



June 2, 2025

Glenn Dombeck, P.E.
Public Works Director
City of Hercules
111 Civic Drive
Hercules, CA 94547

**RE: Proposal for On-Call Engineering Staff Support and 5-Year Capital Improvement Program (CIP) Services.
SNG Purchase Order Request SNG-HERC-6**

Dear Glenn:

As requested by the City, we propose the following Scope of Work and Estimate of Fees for providing On-Call Engineering Staff Support Services and 5-year CIP Services through June 30, 2026.

Background:

SNG & Associates, Inc. (SNG) has been assisting the City of Hercules Public Works Department in providing Interim City Engineer services and in providing design and review of land development and CIP projects. It is anticipated that continued staff support for the review, design and management of land development and CIP projects will be required for the foreseeable future.

Scope of Work:

The scope of services shall generally include as-needed staff support for design and review of capital improvement projects, private development review, preparation of the 5-Year Capital Improvement Program (CIP), and other tasks as assigned by the City. SNG will provide support for all projects and tasks identified by the City, prepare staff reports for City Council meetings, and make presentations at the City Council meetings when required. The services will include meetings with residents, developers, engineers, contractors, and utility companies as required. The Detailed scope of services anticipated is listed in Exhibit A.

Project Team:

The following team members are proposed for Staff Support services:

Nanda Gottiparthi, P.E., Project Director
David Caneer, P.E., Principal Engineer
Michael O'Connor, P.E., Senior Engineer
Douglas Rodgers, Senior Engineer
Mukul Gariganti, Assistant Engineer

Mr. David Caneer will provide the engineering support needed for Capital Improvement Projects. He will attend meetings with staff, contractors, and engineers as required. Mr. Michael O'Connor will provide support for the review of land development projects. Mr. Douglas Rodgers will work on capital improvement projects and land development projects as needed. Mr. Mukul Gariganti will provide support to the project managers as needed.

Estimate of Fees:

Engineering Staff Support Services					
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	Assistant Engineer	Senior Engineer	Principal Engineer	Project Director	Estimated Fee
Tasks / Rate per hour	\$163.00	\$226.00	\$252.00	\$268.00	
1. Review and management of Land Development Applications, Improvement Plans, and Final Maps	45	180	0	30	\$56,055.00
2. Support for Design and Review of CIP projects	60	0	220	36	\$74,868.00
3. Prepare staff reports, attend meetings, and project coordination	0	60	50	30	\$34,200.00
TOTAL	\$17,115.00	\$54,240.00	\$68,040.00	\$25,728.00	\$165,123.00

5-Year CIP Services				
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	Admin. Support	Senior Engineer	Project Director	
Tasks / Rate per hour	\$113.00	\$226.00	\$268.00	Estimated Fee
Task 1 – Prelim. Investigation	0	19	8	\$6,438.00
Task 2 – 1 st Draft Five-Year CIP	40	52	22	\$22,168.00
Task 3 – 2 nd Draft Five-Year CIP	30	40	16	\$16,718.00
Task 4 – Final Five-Year CIP	28	46	20	\$18,920.00
Task 5 – Program Management	0	30	10	\$9,460.00
TOTAL	\$11,074.00	\$42,262.00	\$20,368.00	\$73,704.00

SNG will provide services included in the above Scope of Work in close coordination with assigned city staff to meet the City's goals. The Estimated Fee to perform the Scope of Work is not to exceed **\$238,827.00** (\$165,123.00 for Engineering Staff Support Services and \$73,704.00 for 5-year CIP Services), which will be billed monthly on a time-and-expense basis per our 2025-2026 Billing Rate Schedule per Exhibit B.

If you have any questions, feel free to contact me by phone at (925) 251-0100 or by email at nanda.gottiparthysngassociates.com.

Sincerely,

SNG & ASSOCIATES, INC.
Nanda Gottiparthi, P.E.
President

EXHIBIT A

SCOPE OF SERVICE

The engineering services to be provided to the City include, but are not limited to, the following:

Staff Support Services:

1. Provide on-call engineering review and professional services for various land development applications and projects, including:
 - Parcel, tentative, and final maps
 - Acquisitions, dedications, and easements
 - Review of tentative maps and submittals for land divisions
 - Site development and subdivision plans
 - Recommend development conditions
 - Review of environmental documents
 - Review of improvement plans for compliance with City standards
 - Subdivision agreements
 - Provide construction observation services during development-related improvements (grading, streets, storm drains, sewer, water).
- Review plans, specifications, and estimates for capital projects.
- Provide project management, bidding, contracts, and construction management for Capital Improvement projects.

From time to time, the city may require additional work not covered by this scope. For such tasks, the Engineer will provide a separate scope of work, timeline, and estimated fee for approval. This may include:

- Preparing plans and specifications for City projects
- Providing design surveys, construction surveys, real property engineering services, and construction administration
- Preparing special engineering reports for assessment districts, annexations, and developer fees
- Coordinating with utility companies for relocations
- Processing plans and specifications for approval under special funding programs
- Performing additional services as authorized by the City on an as-needed basis
- Review and update the City of Hercules Design Standards as needed
- Flood zone evaluations and reporting to FEMA and DWR.
- Assist the City in preparing RFPs for design services and managing the design efforts on behalf of the City.

5-Year Capital Improvement Program Services:

Provide capital improvement planning and budgeting services for the City's Five-Year CIP (2025-30) consisting of the short- and long-range project delivery and funding for maintaining, rehabilitating, improving, and constructing new and existing infrastructure assets as prioritized by the City according to their Ten-Year Action Plan of the recently completed Parks Master Plan, the Sanitary Sewer Master Plan, the City's Pavement Management Plan, and the Draft Building Facilities Assessment.

Task 1 – Preliminary Investigation: SNG will review the existing 2024-25 Capital Projects Budget & Ten-Year Capital Improvement Plan. The information collected will assist our team in determining which projects have been completed, unfinished projects with remaining/carryover budgets, and projects that have not been started. Meetings with the City Manager, Public Works staff, and city department heads will assist our team in understanding the project priorities, confirming preliminary project budgets, and confirming the projects to be included in the city's Five-Year CIP.

1. **Kickoff Meeting:** SNG will meet with the City Manager, Public Works, and other departments' staff to discuss program parameters and determine the City Council's CIP project priorities and budgets for Years 2025-30.
2. **Review (E) CIP & Project Budget Info.:** SNG will review the existing 2024-25 Capital Projects Budget & Ten-Year Capital Improvement Plan, which will serve as the basis for the Five-Year CIP. We will also work with the city's Finance Department to confirm project carryover and projected budget amounts to include in the Five-Year CIP.
3. **Meeting with City Dept. Heads:** SNG will meet with the city department heads to determine their CIP project priorities and budgets for FY 2025-30.

Task 2 – 1st Draft Five-Year CIP: Based upon the directions received from the city at the Task 1 meetings, SNG will prepare the 1st draft of the Five-Year CIP to match the format of the existing 2024-25 Capital Projects Budget & Ten-Year Capital Improvement Plan.

1. **Prepare 1st Draft Five-Year CIP:** SNG will prepare the 1st Draft, which will coordinate the above Five-Year CIP priority projects and their budgets.
2. **1st Draft Review Meetings:** SNG will attend a maximum of three (3) meetings with City staff to receive comments on the 1st Draft.

Task 3 – 2nd Draft Five-Year CIP: Based upon the directions received from the city at the Task 2 meetings, SNG will prepare the 2nd draft of the Five-Year CIP.

1. **Prepare 2nd Draft Five-Year CIP:** SNG will prepare the 2nd Draft, which will further refine and solidify the above Five-Year CIP priority projects and their budgets.
2. **2nd Draft Review Meetings:** Attend a maximum of two (2) meetings with City staff to receive comments on the 2nd Draft.

Task 4 – Final Five-Year CIP: Based upon the directions received from the city at the Task 3 meetings, SNG will prepare the final draft of the Five-Year CIP.

1. **Prepare Final Draft Five-Year CIP:** SNG will prepare the Final Draft for final city staff approval.
2. **Final Draft Review Meeting:** Attend a final meeting with City staff to receive comments on the Final Draft.

3. **Prepare Final Five-Year CIP:** Based upon the directions received from the city at the Task 4 meeting, SNG will prepare the final Five-Year CIP for City Council approval.
4. **City Council Meeting:** Prepare the Staff Report recommending approval of the Five-Year CIP and attend the City Council Meeting to respond to any comments or questions.

Task 5 – General Project Management: Manage the program team, track progress, quality, schedule, and budget, and be responsible for documenting all program decisions and keeping an official program record. SNG's Project Manager will coordinate the team, draft & final CIPs, and meetings, and prepare meeting minutes, while their Principal will be responsible for invoice submittals, budget tracking, and reporting.

EXHIBIT B

FEE SCHEDULE (2025-26)

Position	Hourly Rate
Project Director	\$268.00
Principal Engineer	\$252.00
Project Manager	\$237.00
Senior Engineer	\$226.00
Construction Manager	\$237.00
Associate Engineer II	\$184.00
Associate Engineer I	\$174.00
Assistant Engineer	\$163.00
Senior Engineering Inspector	\$184.00
Engineering Inspector	\$174.00
Engineering Technician/CAD Drafting	\$153.00
Licensed Land Surveyor	\$268.00
Licensed landscape Architect	\$205.00
Clerical/ Admin Support	\$113.00
<i>Note: Rates valid through June 30, 2026. Mileage to be billed at \$0.65 per mile.</i>	