



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 03/17/2020

ITEM NO: 3

DATE: March 12, 2020
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with Ruggeri-Jenson-Azar for Professional Design Services for the Guardrail Replacement Project 18-812-0120 in an Amount Not to Exceed \$130,000

RECOMMENDATION:

Authorize the Town Manager to Execute an Agreement for Consultant Services with Ruggeri Jenson Azar for Professional Design Services for the Guardrail Replacement Project 18-812-0120 in an Amount Not to Exceed \$130,000.

BACKGROUND:

The adopted FY 2019/20-2023/24 Capital Improvement Program (CIP) designates funding for guardrail replacement through project 18-812-0120. The project will replace guardrails at various locations throughout the Town.

Guardrails are key safety features on many roadways within the Town. Some guardrails protect vehicles from adjacent embankments or drop-offs on narrow and windy hillside roads. Other guardrails shield pedestrian pathways from adjacent vehicle traffic. There are several locations where guardrails have exceeded their useful design lives and need replacement. While the Town has implemented a guardrail maintenance and replacement program consistently over the years, the maintenance costs associated with these locations currently exceed replacement costs. In addition, the Town's safety standards for guardrails have evolved since many of these older facilities were constructed, compounding the need for replacement.

On August 31, 2018, the Town submitted a Highway Safety Improvement Program (HSIP) grant application for federal funding for the repair of approximately a half-mile of guardrails on Town

PREPARED BY: Lisa Petersen
Assistant Director of Parks and Public Works/Town Engineer

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

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BACKGROUND (continued):

roadways. The application requested funding to improve guardrails on Blossom Hill Road, Cleland Avenue, Los Gatos Boulevard, Miles Avenue, More Avenue, Reservoir Road, and three segments on Santa Rosa Drive. On November 16, 2018, the Town was awarded a federal grant for \$980,100 for the project design and construction, with no local match required.

DISCUSSION:

On October 23, 2019, a Request for Proposals (RFP) for professional engineering design services for the Guardrail Replacement Project was released. The RFP process followed the required federal guidelines for the project to remain eligible for the federal reimbursement. On November 22, 2019, the Town issued an addendum extending the proposal due date by three weeks. The time extension was due to lack of interest by design firms. Staff began a phone campaign to qualified design firms to increase interest in the project. On December 18, 2019, a single proposal was received from a professional engineering design firm, Ruggeri-Jensen-Azar (RJA). Town staff reviewed the proposal against the selection criteria in the RFP and interviewed the consultant pursuant to federal guidelines. Staff found RJA to be well qualified and selected them to complete the project design. RJA previously qualified for (and is currently part of) the Town's on-call civil engineering consultant list.

The attached Agreement for Consultant Services, including the scope of services and associated cost proposals, have been negotiated with RJA. The anticipated cost to design the Guardrail Replacement Project is \$130,000. This design fee is below the upper limit set by the federal grant. The consultant agreement utilized for this project is in the Caltrans format due to the federal funding associated with the project.

Should the Town Council approve the Consultant Service Contract with RJA, it is anticipated the design will begin immediately and will be complete by November of 2020.

CONCLUSION:

Authorize the Town Manager to execute an Agreement for Consultant Services with Ruggeri Jenson Azar for professional design services for Guardrail Replacement Project 18-812-0120 in an amount not to exceed \$130,000.

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COORDINATION:

The proposed Consultant Services Agreement has been reviewed with the Town Attorney's Office. Additionally, the project is required to comply with the requirements for federally funded projects and has been coordinated with the Caltrans Office of Local Assistance.

FISCAL IMPACT:

The Guardrail Replacement Project has been identified in the FY 2019/2020 Capital Improvement Program with funding of \$ 1,073,115. In house staffing for project management will be conducted by temporary staff retained for this project specifically. The use of this staffing model allows for the delivery of projects above and beyond the capacity of Department staffing. The additional staffing will be billed directly to the project.

Guardrail Replacement Project 18-812-0120		
	Budget	Costs
HSIP Grant	\$ 980,100	
GFAR Carry-Forward	\$ 93,015	
Total Budget	\$ 1,073,115	
Ruggeri-Jensen-Azar Contract		\$ 130,000
Staff Costs (temporary)		\$ 35,000
Total Expenditures		\$ 165,000
Remaining Balance		\$ 908,115

ENVIRONMENTAL ASSESSMENT:

Actions approving the consultant services agreement are not a project as defined under CEQA, and no further action is required. The consultant hired will complete the CEQA process for the Guardrail Replacement Project.

Attachment:

1. Draft Agreement for Consultant Services