



CITY OF MENIFEE

SUBJECT: Agreement Amendment with Parsons Transportation Group, Inc. for Traffic Engineering Review

MEETING DATE: June 4, 2025

TO: Mayor and City Council

PREPARED BY: Mandy Stephens, Management Analyst

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 Amendment No. 2 to the Master Agreement with Parsons Transportation Group, Inc., for Traffic Engineering Services, increasing the compensation by \$150,000, for a three-year total agreement amount not-to-exceed \$450,000.

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. Parsons Transportation Group, Inc. (Parsons) is one of the Shortlist firms initially designated to provide on-call traffic engineering reviews for Engineering.

A Master Agreement for on-call traffic engineering services ("Agreement") was initially established with Parsons for a three-year contract term from July 1, 2023, through June 30, 2026, and for a total agreement not-to-exceed amount of \$150,000. Due to the continued, and increasing volume of development activities requiring traffic related plans, traffic impact studies, and traffic signal timing reviews, and given the limited responsiveness of other firms, staff has relied heavily on Parsons for the performance of technical traffic engineering support over the last fiscal year. The need for continued support is compounded by the challenges the City has faced in its efforts to successfully fill the vacant Principal Engineer position in the City's Traffic Engineering Division.

Traffic engineering services are a critical element of maintaining public safety on roadways while playing a key role in adequately addressing future transportation needs of the City well ahead of planned growth. While there are multiple firms approved as shortlist service providers, Parsons has consistently been very responsive for traffic engineering support needs. The proposed Amendment No. 2 (Amendment) would increase the Parsons Agreement by \$150,000, to a total not-to-exceed limit of \$450,000 through June 2026. If approved, the Amendment would provide

staff the opportunity to maintain continuity on development projects that are already being supported by Parsons' services and would ensure capacity for assigning additional technical traffic related reviews to the firm in the future. All other terms of the Agreement would remain unchanged, as outlined in Table 1 below.

TABLE 1 – PARSONS MASTER AGREEMENT HISTORY

	Date approved	Amount	Contract Term
Original PSA	6/21/2023	\$150,000	6/30/2026
Amendment No. 1	8/21/2024	\$150,000	6/30/2026
Amendment No. 2	PENDING	\$150,000	6/30/2026
	Total	\$450,000	

Pursuant to Menifee Municipal Code §3.12.090, any 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 \$150,000 through the contract term of fiscal year (FY) 2025/2026, bringing the total agreement to a not-to-exceed amount of \$450,000. Funding for a portion of the proposed amendment is available within the FY 2024/2025 budget, under professional services reimbursable for Public Works Traffic Engineering division within the General Fund (1100-PWD-TREN-652825). Funding in FY 2025/2026 would be budgeted accordingly.

It is important to note that traffic 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. 2
2. Original Agreement
3. Amendment No. 1