



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 08/04/2020

ITEM NO: 6

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DATE: August 13, 2020

TO: Mayor and Town Council

FROM: Laurel Prevetti, Town Manager

SUBJECT: Authorize the Following Actions for the Corporation Yard Building Replacement and Engineering Tenant Improvement Project (18-821-2302):

- a. Approve the Plans and Specifications for the Corporation Yard Building Replacement and Engineering Tenant Improvement Project and Authorize the Town Manager to Advertise the Project for Bid; and
- b. Authorize the Town Manager to Award and Execute a Construction Agreement in an Amount not to Exceed \$750,315, Including Contingencies; and
- c. Authorize Staff to Execute Future Change Orders in an Amount not to Exceed Ten Percent of the Contract Award Amount

**RECOMMENDATION:**

Authorize the following actions for the Corporation Yard Building Replacement and Engineering Tenant Improvement Project (18-821-2302):

- a. Approve the plans and specifications for the Corporation Yard Building Replacement and Engineering Tenant Improvement project and authorize the Town Manager to advertise the project for bid; and
- b. Authorize the Town Manager to award and execute a Construction Agreement in an amount not to exceed \$750,315, including contingencies; and
- c. Authorize staff to execute future change orders in an amount not to exceed ten percent of the contract award amount.

**BACKGROUND:**

The Town's adopted 2018/19 Capital Improvement Program Budget designates funding for Town projects, including Project 821-2302, Building Replacement at the Corporation Yard. This is a two phased project that will convert current warehouse space to office space and then

**PREPARED BY:** Matt Morley  
Parks and Public Works Director

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

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SUBJECT: Corporation Yard Building Replacement and Engineering Tenant Improvement Project (18-821-2302)

DATE: August 13, 2020

BACKGROUND (continued):

replace an old portable building that currently houses staff with a steel storage building at the northwest corner of the Parks and Public Works (PPW) Corporation Yard on Miles Avenue.

On October 2, 2018, the Town Council authorized the Town Manager to execute an agreement with Cuschieri Horton Architects for the Design of Corporation Yard Building Replacement and Engineering Tenant Improvement project.

The project includes replacement of an existing portable building that houses maintenance staff offices and Police evidence storage. The portable building is over 40 years old and does not meet current standards for Police evidence storage or staff offices. In addition to experiencing some of the problems typical of an old portable, the building also has deferred maintenance needs, including a leaking roof and windows, decaying siding, and a lack of restroom facilities.

DISCUSSION:

To address the building needs cost effectively, the scope of the project includes relocating staff currently housed in the old portable building to the existing engineering building on the southwest side of the Corporation Yard. Relocating staff to this other building will allow for combining the use of restroom facilities and conditioned space. This requires constructing new staff space within the eastern side of the engineering building and reconfiguring the space to meet the combined needs. The design for this first phase is complete and ready to bid. Plans and specifications will be available on the Town website beginning August 14: <https://www.losgatosca.gov/108/Capital-Improvement-Program>.

Following this tenant improvement work, staff from the old portable building will be moved into the newly built and reconfigured office space in the engineering building. As a separately bid project in the future, the old portable will be removed, and a new prefabricated steel storage building will be erected in its place. One side of this steel building will be configured to appropriately house Police evidence and the other side of the building will be used for equipment storage.

CONCLUSION:

Staff recommends that that Town Council authorize the Town Manager to advertise the project for bid.

SUBJECT: Corporation Yard Building Replacement and Engineering Tenant Improvement  
Project (18-821-2302)

DATE: August 13, 2020

COORDINATION:

This report has been coordinated with the Finance Department.

FISCAL IMPACT:

<b>Building Replacement at Corporation Yard Project 821-2302</b>		
	<b>Budget</b>	<b>Costs</b>
GFAR	\$ 1,165,800	
<b>Total Budget</b>	<b>\$ 1,165,800</b>	
Construction (Including Contingencies)		\$ 750,315
Consultation Services (Expense + Encumbrance)		\$ 165,425
Modular Unit Rental		\$ 10,637
Other Construction		\$ 10,045
Construction Inspection		\$ 7,443
Equipment Acquisition/Installation		\$ 6,055
<b>Total Expenditures</b>		<b>\$ 949,921</b>
<b>Remaining Budget</b>		<b>\$ 215,880</b>

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA and is Categorically Exempt (Section 15301 (a)). A Notice of Exemption has been filed.