



CITY OF MENIFEE

SUBJECT: Agreement Amendments to Fiscal Year 2022/2023 Capital Improvement Program and Public Works Department Professional Services Agreements

MEETING DATE: June 21, 2023

TO: Mayor and City Council

PREPARED BY: Jenny 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 ten amendments to various Professional Services Agreements supporting the Capital Improvement Program and Public Works Department by extending the terms of service and/or increasing not-to-exceed compensation.

DISCUSSION

The City of Meniffee's Public Works Department is tasked with carrying out various projects which involve technical expertise from design and construction of Capital Improvement Program (CIP) projects to studies and staff enrichment opportunities required to execute those projects. Several trades and specialized services are required to perform this technical work including, but not limited to, surveying, materials testing, design, geotechnical assessments, construction, and labor compliance, plan review, and maintenance. To accomplish the work needed for the projects, the City utilizes a combination of in-house staff, consultant firms, and contractors.

The City's staff strive to deliver all projects on time and within budget. Due to the nature of project delivery, there are times when contracted agreements must be extended to properly complete required tasks and close out administrative obligations of the projects. Recently, due to circumstances outside of the City's or contractors' control, several projects have experienced material delivery delays and increases in costs which ultimately affected overall project delivery schedules. These delays have resulted in the need to extend the terms of several of the contracts associated with the projects.

The following seven CIP projects and three Public Works' service contracts require amendments to existing Professional Services Agreements (PSAs) to provide term extensions and/or additional

compensation in future years to complete required tasks and administrative obligations in order to close out the projects:

- **CIP 21-04 New Quail Valley Fire Station No. 5 Project - Architectural & Engineering Services Agreement with CannonDesign.:** Construction began in January 2023 and completion is anticipated in December 2023. Approval of Amendment No. 3 would provide the additional time needed for this Consultant to complete their architectural support tasks through Project close-out.

Table 1 – CannonDesign Agreement History

	Date approved	Amount	Contract Term
Original Contract	4/21/2021	\$612,347	12/31/2021
Amendment 1	2/4/2022	TERM ONLY	2/28/2022
Amendment 2	2/16/2022	\$349,713	6/30/2023
Amendment 3	6/21/2023	TERM ONLY	6/30/2024

- **CIP 21-04 New Quail Valley Fire Station No. 5 Project – Construction Management and Inspection Services Agreement with Wallace & Associates, LLC:** Construction began in January 2023 and completion is anticipated in December 2023. Approval of Amendment No. 1 would allow for continued construction management and inspection services through completion of the Project.

Table 2 – Wallace & Associates Agreement History

	Date approved	Amount	Contract Term
Original Contract	4/20/2022	\$425,064	6/30/2023
Amendment 1	6/21/2023	TERM ONLY	6/30/2024

- **CIP 22-02 Valley Blvd Widening Project – Civil Engineering Design Services Agreement with Dokken Engineering:** The Project is preparing to bid for construction. Approval of Amendment No. 1 would extend the term of the agreement to allow the time necessary to complete design services through project close-out.

Table 3 – Dokken Engineering Agreement History

	Date approved	Amount	Contract Term
Original Contract	1/19/2022	\$1,244,031.81	6/30/2023
Amendment 1	6/21/2023	TERM ONLY	6/30/2024

- **CIP 22-08 Normandy Road Pedestrian Improvements Project – Labor Compliance Services Agreement with Ardurra Group, Inc.:** The Project was formally re-bid in May 2023, and is expected to be awarded on June 21, 2023. Approval of Amendment No. 1 would provide the necessary time to complete labor compliance services throughout the construction phase of the Project.

Table 4 – Ardurra Group, Inc. Agreement History

	Date approved	Amount	Contract Term
Original Contract	7/26/2022	\$5,446	6/30/2023
Amendment 1	6/21/2023	TERM ONLY	12/31/2023

- **CIP 22-08 Normandy Road Pedestrian Improvements Project – Materials Testing Agreement with Kimley-Horn and Associates:** The Project was formally re-bid in May 2023, and is expected to be awarded on June 21, 2023. Approval of Amendment No. 2 would extend the term of the existing agreement to allow the necessary time to complete the material inspections and submit a final report.

Table 5 – Kimley Horn Agreement History

	Date approved	Amount	Contract Term
Original Contract	10/29/2022	\$27,700	6/30/2023
Amendment 1	10/19/2022	\$56,300	6/30/2023
Amendment 2	6/21/2023	TERM ONLY	12/31/2023

- **CIP 22-08 Normandy Road Pedestrian Improvements Project – Materials Testing Services Agreement with Leighton Consulting, Inc.:** This Project is expected to start construction in March 2023. Approval of Amendment No. 2 would add the necessary time to draft and provide as-builts plans to the City at the completion of the Project.

Table 6 – Leighton Consulting, Inc. Agreement History

	Date approved	Amount	Contract Term
Original Contract	7/27/2022	\$13,319	6/30/2023
Amendment 1	6/21/2023	TERM ONLY	12/31/2023

- **CIP 23-07: Murrieta Road Resurfacing and Improvements Project – Labor Compliance Services with Cumming Management Group, Inc.:** Construction of this Project is nearly completed; however, final billings have not yet been received. Labor Compliance Services are needed to review final billings in order to close out the Project. Approval of Amendment No. 1 would provide the additional time necessary time to complete this task.

Table 7 – Cumming Management Group, Inc. Agreement History

	Date approved	Amount	Contract Term
Original Contract	12/8/2022	\$10,200	6/30/2023
Amendment 1	6/21/2023	TERM ONLY	12/31/2023

Each of the seven agreements referenced above will terminate on June 30, 2023. It is important to note that the proposed amendments are only for agreement term extensions and do not include any increases in consultant or contractor compensation.

- **Public Works Annual Fossil Filters and Catch Basins Maintenance with United Storm Water, Inc.:** On December 15, 2021, City Council approved an agreement with United Storm services for catch basin inspection and fossil filter replacement services and authorized the City Manager to exercise three one-year options to extend the Agreement. This Amendment would extend the term of services through the final two years of the allowable extension period and authorize an increase of \$120,000 in the overall contract not-to-exceed amount. Catch basin maintenance is an ongoing annual program of work administered by the Public Works Streets Division.

Table 8 – United Storm Water, Inc. Agreement History

	Date approved	Amount	Contract Term
Original Contract	12/15/2021	\$ 54,143.48	06/30/2022
Amendment 1	7/1/2022	\$ 58,706.00	06/30/2023
Amendment 2	6/21/2023	\$ 120,000.00	6/30/2025

- **Public Works Engineering - Menifee Valley Specific Plan (MVSP) Traffic Study Review (Recoverable) – Traffic Study Review Services with STC Traffic, Inc.:** Traffic Plan Study Review Services were initially contracted in January for MVSP in the amount of \$20,000. Review of the traffic study is still underway and additional time and funding are required to complete the comprehensive land development task. These costs are fully offset by developer deposits.

Table 9 – STC Traffic, Inc. Agreement History

	Date approved	Amount	Contract Term
Original Contract	12/22/2023	\$20,000	6/30/2023
Amendment 1	6/21/2023	\$20,000	6/30/2024

- **Public Works - Truck Driving Refresher Course Class A/B Training Services – Training Services with America Truck Driving School.:** The Public Works Street Maintenance Division has been actively encouraging employees to obtain their Class A/B commercial driver's licenses in an effort to ensure all employees are licensed to operate all Public Works equipment. To date, two employees have completed the training, two are actively attending the training, and three additional employees would be enrolled in Fiscal Year (FY) 2023/2024. This Amendment would extend our current Agreement with America Truck Driving School through FY 2023/2024 and increase the Agreement compensation in the amount necessary to enroll three additional employees in courses.

Table 10 – America Truck Driving School Agreement History

	Date approved	Amount	Contract Term
Original Contract	9/26/2022	\$ 18,050.00	6/30/2023
Amendment 1	6/21/2023	\$13,537.50	6/30/2024

The three support services above require term extensions, as well as compensation increases through the proposed new agreement term. Pursuant to Menifee Municipal Code Chapter

3.12.090, any time extension exceeding 60 days from the previously approved or original agreement deadline, whichever is the latest, shall be approved by the City Council. All other terms of the agreements shall remain the same.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

There are no additional FY 2022/2023 impacts associated with approval of any of the proposed amendments.

There are future fiscal year impacts associated with the approval of the proposed Public Works agreement amendments above. Future funding for each of these amendments has been incorporated in the proposed FYs 2023/2024 and 2024/2025 operating budgets. These amendments and their respective funding sources are summarized in Table 11 below.

Table 11 – Future Fiscal Impact Summary

Consultant	FY 23/24 Impact	FY 24/25 Impact	Total Impact	Funding Source
United Storm Water, Inc.	\$ 60,000.00	\$ 60,000.00	\$ 120,000.00	Various Special Districts
STC Traffic, Inc.	\$ 20,000.00	\$ 0	\$ 20,000.00	Developer Deposits
America Truck Driving School	\$ 13,537.50	\$ 0	\$ 13,537.50	Gas Tax Fund 200
TOTALS	\$ 93,537.50	\$ 60,000	\$ 153,537.50	

ATTACHMENTS

1. CIP 21-04 CannonDesign - Amendment No. 3
2. CIP 21-04 Wallace & Associates - Amendment No. 1
3. CIP 22-02 Dokken - Amendment No. 1
4. CIP 22-08 Ardurra - Amendment No. 1
5. CIP 22-08 Kimley-Horn - Amendment No. 2
6. CIP 22-08 Leighton - Amendment No. 1
7. CIP 23-07 Cumming Management Group – Amendment No. 1
8. United Storm Water, Inc. – Amendment No. 2
9. STC Traffic, Inc. – Amendment No. 1
10. America Truck Driving School – Amendment No. 1