



## **CITY OF MENIFEE**

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**SUBJECT:** Agreement Amendment with NV5, Inc. for On-call Environmental Review, Civil Engineering, Landscape Design and Inspection, and Hydrological and Hydraulic Engineering Services

**MEETING DATE:** May 7, 2025

**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

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute Amendment No. 1 to the Master Agreement with NV5, Inc. for environmental review, civil engineering, landscape design and inspection, and hydrological and hydraulic engineering services, increasing the compensation by \$180,000, for a three-year total agreement amount not-to-exceed \$380,000.

### **DISCUSSION**

On June 21, 2023, the City Council approved various Master Agreements for professional on-call services with firms previously established on an approved on-call shortlist for Engineering. NV5 Inc. (NV5) is one of the shortlist firms initially designated to provide on-call services in multiple engineering disciplines including environmental review, civil engineering, landscape design and inspection, and hydrological and hydraulic engineering.

A Master Agreement was initially established with NV5 for a three-year contract term from July 1, 2023, through June 30, 2026, and for a total agreement not-to-exceed amount of \$200,000. NV5 has continued to provide timely and cost-effective services to Engineering for the performance of various technical new plan check services and has provided additional support to begin addressing backlogged development project closeout tasks. This has resulted in a need to increase the not-to-exceed compensation amount of the NV5 Master Agreement.

The proposed Amendment No. 1 would increase the Master Agreement amount by \$180,000 to a total contract not-to-exceed amount of \$380,000. The contract not-to-exceed amount represents compensation authorized for services provided for the full three-year term which began July 1, 2023, and expires June 30, 2026. All other terms of the Agreement would remain unchanged, as outlined in Table 1.

**TABLE 1 – NV5 MASTER AGREEMENT HISTORY**

|                        | <b>Date approved</b> | <b>Amount</b>    | <b>Contract Term</b> |
|------------------------|----------------------|------------------|----------------------|
| Original PSA           | 10/02/2023           | \$200,000        | 6/30/2026            |
| <b>Amendment No. 1</b> | <b>PENDING</b>       | <b>\$180,000</b> | <b>6/30/2026</b>     |
|                        | <b>Total</b>         | <b>\$380,000</b> |                      |

Pursuant to Menifee Municipal Code §3.12.090, amendments or 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**

Safe and Vibrant Community

**FISCAL IMPACT**

The fiscal impact of the proposed amendment is not-to-exceed \$180,000 through the contract term of fiscal year (FY) 2025/2026, bringing the total agreement to a not-to-exceed amount of \$380,000. Funding for a portion of the proposed amendment is available within the FY 2024/2025 budget, under professional services reimbursable for Public Works Engineering division within the General Fund (1100-PWD-ENGR-652825). Funding in FY 2025/2026 would be budgeted accordingly.

It is important to note that on-call engineering review services are recoverable and would be offset by developer fees and deposits collected for the services. Purchase orders for these services would only be issued following confirmation of budget availability and only for amounts within the approved not-to-exceed agreement compensation amounts.

**ATTACHMENTS**

1. Amendment No. 1
2. Original Agreement