



CITY OF MENIFEE

SUBJECT: Agreement with Helix Environmental Planning, Inc. for CEQA Consulting Services for Evans Park North Design

MEETING DATE: November 15, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Rebekah Kramer, Acting City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Helix Environmental Planning, Inc. for CEQA consulting services in an amount not-to-exceed \$297,650 for Capital Improvement Program (CIP) Project No. 24-08, Evans Park North Design and Construction.

DISCUSSION

In 2016, the City of Menifee was dedicated approximately 19 acres of property adjacent to Paloma Valley High School for the development of a future park site. The development of the land was separated into two phases. Phase 1 included the development of a pump track and bike trail on the six acres South of Craig Avenue. Phase 2 involved the development of the thirteen acres north of Craig Avenue. On October 31, 2022, Phase 1 was completed with the opening of the Gale Webb, Kids-R-#1 Action Sports Park.

Prior to the completion of Phase 1, an environmental study was conducted by Helix Environmental Planning ("Helix"), which included a program-level analysis of the parcel north of Craig Avenue. At the conclusion of the study, it was determined that a more in-depth study would be necessary for the north parcel in order to proceed with the development of Phase 2. An updated project scope was created, and Capital Improvement Program (CIP) Project No. 24-08 Evans Park North Design and Construction was approved as part of the Fiscal Year (FY) 2023-2024 CIP budget for the development of this phase. The project includes the environmental, engineering, design, and eventual construction of the parcel.

In accordance with purchasing best practices and with assistance from the Finance Department, staff implemented the Request for Quote (RFQ) process by reaching out to environmental consulting firms on the CIP Environmental Services short-list. The City's current short-list was

derived from RFQ No. 2022-01 completed in FY 2021/2022. The scope of work would include an initial study and depending on the findings, either a mitigated negative declaration report or an environmental impact report.

The City received proposals from Helix Environmental Planning, Inc. (Helix) and Kimley Horn and Associates, Inc. as listed in Table 1 below.

Table 1 – RFQ Results

Task Description	HELIX	Kimley Horn
Task 1. Technical Studies/Initial Study	\$186,794	\$127,980
Task 2A. Mitigated Negative Declaration	\$43,535	\$42,590
Task 2B. Environmental Impact Report	\$110,856	\$136,308
Option 1 - TOTAL Task 1 & 2A	\$230,329	\$170,570
Option 2 - TOTAL Task 1 & 2B	\$297,650	\$264,288

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.

After a thorough review and analysis of both proposals, staff recommends moving forward with HELIX due to their thorough proposal and their previous experience with the Evans Park site as the firm who completed the initial Due Diligence in November 2020 and the Initial Study/Mitigated Negative Declaration (ISMND) in March of 2022. It was determined that the difference in price between Helix and Kimley Horn was due to several necessary surveys that would be provided by Helix including a burrowing owl survey, a wet season fairy shrimp survey, and a dry season fairy shrimp survey. These surveys were called out in the initial Due Diligence report and ISMND. All three surveys were not included in Kimely Horn’s proposal making staff believe their report would be insufficient upon completion.

Upon preliminary review, HELIX believes that once the technical studies are completed CEQA requirements could be met without a full Environmental Impact Report (EIR) resulting in HELIX performing Task 1 and 2A of their proposal for an amount of \$230,329. However, the proposal included the cost of a full EIR (Task 2B) as a way of securing the pricing in the unlikely event it would be required to complete the project.

Based on the findings at the completion of the environmental technical studies, staff would move forward with the design and construction portions of this project.

STRATEGIC PLAN OBJECTIVE

Unique Identity

FISCAL IMPACT

The fiscal impact of the proposed agreement with Helix would be \$297,650. Funding in the total amount is available in the existing project funding as shown in Table 2 on the following page. No additional budget appropriation would be required for this action.

Table 2: CIP 24-08 Funding Availability

Funding Source	Account Number	Available Balance	Amount Requested
DIF Citywide – Parks Improvement	522-4555-58181	\$200,000	200,000
Local park	620-4555-58181	\$100,000	97,650
Total		\$300,000	\$297,650

ATTACHMENTS

1. Agreement - Helix Environmental Planning, Inc.