



CITY OF MENIFEE

SUBJECT: Agreement with NV5, Inc. for Architectural and Engineering Services for the Bailey Park Boulevard Widening Project

MEETING DATE: May 1, 2024

TO: Mayor and City Council

PREPARED BY: Rex Caballero, Assistant Engineer

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 NV5, Inc. for Architectural and Engineering Services for a total not-to-exceed amount of \$66,983.27 through June 30, 2025, for the Bailey Park Boulevard Widening Project; and
2. Authorize the Finance Department to issue purchase orders as necessary.

DISCUSSION

The Bailey Park Boulevard Widening Project, Capital Improvement Program (CIP) Project No. 22-04 (“Project”) would address traffic safety resulting from increased development in the nearby area. The proposed Project area includes a segment of Bailey Park Boulevard generally located south of Scott Road and north of Ciccotti Street, as shown on the attached Project Location Map. Project improvements would include paving new roadways, construction of curb and gutter, installation of ADA compliant sidewalks and ramps, drainage and sewer improvements, and installation of street lighting.

In May 2021, staff conducted a Request for Proposal to select a firm for the engineering services required to complete the design phase of the Project. On September 15, 2021, the City Council approved and authorized the City Manager to enter into a Professional Services Agreement (“Original Agreement”) with NV5, Inc. (“Consultant”) to provide the necessary design services. Prior activity under the Original Agreement is summarized in Table 1 on the following page.

TABLE 1 – ORIGINAL AGREEMENT AMENDMENT HISTORY

PSA Activity	Approval Date	Summary of Changes	Value
Original Contract	February 16, 2022	Architectural and Engineering Services	\$272,680
Amendment 1	January 4, 2023	Supplemental Topographic Survey & Sewer Study	\$24,420
Amendment 2	December 11, 2023	Term extension only through February 29, 2024.	N/A
TOTAL			\$297,100

The Consultant’s original scope of work included coordination efforts with utility companies on potential conflicts in the Project area. As part of the coordination efforts, Eastern Municipal Water District’s (EMWD) approval of the sewer study and sewer main plans were required to move forward in the design phase. Additionally, EMWD requested the City provide a non-exclusive easement along Scott Road for the Project. The non-exclusive easement and obtaining EMWD approval on the plans resulted in an unanticipated delay to the Project’s design timeline.

The term of the Original Agreement expired on February 29, 2024, and it is no longer eligible to be amended. Due to staffing changes, the expiration of the contract was overlooked, and a new Professional Services Agreement (“New Agreement”) must be established with the Consultant to continue providing the remaining engineering services required for completion of the Project. The remaining balance of the current Purchase Order (PO) No. 03763 issued under the Original Agreement is \$66,983.27. If approved, the proposed New Agreement would carry over the original scope of work, would be entered into for an amount not-to-exceed the remaining PO balance above, and would include a term expiration date of June 30, 2025, to allow the Consultant adequate time to complete the design work. There are no additional changes associated with the proposed New Agreement for this Project.

While the Original Agreement compensation was previously approved by City Council, and the New Agreement simply carries forward the remaining compensation amount, the not-to-exceed amount of the New Agreement still 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

Connectivity and Mobility

FISCAL IMPACT

There are no additional fiscal impacts associated with approval of this item. Approval of the New Agreement has only a net impact of extending the terms of the Original Agreement due to its expiration. Funds to support the Project work were originally budgeted and encumbered through PO No. 03763 issued for the design work in Account No. 220-4555-58120 (Bailey Blvd Improvements). The remaining PO balance of \$66,983.27 would be liquidated and a new PO would be created under the New Agreement for this same amount.

ATTACHMENTS

1. Project Location Map
2. New Agreement – NV5, Inc.
3. Original Agreement
4. Amendment No. 1
5. Amendment No. 2