



CITY OF POMONA COUNCIL REPORT

July 7, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AUTHORIZATION TO EXTEND THE AGREEMENT WITH HR GREEN PACIFIC, INC. FOR PROFESSIONAL ON-CALL ENGINEERING PLAN CHECK SERVICES

RECOMMENDATION:

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

- 1) Approve and authorize a retroactive six-month extension of the agreement with HR Green Pacific, Inc. beyond the original five-year term for professional on-call engineering plan check services, effective June 1, 2025 through November 30, 2025, in an amount not to exceed \$43,000; and
- 2) Authorize the City Manager or designee to execute the amendment with HR Green Pacific, Inc., subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Staff recommends authorizing a retroactive six-month extension of the agreement with HR Green Pacific, Inc., effective June 1, 2025, through November 30, 2025. This temporary extension will allow time to complete a competitive Request for Proposals (RFP) for professional on-call engineering plan check services without a lapse in service. The RFP closed on May 27, 2025, and proposals are currently under evaluation. City Council consideration of a new contract award is anticipated in September 2025.

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:

Funding for this interim extension is split between two fiscal years. For Fiscal Year 2024-25, the not-to-exceed amount is \$8,000, available in 101-2530-52285-00000. For Fiscal Year 2025-26, the not-to-exceed amount is \$35,000, also budgeted in 101-2530-52285-00000. The total cost of this temporary extension shall not exceed \$43,000 and will ensure uninterrupted services while the City completes the RFP process and transitions to a new agreement.

PREVIOUS RELATED ACTION:

On September 20, 2021, the City Council amended the agreement with HR Green Pacific, Inc. to provide professional on-call engineering plan check services for an amount not to exceed \$300,000 for a three-year term, with two optional one-year extension options, not to exceed \$100,000 annually.

DISCUSSION:

The Public Works Department, through its Engineering Division, provides essential plan check services for various development-related items, including improvement plans, final maps, grading, and utility plans. These services are critical to ensuring private development projects meet City standards and adhere to engineering best practices.

The original agreement with HR Green Pacific, Inc. was executed under the City Manager's authority. On September 20, 2021, the City Council approved an amendment to increase the not-to-exceed amount to \$300,000 for a three-year term and to allow two optional one-year extensions, each not to exceed \$100,000 annually.

The current agreement expired on May 31, 2025. The City is in the process of completing a competitive RFP for a new long-term contract, with a new award anticipated for Council consideration in September 2025. To ensure continuity of service during this transition, staff recommends a retroactive six-month extension of the existing agreement with HR Green Pacific, Inc., from June 1, 2025, through November 30, 2025.

The scope of services and compensation rates under this extension remain consistent with the current agreement. Pursuant to Pomona Municipal Code (PMC) Section 2-984, contract terms are limited to five years unless specifically approved by the City Council. The requested six-month extension complies with this provision and allows uninterrupted service while the competitive procurement process is completed.

Prepared by:
Lindsay McElwain, Senior Management Analyst

Attachments

Attachment No. 1 – Original Agreement with Amendments

Attachment No. 2 – Extension Amendment