



CITY OF MENIFEE

SUBJECT: Agreement with Dokken Engineering for the Environmental and Civil Design Services the Watson Road at Harvest Valley Elementary School – Active Transportation Program Project

MEETING DATE: May 1, 2024

TO: Mayor and City Council

PREPARED BY: Diego Guillen, Senior Engineer

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Dokken Engineering for environmental and civil design services for the Watson Road at Harvest Valley Elementary School – Active Transportation Program project for a total not-to-exceed amount of \$149,905 through June 30, 2025.

DISCUSSION

The Watson Road at Harvest Valley Elementary School – Active Transportation Program (ATP) project, Capital Improvement Program Project No. 24-15 (Project) would construct sidewalks, crosswalks, bicycle lanes, and ADA ramps along Watson Road and Briggs Road. The proposed improvements would enhance safety along the major access routes to Harvest Valley Elementary School in alignment with the City's Active Transportation Plan. The estimated total cost of the Project is just over \$5.2 million.

On November 1, 2023, the City Council accepted \$4,354,000 in grant funds awarded to the Project through the ATP Cycle 6 program administered by the California Department of Transportation (Caltrans). The grant funding would be allocated by phase as the Project progresses and would support the following phases: Project Approval & Environmental Document (PA&ED), Project Specifications & Estimates (PS&E), Right-of-Way (ROW) and Construction (CON). Table 1 on the following page summarizes total Project funding by phase.

TABLE 1 – TOTAL PROJECT FUNDING BY PHASE

Project Phase	Anticipated FY	Grant Fund Allocation	City Match	Total Cost
PA&ED	23/24	\$124,000	\$25,905	\$149,905
PS&E	24/25	\$417,000	\$83,000	\$500,000
ROW	24/25	\$1,066,000	\$214,000	\$1,280,000
CON	25/26	\$2,747,000	\$553,000	\$3,300,000
	TOTAL	\$4,354,000	\$875,905	\$5,229,905

On January 12, 2024, staff released a Request for Proposal (RFP) to solicit firms for design services. A total of two proposals were received. After reviewing and evaluating all proposals for qualifications, a proposal ranking was assigned to each firm. To further assess the proposed project team and determine which firm most closely aligned with the scope of work outlined in the RFP, both firms were subsequently invited to participate in selection interviews. The qualification ranking resulting from the selection interviews is outlined in Table 2 below.

TABLE 2 – FIRM RANKING SUMMARY

Firm Name	Interview Score	Qualification Ranking
Dokken Engineering	83.00	1
Michael Baker International	81.50	2

Under the California Government Code Section 4526, local agencies are required to select professional services for architectural, landscape architectural, engineering, environmental, land surveying, or construction project management solely on the basis of demonstrated competence and professional qualifications. For this reason, cost proposals are sealed until the selection process is completed. Caltrans further requires that projects funded through the ATP follow the Local Assistance Procedures Manual (LAPM). Projects receiving funding through the ATP are subject to the LAPM guidelines. Within the LAPM, Chapter 10 outlines the consultant selection process, which states that price cannot be considered as part of the evaluation process and that only the top ranked firm’s cost proposal may be opened. (LAPM 10.1.2, 10.1.5, 10.1.6, 10.7.7, 23 CFR 172.7(a)(1)(v)(D).) This chapter also establishes the City’s requirement to return sealed cost proposals to any unsuccessful firms. (LAPM 10.1.5, 10.1.6, 10.1.7, 23 CFR 172.7(a)(1)(v)(D).)

Following thorough review, Dokken Engineering was selected as the highest-ranking proposer. Dokken Engineering demonstrated qualified experience, a comprehensive understanding relevant to the Project’s scope as outlined within the RFP, and that their cost proposal was reasonable and within the established design budget.

The amount of the proposed Professional Services Agreement (Agreement) exceeds the City Manager’s signing authority. Pursuant to Menifee Municipal Code §3.12.040, any contract amount that exceeds the City Manager’s signing authority shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The total anticipated fiscal impact for the Project is \$5,560,729, which includes the cost of the proposed Agreement for \$149,905 for the PA&ED phase with Dokken Engineering. Funding for the Agreement is available within the Fiscal Year 2023/2024 Project budget, as summarized in Table 3 below. No additional budget appropriation action is required.

TABLE 3 – PROJECT BUDGET FOR PA&ED PHASE

Fund	Project	Account Number	Available Balance	Cost of Services
Grant Funds	Watson Rd. at Harvest Valley Elementary School	301-4555-58190	\$124,000	\$124,000
DIF Citywide Circulation	Watson Rd. at Harvest Valley Elementary School	526-4555-58190	\$323,000	\$25,905
			TOTAL	\$149,905

ATTACHMENTS

1. Project Location Map
2. Agreement – Dokken Engineering