

**CITY OF HERCULES
PROFESSIONAL SERVICES AGREEMENT**

This Agreement (“**Agreement**”) for professional services is made on June 3, 2025, between the **City of Hercules**, a California municipality (“**City**”), and **SNG & Associates Inc.**, a corporation (“**Consultant**”) (individually, a “**Party**,” and collectively, the “**Parties**”).

1. Scope of Services. Consultant will provide to City the professional services described in the Scope of Services, attached as **Attachment A** and incorporated in this Agreement (the “**Services**”). Only the City Council or the City Manager may authorize any change or addition to the Scope of Services specified in Attachment A.

2. Term. This Agreement will become effective on June 24, 2025 (“**Effective Date**”) and will terminate upon the full and satisfactory completion of the Services or as otherwise specified in Attachment A, unless terminated sooner in accordance with Section 10 of this Agreement. Time is of the essence with respect to all provisions of this Agreement that specify a time for performance.

3. Compensation. For the full and satisfactory completion of the Services, City will pay Consultant in an amount not to exceed (**TWO HUNDRED THIRTY-EIGHT THOUSAND EIGHT HUNDRED TWENTY-SEVEN DOLLARS \$238,827.00**), without prior written authorization by City, pursuant to the terms set forth in **Attachment B** on Payment, which is attached to and incorporated in this Agreement. Consultant’s compensation is intended to encompass all costs required for performing the Services, including overhead and indirect costs. Except as expressly provided in Attachment B, Consultant will not be entitled to reimbursement for expenses it incurs to provide the Services.

3.1 Payment. City will pay Consultant for Services satisfactorily provided during each calendar month within 30 days following City receipt and approval of a detailed invoice. The invoice must include, at a minimum: a description of the specific Services provided; the name of the individual providing the Services; the date(s) upon which the Services were provided; the time spent providing the Services; the amount due for the Services; and the basis for calculating the amount due.

3.2 Additional Services. If the City requests related services beyond the Scope of Services described in Attachment A, the Consultant will provide City a written estimate for the additional services (“**Additional Services**”). Consultant will not provide Additional Services until Consultant has received written authorization from the City to perform the Additional Services. Consultant will not be entitled to payment for Additional Services performed without City’s prior written authorization or for costs to correct Consultant’s errors or omissions.

4. Independent Contractor. The Parties agree that Consultant will act as an independent contractor under this Agreement and will have control of its work and the manner in which the Services are performed. Consultant is not an employee of City and is not entitled to participate in any health, retirement, or similar employee benefits from the City.

5. Consultant's Warranties.

5.1 Consultant warrants that all Services provided under this Agreement will be performed in accordance with generally accepted professional practices and standards for Consultant's profession in the Bay Area.

5.2 Consultant warrants that all Services provided under this Agreement will be performed in accordance with applicable federal, state, and local laws and regulations, including, but not limited to, conflict of interest laws and City ordinances and policies.

5.3 Consultant warrants that Consultant has no present interest which would conflict in any manner with the performance of Services on the City's behalf.

5.4 Consultant warrants that it will comply with the City's Nepotism and Cronyism Policy.

6. Notice. Any notice, billing, or payment required by this Agreement must be made in writing, and sent to the other Party by personal delivery, U.S. Mail, a reliable overnight delivery service, or by email as a PDF (or comparable) file. Notice is effective upon delivery unless otherwise specified. Notice for each Party will be given as follows:

City:

City of Hercules
111 Civic Drive
Hercules, CA 94547
(510) 799-8200
Attn: City Clerk

Copy to: Glenn Dombeck, P.E.
Email: gdombeck@herculesca.gov

Consultant:

Name: **SNG & Associates Inc**
5776 Stoneridge Mall Rd. Suite 365
Pleasanton, California-94588
Phone: 925 251 0100
Attn: Nanda Gottiparthi
nanda.gottiparthi@sngassociates.com

Copy to: _____
Email: _____

7. Indemnity. Subsection 7.1 is not applicable to this Agreement if Consultant's Services are "design professional" services as that term is used and defined in Civil Code section 2782.8. Subsection 7.2 is applicable to this Agreement if Consultant's Services are "design professional" services as used and defined in Civil Code section 2782.8.

7.1 To the full extent permitted by law, Consultant will indemnify, defend with counsel acceptable to City, and hold harmless City, its governing body, officers, agents, employees, and volunteers (collectively, "**City Indemnitees**") from and against any and all liability, demands, loss, damage, claims, settlements, expenses, and costs (including, without limitation, attorney fees, expert witness fees, and costs and fees of litigation) (collectively, "**Liability**") of every nature arising out of or in connection with Consultant's acts or omissions with respect to this Agreement, except such Liability caused by the active negligence, sole negligence, or willful misconduct of any of the City Indemnitees. This indemnification obligation is not limited by any limitation on the amount or type of damages or compensation payable under Workers' Compensation or other employee benefit acts, or by insurance coverage limits, and will survive the expiration or early termination of this Agreement. This Subsection 7.1 does not apply if the Services to be provided

under this Agreement are design professional services provided by a licensed architect, landscape architect, professional engineer, or professional land surveyor.

7.2 To the full extent permitted by law, Consultant will indemnify, defend, and hold harmless City, its City Council, officials, officers, agents, employees, and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "**Liability**") of every nature which arises out of, pertains to, or relates to the negligence, recklessness, or willful misconduct of Consultant in the performance of this Agreement, except such Liability caused by the active negligence, sole negligence or willful misconduct of City. This indemnification obligation is not limited by any limitation on the amount or type of damages or compensation payable under Workers' Compensation or other employee benefit acts, or by insurance coverage limits, and will survive the expiration or early termination of this Agreement. This Subsection 7.2 is applicable if the Services to be provided under this Agreement are design professional services provided by a licensed architect, landscape architect, professional engineer, or professional land surveyor.

8. Insurance. Before providing any Services under this Agreement, Consultant is required to procure and provide proof of the insurance coverage required by this Section in the form of certificates and endorsements. Each certificate of insurance must state that the coverage afforded by the policy or policies will not be reduced, cancelled or allowed to expire without at least 30 days written notice to City, unless due to nonpayment of premiums, in which case at least 10 days written notice will be made to City. The required insurance must cover the activities of Consultant and its employees or subcontractors relating to or arising from the performance of the Services, and must remain in full force and effect at all times during the term of the Agreement. All required insurance must be issued by an insurer licensed to do business in the State of California, and each such insurer must have an A.M. Best financial strength rating of "A" or better and a financial size rating of "VIII" or better. If Consultant fails to provide any of the required coverage, City may, at its sole discretion, purchase such coverage at Consultant's expense and deduct the cost from payments due to Consultant.

8.1 The following insurance policies and limits are required for this Agreement:

8.1.1 Commercial General Liability Insurance ("CGL"). CGL insurance issued on an occurrence basis, including coverage of liability arising from Consultant's acts or omissions in the performance of Services under this Agreement, with limits of at least \$1,000,000.00 per occurrence.

8.1.2 Automotive. Commercial automotive liability coverage for owned, non-owned and hired vehicles must provide coverage of at least \$1,000,000.00 combined single limit per accident for bodily injury, death, or property damage.

8.1.3 Workers' Compensation Insurance and Employer's Liability. The policy must comply with the requirements of the California Workers' Compensation Insurance and Safety Act, with limits of at least \$1,000,000.00. If Consultant is self-insured, Consultant must provide its duly authorized Certificate of Permission to Self-Insure.

8.1.4 Professional Liability. This insurance must insure against Consultant's errors and omissions in the provision of Services under this Agreement, in an amount no less than \$1,000,000.00 combined single limit.

8.2 Subrogation Waiver. Each required policy must include an endorsement that the insurer agrees to waive any right of subrogation it may have against City or the City's insurers.

8.3 The CGL policy and the automotive liability policy must include the following endorsements:

(1) The City, including its Council, officials, officers, employees, agents, volunteers and consultants (collectively, "**Additional Insured**") must be named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and the policy must protect the Additional Insured against any and all liability for personal injury, death or property damage or destruction arising directly or indirectly in the performance of the Agreement.

(2) The inclusion of more than one insured will not operate to impair the rights of one insured against another, and the coverages afforded will apply as though separate policies have been issued to each insured.

(3) The insurance provided is primary and no insurance held or owned by City will be called upon to contribute to a loss.

(4) Any umbrella or excess insurance must contain or be endorsed to contain a provision that such coverage will also apply on a primary or non-contributory basis for the benefit of City before the City's own insurance or self-insurance will be called upon to protect it as a named insured.

9. Dispute Resolution. In the event that any dispute arises between the Parties in relation to this Agreement, the Parties agree to meet face to face as soon as possible to engage in a good faith effort to resolve the matter informally. In the event that any dispute arises between the Parties in relation to this Agreement, and the dispute is not resolved by informal discussions, the Parties agree to submit the dispute to mediation.

9.1 Either Party may give written notice to the other Party of a request to submit a dispute to mediation, and a mediation session must take place within 60 days after the date that such notice is given, or sooner if reasonably practicable. The Parties will jointly appoint a mutually acceptable mediator. The Parties further agree to share equally the costs of the mediation, except costs incurred by each Party for representation by legal counsel.

9.2 Good faith participation in mediation pursuant to this Section is a condition precedent to either Party commencing litigation in relation to the dispute.

10. Early Termination.

10.1 Termination for Convenience. City may terminate this Agreement for convenience by giving 10 calendar days written notice to Consultant. In the event City elects to terminate the Agreement without cause, it will pay Consultant for Services satisfactorily provided up to that date.

10.2 Termination for Cause. If either Party breaches this Agreement by failing to timely or satisfactorily perform any of its obligations or otherwise violates the terms of this Agreement, the other Party may terminate this Agreement by giving written notice five calendar days prior to the effective date of termination, specifying the reason and the effective date of the termination. Consultant will be entitled to payment for all Services satisfactorily provided up to the effective date of termination, except that the City may deduct from that payment the amount of costs the City incurred, if any, because of Consultant's breach of the Agreement.

11. Work Product. City will be the sole owner of all rights to any work product in any form which has been prepared by Consultant on City's behalf pursuant to this Agreement, unless otherwise specified in writing by the Parties.

12. Records. Unless otherwise specified in Attachment A, Consultant will maintain records related to this Agreement for a period of four years from expiration or termination of this Agreement, including records of the Services performed, on a daily basis if necessary. Consultant's accounting systems will conform to generally accepted accounting principles, and all records will provide a breakdown of total costs charged under this Agreement, including properly executed payrolls, time records, invoices, and vouchers. Consultant will permit City to inspect and examine Consultant's books, records, accounts, and any and all data relevant to this Agreement at any reasonable time.

13. General Provisions.

13.1 Assignment and Successors. Consultant may not assign its rights or obligations under this Agreement, in part or in whole, without City's written consent. This Agreement is binding on Consultant's and City's lawful heirs, successors, and permitted assigns.

13.2 Third Party Beneficiaries. There are no intended third-party beneficiaries to this Agreement.

13.3 Nondiscrimination. Consultant will not discriminate in the employment of persons under this Agreement because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

13.3.1 Avoidance of Cronyism and Nepotism. Consultant shall comply with regulations adopted by the City of Hercules to avoid favoritism in the award of contracts. Consultant shall submit a fully executed copy of the "Contractor Acknowledgment of City of Hercules Nepotism and Cronyism Policy" as Attachment C to this Agreement.

13.3.2 Compliance with the California Equal Pay Act. Consultant shall comply with regulations adopted by the City of Hercules to allow for verification of Consultant compliance with

the requirements of the California Equal Pay Act. Consultant shall submit a fully executed copy of the "Contractor Acknowledgment of Compliance with the California Equal Pay Act" as Attachment D to this Agreement.

13.4 Choice of Law and Venue. This Agreement will be governed by California law, and venue will be in the Superior Court of Contra Costa County, and no other place.

13.5 Integration. This Agreement and the documents incorporated in this Agreement constitute the final, complete, and exclusive terms of the agreement between the City and the Consultant.

13.6 Severability. If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions of the Agreement will remain in full force and effect.

13.7 Amendment. No amendment or modification of this Agreement will be binding unless it is in a writing duly authorized and signed by the Parties to this Agreement.

13.8 Provisions Deemed Inserted. Every provision of law required to be inserted in this Agreement will be deemed to be inserted, and this Agreement will be construed and enforced as though included. If it is discovered that through mistake or otherwise that any required provision is not inserted, or not correctly inserted, this Agreement will be amended to make the insertion or correction.

13.9 Precedence. If any provision in any document attached to or incorporated in this Agreement conflicts with or is inconsistent with the provisions set forth in the body of this Agreement, the provisions set forth in the body of this Agreement will control over any such conflicting or inconsistent provisions.

13.10 Waiver. No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement will be effective unless it is in writing and signed by the Party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy will be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor will any waiver constitute a continuing waiver unless the writing so specifies.

13.11 Force Majeure. If either Party is delayed or hindered in or prevented from the performance of any act required under this Agreement because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the Party delayed, excluding financial inability ("**Force Majeure Event**"), performance of that act will be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance will be extended for an equivalent period. Delays or failures to perform resulting from lack of funds will not be Force Majeure Events.

13.12 Headings. The headings in this Agreement are included for convenience only and will not affect the construction or interpretation of any provision in this Agreement or any of the rights or obligations of the Parties to this Agreement.

13.13 Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument.

13.14 Authorization. Each individual signing below warrants that he or she is authorized to do so by the Party that he or she represents, and that this Agreement is legally binding on that Party. If Consultant is a corporation, signatures from two officers of the corporation are required pursuant to California Corporation Code section 313.

[Signature page follows.]

The Parties agree to this Agreement as witnessed by the signatures below:

CITY:

Approved as to form:

s/ _____

s/ _____

Dante Hall, City Manager

Christie Crowl, City Attorney

Date: _____

Date: _____

Attest:

s/ _____

Eibleis Melendez, City Clerk

Date: _____

CONSULTANT: _____
Business Name

s/ _____

Name/Title

Date: _____

s/ _____

Name/Title

Date: _____

Attachments:

Attachment A: Scope of Services

Attachment B: Payment

Attachment C: Contractor Acknowledgment of City of Hercules Nepotism and Cronyism Policy

Attachment D: Contractor Acknowledgment of Compliance with the California Equal Pay Act



June 2, 2025

Attachment A: Scope of Services
Attachment B: Payment

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					
SNG Purchase Order Request SNG-HERC-6					
	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				
SNG Purchase Order Request SNG-HERC-6				
	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>	