



CITY OF MENIFEE

SUBJECT: Agreement Amendment with J. Smith and T. Muli for Hydrological Review and Inspection Services

MEETING DATE: May 7, 2025

TO: Mayor and City Council

PREPARED BY: Kristen Jensen, Financial 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 J. Smith and T. Muli, for hydrological review and inspection services, increasing the compensation by \$200,000, 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. J. Smith and T. Muli (Smith and Muli) is one of the shortlist firms designated to provide on-call hydrological review and hydraulic engineering services for Engineering.

A Master Agreement was initially established with Smith and Muli 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. Amendment No. 1 to the agreement was approved on November 6, 2024, to support the volume of development activities requiring technical hydrological review and inspection services. Smith & Muli has continued to provide timely and cost-effective services. Due to the continued, and increasing, volume of development activities requiring hydrology related plans, the technical nature of hydrological studies, and changing environmental mandates, staff has relied heavily on Smith and Muli for the performance of hydrological review services. This has resulted in a need to increase the not-to-exceed compensation amount of the Smith and Muli Master Agreement.

The proposed Amendment No. 2 would increase the Master Agreement by \$200,000, to a total not-to-exceed contract limit of \$450,000. The contract not-to-exceed amount represents compensation authorized for services provided for the full three-year term, which began July 1,

2023, and expires on June 30, 2026. All other terms of the Agreement would remain unchanged, as outlined in Table 1.

TABLE 1 – J. SMITH AND T. MULI MASTER AGREEMENT HISTORY

	Date approved	Amount	Contract Term
Original PSA	09/25/2023	\$150,000	6/30/2026
Amendment No. 1	11/06/2024	\$100,000	6/30/2026
Amendment No. 2	PENDING	\$200,000	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 \$200,000 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 Engineering division within the General Fund (1100-PWD-ENGR-652825). Funding in FY 2025/2026 would be budgeted accordingly.

It is important to note that hydrological 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