



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: Chris Diggs, Water Resources Director

SUBJECT: AWARD OF CONTRACT TO LEE & RO, INC., FOR PROFESSIONAL ENGINEERING CONSULTING SERVICES FOR THE “ELECTRICAL IMPROVEMENTS AND UPGRADES PHASE I” PROJECT

RECOMMENDATION:

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

- 1) Approve an award to Lee & Ro, Inc., for professional civil engineering consulting services for the “Electrical Improvements and Upgrades Phase I,” Project No. 528-2590-XXXXX-95083 in the amount of \$297,136; and,
- 2) Authorize the City Manager, or designee, to execute an agreement with Lee & Ro, Inc., on behalf of the City and any subsequent documents or amendments, subject to approval as to form by the City Attorney.

EXECUTIVE SUMMARY:

Electrical equipment at four essential water production facilities is outdated and beyond its useful life. Timely award of this contract will provide the design of upgraded equipment to more efficiently operate the facilities while avoiding costly maintenance and interruptions to service.

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:

Approval of these actions will award a professional services agreement to Lee & Ro, Inc., in the amount of \$297,136. Funding is available within the WRD FY 24-25 Water CIP adopted budget “Electrical Improvements and Upgrades Phase I”, Project No. 528-2590-XXXX-95083. The following Table 1 provides fiscal impact details:

Table 1

Category	“Electrical Improvements and Upgrades Phase I” Project No. 528-2590-XXXX-95083
Initial Budget	\$3,000,000
Expenditures/Encumbrances (as of February 5, 2025)	\$0
Award Contract to Lee & Ro, Inc.	(\$297,136)
Balance remaining for construction, contingencies, internal costs, and other miscellaneous project costs.	\$2,702,864

DISCUSSION:

The purpose of this project is to design and replace outdated electrical equipment, including motor control centers and programmable logic controllers, at four critical sites: Well 6, Booster Stations 8 and 12, and the Anion Exchange Water Treatment Plant. The existing equipment has exceeded its design life, is degraded, and is no longer supported by manufacturers. Upgrading this equipment will bring the sites up to current industry operation and safety standards, enhancing operational reliability, efficiency, and flexibility. Additionally, the new equipment will reduce maintenance requirements and minimize staff time spent sourcing obsolete replacement parts.

In accordance with Section 2-993.1 (4) of the City’s Purchasing Ordinance, a public notice inviting bids was posted on Planet Bids on March 13, 2024 (RFP# 2024-1001) where 26 prospective bidders downloaded the bid and no bids were received. A second public notice inviting bids was posted on Planet Bids on July 8, 2024 (RFP#2024-1011) where 32 prospective bidders downloaded the bid and no bids were received. In compliance with City code, after receiving no bids, staff contacted consultants from the Master Consultant List. Lee & Ro, Inc., were selected due to their overall project approach, qualifications, experience on similar projects, and strong references.

Prepared by:

Michael Mitchell, P.E.
Senior Water Resources Engineer

ATTACHMENT:

Attachment No. 1 – Agreement with Lee & Ro, Inc.