



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Douglas Schulze, City Manager

PREPARED BY: Kristine Gutierrez, Community Development Operations Manager

MEETING DATE: June 11, 2024

SUBJECT: Consideration of Resolution 2024-93, Approving a Sole Source Contract with CASC Engineering and Consulting, Inc. for Consulting Services Associated with the Focused General Plan Update Services for Fiscal Year 2024/2025 in the Amount of \$186,485

RECOMMENDATION:

Adopt Resolution 2024-93.

BACKGROUND:

In 2020, the Community Development Department solicited a proposal for consulting services to update the City's General Plan Land Use and Circulation Elements to provide Project Management, Mapping, and Environmental Analysis. On October 27, 2020, the City Council adopted Resolution 2020-134, approving a contract with CASC Engineering and Consulting, Inc., in the amount of \$115,482. Contract C00667 was executed on October 30, 2020.

On July 12, 2022, the City Council adopted Resolution 2022-96, an agreement (Amendment No. 1) to include additional services to the originally approved scope of work, which included completion of a Vehicle Miles Traveled (VMT) analysis, revisions to the project management of the the revised scope, and a contingency amount for a total not to exceed compensation amount of Seventy-One-Thousand, Two-Hundred and Fifty-Two Dollars (\$71,252); for a total revised contract amount of One-Hundred and Eighty-Six Thousand, Seven-Hundred and Thirty-Four Dollars (\$186,734). This contract amendment was executed on August 22, 2022.

On November 8, 2022, the City Council adopted Resolution 2022-155, an agreement (Amendment No. 2) to include additional services not included in the original contract or in Amendment No. 1. Amendment No. 2 included additional compensation in an amount not to exceed Fifty-Eight Thousand, Five-Hundred and Seventy-Four Dollars (\$58,574) for the following additional services: Level of Service (LOS) Study (subcontractor Urban Crossroads); project management/coordination for LOS study; for a new total contract amount of Two-Hundred and Forty-Five Thousand, Three-Hundred and Eight Dollars (\$245,308). This contract amendment was executed on February 16, 2023.

The previously approved contract and subsequent amendments extended the fees attributed to the scope of work, but did not extend the length of time of the contract. The contract has since expired and the City and provider each desire to complete the tasks outlined in the scope of work and append the scope of work to include tasks identified in the attached Sole Source/Emergency Purchase Justification Form. The amount of funds remaining in the expired contract is \$123,237.53; which would be used to pay for the remainder of the unfinished tasks in the previously approved scope of work for the project. In addition, the City has requested additional work from CASC, which is outlined in Attachment "B"

Schedule of Fees in CASC's submitted Authorization For Additional Work is \$63,247. As a result, the total funds sought for approval of a new Sole Source Contract for CASC's services to complete the General Plan Circulation and Land Use Elements is not to exceed One-Hundred Eighty-Six Thousand, Four-Hundred Eighty-Five Dollars (\$186,485). Staff recommends the project extend for a duration of two years to allow for sufficient time to complete the General Plan Circulation and Land Use Elements, conduct General Plan Advisory Committee meeting, public workshops, community outreach, conduct public hearings, and integration of final documents into mapping systems and the City's website.

JUSTIFICATION:

The City has not completed a comprehensive update of the General Plan since 2006; as such, provisions of the various current General Plan Elements require detailed analysis and studies to come into compliance with State law as well as internal consistency with other General Plan Elements, City Ordinances and policies. An additional effort is required to accomplish these goals, in part due to the recent changes in legislation, changes in technology, a desire to make information more readily available to the public through web integration, and to address changing circulation and land use needs of the City.

FISCAL IMPACT:

<u>Account Number</u>	<u>Years</u>	<u>Estimated Amount</u>
001-2800-33-42	2024/2026	\$186,485.00

In biennial budget.

ALTERNATIVES:

1. Adopt Resolution 2024-93 as recommended.
2. Adopt Resolution 2024-93 with modifications.
3. Do not approve Resolution 2024-93 and provide alternative direction to staff.

ATTACHMENTS:

1. [Resolution 2024-93, CASC Engineering.docx](#)
2. [C01041 - CASC PSA Land Use and Circulation Element of City's GP.pdf](#)
3. [CASC Sole Source.pdf](#)
4. [3. CASC PR 2020.pdf](#)
5. [4. CASC PR 05-18-22.pdf](#)
6. [5. CASC PR 01-19-23.pdf](#)
7. [6. CASC PO 03-13-23.pdf](#)
8. [7. CASC SOW w_Fees 2024.pdf](#)