



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Elizabeth Gibbs, City Manager

PREPARED BY: Holly Stuart, Public Works Program Manager
Arturo Vela, Director of Public Works

MEETING DATE: July 14, 2026

SUBJECT: Consideration of Resolution 2026-109, Awarding Professional Services Agreements to Blais & Associates, Evan Brooks Associates, and Townsend Public Affairs for On-Call Grant Writing and Grant Management Services in a Total Aggregate Not-to-Exceed Amount of \$100,000 for the initial term, with Renewal Options, and Rejecting All Other Proposals

STAFF RECOMMENDATION:

Adopt Resolution 2026-109

BACKGROUND:

The City regularly pursues grant funding to support public infrastructure, public safety, parks and recreation, economic development, community development, transportation, environmental, and other municipal priorities. Grant opportunities are often highly competitive and may require technical writing, benefit analysis, supporting documentation, project coordination, and compliance with strict application requirements and deadlines.

To ensure the City has access to qualified professional support, the City released Request for Proposals (RFP) No. 26-127 for Grant Writing and Grant Management Services through the City's ProcureNow/OpenGov procurement system. The solicitation was posted on March 26, 2026, with proposals due April 30, 2026. The solicitation requested professional, on-call grant writing and grant management services to assist with identifying grant opportunities, preparing applications, and providing post-award grant administration support as needed.

In response to the RFP, the City received twelve proposals, which were ranked in the following order:

1. Blais & Associates, LLC
2. Evan Brooks Associates, Inc.
3. Townsend Public Affairs
4. Engineering Solutions Services, Inc.
5. CLA (CliftonLarsonAllen LLP)
6. The CrisCom Company
7. iParametrics, LLC
8. Public Consulting Group LLC
9. Lexipol, LLC
10. Villa Civil, APC
11. Alpha Omega Group Logistics LLC
12. Grant Writers

An evaluation committee was formed and reviewed the proposals based on qualifications, relevant experience, approach, ability to provide grant-writing and grant management services, service flexibility, and pricing. Following review, staff recommends awarding a bench of on-call consultants to Blais & Associates, Evan Brooks Associates, and Townsend Public Affairs.

The recommended bench approach allows the City to assign work based on the type of grant opportunity, subject matter expertise, workload, availability, and the specific needs of each department. This structure provides the City with flexibility and avoids reliance on a single consultant when grant deadlines are time-sensitive or multiple opportunities arise simultaneously.

Collectively, Blais & Associates, Evan Brooks Associates, and Townsend Public Affairs proposed comprehensive grant writing and grant management services that include grant research and monitoring, funding needs assessments, strategic consultation, grant application development and submittal, funding advocacy, task-order or project-based support, and post-award grant administration and compliance. The firms' proposed service models provide the City with flexibility to assign work on an as-needed basis depending on the specific grant opportunity, project requirements, consultant expertise, and departmental needs.

The total aggregate award for all three consultants shall not exceed \$100,000 for the initial one-year term of the agreements, with an option to renew for four additional single-year periods. The \$100,000 is not intended to be divided equally among the consultants; rather, funds will be flexible and used on an as-needed basis, assigned to the consultant best suited for each grant opportunity or grant management task. Work will only be authorized within the approved aggregate not-to-exceed amount.

JUSTIFICATION:

Awarding a bench of qualified grant-writing and grant-management consultants will provide the City with professional support to identify, pursue, and manage grant funding opportunities. The selected consultants provide complementary experience and service models, allowing the City to obtain assistance with grant research, application preparation, funding strategy, project coordination, and post-award compliance.

Grant deadlines often require quick turnaround and specialized technical writing. Establishing agreements with multiple consultants allows staff to assign work efficiently, compare availability, select the most appropriate consultant for each grant opportunity, and better manage costs within the total approved budget. The City does not have sufficient internal staff capacity to provide the level of ongoing grant research, writing, application coordination, and grant management support required to maximize funding opportunities across departments.

Staff recommends approval of agreements with Blais & Associates, Evan Brooks Associates, and Townsend Public Affairs in the total aggregate not-to-exceed amount of \$100,000 for the initial term, with renewal options based on satisfactory services.

FISCAL IMPACT:

The total aggregate award for grant writing and grant management services shall not exceed \$100,000 for the initial one-year term. Funding will be used flexibly among Blais & Associates, Evan Brooks Associates, and Townsend Public Affairs based on authorized assignments and City needs.

All services and expenditures under the agreements are subject to the availability of budgeted funds and applicable City appropriation authority. The Continuing Resolution approved by the City Council in June provides expenditure authority for the first quarter of the fiscal year, which is anticipated to be sufficient to cover projected expenditures until the Fiscal Year 2026–2027 budget is formally adopted.

Because grant writing and grant management services may support multiple departments and projects, specific account numbers and general ledger codes will be assigned to purchase requisitions when individual tasks are authorized. No individual consultant is guaranteed a specific dollar amount under the bench award.

ATTACHMENTS:

1. [Blais & Assoicates Proposal.pdf](#)
2. [Evan Brooks Proposal.pdf](#)
3. [Townsend Public Affairs Proposal.pdf](#)
4. [Reso_2026-109 JT edits.docx](#)
5. [Contract No C01275 - Townsend Public Affairs - Grant Services.docx](#)
6. [Contract No C01276 - Evan Brooks Associates - Grant Services.docx](#)
7. [Contract No C01277 - Blais & Associates - Grant Services.docx](#)