



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
April 5, 2022

TOPIC: Amend Agreement for Grant Writing Services

AGENDA TITLE

Amend Agreement with Engineering Solutions Services, Inc. for Grant Writing Services by an Additional \$75,000 for the Remainder of the Agreement Term (Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an amendment to the agreement with Engineering Solutions Services, Inc. for grant writing services to increase the agreement amount by \$75,000, for a total annual amount not to exceed \$182,500 for the remainder of the term expiring August 15, 2022, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

On August 15, 2017, at the conclusion of a competitive bidding process, the City Council awarded a three-year agreement, with the provision for one two-year renewal options, to Engineering Solutions Services, Inc. (ESS) to provide grant writing services for the Public Works Agency. Since the award of the agreement in 2017, ESS has helped the City secure over \$5,350,000 in grant funding for Public Works projects. In addition to grant writing, ESS has been instrumental in assisting staff in meeting reporting requirements, and providing clarification and guidance in administrative activities associated with the funding sources.

As more funding opportunities have become available in the last two years, the Public Works Agency has enlisted the assistance of ESS in exploring potential grants and low-cost loans to assist in the development or completion of several Public Works projects. Currently, ESS is assisting the Water Resources Division in seeking over \$50M for future projects.

Staff recommends amending the agreement with ESS to increase the funding amount for the remainder of the term in order to explore future funding opportunities and maintain the critical services being provided to ensure the City continues to meet grant funding requirements.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with the action.

FISCAL IMPACT

Funding for the requested increase to the agreement of \$75,000 is budgeted and available for expenditure in the current fiscal year and will be subsequently budgeted as reflected below:

Fiscal Year	Accounting Unit – Account #	Fund Description	Accounting Unit – Account Description	Amount
2021-22	06017645-62300	Water	Water Administration & Engineering, Contract Services-Professional	\$67,500
2022-23	06017645-62300	Water	Water Administration & Engineering, Contract Services-Professional	\$7,500
Total				\$75,000

EXHIBIT(S)

1. Agreement with Engineering Solutions Services, Inc.

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Kristine Ridge, City Manager