



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Jennifer Jackson, Grants Coordinator  
Doug Schulze, City Manager

**MEETING DATE:** June 25, 2024

**SUBJECT:** Consideration of Resolution 2024-103, Awarding a Professional Services Agreement to Engineering Solutions Services, Inc. for Grants Services

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### **RECOMMENDATION:**

Adopt Resolution 2024-103.

### **BACKGROUND:**

On January 26, 2024, Request for Proposals (RFP) 23-049 for Grant Writing and Grant Management was issued and posted on the City's OpenGov bidding site. Seven (7) responsive proposals were received by the February 26, 2024 deadline. The proposals were evaluated by a three-person evaluation committee based upon the selection criteria (i.e., qualifications, pricing, experience, professional references, approach and methodology, overall proposal and presentation). The proposal evaluation results are as follows:

<b>CONSULTANT</b>	<b>AVG SCORE</b>
Engineering Solutions Services, Inc.	95.33
Blais & Associates, LLC	91.33
Aptim Environmental & Infrastructure, LLC	86.67
Evan Brooks Associates, Inc.	83.50
California Consulting, Inc.	74.33
Townsend Public Affairs	71.83
Focus Point Emergency Management Consulting Services	58.67

As a result, staff recommends the award of a professional services agreement to the highest scoring firm, Engineering Solutions Services, Inc. (ESS), for a recommended not-to-exceed amount of \$160,000. The contract term will be for a period of one (1) year with four (4) optional one-year extensions. Under the proposed agreement, ESS will provide an initial grant funding needs assessment and strategy (Year 1), grant opportunity development, grant funding research, grant writing services (quotes to be provided on a project-by-project basis), grant management & administrative services (quotes to be provided on a project-by-project basis), and ongoing communication and support.

### **JUSTIFICATION:**

As a Disadvantaged Community, the City has utilized grant writing firms to help maximize its potential to secure funding from local, regional, state and federal grant programs. Successful grant applications have allowed the City to fund/complete important pilot projects, feasibility studies, recreation programming,

homeless operations/programs, planning and construction projects, etc. that would not have been possible otherwise. Over the last 4.5 years, the City has enjoyed a return on investment (ROI) of 75:1 (\$75 in grant funding received per dollar invested) as a result of outstanding performance by the City's previous grant services firm.

The City has been very successful in securing federal grant funding due to professional grant writing assistance; this includes opportunities funded by the passage of the \$1.2 trillion Infrastructure Investment and Jobs Act (IIJA) in 2021 (which continues to provide significant grant funding opportunities for transportation, broadband, water, environmental, and other projects). These grant applications are often technical and time-consuming, requiring collaboration of several subject matter experts dedicated to grant writing. City staff is unable to undertake and complete such complex tasks within the short timeframe allotted by granting agencies.

As the state of California struggles to resolve its current budget crisis, both the legislature and Governor have advocated for massive cuts to regional and local government grant programming. With less funding opportunities anticipated, it will be imperative for the City to continue utilizing experienced and successful grant writing consultants in an increasingly competitive grant-seeking environment.

**FISCAL IMPACT:**

Not-to-exceed contract amount of \$160,000 is budgeted in Professional Services/Grants Management account 001-1230-412.33-11 for FY 24/25.

**ALTERNATIVES:**

1. Adopt Resolution 2024-103 as recommended.
2. Adopt Resolution 2024-103 with modifications.
3. Do not Adopt Resolution 2024-103 and provide alternative direction to staff.

**ATTACHMENTS:**

1. [Resolution 2024-103, Grant Services ESS.docx](#)
2. [Exhibit A - C01026- PSA Grant Writing.pdf](#)
3. [Proposal ESS](#)