



CITY OF POMONA COUNCIL REPORT

June 15, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AWARD CONSULTANT AGREEMENT TO ACTON ARCHITECTURE, INC. IN THE AMOUNT OF \$668,416 FOR “RENOVATION OF LA CASITA TEEN CENTER AT PALOMARES PARK”

RECOMMENDATION:

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

- 1) Award a consultant agreement to Acton Architecture, Inc. for “Renovation of La Casita Teen Center at Palomares Park” FD428 Grant Funds | CC2590 Capital Improvement Program (CIP) | Worktag: Project 71110 to include all Base Bid items in the total amount of \$668,416; and
- 2) Authorize the City Manager to execute the consultant agreement and any subsequent change orders on behalf of the City of Pomona subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Approval of the recommended actions will result in awarding a Public Works Consultant Agreement (Attachment No. 1) to Acton Architecture, Inc. in the amount of \$668,416 to include the Base Bid items, including development of construction documents and construction management/inspection for “Renovation of La Casita Teen Center at Palomares Park” FD428 Grant Funds | CC2590 CIP | Worktag: Project 71110.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☒ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Council members 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 as part of the FY 2025-26 CIP Budget. Approval of this action will award a consulting agreement in the amount of \$668,416 for project “Renovation of La Casita Teen Center at Palomares Park” FD428 Grant Funds | CC2590 CIP | Project No. 71110. The following table details the fiscal impacts associated with the recommended actions:

Category	Renovation of La Casita Teen Center at Palomares Park
Beginning Project Budget	\$4,100,000
Expenditures/Encumbrances (as of June 4, 2026)	(\$105,031)
Consultant Contract Award	(\$668,416)
Budget Remaining	\$3,326,553

PUBLIC NOTICING REQUIREMENTS

In accordance with Section 2-1003 - Formal Procedure of the City’s Purchasing Ordinance, a Notice Inviting Bids for construction was posted on the City’s electronic bidding platform, Planet Bids, on November 20, 2025.

PREVIOUS RELATED ACTION:

On April 8, 2024, City Council approved Resolution No. 2024-53, creating the project and appropriating \$4,000,000 of Department of Housing and Urban Development (HUD) Economic Development Initiative Fiscal Year 2023 Community Project Funding to the Project.

On September 16, 2024, City Council approved Resolution No. 2024-141 amending the FY 24-25 CIP Budget by appropriating \$100,000 of available CIP Project Fund Reserves to the Project.

DISCUSSION:

The selection of Acton Architecture is the result of a formal, competitive, and qualifications-based procurement process to have a firm develop construction documents as well as perform construction management and inspection for the duration of the construction project. The procurement was conducted in accordance with the City’s Purchasing Ordinance. A Request for Proposals (RFP) was publicly advertised and posted on PlanetBids in accordance with the City’s purchasing code.

On November 20, 2025, the City issued RFP# 2025-39 “Professional Architectural Services for “Renovation of La Casita Teen Center at Palomares Park.” The solicitation was sent to 283 potential bidders, with 80 firms downloading the RFP, resulting in the City receiving three proposals when the bidding period closed on December 18, 2025. All proposals were reviewed by

a multidisciplinary evaluation committee using a standardized scoring matrix to ensure a fair and transparent selection process. Criteria included professional qualifications, past performance, project methodology, and the firm’s ability to meet the City’s schedule and budget expectations. Through this process, Acton Architecture, Inc. was determined to be the most responsive, responsible bidder. The table below shows the final evaluation results scored according to the City’s scoring methodology.

	Contractor	Evaluation Results
1	Acton Architecture, Inc.	181
2	Westgroup Designs, Inc.	167
3	Dorado Design & Construction Inc.	148

Awarding the consultant agreement to Acton Architecture, Inc. will enable the City to move forward with the project while ensuring that professional design services are delivered in a manner consistent with the City’s goals and expectations. If awarded this evening, it is anticipated the construction documents would be completed early 2027 with project construction award occurring in late Spring. Actual construction is anticipated to begin in Summer. Staff recommends approval of the agreement as it represents the best value and overall benefit to the city.

Prepared by:

Ruth Alvarado, Program Assistant

ATTACHMENT(S):

Attachment No. 1 – Consultant Agreement

Attachment No. 2 – Fee Proposal