



CITY OF POMONA COUNCIL REPORT

September 20, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Rene Guerrero, Public Works Director

**SUBJECT: AMENDMENT TO 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 an Amendment to a contract with HR Green Pacific, Inc. to provide professional on-call engineering plan check services for an amount not to exceed \$300,000 for the initial three-year term, with two optional one-year extension options not to exceed \$100,000 annually; and
- 2) Authorize the City Manager or designee, to execute the amendment and any subsequent amendments.

EXECUTIVE SUMMARY: Approval of the recommended actions will amend an agreement to HR Green Pacific, Inc. for professional on-call plan check services for three (3) years, with two (2) one-year renewal options. This will enable the Public Works Department to continue providing as-needed plan check services.

FISCAL IMPACT: With approval of this amendment, the cost of services will be \$100,000 for each of the first three years, totaling \$300,000 for the initial term, and allow for two additional one-year extension options not to exceed \$100,000 annually.. Funding for the service in the amount of \$100,000 is appropriated in the FY 2021-22 Operating Budget, Account 101-2530-52285-00000.

PUBLIC NOTICING REQUIREMENTS: In accordance with Section 2-993.1 – Formal Procurement Procedure of the City’s Purchasing Ordinance, a Notice Inviting Bids for as-needed plan check services was sent to the eight (8) pre-qualified consultants in the Specialty Area A-1 (Civil Engineering) category of the approved Master Consultant list on August 15, 2019. Bids were due on September 25, 2019.

DISCUSSION: The Public Works Department, through its Engineering Division, provides plan check services for various development-related items, such as improvement plans, final maps, and

easement documents. Due to the sheer volume of development projects in the City, it is necessary to obtain on-call plan check services to supplement current staffing resources. This bid award will enable the City to continue to provide plan check services in a timely manner.

On August 15, 2019, a Request for Proposals (RFP) for As-Needed Plan Check Services was sent to the eight (8) pre-qualified consultants in the Specialty Area A-1 (Civil Engineering) category of the approved Master Consultant list. Proposals from the eight (8) firms that were prequalified. Bids were reviewed and scored based on technical merit, understanding of the scope of services, resource allocation, and delivery schedule. After evaluation, HR Green Pacific, Inc. was determined to be the lowest responsible bidder.

In FY 2020-21, City Manager executed an agreement with HR Green Pacific, Inc. to provide on-call plan check services at a cost of \$100,000 per year. Because the intent of the contract was to be \$100,000 per year for an initial term of three years, it exceeds the \$150,000 threshold for City Manager approval. Therefore, Council approval is needed to amend the agreement. The recommended action will give authority to the City Manager to execute an amendment to the agreement with HR Green Pacific, Inc. to provide on-call plan check services for \$300,000 for an initial three-year term, with two one-year renewal options.

COUNCIL PRIORITIES & GOALS: This item supports the 2019-2020 City Council Priority 1: Fiscal and Operational Responsibility – Goal B: Improve efficiency and effectiveness of City Services to businesses and residents.

Prepared by:

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