



CITY OF POMONA COUNCIL REPORT

September 8, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Beverly Johnson, Neighborhood Services Director

**SUBJECT: AWARD A CONTRACT TO Z&K CONSULTANTS FOR
CONSTRUCTION MANAGEMENT AND LABOR COMPLIANCE
SERVICES FOR THE REHABILITATION OF 252 E. 4TH STREET,
POMONA, CA**

RECOMMENDATION:

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

- 1) Award a contract to Z&K Consultants for Construction Management and Labor Compliance Services for the rehabilitation of 252 E. 4th Street, Pomona in the amount of \$177,092; and,
- 2) Authorize the City Manager, or her designee, to execute the Professional Services Agreement and any amendments thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Staff is recommending that City Council award the Construction Management and Labor Compliance Services contract to Z&K Consultants and authorize the City Manager to execute the Services Agreement and any amendments, subject to review by the City Attorney.

The Housing Successor Agency to the Redevelopment Agency of the City of Pomona is the owner of a 12-unit, 9,312 square feet apartment building located at 252 E. 4th Street. Due to the age of the building, the property needs substantial interior and exterior improvements and upgrades. The services of a construction manager and labor compliance officer will be necessary to ensure that the work is completed in a timely manner and compliance with Davis Bacon prevailing wage requirements. The award of contract to a contractor is pending. Once the work is completed, the property will be used to provide affordable rental housing to low-income households.

The item was included in the Council’s agenda on July 7, 2025, but was pulled to address issues on the construction contract award. Those issues have been resolved, and the item is now ready for Council 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:

The project was adopted with the Capital Improvement Program (CIP) Fiscal Year 2024-25. Approval of this action will award a contract in the amount of \$177,092. The following table details the fiscal impact associated with the recommended actions:

Category	“Rehabilitation of 252 E. 4 th St.,” Project No. 428-2590-XXXXX-71210
Beginning Project Budget (FY 24-25)	\$8,378,211
Expenditures/Encumbrances (As of August 26, 2025)	(506,867)
Construction Contract Amount Set-Aside for Project	(\$5,411,712)
Construction Management and Labor Compliance Services	(177,092)
Budget Remaining	\$2,282,540

The budget remaining in the CIP account will be utilized for a future affordable housing project. City staff will bring the affordable housing proposal to Council once the project has been finalized.

PUBLIC NOTICING REQUIREMENT:

In accordance with Section 2-2993.1(4) of the City’s Purchasing Ordinance, a public notice was posted on the City’s electronic bidding platform, Planet Bids, on April 9, 2025.

PREVIOUS RELATED ACTION:

On December 4, 2023, the City Council, sitting as the Governing Board of the City of Pomona Housing Authority, approved an award of Contract to RADAR, Inc. for the preparation of plans and specifications for the rehabilitation of 252 E. 4th Street, Pomona, amounting to \$350,725.

DISCUSSION:

The property located at 252 E. 4th Street is owned by the Housing Successor Agency to the City of Pomona former Redevelopment Agency and is identified for use as affordable rental housing. This 12-unit property is currently vacant and in need of major repairs before it can be available for occupancy. The budget set aside to rehabilitate the property is \$5,411,712. Funding for this project and related costs comes from Federal and State programs, as follows: \$3,327,690 Series AQ Housing Bond that were recently paid back to the City of Pomona from the sale of 1731 and 1752 W. Holt Avenue (Pomona Housing Partners Project – Tivoli Gardens); \$2,464,601 Home Investment Partnership (HOME) – American Recovery Program (ARP); \$1,785,920 HOME Program; and, \$800,000 Permanent Local Housing Allocation (PLHA). The Professional Services Agreement shall include terms for compliance applicable to the use of Federal and State funding.

The scope and amount of the project necessitates the services of a construction manager to ensure timely completion of the project; and the use of federal resources in project rehabilitation requires federal labor compliance monitoring and enforcement to ensure conformity with Davis-Bacon prevailing wage rates and related act requirements.

Contract for Construction Management and Federal Labor Compliance Services

On April 9, 2025, the City issued RFP No. 2025-01, “Professional Construction Management and Federal Labor Compliance Services” via the City’s electronic bidding platform, Planet bids. The solicitation was disseminated to 441 prospective bidders, with 47 of them downloading the bid specifications. Bids were due on May 7, 2025 with six (6) proposals received. Five (5) of the proposals met minimum requirements and were then evaluated based on a 210-point scale based on Overall Project Approach, Design and Methodology, Organizational and Staff Qualifications, Background and Experience. An Evaluation Committee was utilized to evaluate this RFP, which selected Z&K’s proposal as the highest ranking. The combined scores are provided below, and the complete score sheets are on file.

RFP 2025-01 – Professional Construction Management and Federal Labor Compliance Services – Combined Scores

Rank	Firm	Evaluation Score
	<i>Total Possible Points</i>	<i>210</i>
1	Z&K Consultants	185
2	Transtech Engineers, Inc.	167.5
3	Willdan Engineering	167
4	Cumming Construction Management Inc.	159
5	Proactive	150

The bid submitted by Z&K Consultants in the amount of \$177,092 was determined by staff to be a reasonable bid.

COUNCIL PRIORITIES & GOALS:

This item supports the 2021-2022 City Council Priority 3: Increased Opportunity and Housing Stability – Goal J: Encourage the development and maintenance of quality housing opportunities for all.

Prepared by:

Maria A Siacunco
Housing Services Manager

Attachment 1 – Professional Services Agreement between the City of Pomona and Z&K Consultants for Construction Management and Labor Compliance Services for Rehabilitation of 252 E. 4th Street