



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Harris and Associates, Inc. for Professional On-Call Services for Civil Engineering and Plan Check

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 Harris and Associates, Inc., for Civil Engineering and Plan Check Services, increasing the compensation by \$75,000, for a three-year total agreement amount not-to-exceed \$225,000.

DISCUSSION

The Public Works Land Development Engineering Division (“Engineering”) is responsible for processing and approving developer submittals for private residential, commercial, and industrial developments. Processing of submittals often requires that multiple plan checks and field inspections be performed to comprehensively review all aspects of a project’s proposed onsite and offsite improvements and engineering studies.

On August 17, 2022, the City Council approved a shortlist of qualified firms to provide various categories of on-call professional services to Engineering. Harris and Associates Inc. (Harris) is one of the shortlist firms designated to provide civil engineering and plan review services for Engineering. On December 6, 2023, the City Council approved a Master Agreement for Professional On-Call Services for Civil Engineering and Plan Check (“Agreement”) with Harris. The Agreement was established for a three-year contract term from July 1, 2023, through June 30, 2026, and for a total agreement not-to-exceed amount of \$150,000.

Engineering continues to receive a high volume of land development plan check and project review requests. Harris has consistently been responsive in providing additional civil engineering assistance required to maintain workflow responsiveness and provides support in continuing to move entitled projects through the review process in a timely manner. Given the high demand for

development services, the not-to-exceed amount of the Agreement with Harris is expected to be exhausted by December 2024.

The proposed Amendment No. 1 (“Amendment”) would increase the Agreement by \$75,000, to a total not-to-exceed limit of \$225,000 through June 2026. If approved, the Amendment would provide staff the opportunity to maintain continuity on development projects that are already being supported by Harris’ services and would create additional capacity for on-call services to support staff efforts in meeting developer expectations for project reviews. All other terms of the Agreement would remain unchanged, as outlined in Table 1 below.

TABLE 1 – HARRIS’ MASTER AGREEMENT HISTORY

	Date approved	Amount	Contract Term
Original PSA	12/06/2023	\$150,000	6/30/2026
Amendment No. 1	PENDING	\$ 75,000	6/30/2026
	Total	\$225,000	

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 Agreement with Harris is (not-to-exceed) \$225,000. Funding for the proposed Amendment with Harris is available within the Fiscal Year 2024/2025 budget, under professional services for Public Works Land Development Engineering within the General Fund (1100-PWD-ENGR-652825).

It is important to note that civil engineering and plan check services are fully recoverable as they would be offset by developer fees and deposits collected for the services. City Council previously authorized the Finance Department to issue purchase orders against the Agreement. 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