



CITY OF MENIFEE

SUBJECT: Fiscal Year 2021/22 On-Call Agreements (Public Works & Engineering)

MEETING DATE: June 16, 2021

TO: Mayor and City Council

PREPARED BY: Margarita Cornejo, Financial Services Manager

REVIEWED BY: Yolanda Macalalad, Assistant City Engineer

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize City Manager to execute Professional Services Agreements and/or amendments for On-Call Engineering Services - Recoverable for the Public Works and Engineering Department for Fiscal Year 2021/22; and
2. Approve and authorize City Manager to execute Professional Services Agreements for On-Call Engineering Services – Non-Recoverable for the Public Works and Engineering Department for Fiscal Year 2021/22.

DISCUSSION

The Public Works and Engineering Department currently utilizes on-call consultants to provide necessary engineering services, such as land development review, stormwater inspections, and survey needs. The current professional service agreements for recoverable on-call engineering services are set to expire on June 30, 2021, as they are coterminous with the corresponding fiscal year. Accordingly, new agreements will need to be executed in order to provide for continuity of services to meet the needs of City projects for Fiscal Year 2021/22.

The Public Works and Engineering Department recommends setting sufficient contract spending limits for each consultant that would allow flexibility to use any combination of consultants during the fiscal year to best utilize resources for performing engineering services. The consulting services will only be used on an as-needed bases as warranted by the demands of new residential and commercial development. The sum total of all contracts would not exceed the approved line item budget for professional services for the Public Works and Engineering Department.

Recoverable Agreements:

The charges incurred under the eleven professional service agreements listed below are recoverable through developer deposits or fees:

Consultant	Services	Contract Amount (\$)	Account #
CG Resource Management	Stormwater Engineering Plan Review	\$10,000	100-4551-52825
CN Engineering	Land Development Review	100,000	100-4551-52825
Dennis Janda	Survey Services	150,000	100-4551-52825
D.R. Bechter Consulting Inc. (Amendment No. 1)*	Construction Inspection Services	\$110,000	100-4551-52825
Gary Hoyt	Landscape Plan Review	150,000	100-4551-52825
Harris & Associates	Land Development Review	15,000	100-4551-52825
JLC Engineering & Consulting	On-Call Engineering Services	30,000	100-4551-52825
Pettit	Land Development Review	75,000	100-4551-52825
SCS	Land Development Review	30,000	100-4551-52825
Spicer Consulting Group	CFD Annexation Services	100,000	100-4551-52825
STB	Land Development Review	70,000	100-4551-52825
STC Traffic	Traffic Engineering Review	100,000	100-4551-52825
TOTAL:		\$940,000	

*A contract amendment (Amendment No. 1) in the amount not to exceed \$110,000 with DR Bechter for professional construction inspection services is requested. The City is currently in the process of recruitment for construction inspector positions, and the amendment shall ensure the City's ability to provide necessary inspection services.

Non-Recoverable Agreements:

Additionally, the Public Works and Engineering Department currently utilizes consultants to provide necessary services for City programs and projects, such as urban stormwater runoff management program, landscape inspections, land surveying, and traffic engineering. The current professional service agreements for non-recoverable on-call engineering services are set to expire on June 30, 2021, as they run alongside each fiscal year. New agreements will need to be executed in order to provide for the continuity of services to meet the needs of City projects for FY 2021/22.

These agreements would allow for City projects to be completed, that are non-recoverable from developer deposits or fees and should be separated from accounts and agreements that are considered recoverable. Below, is a summary of the seven individual consultants listing their specific function and contractual spending limit:

Consultant	Services	Contract Amount (\$)	Account #
Spicer Consulting Group	On-Call Municipal Finance Consulting	\$60,000	100-4551-52800
Dennis Janda	Surveying	20,000	100-4551-52800

Gary Hoyt	Landscaping Plan Review and Inspections	10,000	100-4551-52800
STC Traffic	Traffic Engineering Review	100,000	100-4551-52800
CG Resource Management	NPDES Inspections & Related Services	35,000	100-4553-52800
KOA Corp.	Grant Support Services	60,000	100-4555-52800
Kimley Horn	CEQA Reviews Services	25,000	100-4555-52800
TOTAL:		\$310,000	

The term of services for the proposed Fiscal Year 2021/22 recoverable and non-recoverable agreements is July 1, 2021 to June 30, 2022.

STRATEGIC PLAN OBJECTIVE

Regular City Business

FISCAL IMPACT

Amendment No. 1 to the existing agreement with D.R. Bechter Consulting Inc. will be partially (50%) funded with \$55,000 available funds from Fiscal Year 2020/21 under Account #100-4551-52825 (Professional Services (Recoverable)) and carried forward to next FY. No additional budget appropriation action is required.

The total fiscal impact of the proposed Fiscal Year 2021/22 recoverable and non-recoverable agreements and amendment is \$940,000 and \$310,000, respectively.

Funding for the proposed Fiscal Year 2021/22 recoverable and non-recoverable agreements and amendment is funded with \$55,000 carryover from Fiscal Year 2020/21 and \$885,000 and \$310,000 respectively included within the approved FY2021/22 budget.

ATTACHMENTS

1. Agreement with CG Resource Management (Recoverable)
2. Agreement with CN Engineering (Recoverable)
3. Agreement with Dennis Janda (Recoverable)
4. Agreement Amendment No.1 with D.R. Bechter (Recoverable)
5. Executed Agreement with D.R. Bechter (Recoverable)
6. Agreement with Gary Hoyt (Recoverable)
7. Agreement with Harris & Associates (Recoverable)
8. Agreement with JLC Engineering & Consulting (Recoverable)
9. Agreement with Pettit (Recoverable)
10. Agreement with SCS (Recoverable)
11. Agreement with Spicer Consulting Group (Recoverable)
12. Agreement with STB (Recoverable)
13. Agreement with STC Traffic (Recoverable)
14. Agreement with Spicer Consulting Group (Non-Recoverable)
15. Agreement with Dennis Janda (Non-Recoverable)

16. Agreement with Gary Hoyt (Non-Recoverable)
17. Agreement with STC Traffic (Non-Recoverable)
18. Agreement with CG Resource Management (Non-Recoverable)
19. Agreement with KOA Corp. (Non-Recoverable)
20. Agreement with Kimley Horn (Non-Recoverable)