



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of March 11, 2025

TO: Mayor and Members of the City Council

VIA: Dante Hall, City Manager

SUBMITTED BY: Jeff Brown, Interim Public Works Director

SUBJECT: Amendment No.1 to Professional Services Agreement with SNG & Associates, Inc. (Agreement No 24-067-CM) to provide Interim City Engineer Services

RECOMMENDED ACTION:

Adopt a Resolution authorizing the City Manager to execute Amendment No. 1 to the Professional Services Agreement with SNG & Associates, Inc. (Agreement No 24-067-CM) increasing the Compensation from a not-to-exceed amount of \$49,980 to \$100,000 for the continuation of Interim City Engineer Services.

BACKGROUND:

The City has begun recruiting for the position of City Engineer and intends to fill the position within the next couple of months. The City needs an Interim City Engineer to provide oversight and manage engineering / technical functions of the Public Works Department during the recruitment process.

A Professional Services Agreement (Agreement No. 24-067-CM) was executed on November 7, 2024 with SNG & Associates, Inc. to provide Interim City Engineer Services. SNG & Associates, Inc. has been providing engineering support to the City of Hercules Public Works Department, including interim City Engineer services, capital improvement project management, and land development review. The City anticipates continued need for these services to support municipal operations, review private development projects, and manage ongoing capital improvement projects while the recruitment process continues and to ensure a smooth transition of services from SNG to the new Director.

To ensure uninterrupted support, staff recommends approval of Amendment No. 1 to the Professional Services Agreement to increase the compensation amount to a not-to-exceed amount of \$100,000.

ANALYSIS:

SNG's scope of work includes:

- Serving as Interim City Engineer and Engineer of Record.
- Reviewing and managing land development applications.
- Preparing staff reports and attending City Council and public meetings.
- Ensuring compliance with local, state, and federal regulations.

SNG's team consists of experienced engineers ensuring high-quality technical oversight and management of City Engineer functions.

FISCAL IMPACT:

The funding for these services is included in the FY 2025-26 budget under the Public Works Department. The cost will be allocated based on the salary distribution of the vacant Public Works Director, utilizing savings from that vacancy. The total amount of the contract will not exceed \$100,000.

ATTACHMENTS:

Attachment 1 - Resolution

Attachment 2 – Amendment No. 1 to Professional Services Agreement

Attachment 3 - Agreement No. 24-067-CM