



CITY OF MENIFEE

SUBJECT: Community Services Department On-Call Professional Services Master Agreement Annual Update for Fiscal Year 2024/2025

MEETING DATE: November 6, 2024

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst II

REVIEWED BY: Rebekah Kramer, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Receive and file the annual summary update on Master Agreement usage for the Community Services Department for Fiscal Year 2024/2025.

DISCUSSION

The City's Community Services Department is responsible for the development and maintenance of all City maintained parks and rights-of-way. The support of technical and specialized professional services is required to move park related Capital Improvement Program (CIP) projects through each of the development phases, from concept to construction completion. These services include, but are not limited to, as-needed landscaping, planting, and irrigation designs and plans for parks, rights-of-way, sports fields, playground areas, sitting areas, courts, demonstration gardens, dog parks, trailheads, picnic areas, shade structures, and general landscaping around new and existing City sites. On June 21, 2023, City Council approved as to form the use of multi-year Master Agreements for professional on-call services provided by qualified firms previously established on the approved On-Call Short Lists.

On September 6, 2023, City Council approved an On-Call Short List for Landscape Architects as well as their corresponding Master Agreements. The Short List is eligible for the period extending from Fiscal Years 2023-2028. The approved list was established following a formal request for qualification solicitation to secure technical and specialized professional services necessary to support capital improvement project activities. The total cumulative not-to-exceed amount for all three agreements corresponding to the short list is \$1,000,000. In no event shall the combined amounts to the three performing consultants exceed the cumulative compensations of the executed purchase orders.

To provide transparency in use of the Agreements, staff committed to provide an annual summary of the total POs issued against the agreements. Table 1 below provides an overview of the overall use of the FY 2023/2024 agreements. The summary totals provided incorporate any amendments to an Agreement’s not-to-exceed amount that were previously approved by City Council. The table includes the firm name, type of professional service provided, the two-year City Council approved not-to-exceed amounts, the total amount encumbered against each agreement, and the percentage of usage of the not-to-exceed amounts as of June 30, 2024.

TABLE 1 – CSD MASTER AGREEMENT SUMMARY, FISCAL YEAR 2023/2024

Contract No.	Firm Name	Services	2 Year Not-to-exceed Amount	FY 23/24 PO Encumbrances & Paid Invoices	Overall % Used
2024-0158	BMLA Incorporated	On Call Landscape Architect Services	\$1,000,000	\$122,753	12.275%
2024-0169	MIG Inc.	On Call Landscape Architect Services	\$1,000,000	\$0	0%
2024-0162	RHA Landscape Architect	On Call Landscape Architect Services	\$1,000,000	19,750	1.975%
Overall Total <i>(Cumulative Not-to-Exceed Amount for all Agreements)</i>			\$1,000,000	\$142,503	14.25%

These Agreements have streamlined the process of obtaining professional services, allowing staff to respond to development project tasks more quickly and ensure continuity of CIP project progress as support needs arise. The multi-year term and not-to-exceed components of the Agreements have greatly reduced the amount of staff time that was previously required for the Finance and Community Services departments to reissue annual professional service agreements, as well as reduced the number of staff reports required for small amendments to the various agreements. These efficiencies ultimately benefit the development community and the progression of CIP projects by allowing staff to provide timely response to service demands and maintain forward progress on projects.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

Funding for the Community Services Department On-Call Landscape Architectural Services Agreements is supported by various specific project budgets established within the 2023-2028 Capital Improvement Program. No additional budget appropriation is required.

ATTACHMENTS

None.