract for the Comprehensive Downtown Parking Study to Dixon Resources Unlimited in an amount not to exceed \$158,892.

COORDINATION:

This project has been coordinated with the Community Development Department, Economic Vitality, and the Police Department.

FISCAL IMPACT:

Funds for this project are budgeted in the FY 2018/19 Capital Improvement Program Budget.

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FISCAL IMPACT (continued):

Downtown Parking Study Project 813-0233		
	Budget	Costs
GFAR	\$ 200,000	
Total Budget	\$ 200,000	
Comprehensive Downtown Parking Study		\$ 158,892
Total Expenditures		\$ 158,892
Remaining Balance		\$ 41,108

ENVIRONMENTAL ASSESSMENT:

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

Attachment:

1. Draft Agreement for Consultant Services with Exhibit A.