



CITY OF MENIFEE

SUBJECT: Agreement with Dokken Engineering for a Feasibility Study of the Salt Creek Trail Construction and Maintenance

MEETING DATE: April 5, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with Dokken Engineering for a Feasibility Study of the Salt Creek Trail construction and maintenance in the amount not to exceed of \$141,735; and
2. Adopt a Budget Amendment Resolution authorizing the appropriation of expenditures in the amount of \$41,735 from available Community Services Department operating funds to account no. 512-4555-58147.

DISCUSSION

The City of Meniffee's Community Services Department in collaboration with the Riverside County Regional Park and Open-Space District (RivCo Parks) desire to develop options for extending the current multi-use trail along the Salt Creek Trail. Approximately 4.1 miles of the Salt Creek Trail was paved in 2020 extending from Goetz Road to Antelope Road; however, there is an unofficial user created dirt portion located behind the WellQuest Facility and Oasis Development that expands approximately 1.6 miles.

On June 15, 2022, Council authorized the City Manager to execute a Cooperative Agreement with RivCo Parks for the connectivity and maintenance Feasibility Study of the Salt Creek Trail. The Study would help the City better understand the viability of creating a trail extension, maintenance of the trail, the trail's ability to meet the needs of the community, and to provide recommendations on next steps for trail development.

RivCo Parks notified City staff that the Agreement experienced a temporary delay in execution. On November 29, 2022, Riverside County Board of Supervisors approved the Cooperative Agreement with the City of Menifee that outlined RivCo Parks' commitment to contribute \$100,000 towards the Feasibility Study of the connectivity and maintenance of the Salt Creek Trail.

On November 14, 2022, staff issued Request for Proposal (RFP) No. 2023-10 for a comprehensive Feasibility Study for construction and maintenance of the Salt Creek Trail. After not yielding any results, staff reached out to potential bidders to gain some insight on why no responses were submitted and determined that time constraints to develop the proposals were the biggest concern. On January 11, 2023, staff re-issued (RFP) No. 2023-10B.

The Study would include, at minimum, the following:

1. The recommendation of a preferred layout for a multi-use pedestrian trail based on an assessment of the existing conditions, land use constraints, existing property easements, transportation and access considerations, and public input; and
2. A feasibility study report that provides consideration and recommendations for access parking impacts and options, best design standards and requirements for a multi-use trail, proposed mitigation plan, construction phasing, and a preliminary cost estimate for each.

The City received three proposals from the following firms:

- Community Works Design Group
- Dokken Engineering
- Michael Baker International

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, the firms were evaluated based on the criteria set forth in RFP 2023-10B which included the experience/qualifications of the firm, work plan methodology/project approach, delivery schedule and timeline, cost proposal, reference review, and the quality of responsiveness of the proposal.

Following the evaluation process and reference checks, City staff determined that Dokken Engineering was the most qualified to conduct the requested services.

All the tabulated results from the evaluations are listed in Table 1 below:

Table 1 – RFP Evaluation Summary

Firm Name	Evaluation Score
Dokken Engineering	86.67
Michael Baker International	79.33
Community Works Design Group	77.33

STRATEGIC PLAN OBJECTIVE

Safe and Attractive Community

FISCAL IMPACT

The Cooperative Agreement with RivCo Parks included a transfer of \$100,000 in remaining Salt Creek Trail Project funds to the City of Menifee for the purpose of the Study. However, all three proposal received were greater than this amount and the selected proposal amount was \$141,735. Given that the existing budget is \$100,000, additional funding in the amount of \$41,735 would be required to fully support the Project as summarized in Table 2.

Table 2 –Funding Availability

CIP Project	Account No.	Available Budget	Total Cost
Salt Creek Trail Improvements	512-4555-58147	\$100,000	\$141,735
Unfunded Balance			\$41,735

Staff is requesting the additional allocation of \$41,735 to account 512-4555-58147 from available fund balance in Fund 512 DIF 17 – Trails, to bring the total project funding to \$141,735.

ATTACHMENTS

1. PSA - Dokken Engineering
2. BAR – DIF Fund 512