



CITY OF MENIFEE

SUBJECT: Agreement with Dokken Engineering for Environmental and Civil Design Services for the Romoland Elementary School – Active Transportation Program Project

MEETING DATE: May 1, 2024

TO: Mayor and City Council

PREPARED BY: Diego Guillen, Senior Engineer

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 a Professional Services Agreement with Dokken Engineering for environmental and civil design services for the Romoland Elementary School – Active Transportation Program project for a total not-to-exceed amount of \$149,825 through June 30, 2025; and
2. Adopt a budget amendment resolution amending the Fiscal Year 2023/2024 Budget, appropriating \$18,825 in expenditures in Gas Tax (Fund 200) from available fund balance.

DISCUSSION

The Romoland Elementary School – Active Transportation Program (ATP) project, Capital Improvement Program Project No. 24-04 (Project) would construct pedestrian improvements within the vicinity of Romoland Elementary School. Generally, the Project area is located north of Highway 74, south of Watson Road, and west of Antelope Road as shown in the attached Project Location Map. The Project would close a critical gap in the existing pedestrian infrastructure and provide safe access to school. The proposed improvements would enhance safety along the major access routes to Romoland Elementary School in alignment with the City's Active Transportation Plan. The estimated total cost of the Project is just over \$5.5 million.

On November 1, 2023, City Council accepted \$4,880,000 in grant funds awarded to the Project through the ATP Cycle 6 program administered by the California Department of Transportation (Caltrans). The grant funding would be allocated by phase as the Project progresses and would support the following phases: Project Approval & Environmental Document (PA&ED), Project Specifications & Estimates (PS&E), and Construction (CON). Table 1 on the following page summarizes total Project funding by phase.

TABLE 1 – TOTAL PROJECT FUNDING BY PHASE

Project Phase	Anticipated FY	Grant Fund Allocation	City Match	Total Cost
PA&ED	23/24	\$131,000	\$18,825	\$149,825
PS&E	24/25	\$527,000	\$73,000	\$600,000
CON	25/26	\$4,222,000	\$589,000	\$4,811,000
	TOTAL	\$4,880,000	\$680,825	\$5,560,825

On January 12, 2024, staff released a Request for Proposal (RFP) to solicit firms for design services. A total of three proposals were received. After reviewing and evaluating all proposals for qualifications, a proposal ranking was assigned to each firm. To further assess the proposed project team and determine which firm most closely aligned with the scope of work outlined in the RFP, firms were subsequently invited to participate in selection interviews. The qualification ranking resulting from the selection interviews is outlined in Table 2 below.

TABLE 2 – FIRM RANKING SUMMARY

Firm Name	Interview Score	Qualification Ranking
Dokken Engineering	85.25	1
Kimley-Horn & Associates	76.25	2
Michael Baker International	75.25	3

Under the California Government Code Section 4526, local agencies are required to select professional services for architectural, landscape architectural, engineering, environmental, land surveying, or construction project management solely on the basis of demonstrated competence and professional qualifications. For this reason, cost proposals are sealed until the selection process is completed. Caltrans further requires that projects funded through the ATP follow the Local Assistance Procedures Manual (LAPM). Within the LAPM, Chapter 10 outlines the consultant selection process, which states that price cannot be considered as part of the evaluation process and that only the top ranked firm’s cost proposal may be opened. (LAPM 10.1.2, 10.1.5, 10.1.6, 10.7.7, 23 CFR 172.7(a)(1)(v)(D).) This chapter also establishes the City’s requirement to return sealed cost proposals to any unsuccessful firms. (LAPM 10.1.5, 10.1.6, 10.1.7, 23 CFR 172.7(a)(1)(v)(D).)

Following thorough review, Dokken Engineering was selected as the highest-ranking proposer. Dokken Engineering demonstrated qualified experience, a comprehensive understanding relevant to the Project’s scope as outlined within the RFP, and that their cost proposal was reasonable and within the established design budget.

The amount of the proposed Professional Services Agreement (Agreement) exceeds the City Manager’s signing authority. Pursuant to Menifee Municipal Code §3.12.040, any contract amount that exceeds the City Manager’s signing authority shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The total anticipated fiscal impact for the Project is \$5,560,825, which includes the cost of the proposed Agreement for \$149,825 for the PA&ED phase with Dokken Engineering. The grant award agreement approved on November 1, 2023, requires a local match. Funding for the local match required for the Agreement in the amount of \$18,825 has been identified in Gas Tax fund balance. With adoption of the budget amendment resolution, the Finance Department would appropriate the available fund balance to Account No. 200-4555-58177. The full funding for the Agreement is summarized in Table 3 below.

TABLE 3 – PROJECT BUDGET FOR PA&ED PHASE

Fund	Project	Account Number	Available Balance	Cost of Agreement
Grant Funds	Romoland Elementary School ATP	301-4555-58177	\$131,000	\$131,000
Gas Tax	Romoland Elementary School ATP	200-4555-58177	\$18,825	\$18,825
			TOTAL	\$149,825

ATTACHMENTS

1. Project Location Map
2. Agreement – Dokken Engineering
3. Budget Amendment Resolution