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# CITY OF POMONA COUNCIL REPORT

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March 2, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Chris Diggs, Water Resources Director

**SUBJECT: AMEND FY 2025-26 CAPITAL IMPROVEMENT PROGRAM (CIP)  
BUDGET AND AWARD A CONTRACT TO WILLDAN  
ENGINEERING**

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## **RECOMMENDATION:**

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

- 1) Approve the categorical exemption from CEQA pursuant to Sections 15301, 15302, and 15303 for the replacement and reconstruction of existing utility pipelines along with installation of new stormwater capture and minor landscape improvements.
- 2) Adopt the following resolution:

**RESOLUTION NO. 2026-02 - A RESOLUTION OF THE CITY  
COUNCIL OF THE CITY OF POMONA, CALIFORNIA,  
AMENDING THE FY 2025-26 CIP BUDGET BY INCREASING  
APPROPRIATIONS BY A TOTAL OF \$30,000 FROM THE SEWER  
FUND TO THE WORKTAG: PROJECT 86022 - SEWER PIPELINE  
REPLACEMENT – CITYWIDE (PHASE IV)**

- 3) Approve an agreement with Willdan Engineering to provide Professional Civil Engineering, Construction Management, Inspection, and Sampling Services for Various Water Resources Construction CIP Projects in the amount of \$1,320,730 covering five projects.
- 4) Authorize the City Manager, to execute the agreement on behalf of the City and any subsequent documents or amendments.

## **EXECUTIVE SUMMARY:**

Staff is seeking City Council approval for an agreement with Willdan Engineering for Professional Civil Engineering, Construction Management, Inspection, and Sampling Services for Various Water Resources Construction CIP Projects. These projects include water and sewer pipeline construction, stormwater runoff capture, pavement, and stormwater quality improvements.

Adoption of the attached resolution (Attachment 1) appropriates Sewer funds for the completion of the project.

**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 proposed action increases appropriations by a total amount of \$30,000 from Sewer Funds into the Worktag: Project 86022 - Sewer Pipeline Replacement – Citywide (Phase IV). Existing funding for all projects listed below were approved within the Fiscal Year 2025-26 Capital Improvement Program (CIP) budget. Funds available for the contract with Willdan Engineering (Willdan) are detailed in the following tables 1-5:

**Table 1**

Category	<b>Fund: FD428</b> <b>Cost Center: CC8125</b> <b>Worktag: Project 81059 - Runoff</b> <b>Capture and Water Quality</b> <b>Improvements at Various Locations</b>
Current Budget	\$1,380,000
Expenditures/Encumbrances (as of February 13, 2026)	(\$1,028,072)
Agreement with Willdan	(\$300,000)
Balance available for construction mgmt., contingencies, inspection costs, and other expenses	\$51,928

**Table 2**

Category	<b>Fund: FD595</b> <b>Cost Center: CC8125</b> <b>Worktag: Project 95022 - Annual</b> <b>Water Main Replacements</b>
Current Budget	\$1,549,225
Expenditures/Encumbrances (as of February 13, 2026)	(\$293,334)
Agreement with Willdan	(\$300,000)

Balance available for construction mgmt., contingencies, inspection costs, and other expenses	\$955,891
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**Table 3**

Category	Fund: FD595 Cost Center: CC8125 Worktag: Project 95029 - Water Mains – Ellen Place
Current Budget	\$407,247
Expenditures/Encumbrances (as of February 13, 2026)	(\$52,843)
Agreement with Willdan	(\$91,000)
Balance available for construction mgmt., contingencies, inspection costs, and other expenses	\$263,404

**Table 4**

Category	Fund: FD528 Cost Center: CC8125 Worktag: Project 95089 - Water Facilities – Water Resources Building Site and Street Improvements
Current Budget	\$2,700,000
Expenditures/Encumbrances (as of February 13, 2026)	(\$194,676)
Agreement with Willdan	(\$329,730)
Balance available for construction mgmt., contingencies, inspection costs, and other expenses	\$2,175,594

**Table 5**

Category	Fund: FD586 Cost Center: CC2565 Worktag: Project 86022 - Sewer Pipeline Replacement – Citywide (Phase IV)
Current Budget	\$4,572,389
Sewer Fund Appropriations	\$30,000
Revised Budget	4,602,389
Expenditures/Encumbrances (as of February 13, 2026)	(\$4,280,405)

Agreement with Willdan Engineering	(\$300,000)
Balance available for construction mgmt., contingencies, inspection costs, and other expenses	\$21,984

**PUBLIC NOTICING REQUIREMENTS:**

Section 2-993.1(4) (a) of the City’s Purchasing Ordinance states that “the notice inviting bids shall be publicly advertised in the manner directed by the Procurement Officer pursuant to the procurement policies and procedures manual. The notice shall state where bid or proposal documents may be secured and the date, time and place submittal and for opening bids. The City may utilize electronic methods for all noticing requirements of the procurement process whenever feasible. As described below, on September 9, 2025, a Request for Proposal (RFP) No. 2025-1032 “Professional Civil Engineering, Construction Management, Inspection, and Sampling Services for Various Water Resources Construction CIP Projects” was issued on the City’s electronic bidding platform.

**PREVIOUS RELATED ACTION:**

There are no previously related actions.

**ENVIRONMENTAL IMPACT:**

Notices of exemption (NOE) will be filed for all associated CIP projects. These are categorical exemptions per California Environmental Quality Act (CEQA) sections 15301, 15302, and 15303 because we are repairing and maintaining existing utility infrastructure, replacing pipelines without expanding capacity, and including street improvements.

**DISCUSSION:**

There are five capital improvement projects the Water Resources Department will be completing needing construction management, inspection, and site sampling services. These services are intended to assist staff with ensuring completion of project documentation and drawings, enforce compliance with local and City standards during construction, and support direct communication between city and construction staff.

Staff prepared construction drawings, specifications, and associated documents for advertising the five CIP projects identified in Tables 1-5 above. The following projects include Storm water improvements, Table 1; construction of new water and sewer pipeline infrastructure, Table 2, 3 and 5; and improvements near the new Water Resources Building including new pavement, sidewalk, curb, gutter and onsite improvements, Table 4.

On September 9, 2025, a Request for Proposal (RFP) No. 2025-1032 – “Professional Civil Engineering, Construction Mgmt., Inspection, and Sampling Services for Various Water Construction CIP Projects” was issued on the City’s electronic bidding platform. The solicitation notified 905 vendors, resulting in the City receiving five (5) bids. Two of the bids did not meet the City’s minimum qualifications. The remaining three bids were evaluated and based on the bids received, (Table 2) staff is recommending entering into a contract with Willdan Engineering, Inc. to complete the necessary professional civil engineering work.

**Table 6**

<b>No.</b>	<b>Consultant</b>	<b>Evaluation Score</b>
1	Willdan Engineering	191
2	Transtech	179
3	Southstar Engineering & Consulting, Inc.	179

At this juncture staff is seeking approval of the attached agreement. It should also be noted that the RFP for this work was advertised prior to January 1, 2026, thus the RFP was not required to be sent to any union pursuant to SB 339.

Prepared by:

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Nichole Horton  
Principal Water Engineer

**ATTACHMENT:**

- Attachment No. 1 – Resolution
- Attachment No. 2 – Willdan Engineering Agreement