



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: Meg McWade, Public Works Director

**SUBJECT: AWARD OF PROFESSIONAL CONSULTANT SERVICES AGREEMENT
FOR ON-CALL PLAN CHECKING SERVICES TO WILLDAN
ENGINEERING**

RECOMMENDATION:

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

- 1) Award a three-year contract with Willdan Engineering to provide professional on-call engineering plan check services for a not-to-exceed amount of \$300,000 for an initial three-year term beginning November 1, 2025, through October 31, 2028, with the option to renew for up to two (2) additional one-year periods; and
- 2) Authorize the City Manager or designee to execute the agreement with Willdan Engineering, and any extensions or amendments thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Staff recommends awarding an agreement to Willdan Engineering for professional on-call plan check services for an initial three (3) year term, with the option to renew for up to two (2) additional one-year periods. This agreement will allow the Public Works Department to continue providing on-call plan check services.

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 initial three-year term of the agreement has a not-to-exceed amount of \$300,000. Sufficient funding is available for on-call plan checking services in the Adopted FY 2025-26 Operating Budget under account 101-2530-52285-00000. Funds for subsequent fiscal years of the agreement and related amendments will be requested in the annual budget process.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1(4)a of the City's Purchasing Ordinance, a public notice inviting bids was posted on the City's website on April 24, 2025 and bids were opened on May 27, 2025.

PREVIOUS RELATED ACTION:

On July 7, 2025, the City Council amended the agreement with HR Green Pacific, Inc. to retroactively extend the agreement term through November 30, 2025, to allow time to complete the bidding process for a new contract.

In 2021, the City Council approved an amendment to the agreement with HR Green Pacific, Inc. to increase the not-to-exceed amount to \$300,000 during the initial three (3) year contract term, with two (2) optional one (1) 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 the City's engineering standards, codes, and best practices.

On April 24, 2025, a Request for Proposals (RFP) No. 2025-17 for On-Call Plan Check Services was sent to sixty-eight (68) pre-qualified consulting firms in the architectural and engineering services sector through the City's electronic bidding platform. Proposals from nine (9) firms were received and evaluated based on technical merit, understanding of the scope, resource allocation, and proposed delivery schedule. After a comprehensive evaluation, Willdan Engineering was determined to be the most qualified bidder.

Combined Scores

Public Works Engineering On-call Plan Checking Services RFP No: 2025-17

Rank	Firm	RFP & Cost Evaluation Score
	<i>Total Possible Points</i>	<i>210</i>
1	Willdan Engineering	205
2	Transtech Engineers, Inc.	203
3	HR Green Pacific, Inc.	196
4	Bureau Veritas North America, Inc.	194
5	Cannon	193
6	TKE Engineering, Inc.	189
7	CValdo Corporation	179
8	Valued Engineering	170
9	Yao Engineering, Inc.	39

It is recommended City Council authorize the City Manager to execute the attached agreement with Willdan Engineering (Attachment No. 1) for on-call plan check services effective November 1, 2025. The current agreement extension with HR Green Pacific, Inc. for on-call plan check services is set to expire on November 30, 2025. To ensure continuity of service, Staff plans to have HR Green Pacific complete its current assignments through the end of that term. This proactive approach will avoid any disruption in service and maintain support for ongoing and upcoming development projects citywide.

Prepared by:
Patricia Lugo, Program Assistant

ATTACHMENTS:

Attachment No. 1 – Professional Services Contract with Willdan Engineering