



## **STAFF REPORT TO THE CITY COUNCIL**

**DATE:** Regular Meeting of June 24, 2025

**TO:** Mayor and Members of the City Council

**VIA:** Dante Hall, City Manager

**SUBMITTED BY:** Glenn Dombeck, Public Works Director

**SUBJECT:** Professional Services Agreement with SNG & Associates, Inc. to provide On-call Engineering Staff Support Services and preparation of the 5-Year Capital Improvement Program

### **RECOMMENDED ACTION:**

Adopt a Resolution authorizing the City Manager to execute an agreement with SNG & Associates, Inc. ("SNG") for a not-to-exceed amount of \$238,827.00 to provide On-call Engineering Staff Support services and preparation of the 5-Year Capital Improvement Program as outlined in SNG's proposal dated June 2, 2025 (Attachment 1).

### **BACKGROUND:**

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 services to support review of private development projects, review and management of ongoing and future capital improvement projects, and preparation of the 5-Year Capital Improvement Program.

### **ANALYSIS:**

To ensure uninterrupted support, staff requested a proposal from SNG for on-call engineering services. SNG's scope of work includes:

- Reviewing and managing land development applications.
- Review and assist in managing Capital Improvement Projects.
- Developing a 5-year Capital Improvement Plan and project management support.

- Preparing staff reports and attending City Council and public meetings.
- Coordinating with stakeholders, including residents, developers, and utility companies.

The professional services will be provided on an as-needed basis under a time-and-expense agreement, not to exceed \$238,827.00. SNG's team consists of experienced engineers ensuring high-quality technical oversight and project management support.

**FISCAL IMPACT:**

The funding for these services is included in the FY 2025-26 budget, allocated from the General Fund Capital Reserve. The total contract amount will not exceed \$238,827.00 and will be invoiced on a monthly basis reflecting actual time and expenses incurred.

**Funding Source:** General Fund  
Account Code: 100-0000-611.90-99

**Budget Recap:**

Total Estimated Cost: \$238,827.00

Amount Budgeted: \$238,827.00

New Funding Required: No

Council Policy Change: No

**ATTACHMENTS:**

Attachment 1 - Proposal from SNG & Associates, Inc.

Attachment 2 - Resolution

Attachment 3 - Agreement with SNG & Associates