



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 5/19/2020

ITEM NO: 4

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DATE: May 11, 2020  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Authorize the Town Manager to Negotiate and Execute an Agreement for Consultant Services with Iteris, Inc. in an Amount Not to Exceed \$135,390 for Design for Field Improvements for the Los Gatos Smart Signals Project (Project #813-0227 Traffic Signal Modernization)

**RECOMMENDATION:**

Authorize the Town Manager to negotiate and execute an agreement for consultant services with Iteris, Inc. in an amount not to exceed \$135,390 for Design for Field Improvements for the Los Gatos Smart Signals Project (Project #813-0227 Traffic Signal Modernization).

**BACKGROUND:**

Town staff began the Los Gatos Smart Signals Project in 2018, which will upgrade a total of 31 traffic signals owned by the Town and enhance the system with state-of-the-art technologies. The project is funded by the Town's Traffic Mitigation Fee program and three grants from the Santa Clara Valley Transportation Authority (VTA) and the Metropolitan Transportation Commission (MTC), for a total cost of approximately \$2.9 million.

At its December 19, 2019 meeting, the Town Council authorized the Town Manager to proceed with a multi-step procurement process. Subsequently, staff issued two Requests for Proposals (RFPs), one for Adaptive Signal Control and Advanced Traffic Management Systems (ATCS-ATMS) and the other for the design for the field improvements. This Council item addresses the field design contract. The ATCS-ATMS contract will be presented for the Town Council's consideration at a later date.

**PREPARED BY:** YING SMITH  
Transportation and Mobility Manager

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

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**DISCUSSION :**

The Town released the RFP on February 3, 2020 and closed it on March 6, 2020. The RFP was posted on the Town's website and sent to potential consultants. The successful consultant is required to provide all design services, including: project management, preliminary engineering, utility coordination, right-of-way work and final design and development of all contract documents for the field improvements for the Los Gatos Smart Signals ATCS-ATMS project. A total of four proposals were received from qualified consulting teams. Town staff requested additional information from the top two consultant teams and selected Iteris, Inc. as the most qualified firm.

The entire Smart Signals procurement process is illustrated in Table 1 with details of the individual project elements and actions. This contract will fulfill Step 4 of the process. Staff is currently in negotiation with the selected vendor for the ATCS-ATMS contract, which will fulfill Step 1. For projects with federal funding, additional time is typically needed to comply with federal contracting requirements.

Table 1 - Los Gatos Smart Signals Project Procurement Approach and Steps

Step	Scope & Project Element	Cost Estimate	Fund Source	Procurement
1	Adaptive Signal Control and Advanced Traffic Management Systems (ATCS-ATMS)	\$491,777	Local and Federal	RFP
2	Signal Controller Upgrade	\$163,680	Non-Federal	Sole Source
3	Automated Traffic Signal Performance Measures Virtual Bike Detection	\$537,804	Federal	RFP
4	Design of field elements	\$161,586	Non-Federal	RFP
5	Construction of field elements	\$449,064	Federal	Bid
Total for Procurement		\$1,803,911		

Note: Cost estimates are preliminary and do not include contractual project management costs.

**CONCLUSION:**

Authorize the Town Manager to execute the Consultant Services Agreement which will allow the design for the field improvements to move forward and support other elements of the Los Gatos Smart Signals Project.

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COORDINATION:

This report was coordinated with MTC staff, the Town Attorney, and the Finance Department.

FISCAL IMPACT:

Project #813-0227 Traffic Signal Modernization in the Capital Improvement Program Budget (Fiscal Year 2019/20 – 2023/24) has sufficient funds for the contract.

Traffic Signal Modernization Project 813-0227		
	Budget	Costs
Grant Fund	\$1,826,400	
Traffic Mitigation	\$688,262	
<b>Total Project Budget</b>	<b>\$2,514,662</b>	
Prior Year Expenditures		\$63,975
Expended/Encumbered FY 19/20		\$118,007
Design of Field Elements (Iteris)		\$135,390
Staff Costs		\$98,783
<b>Total Project Costs</b>		<b>\$416,155</b>
<b>Available Balance</b>		<b>\$2,098,507</b>

ENVIRONMENTAL ASSESSMENT:

This action is not a project as defined under CEQA. The Traffic Signal Modernization (Smart Signals) project is a project as defined under the California Environmental Quality Act (CEQA) and is Categorically Exempt under Section 15301: Existing Facilities. A Notice of Exemption will be filed.

ATTACHMENT:

1. Draft Agreement with Iteris, Inc.