



CITY OF MENIFEE

SUBJECT: Agreement Amendments with CivilPros and Anser Advisory Management, LLC for the Newport Road Raised Median and the Antelope/MSJC Entrance Traffic Signal Projects

MEETING DATE: September 6, 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 Amendment No. 2 to the Professional Services Agreement with CivilPros for the Newport Road Raised Median Project, Capital Improvement Project No. 22-14, to extend the agreement term through June 30, 2024; and
2. Approve and authorize the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Anser Advisory Management, LLC. for the Antelope/MSJC Entrance Traffic Signal Project, Capital Improvement Project No. 22-15 to extend the agreement term through December 31, 2023.

DISCUSSION

Newport Road Raised Median Project, CIP 22-14, Amendment No. 2

On June 1, 2022, the City Council approved a Professional Services Agreement (PSA) with CivilPros to provide civil design services for the Newport Road Raised Median Project (Project), Capital Improvement Project (CIP) No. 22-14. Due to staffing changes, the expiration of the contract was overlooked, and Amendment No. 1 to the agreement was routed and approved administratively under City Manager authority. Amendment No. 1 extended the original agreement terms through August 31, 2023.

The Project design phase is nearly complete, with only irrigation/landscaping plans outstanding. Aside from designing portions of the median on Newport Road, part of the scope of work for CivilPros under this agreement is to provide review, support, and supervision of two private developers' portions of the median design to ensure alignment with the median designed by the City. Currently, the City's portion is complete, one developer's median design is at 90% design

phase, which would require further review from CivilPros. In order to continue to provide support services for these items through design completion, the agreement with CivilPros must be extended through June 30, 2024.

Antelope/MSJC Entrance Traffic Signal Project, CIP 22-15, Amendment No. 2

On November 23, 2022, a PSA was approved under City Manager authority with Anser Advisory Management, LLC (Anser) to provide comprehensive labor compliance services for the Antelope/MSJC Entrance Traffic Signal Project, CIP No. 22-15. Similarly, to CIP 22-14 noted above, due to staffing changes, the expiration of the contract was overlooked. Amendment No. 1 to the agreement was approved administratively under City Manager authority, extending the original agreement terms through August 31, 2023.

The project has experienced minor delays in the timeline due to minor modifications requiring relocation of the push button for the pedestrian crosswalks and relocation of streets signs at this intersection. The project is substantially completed, but labor compliance services will still be required after completion of the construction phase and review of contractor's certified payroll records are part of the scope of work under the agreement. In order to continue to provide services for their entire scope of work through the completion of the project, the agreement with Anser must be extended through December 31, 2023.

The proposed amendments require City Council approval as they exceed the 60-day term extension allowed under City Manager authority. It is important to note that these amendments are for term extensions only, and do not increase compensation for either of the agreements.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

There are no fiscal impacts associated with the approval of the proposed amendments as they are for term extensions only.

ATTACHMENTS

1. Project Location Maps
2. Amendment No. 2 – CIP 22-14
3. Amendment No. 1 – CIP 22-14
4. Original PSA – CIP 22-14
5. Amendment No. 2 – CIP 22-15
6. Amendment No. 1 – CIP 22-15
7. Original PSA – CIP 22-15