



**Town of Los Gatos**  
Request for Qualifications for Americans with Disabilities Act (ADA) Plan  
Questions and Answers  
Last Updated 2/1/21

**1. Can you elaborate on what you are looking for regarding the proposal fee/schedule?**

**The requirement for a Preliminary Fee Proposal/Schedule was briefly discussed in the pre-bid meeting, but we have remaining questions. Hourly rates and a schedule are common requirements within an RFQ process, but with a scope of work to be negotiated and the nature of an RFQ, the submittal of a fee proposal is a bit different. The comments by Mr. Kim seemed to indicate that our submittals would be expected to provide information typical of an RFQ, not an RFP. Can you provide clarification?**

The Town's expectation is that a RFQ level fee proposal/schedule should be included with the SOQs to assist the Town in understanding the cost impacts for services outlined in the scope of services, at a minimum. If there are other relevant tasks that the consultant wishes to propose, general cost information related to those tasks should be included as well.

**2. Can you provide more detail on your facilities (square footage), parks (Acreage, amenities), PROW (linear footage of sidewalk, number of curb ramps)?**

**Can the town of Los Gatos provide the following information for the RFQ for ADA Transition Plan?**

- **Linear measurement of sidewalks and trails**
- **Estimated number of curb ramps**
- **Square footage of all facilities**
- **Number/types of amenities at and acreage of each park**

Please see the attached table for an updated list of Town facilities, parks, and right-of-way facilities. This preliminary data will still need to be confirmed.

**3. The existing ADA Transition Plan appears to have been developed in-house. Do you have any documentation on the remediation completed over time that can be reflected in this update as evidence of a good faith effort?**

Town staff will attempt to compile the information but may not be able to share it by the due date of SOQ.

**4. Is there a page limit for the following sections (see p. 6 of 14): Experience and Expertise, Qualifications of Key Personnel and Sub-Consultants**

The limit is only for the "Cover Letter" and the "Review of Scope of Services" at 2 pages each. There is no overall limit for the SOQ. Consultants must ensure that the final SOQ is transmittable via e-mail or file sharing site.

- 5. According to the Q&A from 1/25, the linear feet for sidewalks would imply about 10 miles of surveying, whereas the roadway centerline miles would imply closer to 265 miles of sidewalk to survey. Can you please clarify approximately how many miles of sidewalk you expect to be surveyed?**

Please see the updated sidewalk total listed in the attached spreadsheet. The town is comprised of both urban streets with sidewalk and curb & gutter as well as hillside, rural, or annexed-County roads that do not have these typical right-of-way facilities. Again, this is all preliminary data and will need to be confirmed in the field.

- 6. In the RFQ, Table of Contents, point J Attachments, it states that “certain forms must be printed out, completed and submitted with the SOQ. With regard to Attachment 7, the Sample Consultant Services Agreement, is this Attachment required to be submitted with the SOQ?**

Attachment 7, “Sample Consultant Services Agreement,” is included as a reference and does not need to be submitted with the SOQ. The consultant is required to note any exceptions or modifications to the Town’s agreement language in the cover letter.

**Town of Los Gatos**  
**Facilities, Parks, and Right-of Way Facilities List**

<b>Facility Name</b>	<b>Address</b>	<b>Area (S.F.)</b>
Civic Center (1964)	110 E. Main St.	
Town Hall		17,815
Police Department Head Quarters		5,585
New Museum & Friends Bookstore	106 E. Main St.	12,511
Corporation Yard-PPW Service Center (est. 1977)	41 Miles Ave.	
White House (moved onto site and renovated 1991)		2,734
Engineering Bldg.		4,800
Maintenance Bldg. (Outback)		1,716
Equipment Bldg.		4,741
Forbes Mill Museum (1854)	75 Church St.	2,450
Library	100 Villa Ave.	29,500
Police Operations Building (POB)	15900 Los Gatos Blvd.	12,760
Recreation Center (Adult) ARC	208 E. Main St.	12,000
Recreation Center (Youth) YRC	123 E. Main St.	6,479
Tait Museum	213 Tait Ave.	3,400
Venue	4 New York Ave.	3,757
Lot #4 Underground Parking Garage	Grays Ln.	57,546

Restrooms	Address	Area (S.F.)
Balzer Field-Restroom Building	41 Miles Ave.	600
Belgatos Park-Restroom Building (1977)	330 Belgatos Rd.	608
Blossom Hill Park-Restroom Building	16300 Blossom Hill Rd.	924
Creekside Sports Park-Restroom/Snack Shack Bldg	930 University Ave.	850
Oak Meadow Park-Restroom Building	233 Blossom Hill Rd.	930

Park Name	Address	Area (Acres)	Amenities										
			Playground	Group Areas	Picnic Tables	BBQ Pits	Restrooms	Trails (Mi.)	Parking	Baseball	Tennis Court	Basketball	
Bachman Park	401 Bachman Ave.	76,311	X		5				0.3				X
Balzer Baseball Field	41 Miles Ave.	33,175									X		
Belgatos Park	330 Belgatos Ln.	493,763	X		8		X	0.2	15				
Blossom Hill Park	16300 Blossom Hill Rd.	88,349	X		9	2	X	0.3	21	X	6		
Fairview Plaza Park	Fairview Plaza	371,921						0.1					
Howes Playlot	195 Howes Dr.	384,197	X		1			0.1					
La Rinconada Park	151 Granada Wy.	476,590	X		8	4		0.4			1		
Live Oak Manor	220 Carlton Ave.	23,726	X		2			0.3					X
Novitiate Park	299 Jones Rd.	8						0.35					
Oak Hill Playlot	115 Oak Park Dr.	187,297	X		4			0.1					
Oak Meadow Park	233 Blossom Hill Rd.	35,845	X	X	64	14	X	0.4	68				
Pageant Grounds	100 Villa Ave.	376,474			2								
Sports Park	930 University Ave.	117,996			6		2		41				
Town Plaza Park	15 S. Santa Cruz Ave.	183,505											
Worcester Park	140 Worcester Loop	10,806						0.6					
Heinz Open Space	308 Belgatos Ln.	88			1			1.4					
Santa Rosa Open Space	308 Belgatos Ln.	150						2.2					

<b>Right-of-Way Facilities</b>	<b>Total (approximate)</b>
Sidewalks	494,000 L.F.
Curb Ramps	1,150
Roadway	132 centerline miles

<b>Trail Name</b>	<b>Length (L.F.)</b>
Fire Roads	1,970
La Rinconada Park Trail	2,110
Los Gatos Creek Trail (Town Maintained sections)	20,187
Novitiate Trails	1,662
Ridge Trail	2,316
Ridge Trail	1,033
Santa Rosa Trail	5,075
Shannon Rd. to Mountain Laurel Ln.	645
Shannon Rd. to Santa Rosa Dr.	895
Sky Trail	1,639
Valley View Trail	4,710
Vista Trail	1,911
Worcester Park Trails	3,592

<b>Parking Lots</b>	<b>Area (S.F.)</b>
Lot 1	48,050
Lot 2	37,965
Lot 3	19,808
Lot 4	54,602
Lot 5	41,050
Lot 6	39,930
Lot 7	20,206
Lot 9	24,660
Lot 10	15,105
North Parking Lot	71,100
Civic Center Parking Lot	19,014
Library Parking Lot	7,722
ARC Parking Lot	12,771
Youth Rec Center Parking Lot	6,301
Alpine Ave. Parking Lot	7,762
Miles Ave. Parking Lot	16,650
Miles Ave. Parking Lot (near PPW)	9,783

# ATTACHMENT A - DOWNTOWN PARKING LOTS

