



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Kimley-Horn and Associates, Inc. for the Civic Center Parking Lot Project

MEETING DATE: March 6, 2024

TO: Mayor and City Council

PREPARED BY: Carlos Geronimo, Engineering Manager

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. 2 to the Professional Services Agreement with Kimley-Horn and Associates, Inc., to increase the compensation by \$33,440, for a total not-to-exceed amount of \$353,104 and extending the term of the agreement through June 30, 2025, for the Civic Center Parking Lot Project, Capital Improvement Program Project No. 22-24.

DISCUSSION

On March 16, 2022, the City of Menifee entered into a Professional Services Agreement (PSA) with Kimley-Horn and Associates, Inc. ("Consultant") to provide civil design, plans, specifications, and estimate (PS&E) services for the Civic Center Parking Lot Project, Capital Improvement Program Project No. 22-24 ("Project"). On May 17, 2023, the City Council approved Amendment No. 1 to the PSA extending the term of the PSA through June 30, 2024, and expanding the scope of work to include photometric plans, biological technical reporting, archaeological monitoring and reporting, and bidding phase and construction support services.

As the Project is nearing final design staff have determined that additional services related to project administration, utility coordination, and ongoing review of plan comments are needed to bring the Project into the bidding and construction phases. The proposed Amendment No. 2 would extend the scope of services to meet the current project design needs and would also extend the term of the PSA through June 30, 2025. This additional time is required to allow the Consultant to fulfill their scope of services to provide bidding and construction support services. A detailed summary of the Consultant's additional tasks proposed through Amendment No. 2 are outlined on the following page:

Task 1: Project Administration, Meeting & Coordination

Task 1.1 – Project Administration and Meetings

Additional coordination with the City for the duration of work, as shown in Exhibit B of the attached Amendment No. 2.

Task 1.2: Utility Coordination

Ongoing coordination efforts with utility providers such as Southern California Edison (SCE), Charter, Frontier, Eastern Municipal Water District (EMWD), Riverside County Flood Control and Water Conservation District (RCFCD), and other reviewing agencies beyond initially approved tasks are required to process final plans and to identify relocation of existing facilities in conflict with proposed improvements.

Task 2: Addressing Additional Comments

Additional efforts beyond originally approved tasks related to plan revisions in response to ongoing coordination with EMWD and RCFCD including: preparation of irrigation plans in EMWD format involving layer revisions and a separate plan set; additional comments from RCFCD to clearly identify maintenance responsibilities; additional revisions to incorporate structural foundations and landscape comments; Best Management Practices design revisions to accommodate recoverable slopes and resizing to accommodate detention area.

Although staff makes every effort to carefully study and anticipate the extent of the scope of work needed to achieve project goals, unforeseen task needs and unanticipated timeline delays are often experienced as a Project progresses through the design phase. A summary of PSA activity for the Project to date is included in Table 1 below.

Table 1 - Contract Amendment History:

PSA Activity	Approval Date	Summary of Changes	Value
Original Contract	March 16, 2022	Civil design services.	\$235,106
Amendment 1	May 17, 2023	Photometric plans, additional reporting, bidding phase and construction support services. Extend terms through June 30, 2024.	\$84,558
Amendment 2	<i>Pending</i>	Additional project administration, utility coordination, and plan review services. Extend terms through June 30, 2025.	\$33,440
TOTAL			\$353,104

The total cost for the additional services included in Amendment No. 2 would be \$33,440, which would increase the total not-to-exceed PSA value to \$353,104. This amount represents the original PSA compensation amount and the additional compensation of both amendments. Approval of Amendment No. 2 is necessary to finalize the design phase and prepare the Project for the construction bidding phase.

Pursuant to Menifee Municipal Code §3.12.090, any change orders in the amount greater than 10% of the contract amount or that exceeds \$25,000 in value, and any time extension of a performance deadline that exceeds 60-days, shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Community Engagement and Social Infrastructure

FISCAL IMPACT

The total fiscal impact for Amendment No. 2 would be \$33,440. Available funding for Amendment No. 2 has been identified in the Project’s Fiscal Year 2023/2024 Budget from the General Fund, as summarized in Table 2 below:

Table 2: Identified Project Funding

Fund	Project	Account Number	Available Balance	Cost of Services
General	Civic Center Parking Lot	100-4555-58142	\$1,556,719	\$33,440

No additional budget appropriation action(s) is required.

ATTACHMENTS

1. Project Location Map
2. Original Agreement
3. Amendment No. 1
4. Amendment No. 2