



CITY OF MENIFEE

SUBJECT: Amendments to Capital Improvement Program Professional Services Agreements

MEETING DATE: December 6, 2023

TO: Mayor and City Council

PREPARED BY: Jenny McConville, Management Analyst I

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute five amendments extending the terms of service to various Professional Services Agreements supporting the Capital Improvement Program.

DISCUSSION

The City of Meniffee's Capital Improvement Program (CIP) is tasked with implementing capital projects requiring technical expertise for the various phases of work. Specialized services are required to perform this technical work including, but not limited to, surveying, materials testing, design, and labor compliance. To accomplish the necessary work required for the projects, the City utilizes a combination of in-house staff, consulting firms, and contractors.

While staff strive to deliver projects on time and within budget, and due to the nature of project delivery, there are times when agreements must be extended to properly complete required tasks and close out administrative obligations for the projects. Circumstances outside of the control of the City and its contractors have resulted in several projects experiencing material delivery delays, which ultimately affected overall project delivery schedules. These delays have resulted in the need to extend the terms of several of the contracts associated with the projects.

The five CIP projects listed on the following pages require amendments to existing Professional Services Agreements (PSAs) to extend terms in order for the consultants to complete their required scope of work and administrative obligations so that the projects can be closed out properly. It is important to note that no additional compensation is being requested and the amendments proposed are for term extensions only.

- **CIP 20-13 Paloma Wash Pedestrian Bridge Project – Professional Design Services Agreement with Engineering Resources of Southern California (ERSC):** This project is in final design with construction anticipated to begin in June 2024. Part of ERSC’s scope of work is to provide bidding and construction support. Approval of Amendment No. 1 would provide the additional time needed for this consultant to complete their design support tasks outlined within their scope of work.

Table 1 – ERSC Agreement History

	Date approved	Amount	Contract Term
Original PSA	6/1/2022	\$235,940	12/31/2023
Amendment No. 1	PENDING	TERM ONLY	12/31/2024

- **CIP 22-03 McCall Boulevard Widening Project – Design Services Agreement with KOA Corporation (KOA):** Construction is anticipated to begin in September 2024. Approval of Amendment No. 2 would provide the additional time needed for the consultant to complete the bidding support tasks outlined within their scope of work.

Table 2 – KOA Corporation Agreement History

	Date approved	Amount	Contract Term
Original PSA	2/16/2022	\$578,884	12/31/2022
New PSA	6/21/2023	TERM ONLY	12/31/2023
Amendment No. 1	7/20/2023	\$11,760	12/31/2023
Amendment No. 2	PENDING	TERM ONLY	12/31/2025

- **CIP 22-15 Antelope Road/MSJC Traffic Signal Project – Labor Compliance Services Agreement with Anser Advisory, LLC (Anser):** Construction began in May 2023 and is currently in the close out process. Approval of Amendment No. 3 would provide the additional time needed for the consultant to complete labor compliance review of final invoices and submittal of the final report.

Table 3 – Anser Agreement History

	Date approved	Amount	Contract Term
Original PSA	11/23/2022	\$11,500	6/30/2023
Amendment No. 1	8/18/2023	-\$2,286	8/31/2023
Amendment No. 2	9/11/2023	TERM ONLY	12/31/2023
Amendment No. 3	PENDING	TERM ONLY	6/30/2024

- **CIP 22-23 Romoland Grid Resurfacing Project – Labor Compliance Services Agreement with Cumming Management Group:** Construction began in July 2023 and is currently in the close out process. Approval of Amendment No. 1 would provide the additional time needed for the consultant to complete labor compliance review of the final invoices and submittal of the final report.

Table 4 – Cumming Management Group Agreement History

	Date approved	Amount	Contract Term
Original PSA	5/15/2023	\$9,920	12/31/2023
Amendment No. 1	PENDING	TERM ONLY	6/30/2024

- **CIP 22-24 Civic Center Parking Lot Project – Landscape Plan Check and Inspection Services Agreement with Gary F. Hoyt Landscape Architecture, Inc.:** The Project is currently in final design and preparing to bid for construction award in the upcoming months. Approval of Amendment No. 1 would provide the necessary time to complete landscape plan check and inspection services outlined within the scope of work.

Table 5 – Gary Hoyt Agreement History

	Date approved	Amount	Contract Term
Original PSA	8/8/2022	\$8,192	12/31/2023
Amendment No. 1	PENDING	TERM ONLY	12/31/2024

Pursuant to Menifee Municipal Code Chapter 3.12.090, any time extension exceeding 60 days from the previously approved or original agreement deadline, whichever is the latest, shall be approved by the City Council. All other terms of the agreements shall remain the same.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

There are no additional fiscal year 2023/2024 impacts associated with approval of any of the proposed amendments as they are term extensions only.

ATTACHMENTS

1. Amendment No. 1 – ERSC for CIP 20-13
2. Amendment No. 2 – KOA Corporation for CIP 22-03
3. Amendment No. 3 – Anser Advisory, LLC. for CIP 22-15
4. Amendment No. 1 – Cumming Management Group, Inc. for CIP 22-23
5. Amendment No. 1 – Gary F. Hoyt Landscape & Architecture for CIP 22-24