



## **CITY OF MENIFEE**

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

MEETING DATE: May 21, 2025

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

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Kimley-Horn and Associates, Inc., increasing the compensation by \$42,439.22, for a total not-to-exceed amount of \$395,543.22, and extending the terms of the through December 31, 2025 for the Civic Center Parking Lot Project, Capital Improvement Program (CIP) Project No. 22-24.

### **DISCUSSION**

The Civic Center Parking Lot Project, CIP No. 22-24 ("Project") constructs a parking lot located in the new Civic Plaza to accommodate current and future facility parking. Amenities currently surrounding the Project area include Central Park, residential developments, retail locations, and civic centers. The future Central Park Amphitheater is expected to hold large events and parking availability in the area must be expanded beyond the existing parking lot which currently accommodates just 41 vehicles. The parking lot is designed to accommodate approximately 300 parking stalls and includes American's with Disabilities Act (ADA) accessible parking and designated spaces for future electric vehicle (EV) charging stations. The Project considers the parking needs for the future City Hall building with a focus on minimizing impacts and conflicts for future construction of the building.

On March 16, 2022, the City of Meniffee entered into a Professional Services Agreement ("Agreement") with Kimley-Horn and Associates, Inc. ("Consultant") to provide plans, specifications, and estimates (PS&E) and civil design services for the Project. As design efforts progressed, several previously approved amendments to the Agreement were required to extend the terms and expand the original scope of work. 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. A summary of Agreement activity for the Project is included in Table 1 below.

**TABLE 1 - CONTRACT AMENDMENT HISTORY**

Agreement Activity	Approval Date	Summary of Changes	Value
Original Agreement	March 16, 2022	Civil design services.	\$235,106.00
Amendment No.1	May 17, 2023	Photometric plans, additional reporting, bidding phase and construction support services. Extend terms through June 30, 2024.	\$84,558.00
Amendment No. 2	March 6, 2024	Additional project administration, utility coordination, and plan review services. Extend terms through June 30, 2025.	\$33,440.00
Amendment No. 3	TBD	Additional construction administration and environmental inspections. Extend terms to December 31, 2025	\$42,439.22
<b>TOTAL</b>			<b>\$395,543.22</b>

### **Amendment No. 3**

The proposed Amendment No. 3 is necessary to cover additional environmental inspection and construction administration services required by the Consultant to support the construction phase and properly close out the Project. The additional scope of work included in the proposed Amendment No. 3 would cover the following items:

#### **Task 1: Project Administration, Meeting & Coordination**

##### Task 1.1 – Project Administration and Meetings

- Additional coordination efforts between Kimley-Horn and the City for the remainder of the construction.

#### **Task 2: Environmental**

##### Task 4.2 – Archeological Monitoring Plan/Review of Tribal Material

- It is anticipated that an additional six weeks of construction excavation will be required based on the remaining construction activities related to trenching and excavation for the Project.

#### **Task 8: Bid and Construction Phase Services**

##### Revisions to the final design plans including:

- Removal of the shared driveway between the Civic Center parking lot and the Fairfield Inn & Suites hotel.
- Redesign of meandering sidewalk to include flush access to newly proposed ADA parking stalls resulting in revisions to landscaping and irrigation plans.
- Revisions to parking lot light location and EV conduits and pull-box placements.

The Consultant's original scope for construction support services included biological and archeological surveys prior and during construction which were estimated to take approximately two weeks to complete. Once the Project schedule was received and construction activities commenced, it was determined that excavation activities would require a period of two months to

complete, requiring additional time and effort from the Consultant for the archeological inspections.

The final drawings initially included a shared used driveway with the adjacent Fairfield Inn Hotel to accommodate overflow parking of the hotel. The hotel owners have now indicated their preference not to have a shared used driveway, requiring revisions to the final drawings. In addition, the City's Building and Safety division requested additional changes to the plans including the addition of handicap ready parking stalls, realignment of the meandering sidewalk, and an increase in the number of future electric vehicle charging stations. These revisions and additions were not part of the Consultant's original scope and therefore necessitate the proposed Amendment No. 3.

The total cost for the additional services included in Amendment No. 3 would be \$42,439.22, which would increase the total not-to-exceed Agreement value to \$395,543.22. This total represents the original Agreement, all prior amendments, and the proposed Amendment No. 3.

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 of the proposed Amendment No. 3 would be \$42,439.22, which would increase the total not-to-exceed Agreement value to \$395,543.22. Funding for Amendment No. 3 would not result in any additional appropriation to the Project as the funds are already available in the current fiscal year 2024/2025 budget within the General Fund for public facilities (1100-PWD-CIPS-760050), and are within the previously approved design budget for the Project, as summarized in Table 2 below:

**TABLE 2: IDENTIFIED PROJECT FUNDING**

Fund	Project Account String	Available Budget	Anticipated Cost
General Fund	CIP22-24.1100.DES.CAE	\$174,117	\$42,439.22

No additional budget appropriation action(s) is required.

### **ATTACHMENTS**

1. Project Location Map
2. Amendment No. 3

3. Original Agreement
4. Amendment No. 1
5. Amendment No. 2