



CITY OF MENIFEE

SUBJECT: Agreement with KTU&A for the Development of the City of Menifee Complete Streets Plan

MEETING DATE: February 1, 2023

TO: Mayor and City Council

PREPARED BY: Jennese McConville, Management Analyst I

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 (PSA) with KTU&A for the development of the City of Menifee Complete Streets Plan in an amount not-to-exceed \$244,349.19.

DISCUSSION

In October 2021, the City applied for Fiscal Year (FY) 2022/2023 grant funding through the Sustainable Transportation Planning Grant Program, administered by the California Department of Transportation (Caltrans) to support the development of the City of Menifee Complete Streets Plan.

The grant application outlined a \$250,000 funding need for development of the Plan. The proposed Plan would advance the City's "Vision Zero" goals by 2050 and would serve as a guide for public and private development by focusing on street improvements that are safe for all users of the City's roadway network. The Plan would identify opportunities for roadway and trail network connectivity, pedestrian/bicycling use opportunities, public transit opportunities, and consider the City's future growth and need for safe and comfortable multi-modal travel City-wide.

In April 2022, Caltrans notified the City that \$221,325 in Grant funding was awarded to support the development of the Plan. On May 4, 2022, the City Council adopted a Resolution accepting the Grant funds and on September 21, 2022, the City Council authorized the City Manager to execute the Sustainable Communities Restricted Grant PSA with Caltrans. The PSA established that of the \$250,000 funding need requested, a local funding match of 11.47%, or \$28,675, would be required.

On November 11, 2022, staff released a Request for Proposal (RFP) to solicit firms to develop the Plan. A total of three proposals were received by the deadline from the following firms:

- KTU&A
- STC Traffic, Inc.
- TJKM Transportation Consultants (TJKM)

On December 5, 2022, an Evaluation Committee comprised of City staff reviewed the proposals based on criteria set forth within the RFP No. 2023-8 package. To ensure a fair and thorough evaluation, instructions to proposing firms required fee proposals be submitted separately. The Committee's review focused on each firm's understanding and ability to analyze existing plans and conditions, public engagement strategy, experience and qualifications of proposed staff and firm, services delivery approach, project management and cost control, and quality of responsiveness to the RFP. Staff elected to conduct evaluation interviews with all three firms. Each firm was afforded an opportunity to provide a presentation and respond to six predetermined questions to Committee panelists. Committee panelists scored and ranked each firm based on the evaluation interview resulting in aggregate scores for each firm, as summarized in Table 1 below.

Table 1- Firm Ranking Summary

Firm Name	Qualification Ranking	Interview Score	Fee Proposal
KTU&A	1	83%	\$244,349.19
STC Traffic, Inc.	2	82%	\$221,074.07
TJKM	3	74%	\$244,410.27

As a result of the evaluation interviews conducted, KTU&A was ranked as the top qualified firm to provide Plan development services for the Project. Upon completing initial qualification rankings, staff proceeded to open the fee proposal submitted. KTU&A has proposed to perform the design services for a total amount of \$244,349.19.

The fee proposed by KTU&A is less than the independent cost estimate of \$250,180. Staff determined that the KTU&A cost proposal is reasonable for the scope of work to be performed and no further negotiations are necessary. City Council action is required for approval of the proposed PSA for the preparation of the Complete Streets Plan with KTU&A as the total amount of the agreement exceeds the City Manager's signing authority.

STRATEGIC PLAN OBJECTIVE

Accessible and Interconnected Community

FISCAL IMPACT

The total anticipated cost for the Plan development services with KTU&A is \$244,349.19. Funding is available through approved FY 2022/2023 project budgets in the amount of \$28,675 to satisfy the 11.47% local funding match required in the Grant PSA as summarized in Table 2.

Table 2- Existing Project Funding

Fund	Project	Account Number	Available Balance	Cost of Services
Sustainable Transportation Planning Grant	Complete Streets Plan	301-4555-52853	\$221,325.00	\$216,322.34
General Fund	Complete Streets Plan	100-4555-52853	\$28,675.00	\$28,026.85

ATTACHMENTS

1. CIP 22-30 PSA – KTU&A