



## **CITY OF MENIFEE**

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SUBJECT: Agreement with BFK Architecture & Planning for the Fire Station No. 76 Living Area Improvements Project

MEETING DATE: November 1, 2023

TO: Mayor and City Council

PREPARED BY: Carlos Geronimo, Engineering Manager

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Rebekah Kramer, Acting City Manager

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### **RECOMMENDED ACTION**

1. Approve and authorize the City Manager to execute a Professional Services Agreement with BFK Architecture & Planning for architectural and engineering services for the living area improvements for Fire Station No. 76, located north of Newport Road, on the east side of Menifee Road, just south of Camino Cristal, Capital Improvement Program Project No. CIP 24-05, in an amount not-to-exceed \$158,250.

### **DISCUSSION**

Fire Station No. 76 ("Station") is located north of Newport Road, on the east side of Menifee Road, just south of Camino Cristal. As the eastern areas of the City experience residential and commercial growth, the Station needs to be expanded to support increased staffing to respond to increased call volumes. The Fire Station No. 76 – Living Area Improvements project ("Project") proposes to remodel and retrofit the existing living area and kitchen and add two additional bedrooms to the dormitory area within the Station. The proposed improvements would increase the ability to house additional fire personnel assigned to the Station and ultimately contribute to the success of meeting the City's Strategic Plan Goal of providing exceptional public safety.

On July 10, 2023, staff released a Request for Proposal (RFP) to solicit firms for the Architectural and Engineering Services for the Project. A total of five proposals were received by the RFP due date, as summarized in Table 1 on the following page.

After reviewing and evaluating all proposals, a proposal ranking was assigned to each firm. Staff then invited the firms associated with the two top-ranked proposals to participate in selection interviews. BFK Architecture & Planning ("BFK") received the highest overall interview score, and staff proceeded to open their cost proposal of \$178,350. Staff proceeded to negotiate with BFK

to reduce their fee proposal to \$158,250 to align with the Project's budget. BFK's revised fee proposal is reasonable and satisfies the requirements as outlined in the RFP.

BFK was selected as the top-ranking firm for their overall experience with fire station design, project understanding, and collective team organization.

**Table 1 – Firm Ranking Summary**

Firm Name	Qualification Ranking	Proposal Score	Interview Score	Proposed Fee
BFK	1	83.33	82.75	\$158,250
TAIT & Associates	2	85.67	69.25	\$141,526
MDEP, Inc.	3	71.00	N/A	\$95,660
Empire Design Group	4	70.33	N/A	\$73,500
Pettit	5	63.33	N/A	\$181,500

City Council action is required for approval of the proposed Professional Services Agreement (PSA) for architectural and engineering services required for the Project as the total amount of the agreement exceeds the City Manager's signing authority.

### **STRATEGIC PLAN OBJECTIVE**

Safe & Vibrant Community

### **FISCAL IMPACT**

The total anticipated cost for the architectural and engineering services with BFK is \$158,250. Funding for the PSA is available within the Fiscal Year 2023/2024 Project budget, as summarized in Table 2 below.

**Table 2 – Existing Project Funding**

Fund	Project	Account Number	Available Balance	Cost of Services
DIF – Fire Facilities	CIP 24-05	521-4555-58178	\$650,000	\$158,250

### **ATTACHMENTS**

1. Project Location Map
2. Agreement