



CITY OF POMONA COUNCIL REPORT

January 5, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

**SUBJECT: AWARD OF PROFESSIONAL CONSULTANT SERVICES AGREEMENT
FOR ENGINEER OF RECORD TO DTA PUBLIC FINANCE INC.**

RECOMMENDATION:

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

- 1) Award a Professional Services Agreement to DTA Public Finance, Inc., dba DTA, to provide Engineer of Record services for a not-to-exceed amount of \$55,860 for an initial three-year term, retroactive to November 1, 2025, through October 31, 2028, with the option to renew for up to two (2) additional one-year periods; and
- 2) Authorize the City Manager to execute the agreement with DTA, and any extensions or amendments thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Staff recommend awarding a professional consultant services agreement to DTA Public Finance, Inc. dba DTA, to provide Engineer of Record services for an initial three-year term, retroactive to November 1, 2025, with the option to renew for up to two additional one-year periods. This agreement will allow DTA to assist the City of Pomona (City) with the annual administration of the City's Street Lighting and Landscaping Assessment District, which includes preparing the annual Engineer's Report and assessment data.

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:

The costs related to Engineer of Record services will be funded through the Assessment Maintenance District accounts. The proposed agreement includes an annual not-to-exceed amount of \$18,620 per fiscal year, resulting in a total not-to-exceed amount of \$55,860 for the initial three-year term. While the total not-to-exceed amount of the contract would not typically require Council authorization to award, Staff anticipates possibly utilizing DTA for extra work that may exceed \$100,000, with City Manager and City Council authority. Such work may include assistance with Proposition 218 process and other potential services as needs are identified.

If approved, the retroactive contract term will begin November 1, 2025. The retroactive start date falls under the FY 2025–26 budget and will include four (4) months of funding at the previous contract rate of \$4,680 (July 1 through October 31, 2025) and eight (8) months at the new contract rate of \$12,414 for the remainder of the fiscal year 2026, yielding a not to exceed total of \$17,094 for the FY26 billing period. Funding for Engineer of Record services in the Adopted FY 2025–26 Operating Budget will be allocated as follows:

Account No.	Amount
253-4075-52285-00000 (South Garey Ave.)	\$1,500
254-4072-52285-00000 (University Corp Ctr)	\$2,000
255-4074-52285-00000 (Zone C)	\$6,500
256-4073-52285-00000 (Phillips Ranch – Zone AB)	\$7,094
Total	\$17,094

Funds for all subsequent fiscal years of the agreement will be requested in the annual budget process.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1(4)a of the City’s Purchasing Ordinance, a Public Notice inviting bids was posted on the City’s electronic bidding platform, PlanetBids, on August 13, 2025 and bids were due on September 9, 2025.

DISCUSSION:

The current contract for Engineer of Record services expired on October 31, 2025. The agreement is recommended to be retroactively awarded effective November 1, 2025, to cover professional support services in preparation for the Phillips Ranch Assessment District Oversight Committee meeting on December 2, 2025.

On August 13, 2025, a Request for Proposal (RFP) No. 2025-07– Engineer of Record was issued on the City’s electronic bidding platform. The solicitation notified (710) potential suppliers, of which (39) suppliers downloaded the RFP, resulting in the City receiving (1) proposal, submitted by DTA. The proposal met minimum qualifications and was evaluated by a Review Committee on a 100-point scale based on Responsiveness and Compliance, Qualifications, Past Performance, Project Approach, and Price Proposal. After a comprehensive evaluation, DTA was determined to be a qualified bidder. The award of this contract will ensure Engineer of Record services for the Citywide Street Lighting and Maintenance District (District) will continue uninterrupted.

DTA has provided professional Engineer of Record services to the City of Pomona for the past five years and currently assists the City with the annual administration of the City’s Street Lighting and Landscaping Assessment District. DTA shall be responsible for providing comprehensive annual administration services for the levy of Fiscal Year 2026-27 annual assessments in accordance with the provisions of Division 15, Part 2 of the California Streets and Highways Code. The Engineer’s Report and final assessment data shall include all parcels within all the benefit zones comprising the District and any parcels to be added during the fiscal year, as advised by the City.

An Award of a Professional Consultant Services Agreement to DTA will ensure continuity of annual administration of the City’s Street Lighting and Landscaping Assessment District. City Staff recommends City Council authorize the City Manager to execute the attached professional consultant services agreement to avoid any service disruption and maintain support for ongoing and upcoming assessment projects citywide.

Prepared by:

Christine Valerio, Management Analyst

ATTACHMENTS:

Attachment No. 1 – Professional Consultant Services Agreement with DTA Public Finance Inc.