



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Gary F. Hoyt Landscape Architecture, Inc. for Professional On-call Services for Landscape Design and Inspection Services

MEETING DATE: November 6, 2024

TO: Mayor and City Council

PREPARED BY: Kristen Jensen, Financial Analyst

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 Amendment No. 1 to the Master Agreement with Gary F. Hoyt Landscape Architecture, Inc., for Landscape Design and Inspection Services, increasing the compensation by \$75,000, for a three-year total agreement amount not-to-exceed \$305,000; and
2. Authorize the Finance Department to Issue individual purchase orders against the Agreement.

DISCUSSION

The Public Works Engineering Division is responsible for the review and delivery of various development projects in a timely and cost-effective manner. The Public Works Construction Inspection Division works hand in hand with Engineering to ensure thorough inspection of development projects at all phases of construction. In order to do this, both divisions often utilize professional service agreements to support staff in processing more technical and specialized elements of project delivery. These on-call services include, but are not limited to, project review services for mapping, hydrological, traffic, and landscape plans, as well as construction inspection services.

On June 21, 2023, the City Council approved various Master Agreements for professional on-call services with firms previously established on an approved on-call shortlist for Engineering. Gary F. Hoyt Landscape Architecture, Inc. (Gary Hoyt), is one of the shortlist firms initially designated to provide on-call landscape design review and inspection services for the divisions.

A Master Agreement for On-Call Landscape Design and Inspection Services (“Agreement”) was initially established with Gary Hoyt for a three-year contract term from July 1, 2023, through June 30, 2026, and for a total agreement not-to-exceed amount of \$230,000. Gary Hoyt’s services are

used on an as-needed basis supporting review of post-entitlement project landscape plans, performing inspections on active construction projects, and providing final landscape inspection for project closeouts. Due to the continued, and increasing, demand for inspection of public and private projects, utility agency projects, and capital improvement projects, the original Agreement not-to-exceed amount of \$230,000 is expected to be exhausted in early 2025.

Landscape design and inspection services play a key role in proactively ensuring that projects meet State and regional requirements and City standards, and that landscape, irrigation and drainage elements in projects would serve the Menifee community well into the future. While there are multiple firms approved as Shortlist service providers, Gary Hoyt has consistently been very responsive for landscape design and inspection support needs. The proposed Amendment No. 1 (“Amendment”) would increase Gary Hoyt’s Agreement by \$75,000, to a total not-to-exceed limit of \$305,000 through June 2026. If approved, the Amendment would provide staff the opportunity to maintain continuity on development projects that are already being supported by Gary Hoyt’s services and would ensure the capacity for additional design and inspection related services to be accessed through the full Agreement term. All other terms of the Agreement would remain unchanged, as outlined in Table 1 below.

TABLE 1 – MASTER AGREEMENT HISTORY

	Date approved	Amount	Contract Term
Original PSA	6/21/2023	\$230,000	6/30/2026
Amendment No. 1	PENDING	\$ 75,000	6/30/2026
	Total	\$305,000	

Pursuant to Menifee Municipal Code §3.12.090, amendments or change orders in the amount greater than 10% of the contract amount, or that exceed the City Manager’s signing authority, shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The fiscal impact of the proposed Amendment with Gary Hoyt is (not-to-exceed) \$305,000. Funding for the proposed Amendment is available within the Fiscal Year 2024/2025 budget, under professional services for Public Works Engineering and Construction Inspection within the General Fund (1100-PWD-ENGR-652825, 1100-PWD-INSP-652825).

It is important to note that landscape plan review and inspection services are fully recoverable as they would be offset by developer fees and deposits collected for the services. Purchase orders for these services would only be issued after confirmation of budget availability and only for amounts within the approved not-to-exceed Agreement compensation amounts. No additional budget appropriation actions would be required for approval of the proposed Amendment.

ATTACHMENTS

1. Amendment No. 1
2. Agreement