



CITY OF POMONA COUNCIL REPORT

September 15, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Betty Donovanik, Development Services Director

SUBJECT: APPROVE A NEW ON-CALL MASTER CONSULTANT LIST FOR PLANNING AND ENVIRONMENTAL CONSULTING SERVICES, TO SUPPORT ONGOING DEVELOPMENT PROJECTS

RECOMMENDATION:

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

1. Approve a new On-Call Master Consultant List for a term of up to five years to CASC Engineering and Consulting; Chambers Group, Inc.; CSG Consultants, Inc.; Dudek; EcoTierra Consulting, Inc.; Impact Sciences, Inc.; Interwest; Kimley-Horn and Associates, Inc.; MIG; and Rincon Consultants, Inc., to provide essential on-call services to assist staff in the review of development projects, including environmental reviews and technical analysis; and
2. Authorize the City Manager, or her designee, to enter into Master Agreements of up to five years for planning and environmental consulting services with the recommended firms on behalf of the City; and
3. Extend the existing Master Agreements, which include Dudek, Willdan, CASC, Evans Brooks, First Carbon, EPD, Eco Tierra, Infrastructure, Impact Science, and Rincon, by an additional 16 days. This adjustment will establish a new expiration date of September 30, 2025.

EXECUTIVE SUMMARY:

This action establishes a bench of pre-qualified Planning and Environmental Planning Consultants that will be available on an as-needed basis to augment staff in the review and approval process of development projects as well as environmental review and technical analyses. This list will primarily be used for environmental planning consultant work for individual projects, which will be funded on a reimbursable basis by the project applicants.

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 on-call consulting services required for proposed development projects will be paid for by the applicants on a reimbursable basis. Funds will be allocated to a designated holding account for consulting services (Account 101-0000-22150-00000). When an environmental consultant is required, a 15% administrative fee, paid by the applicant, will apply (Account 101-1712-40910-51297). Upon the application submittal for a project, a project number will be assigned, and funds will be transferred to ensure thorough tracking of all transactions. This process will ensure complete transparency, accountability, and diligent oversight by the Finance Department.

City-initiated projects requiring the use of consulting support services will utilize the Controllable Contracts Account 101-1712-52285-00000. These funds have been budgeted for Fiscal Year 2025-2026.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1(4) a of the City's Purchasing Ordinance, a public notice inviting bids were issued on the City's electronic bidding platform (Planetbids) on February 3, 2025; bids were due on February 24, 2025.

PREVIOUS RELATED ACTION:

In 2020, the City entered into Master Agreements with 10 consulting firms for similar services. Those contracts are scheduled to expire on September 15, 2025.

ENVIRONMENTAL IMPACT:

The proposed actions would be exempt from the requirements to prepare additional environmental documentation per California Environmental Quality Act (CEQA) Guidelines, Section 15061 (b)(3). This section, also known as the "common sense exemption," states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. If the Lead Agency can determine that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Pursuant to this section, the proposed actions fit within the general rule and no further environmental review is required.

DISCUSSION:

On February 3, 2025, a Request for Proposal (RFP) No.2020-03 – "PLANNING SUPPORT SERVICES, ENVIRONMENTAL PLANNING SERVICES, AND LANDSCAPE SUPPORT SERVICES" was issued on PlanetBids, the City's electronic bidding platform. The solicitation notified 435 potential suppliers, of which 72 suppliers downloaded the RFP, resulting in the City receiving 14 proposals. Of the 14 proposals received, 11 proposals met minimum qualifications and were then evaluated on a 70-point scale based on Responsiveness and Compliance, Qualifications, Past Performance, Project Approach and Price Proposal. Proposals that scored 50

points or more were considered qualifying. Of the 11 proposals received, the following 10 consulting firms scored 50 points or more:

1. CASC Engineering and Consulting – Planning and Environmental (62 points)
2. Chambers Group, Inc. – Environmental (63 points)
3. CSG Consultants, Inc. – Planning and Environmental (63 points)
4. Dudek – Environmental (68 points)
5. EcoTierra Consulting, Inc. – Environmental (65 points)
6. Impact Sciences, Inc. – Environmental (66 points)
7. Interwest – Planning, Environmental, and Landscaping (54 points)
8. Kimley-Horn and Associates, Inc. – Planning (64 points)
9. MIG – Planning, Environmental, and Landscaping (58 points)
10. Rincon Consultants, Inc. – Planning (65 points)

The Master Agreements with the qualifying consulting firms will provide as-needed services for Planning, Environmental, and/or Landscaping services. The agreements for planning and environmental services will establish the parameters for future project-specific work. The support services will provide the City with Planning Support Services, Environmental Planning Services, and Landscape Support Services for a term of up to five years.

Required services may include services for City-initiated projects, planning assistance, environmental review, landscape plan check and inspection services and/or technical analysis for development projects.

Additionally, we request an extension of the existing Master Agreements, which include Dudek, Willdan, CASC, Evans Brooks, First Carbon, EPD, Eco Tierra, Infrastructure, Impact Science, and Rincon, by an additional 16 days establishing a new expiration date of September 30, 2025. This extension will facilitate the timely initiation of the new contracts at the beginning of the month, aligning with City Policy. It will also provide the necessary time for comprehensive vetting by the City Attorney and the Consultant.

COUNCIL PRIORITIES & GOALS:

The item supports the 2021 City Council Priority 1: Fiscal and Operational Responsibility – GOAL B: Improve efficiency and effectiveness of City services to businesses and residents.

Prepared by:



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ATTACHMENTS:

None