



CITY OF BANNING STAFF REPORT

TO: CITY COUNCIL

FROM: Arturo Vela, Acting City Manager

PREPARED BY: Nate Smith, Deputy Director of Public Works/City Engineer

MEETING DATE: September 9, 2025

SUBJECT: Consideration of Resolution 2025-124, Approving Amendment No. 4 to the Professional Services Agreement with Engineering Resources of Southern California for an additional \$500,000 for Plan Check, Inspections and Related Administrative Services

RECOMMENDATION:

Adopt Resolution 2025-124

BACKGROUND:

On May 9, 2023 City Council approved Resolution 2023-88, "Awarding a Professional Services Agreement to Engineering Resources of Southern California (ERSC) in the Amount of \$550,000 for Plan Check, Inspection and related Administrative Services through Fiscal Year 2023/24 with the Option to Renew for Four Additional Single Years" after a competitive open bid process. ERSC has continued to provide a high-level quality of service and reliable and consistent plan check and inspection services to the City during the contract. The consistent and reliable services have provided continuity to development projects in process with the Public Works Department throughout this time, including construction inspection services ensuring that development installs City infrastructure consistent with City standards.

On January 9, 2024, the City Council adopted Resolution No. 2024-08 approving Amendment No. 1 to the professional services agreement with ERSC for an additional \$450,000 for plan check, inspections and related administrative services.

On April 9, 2024, the City Council adopted Resolution No. 2024-53 approving Amendment No. 2 to the professional services agreement with ERSC for an additional \$900,000 for plan check, inspections and related administrative services and to extend the agreement to through June 30, 2025.

On December 10, 2024, the City Council adopted Resolution 2025-198 approving Amendment No. 3 to the professional services agreement with ERSC for an additional \$1,000,000 for plan check, inspections, and related administrative services.

ERSC primarily provides plan check and inspection services to the Atwell project, and that project's vast onsite and offsite civil improvements. They will also provide primary plan check services for the Rancho San Gorgonio project as they prepare entitlement documents and final engineering/construction drawings.

All plan check and inspection fees are pass through user fees. The Public Works Department assesses plan check and inspection fees to tract home developers based on City Council approved rates. With the

allocation considered in Amendment No. 4, Public Works staff will not authorize ERSC to commence with work until the user fees have been collected for said work. In the event that development activities stops within the Atwell project, the user fees will not be collected, work will not be authorized, plan check and inspection services will not be initiated, and the full requested amount in Amendment No. 4 will not be utilized.

JUSTIFICATION:

ERSC was awarded a Professional Services Agreement to provide the required services with Resolution 2023-088. Prior to the award of this contract, an RFP was put out for open competitive bid. A review committee deemed that ERSC was the highest ranking bidder for the project.

ERSC has provided a high-level service for both plan check and inspection services from any of the vendors contracted by the City to provide similar services. The plan check services have been the most consistent, and staff at ERSC is regularly in contact with City identifying concerns and ensuring that developers prepare plans consistent with City Standards. The inspections team works as an extension of City staff, providing inspection services, support and backup to ensure that contractor submitted change orders are justified, and participates in meetings ensuring that the City's interests are met.

The Public Works Department does not have the staff resources to complete services currently provided by ERSC.

FISCAL IMPACT:

If approved, Amendment No. 4 would increase the Professional Services Agreement with ERSC to a "not to exceed" amount of \$3,400,000. Amendment No. 4 would require an appropriation of \$500,000 from the General Fund to Account No. 001-3000-442.33-53 would be required to cover continued plan check and inspection services.

The expenditures funded by the General Fund will be recovered by plan check and inspection user fees paid by the developers. No expenditures would be incurred until said fees are collected by the Public Works Department.

ALTERNATIVES:

Do Not Approve Resolution 2025-124 and provide alternative direction to staff. If the resolution is not approved, the City will need to cease inspection services through ERSC, which would slow or stop these services impacting continued development at the Atwell project in the intervening time between this action and when the City is able to run through the required process to comply with the alternative direction given.

BUDGETED?:

Yes

CONTRACT/AGREEMENT:

Yes

ATTACHMENTS:

1. [Resolution 2025-124 - ERSC Amendment No. 4.docx](#)
2. [Att 1 - SR and Reso 2023-088.pdf](#)
3. [Att 2 - SR and Reso 2024-08 ERSC Amendment 1.pdf](#)
4. [Att 3 - SR and Reso 2024-54 ERSC Amendment 2.pdf](#)
5. [Att 4 - SR and Reso 2024-198 ERSC Amendment 3.pdf](#)
6. [Amendment No.4 to PSA Plan Check and Insp.docx](#)