



CITY OF POMONA COUNCIL REPORT

February 23, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: REVISION TO THE MASTER ON-CALL CONSULTANT LIST FOR PROFESSIONAL SERVICES TO INCLUDE ARCHITERRA, INC. IN THE CATEGORY - LANDSCAPE ARCHITECTURE

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Review and approve a revision to add Architerra, Inc. to the Master On-Call Consultant List for Professional Services to correct an administrative error with a retroactive effective date of November 1, 2025; and
- 2) Authorize the City Manager or designee to enter into a five-year Consultant Retainer Master Agreement (in substantially the form included hereto as Attachment No. 1) for Professional Consultant Services with Architerra, Inc., as needed on behalf of the City, subject to review and approval of non-substantive changes by the City Attorney.

EXECUTIVE SUMMARY:

Approval of the recommended actions will correct an administrative error that inadvertently omitted Architerra, Inc. from the five-year Master On-Call Consultant List approved by City Council on October 20, 2025, and will authorize the City Manager to enter into a Consultant Retainer Master Agreement with Architerra, Inc. for the term beginning November 1, 2025, through October 31, 2030. The Master On-Call Consultant List will have a total of 73 vendors as a result of this action.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure

and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

There is no cost associated with this action. Costs are only incurred at the time an agreement is entered into with a specific consultant on the list.

PREVIOUS RELATED ACTION:

On October 20, 2025, the City Council approved the 2025-2030 Master On-Call Consultant List comprised of 72 professional technical consulting firms.

On October 5, 2020, the City Council approved the 2020-2025 Master On-Call Consultant List comprised of 56 professional and technical consulting firms.

On October 2, 2017, the City Council approved the 2017-2020 Master On-Call Consultant List comprised of 72 professional and technical consulting firms.

On September 8, 2014, the City Council approved the 2014-2027 Master On-Call Consultant List comprised of 72 professional and technical consulting firms.

DISCUSSION:

On April 25, 2025, the City issued Request for Qualifications (RFQ) No. 2025-11 “Master On-Call Consultant List for Public Works Projects” via PlanetBids, to secure professional and technical services in support of the City’s Capital Improvement Program (CIP) and other projects. The solicitation was sent to 2,130 firms; 244 firms downloaded the RFQ and 84 proposals were received. Of these, 80 met minimum qualifications.

Architerra, Inc., while meeting all of the bid criteria, was inadvertently omitted from the list due to an administrative error. Staff recommends that Council review and approve the updated Master Consultant List, which now includes Architerra, Inc. under specialty category B-11 Landscape Architecture. No other updates have been made to the Master Consultant List approved by Council on October 20, 2025.

Prepared by:
Christine Valerio, Management Analyst

ATTACHMENTS:

Attachment No. 1 – Updated Master Consultant List (pending Council approval)