



CITY OF POMONA

COUNCIL REPORT

February 24, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: APPROVE AN ENGAGEMENT LETTER AGREEMENT WITH RKA CONSULTING GROUP FOR "STREET IMPROVEMENTS AND WALKING TRAIL/STEPS REHABILITATION," PROJECT NO. 428-2590-XXXXX-71078

RECOMMENDATION:

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

- 1) Approve an Engagement Letter Agreement with RKA Consulting Group for professional civil engineering and construction management, inspection and sampling services in the amount of \$317,490 for "Street Improvements and Walking Trail/Steps Rehabilitation," Project No. 428-2590-XXXXX-71078, and
- 2) Authorize the City Manager, or designee, to execute all documents on behalf of the City and any subsequent documents or amendments, subject to approval by the City Attorney.

EXECUTIVE SUMMARY:

This action will result in approving the Engagement Letter Agreement with RKA Consulting Group in the amount of \$317,490 to provide professional civil engineering and construction management, inspection and sampling services for "Street Improvements and Walking Trail/Steps Rehabilitation," Project No. 428-2590-XXXXX-71078.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is marked, 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:

This action will approve the Engagement Letter Agreement in the amount of \$317,490 with RKA Consulting Group. The following table details the fiscal impacts associated with the recommended actions:

Category	“Street Improvements and Walking Trail/Steps Rehabilitation,” Project No. 428-2590-XXXXX-71078
Beginning Budget	\$3,250,000
Expenditures/Encumbrances (as February 5, 2025)	(\$2,352,534)
Agreement with RKA Consulting Group	(\$317,490)
Budget Remaining	\$579,976

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-1005 - Formal Procedure of the City’s Purchasing Ordinance, a Notice of Request for Proposals (RFP No. 2024-67) for Professional Civil Engineering and Construction Management, Inspection and Sampling Services for “Street Improvements and Walking Trail/Steps Rehabilitation,” Project No. 428-2590-XXXXX-71078, was posted on the City’s electronic bidding platform, Planet Bids, on November 7, 2024.

PREVIOUS RELATED ACTION:

On August 21, 2023, the City Council of the City of Pomona adopted a resolution to accept, increase revenue estimates, and appropriate \$3,000,000 of Department of Housing and Urban Development Economic Development Initiative Fiscal Year 2022 Community Project Funding (CPF) Grant Funds to the project.

On December 2, 2024, the City Council of the City of Pomona awarded a construction contract to Gentry Brothers, Inc. in the amount of \$2,182,817, to cover all base bid items, as well as additive alternates no. 1, 2, and 3.

DISCUSSION:

The City Submitted a Request for Proposals (RFP No. 2024-67) for Professional Civil Engineering and Construction Management, Inspection and Sampling Services for “Street Improvements and Walking Trail/Steps Rehabilitation,” Project No. 428-2590-XXXXX-71078, on the City’s electronic bidding platform, Planet Bids, on November 7, 2024. The RFP was disseminated to 20 prospective bidders with 11 of them downloading the RFP, resulting in the City receiving 2 proposals. After a thorough evaluation, RKA Consulting Group is the apparent lowest qualified bidder.

The project will provide for stair rehabilitation and for pavement rehabilitation at the following streets, in and around Ganesha Park area:

- Base Bid:
 - Stairs Rehabilitation from Tonner Drive to Tonner Drive
 - El Paraiso Drive from Canyon Way to End
 - Midvale Drive from El Paraiso Drive to McKinley Avenue
 - Stratford Place from El Paraiso Drive to End
 - Fairview Place from McKinley Avenue to End
- Additive Alternate “1”:
 - Hillcrest Drive from Oak Knoll Drive to North Hill Road
- Additive Alternate “2”:
 - Hillcrest Drive from North Hill Road to Tonner Drive
- Additive Alternate “3”:
 - Hillcrest Drive from Tonner Drive to Val Vista Street

The project may also provide for rehabilitation of other streets in the Ganesha Park area, only if funds allow. As part of the HUD Community Project Funding, Congresswoman Norma Torres secured \$3,000,000 for this project in an effort to encourage outdoor exercise for the residents of Pomona, CA.

RKA Consulting Group will oversee all aspects of contract administration, inspections, and reporting while coordinating meetings with detailed agendas and progress updates

Prepared by:

Stephanie Carbajal, PMP
Program Assistant

ATTACHMENT:

Attachment No. 1 – DRAFT Engagement Letter to RKA Consulting Group