



CITY OF MENIFEE

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

MEETING DATE: November 6, 2024

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. 1 to the Master Agreement with J. Smith and T. Muli, for Hydrological Review and Inspection Services, increasing the compensation by \$100,000, for a three-year total agreement amount not-to-exceed \$250,000; and
2. Authorize the Finance Department to issue purchase orders against the agreement.

DISCUSSION

The Public Works Engineering Division (Engineering) is responsible for the review and delivery of various development projects in a timely and cost-effective manner. In order to do this, Engineering utilizes professional service agreements to support staff in processing more technical and specialized elements of project delivery. These on-call services include, but are not limited to, on-call services associated with mapping, hydrological, traffic, survey, and landscape plan reviews.

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 & Muli) is one of the shortlist firms designated to provide on-call hydrological engineering review and inspection services for Engineering.

A Master Agreement for On-Call Hydrological Review and Inspection Services (“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. Due to the continued, and increasing, volume of development activities requiring hydrology related plans, technical nature of hydrological studies, and changing environmental mandates, staff has relied heavily on Smith and Muli for the performance of technical plan review support over the last fiscal

year, and they are expected to exceed their allocated budget prior to the end of their contract time period. The need for continued support in technical hydrological review for development projects is compounded by new State and regional mandates of new stormwater permit requirements, which will require additional reliance on Smith & Muli.

While there are multiple firms approved as shortlist service providers, Smith and Muli has consistently been very responsive for hydrological engineering support needs. The proposed Amendment No. 1 (“Amendment”) would increase Smith and Muli’s Agreement by \$100,000, to a total not-to-exceed limit of \$250,000 through June 2026. If approved, the Amendment would provide staff the opportunity to maintain continuity on development projects that are already being supported by Smith and Muli’s services and would ensure capacity for assigning additional technical hydrology 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 – J. SMITH AND T. MULI MASTER AGREEMENT HISTORY

	Date approved	Amount	Contract Term
Original PSA	6/21/2023	\$150,000	6/30/2026
Amendment No. 1	PENDING	\$100,000	6/30/2026
	Total	\$250,000	

Pursuant to Menifee Municipal Code §3.12.090, amendments or change orders in the amount greater than 10% of the contract amount, or that exceed the City Manager’s signing authority, shall be approved by the City Council.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The fiscal impact of the proposed agreement with Smith and Muli is (not-to-exceed) \$250,000. Funding for the proposed Amendment is available within the Fiscal Year 2024/2025 budget, under professional services for Public Works Land Development Engineering within the General Fund (1100-PWD-ENGR-652825).

It is important to note that hydrological review and inspection services are fully recoverable as they would be offset by developer fees and deposits collected for the services. Purchase orders for these services would only be issued after confirmation of budget availability and only for amounts within the approved not-to-exceed agreement compensation amounts. No additional budget appropriation actions would be required for approval of the proposed Amendment.

ATTACHMENTS

1. Amendment No. 1
2. Agreement