



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Arturo Vela, Interim City Manager

**PREPARED BY:** David Newell, Community Development Director

**MEETING DATE:** December 9, 2025

**SUBJECT:** Consideration of Resolution 2025-170, Authorizing Five Professional Service Agreements for On-call Environmental Services for Current and Future Public and Private Projects with the Following Firms: The Altum Group, Dudek, LSA Associates, MNS Engineers, Inc. and Ruth Villalobos & Associates.

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**RECOMMENDATION:**

Adopt Resolution 2025-170.

**BACKGROUND:**

The Community Development Department requires as-needed, on-call environmental services related to the City's compliance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), as applicable, for a variety of current and future private development projects. The Department continues to receive several entitlement applications that have required staff review of technical environmental documents requiring specialized knowledge and expertise to ensure the City is in compliance with environmental laws. There is also a need to retain environmental consultants as needed for public projects. By entering into a multi-year on-call agreement with multiple firms, the Department will have better ability to efficiently and effectively procure and schedule the required environmental documents for private and public development projects.

The City issued a Request for Proposals (RFP 24-096) to solicit on-call services and received 10 proposals from the following firms:

- Albert A Webb & Associates
- The Altum Group
- Dudek
- Kimley Horn
- LSA Associates
- MNS Engineers
- MSA
- PlaceWorks
- Ruth Villalobos & Associates
- Willdan

Following a careful review of the proposals by a selection committee, there was consensus that the following five (5) firms should be recommended for contract award: The Altum Group, Dudek, LSA Associates, MNS Engineers, Inc. and Ruth Villalobos & Associates. The breadth of experience and capacity of the firms will provide the department with the flexibility it needs to assign projects appropriately and quickly to ensure the timely processing of development projects.

Attached to the draft resolution is a template professional services agreement that would be used to enter into contract with each firm if approved by Council.

**JUSTIFICATION:**

This process of using qualified independent environmental review assists in furthering the following goals:

- Provide expert, unbiased environmental analysis of development projects to decision makers. The private consulting firms are available to support and defend their work if challenged.
- Augment staff time so that staff members can work on staff reports, assist customers, and work on council-directed projects.
- Provide environmental review at no cost to the City for private development projects. While the consultants are retained by and report to the City, the cost for the consulting work is paid by the applicant.
- Reduces costs to the applicant by eliminating the need for "peer review" of environmental work prepared directly by the applicant.

**FISCAL IMPACT:**

With on-call agreements, it is difficult to know the specific amounts needed due to the services provided on an as-needed basis and dependent on development activity in the City. The scope of services required by this Agreement will vary and be dependent on the number and type of public and private development projects requiring environmental review. As the need arises, staff will request a specific proposal from a firm, or firms, for each development project as appropriate for the services required. The proposal must conform to the rates and requirements of the on-call agreements.

The project applicant will be responsible for the costs of the environmental services for private development applications. After receiving proposals for the firms, staff would select one firm and notify the project applicant of the cost to provide the service. The applicant would remit payment to the City and said payment would be placed in a deposit account for covering consultant costs as invoiced. The user fee study proposes a 15% cost that would be added to the payment required by the applicant for the city to cover its administrative costs to oversee the work and review the consultant deliverables.

Any public project that is not paid by the project applicant would require verifying available budget from the respective department, and require a future Council appropriation if funds are not available.

**ALTERNATIVES:**

Provide alternative direction to staff.

**BUDGETED?:**

Yes

**CONTRACT/AGREEMENT:**

Yes

**ATTACHMENTS:**

1. [CC Resolution 2025-170 - On-call Environmental Services Agreements](#)
2. [Professional Service Agreement Template - On-Call CEQA Services](#)
3. [Altum Group Proposal](#)
4. [Dudek Proposal](#)
5. [LSA Proposal](#)
6. [MNS Engineers Proposal](#)

## 7. Ruth Villalobos & Assoc Proposal