



## **CITY OF MENIFEE**

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SUBJECT: Agreement with Kimley-Horn and Associates, Inc. for Environmental and Civil Design Services for the Citywide Traffic Signal Safety Improvements Project

MEETING DATE: May 15, 2024

TO: Mayor and City Council

PREPARED BY: Diego Guillen, Senior Engineer

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 a Professional Services Agreement with Kimley-Horn and Associates, Inc. for Environmental and Civil Design Services for the Citywide Traffic Signal Safety Improvements Project, Capital Improvement Program (CIP) Project No. 24-01, for a total not-to-exceed amount of \$174,820 through June 30, 2025.

### **DISCUSSION**

The Citywide Traffic Signal Safety Improvements – Local Road and Safety Program (LRSP), CIP Project No. 24-01 (Project) would install retro-reflective back plates at all traffic signals in the City to provide greater visibility for drivers. The Project would install a leading pedestrian interval system at selected intersections identified as having heavy pedestrian use. The estimated total cost of the Project is just under \$2.2 million.

On January 17, 2024, the City Council accepted \$1,555,704 in Cycle 11 grant funds awarded to the Project through the 2023 Highway Safety Improvement Program (HSIP) administered by the California Department of Transportation (Caltrans). The grant funding would be allocated by phase as the Project progresses and would support the following phases: Preliminary Engineering (PE) and Construction (CON), as summarized in Table 1 below.

**TABLE 1 – TOTAL PROJECT FUNDING BY PHASE**

Project Phase	Anticipated FY	Grant Fund Allocation	City Match	Total by Phase
PE	23/24	\$162,000	\$18,000	\$180,000
CON	24/25	\$1,393,704	\$586,996	\$1,980,700
	<b>TOTALS</b>	<b>\$1,555,704</b>	<b>\$604,996</b>	<b>\$2,160,700</b>

On January 26, 2024, staff released a Request for Proposal (RFP) to solicit firms for design services. A total of three proposals were received. After reviewing and evaluating all proposals for qualifications, a proposal ranking was assigned to each firm. To further assess the proposed project team and determine which firm most closely aligned with the scope of work outlined in the RFP, all firms were subsequently invited to participate in selection interviews. The qualification ranking resulting from the selection interviews is provided in Table 2 below.

**TABLE 2 – FIRM RANKING SUMMARY**

Firm Name	Interview Score	Qualification Ranking
<b>Kimley-Horn and Associates, Inc.</b>	87.40	1
<b>Advantec Consulting Engineers</b>	84.40	2
<b>TJKM Transportation Consultants</b>	78.50	3

Under 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 are sealed until the selection process is completed. Caltrans further requires that projects funded through the HSIP follow the Local Assistance Procedures Manual (LAPM). Projects receiving funding through the HSIP are subject to the LAPM guidelines. Within the LAPM, Chapter 10 outlines the consultant selection process, which states that price cannot be considered as part of the evaluation process and that only the top ranked firm's cost proposal may be opened. That chapter also establishes the City's requirement to return sealed cost proposals to any unsuccessful firms.

Following a thorough review, Kimley-Horn and Associates, Inc. was selected as the highest-ranking proposer. Kimley-Horn and Associates, Inc. demonstrated qualified experience, a comprehensive understanding relevant to the Project's scope as outlined within the RFP, and their cost proposal was reasonable and within the established design 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 total anticipated fiscal impact for the Project is \$2,160,700, which includes the cost of the proposed Agreement for the not-to-exceed \$174,820 for the PE phase with Kimley-Horn and Associates, Inc. Funding for the Agreement is available within the Fiscal Year 2023/2024 Project budget, as summarized in Table 3 on the following page. No additional budget appropriation action is required.

**TABLE 3 – PROJECT BUDGET FOR PE PHASE**

Fund	Project	Account Number	Available Balance	Cost of Services
<b>Grant Funds</b>	Citywide Traffic Signal Safety Improvements	301-4555-58174	\$162,000	\$157,338
<b>DIF 16 - Signals</b>	Citywide Traffic Signal Safety Improvements	502-4555-58174	\$92,977	\$17,482
		<b>TOTALS</b>	<b>\$254,977</b>	<b>\$174,820</b>

### **ATTACHMENTS**

1. Project Location Map
2. Agreement – Kimley-Horn and Associates, Inc.