



CITY OF MENIFEE

SUBJECT: Master Agreement with Harris and Associate, for Professional On-Call Services for Civil Engineering and Plan Check Services

MEETING DATE: December 6, 2023

TO: Mayor and City Council

PREPARED BY: Kristen Jensen, Public Works Financial Analyst

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Master Agreement for professional on-call services for civil engineering and plan check services with Harris & Associates, Inc. effective through June 30, 2026, for a total not-to-exceed amount of \$150,000 for the term of the agreement; and
2. Authorize the Finance Department to issue purchase orders on an as-needed basis in the aggregate of the not-to-exceed amount approved for the Master Agreement.

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.

In 2022, Engineering completed a formal Request for Qualifications (RFQ) process to establish an approved short-list of qualified firms to provide various categories of on-call professional services, including civil engineering and plan check services. On August 17, 2022, the City Council approved the attached Short List of consultants specifically qualified to provide various on-call professional services to Engineering.

In June 2023, the City Council authorized staff to implement the use of a multi-year agreement for pre-qualified professional service firms to serve as a master agreement that would be established for a specific number of years and with a predetermined not-to-exceed amount for

the full agreement term. To date over 35 master agreements have been executed, supporting efficient processing, transparent tracking, and timely engagement of firms for services provided to the Engineering and Capital Improvement Program divisions.

Harris & Associates, Inc. (Harris) is a qualified firm on the approved short-list in the civil engineering and plan check category. Due to the continued high volume of land development plan check and project review requests, additional assistance is required to maintain workflow responsiveness and continue to move entitled projects through the review process in a timely manner. The proposed Master Agreement for Professional On-call Services for Civil Engineering and Plan Check Services ("Agreement") would provide an additional resource for Engineering in meeting developer expectations for project reviews. Internally, the Agreement would eliminate the need for Engineering and Finance staff to close out and reestablish a new agreement with Harris at the end/beginning of each fiscal year and would provide continuity of services year over year. Rates for services through June 2026 were previously established through Harris' response to the 2022 RFP and are incorporated into the Agreement.

The proposed Agreement would not exceed \$150,000 for the three-year term of fiscal years 2023/2024 through 2025/2026 and services requested against the Agreement would not exceed the total available and approved professional services budgets at the time of request. In no event would the cumulative amount of the purchase orders or direct payments issued against the Agreement exceed the total not-to-exceed amount established for the Agreement. It is important to note that civil engineering and plan check services requested would be offset by developer fees and deposits collected by Engineering for project reviews.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

Implementation of this Agreement would support objectives in the City's Strategic Visioning for a Thriving Economy by streamlining internal development-related processes and providing more transparency of professional services expenditures for ease of future reporting and contract monitoring.

FISCAL IMPACT

There is no additional fiscal impact associated with approval of the proposed Agreement. Funding for on-call professional services is included in the approved fiscal years 2023/2024 and 2024/2025 Engineering operating budgets. Funding for fiscal year 2025/2026 services would be established in future operating budgets. Costs associated with these services would be offset by user fees and developer deposits collected for individual projects. The collective total of all purchase orders issued would not exceed the total not-to-exceed amount established for the full Agreement term. Purchase order issuance would be limited to available operating budgets at the time of requested services.

ATTACHMENTS

1. Master Agreement