



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Cannon Design for the New Quail Valley Fire Station No. 5 Project

MEETING DATE: December 17, 2024

TO: Mayor and City Council

PREPARED BY: Carlos E. 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. 5 to the Professional Services Agreement with CannonDesign increasing the compensation by \$37,770, for a total amount not-to-exceed \$999,830, for the New Quail Valley Fire Station No.5, Capital Improvement Program (CIP) Project No. 21-04.

DISCUSSION

The New Quail Valley Fire Station No.5 project, CIP 21-04 (“Project”) would construct an approximately 9,000 sq. ft. fire station facility located at 29745 Goetz Road, just south of Vista Way. The new station would replace the existing Quail Valley Fire Station No. 5 to provide a modernized facility in order to sustain the necessary fire services while accommodating additional staff and supporting the growing fire response needs of the community. The construction efforts for the Project began in December 2022 and will be substantially complete by December 2024.

On April 21, 2021, the City Council approved a Professional Services Agreement (“Agreement”) with CannonDesign (“Consultant”) to provide architectural and engineering services required for design, as well as preparation of construction documents for the Project.

Throughout the duration of the Project, several preceding amendments to the original Agreement have been necessary to extend terms and accommodate unanticipated costs associated with the Consultant’s increased scope of work. As the construction phase progressed, the Project experienced unforeseen site conditions and substantial timeline delays due to key material shortages. Details of each prior amendment are outlined in Table 1 on the following page.

TABLE 1- AGREEMENT ACTIVITY HISTORY

PSA Activity	Approval Date	Summary of Changes	Amount
Original Contract	04/21/2021	PS&E Design Services	\$612,347
Amendment No. 1	02/04/2022	Term Extension through 02/28/2022	N/A
Amendment No. 2	02/16/2022	Construction support, administration services, and as-built preparation. Extend terms through 06/30/2023	\$349,713
Amendment No. 3	06/21/2023	Extend terms through 06/30/2024	N/A
Amendment No. 4	06/19/2024	Extend terms through 12/31/2025	N/A
Amendment No. 5	TBD	Additional construction support, administration services, and as-built preparation.	\$37,770
Total			\$999,830

Due to the Project delays additional Consultant work was required to complete their scope and properly close out the Project. Staff determined the Consultant’s proposed cost for the additional work to be reasonable. The proposed Amendment No. 5 would increase the Consultant’s Agreement by \$37,770, for a total Agreement amount not-to-exceed \$999,830. The additional efforts under Amendment No. 5 would include:

1. Construction Administration Phase:

- Additional support services through December 2024 for the following activities:
 - Attend weekly construction progress meetings.
 - Respond to contractor’s Requests for Information.
 - Review contractor’s payment applications.
 - Complete punch list at substantial completion.

2. Post-Construction Phase:

- Digital Record Drawings at completion of construction based on contractor-provided As-Builts.
- Conduct a single project walk with City staff and general contractor after nine months to review any items subject to warranties.

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

STRATEGIC PLAN OBJECTIVE

Safe and Attractive Community

FISCAL IMPACT

The fiscal impact of the proposed Amendment No. 5 with the Consultant is \$37,770, increasing the total not-to-exceed Agreement value to \$999,830. Funding for the proposed Amendment No. 5 is available within the Project budget through fiscal year 2024/2025 within the Measure DD Quality of Life Fund (1105-PWD-CIPS-760050), as summarized in Table 2 on the following page.

TABLE 2 – PROJECT BUDGET

Fund	Project No.	Available Budget	Anticipated Cost
Measure DD	CIP21-04	\$347,541	\$37,770

ATTACHMENTS

1. Project Location Map
2. Amendment No.5
3. Original Agreement
4. Amendment No.1
5. Amendment No.2
6. Amendment No.3
7. Amendment No.4