



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

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

**PREPARED BY:** Holly Stuart, Public Works Program Manager  
Arturo Vela, Interim City Manager

**MEETING DATE:** October 28, 2025

**SUBJECT:** Consideration of Resolution 2025-144, Awarding a Professional Services Agreement to ICF Incorporated, LLC for Zero-Emission Vehicle Fleet and Infrastructure Transition Action Plan in the Amount of \$309,946 and Rejecting All Other Bids

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### **RECOMMENDATION:**

Adopt Resolution 2025-144

### **BACKGROUND:**

The City submitted a competitive Sustainable Transportation Planning grant application to the California Department of Transportation ("Caltrans") to fund the development of a Zero-Emission Vehicle (ZEV) Fleet and Infrastructure Transition Action Plan ("ZEV Plan"). The purpose of the ZEV Plan is to establish comprehensive framework to guide electrification of the City's municipal fleet and the City-run transit system, Banning Connect, to compliance with State fleet electrification mandates such as Advanced Clean Fleets.

Following Caltrans' review and approval, City staff presented the project and associated funding opportunity to the City Council on October 8, 2024. Council approved participation under Resolution 2024-160.

With the funding award, the City will prepare a ZEV Plan that will: (1) Assess current and future needs for fleet electrification and supporting charging infrastructure; (2) Identify priority projects such as constructing charging facilities, selecting vehicles for phased replacement, and evaluating cost-effective zero-emission vehicle procurement options; and (3) Develop a comprehensive, phased strategy for implementation.

The ZEV Plan will serve as a roadmap for advancing the City toward California's statewide goal of achieving 100% zero-emission medium- and heavy-duty vehicles by 2045. Implementation of the Plan is expected to reduce greenhouse gas (GHG) emissions, improve local air quality, expand equitable access to clean transportation, and ensure the City's fleet and transit services continue to operate reliably and efficiently.

City staff prepared a Request for Proposals (RFP) consistent with the project scope, which was advertised in the local newspaper and released through ProcureNow on June 16, 2025. The City received four proposals by the submission deadline of July 31, 2025. A review committee evaluated and scored the proposals based on qualifications, approach, and cost. The results are summarized below:

Consultant	<u>Score</u>
1) ICF Incorporated, LLC	90.33
2) Kittelson & Associates, Inc.	82.00
3) Burns & McDonnell Western Enterprises, Inc.	65.33
4) ERM	56.33

**JUSTIFICATION:**

To fulfill the City's grant obligations and advance its strategic goals, it is necessary to enter into a Professional Services Agreement for the development of a ZEV Plan.

ICF Incorporated, LLC received the highest evaluation score, reflecting strong qualifications, relevant ZEV planning experience, and a well-defined approach that includes value-added services. Based on the evaluation, staff recommends awarding the Professional Services Agreement to ICF in the amount of \$309,946.

**FISCAL IMPACT:**

The Professional Services Agreement in the amount of \$309,946 will be funded entirely through the Caltrans grant award, with no impact to the City's General Fund. Appropriation of \$309,946 to Account 610-5800-434-33-11 is required. Grant reimbursements will be requested periodically throughout the duration of the project.

**ALTERNATIVES:**

Do not approve Resolution 2025-144 and provide alternative direction to staff.

**BUDGETED?:**

No

**CONTRACT/AGREEMENT:**

Yes

**ATTACHMENTS:**

1. [Resolution\\_2025-144.docx](#)
2. [Exhibit A ICF PSA Zero emission action plan.pdf](#)
3. [Resolution\\_2024-160\\_\\_Sustainable\\_Communities\\_Grant.pdf](#)
4. [ICS Proposal.pdf](#)
5. [RGA Agreement-74A1708.pdf](#)