



CITY OF MENIFEE

SUBJECT: Agreement with TSK for the Fire Station No. 68 Interior Improvements – Phase II Project

MEETING DATE: March 5, 2025

TO: Mayor and City Council

PREPARED BY: Michael To, Project 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 a Professional Services Agreement with TSK for Architectural and Engineering Services for the Fire Station No. 68 Interior Improvements – Phase II Project, Capital Improvement Program Project (CIP) No. 25-06, for a total amount not-to-exceed \$79,500.

DISCUSSION

On August 2, 2023, the improvements under the first phase of the Project were accepted as complete. The Project consisted of remodeling existing bathrooms and adding a new bathroom, expanding the bedroom areas to accommodate additional fire staff, and Americans with Disabilities Act (ADA) improvements throughout the existing facility.

The Fire Station No. 68 Interior Improvements – Phase II, CIP Project No. 25-06 (“Project”) would focus on the interior renovation of the facility to include the living area, kitchen area, Captain’s office, and the front lobby area. The apparatus room, building exterior, and site layout are suitable under normal operation and are excluded from the Phase II scope. If necessary, further improvements would be reviewed and analyzed to determine whether there is a need to incorporate a future project into the CIP.

The interior improvements under the Project would address the Fire Department expressed need to bring outdated living and common areas of the facility up to current standards to support daily operations. The improvements identified would be necessary to support staffing growth, improve morale, and elevate public safety services and response time.

The Project would improve existing areas identified as having excessively high foot traffic, deterioration from daily usage, and significant wear. The Project proposes to modify the main public entrance by constructing a half-wall to create a serviceable front lobby. The wall currently

separating the front lobby area and Captain’s office would be renovated by installing a tempered glass window panel allowing visibility of the front lobby, while providing natural lighting. The kitchen would receive new appliances and cabinetry. Additional improvements include painting throughout, an updated ceiling, and new flooring to match the improvements made under the first phase of the Project. The total area of interior improvements under phase II of the Project is approximately 1,400 square feet of the facility.

On September 19, 2024, staff released a Request for Proposal (RFP) for Architectural & Engineering Services for the Project. A total of eight proposals were received. Following City purchasing procedures, an interview panel of experienced City staff was formed to evaluate and rank each of the proposals received based on the scoring parameters established in the RFP. The results of the initial proposal scoring are shown in Table 1 below.

TABLE 1 – PROPOSAL RANKING SUMMARY

Firm Name	Proposal Scoring	Initial Proposal Ranking
PBK	91.50	1
TSK Architects	88.50	2
BFK Architecture + Planning	86.50	3
Rubio Medina, Architect	83.50	4
Studio 2G Architects	83.25	5
Platt/Whitelaw Architects	82.25	6
Sally Swanson Architects, Inc.	78.50	7
KWWA Architecture	74.75	8

Based on proposal scores, the top three ranking firms were subsequently invited to participate in a final interview and selection process. This process offers the City a unique opportunity to meet and interact with each firm’s proposed project team and to further assess which firm most closely aligns with the Project’s scope and offers the most technical expertise to deliver a successful Project. The average scores of the final evaluation completed by the interview panel are summarized in Table 2 below.

TABLE 2 – SELECTION INTERVIEW FIRM RANKING SUMMARY

Firm Name	Interview Score	Cost Proposal	Qualification Ranking
TSK	91.50	\$79,500	1
Brian Knight Architect, Inc.	83.25	\$143,970	2
PBK Architects, Inc.	74.25	\$50,000	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 remain sealed until the selection process is completed. After thorough review, TSK (“Consultant”) was selected as the highest-ranking proposer.

The Consultant demonstrated qualified experience and a comprehensive understanding relevant to the Project’s scope as outlined within the RFP. The final cost proposal from the Consultant was \$79,500 which was determined to be reasonable and within the established Project 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 fiscal impact of the proposed Agreement with the Consultant is for the total amount not-to-exceed \$79,500. Funding for the Agreement is available in the Fiscal Year 2025/2026 budget within the Developer Impact Fee (DIF) 17 – Fire Fund (2508-PWD-CIPS-760050), as summarized in Table 3 below.

TABLE 3 – PROJECT BUDGET

Fund	Project Account String	Available Budget	Anticipated Cost
DIF 17 – Fire	CIP25-06.2508.DES.CAE	\$108,548	\$79,500
	TOTAL	\$108,548	\$79,000

No additional budget appropriation action(s) is required.

ATTACHMENTS

1. Project Location Map
2. Agreement