



CITY OF MENIFEE

SUBJECT: Land Development Engineering Request for Qualification On-call List

MEETING DATE: August 17, 2022

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Deputy Finance Director

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve the Public Works/Engineering Department's land development on-call list for fiscal year 2022/23 through 2025/26 for various professional engineering services.

DISCUSSION

As Menifee is currently the fifth fastest growing city in the state, the Public Works/Engineering Department currently utilizes on-call consultants to help meet the demands of development in a timely manner and to provide necessary engineering services, such as general civil engineering/plan check services, traffic engineering review services, hydrological and hydraulics engineering review, environmental review, land surveying and mapping review services, landscape design and inspection services, and construction inspection services, as determined necessary.

The City of Menifee's Public Works/Engineering Department core responsibilities include the following services:

- Review and permitting for all land development maps and improvement plans
- Processing of agreements with developers required to install public improvements as a condition of approval of their project
- Review of plans and specifications for the installation of public improvements
- Inspection of all private development grading and public improvement construction
- Oversight of design and construction of public works projects funded by the city
- Coordination with other cities and regional agencies regarding new regional projects that may be of benefit to the city
- Hydrologic and Hydraulic Engineering oversight and storm water quality improvements in some locations of the city

- Review of environmental reports, impacts, and assessments

The City has prepared and issued a multi-disciplinary Request for Qualifications (RFQ) for Public Works/Engineering consultants specifically for land development engineering. The intent of the RFQ was to establish an updated on-call list of qualified consultants available for the period of fiscal year 2022/23 through fiscal year 2025/26. The last time the City completed an RFQ process for such services was in 2018. The current RFQ was posted/released on April 19, 2022, with a submittal deadline of May 13, 2022. A total of 28 consulting firms responded to the City's RFQ.

A selection/evaluation committee comprised of internal Public Works/Engineering staff had evaluated and ranked each proposal on the following criteria:

- Qualifications of the firm
- Proposed team and organization
- Past experience and references
- Project management system
- Proposal presentation

An on-call list or shortlist has been established. Subsequently, the City would enter into agreements with select firms on the shortlist, and the applicable agreements requiring City Council approval would be brought to the City Council in accordance with the City's standard procurement policies. Firms were allowed to bid on any and all disciplines with the majority of the firms applying to two or more disciplines. A team of three to four staff members reviewed each proposal for each discipline independently and scored the proposals per the rubric outlined in the RFQ. Scores were aggregated to establish the shortlist of awardees and the quantity of firms chosen is based on historical and projected needs of the City. It is important to note, inclusion within the City's on-call list does not guarantee award of future contract(s) and the City reserves the right to issue separate RFQ/RFPs as deemed necessary for specific services and/or projects.

STRATEGIC PLAN OBJECTIVE

Responsive and transparent government

FISCAL IMPACT

There is no fiscal impact associated with establishing the shortlist or on-call list of firms. The future agreements that would need the City Council's approval, would consist of recoverable and non-recoverable funding, with the majority being recoverable (paid by developers). The agreements would be funded as part of the approved fiscal year 2022/23 budget. Subsequently, the City would enter into agreements with select firms on the shortlist, and the applicable agreements requiring City Council approval would be brought to the City Council in accordance with the City's standard procurement policies.

ATTACHMENTS

1. On-call List - Land Development