

CITY OF HERCULES
PROPOSAL FOR CONSULTING SERVICES FOR THE CITY'S
PLANNING AND PUBLIC WORKS DEPARTMENT ACTIVITIES

MUNICIPAL RESOURCE GROUP, LLC
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December 5, 2017





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David Biggs, City Manager
City of Hercules
111 Civic Drive
Hercules, CA 94547

Subject: Proposal to Provide Continuing Consulting Services for Planning, Building and Public Works Projects and Programs

Dear Mr. Biggs,

Municipal Resource Group is pleased to propose to provide consulting services to assist the City of Hercules on the City's Planning and Public Works Projects and Programs.

Municipal Resource Group (MRG) was founded by broadly experienced municipal professionals. Our consultants have many years of combined hands-on experience working as municipal managers and consultants, providing essential services, insights and support to local governments. MRG has been fortunate to have been involved with a number of City projects in the past and looks forward to being able to assist the City in these matters.

For this assignment, we are offering the services of Victor Carniglia, an experienced planning consultant who has broad experience in the arease of planning and public works. Mr. Carniglia has provided assistance and project management services to the City on a variety of projects and is very familiar with the City's current needs.

If you have any questions, please do not hesitate to call me.

Sincerely,

Mike Oliver, President
Municipal Resource Group, LLC

PROJECT SUMMARY

SCOPE OF SERVICES

Municipal Resource Group proposes to continue its provision of services to the City of Hercules, as summarized in this Scope of Work. The range of services includes Planning and Engineering tasks that are sporadically needed to augment staffing successfully accomplish tasks needed by those departments as work tasks vary. These tasks include, but are not limited to the following:

Planning Related Tasks:

- Continue to serve as the Project Manager over the City's comprehensive update of its Circulation Element to ensure the successful completion and adoption. Once complete, overseeing a consultant contract to prepare the Transportation Impact Fee Study will also stem from this update.
- Continue to provide Project Manager Services to assist the Planning Director process development applications (which are paid by developer fees) by providing project review and coordination of necessary services to ensure that current and anticipated project applications are reviewed and processed in a comprehensive and timely manner. This currently includes the Bayfront Waterfront applications and the Lorenzeni Auto Service/Mini Storage projects but may include others.
- Continue to provide review on completed portions of the Muir Pointe subdivision prior to final occupancies being issued and ensuring that all the conditions of approval are met for the overall project under the Building Division services.
- Provide Project Manager oversight on the completion of the Queen Anne CEQA documentation, bill-of-sale and relocation of the City-owned structure.
- Begin preparation of the General Safety Element Update and Hazard Mitigation Plan, which will assist the City in qualifying for specific grant funding programs related to improving community safety.
- Perform other planning related tasks as needed at the direction of the Planning Director.

Public Works Related Tasks:

- Prepare competitive grant applications and perform the administrative follow up needed to qualify the City to receive grant funding to implement pedestrian/bike improvements as available funding opportunities are presented.
- Provide ongoing staff assistance working with the East Bay Regional Park District to ensure the City receives the appropriate reimbursements for the Bay Trail and other related projects.

- Provide ongoing coordination for continued progress in the development and ultimate completion of the Hercules Intermodal Transit Center.
- Provide assistance the Public Works Director by performing tasks needed to resolve key issues as they arise.

Municipal Resource Group is proposing to provide the services of Victor Carniglia to work with City staff, project consultants, legal counsel and involved State and Federal agencies on the tasks described above. Mr. Carniglia has provided professional project development services to the City of Hercules for the past 6 months and is familiar with the *City's* current and upcoming public works and planning needs.

FEE FOR SERVICES AND EXPENSES

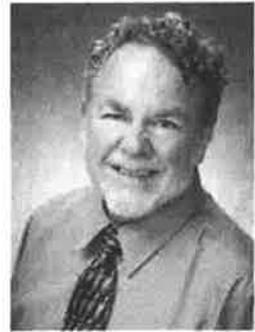
The fee for Mr. Carniglia's services is \$135.00 per hour which includes all costs except mileage reimbursement at the current IRS rate and miscellaneous associated costs incurred at the direction of the City.

This proposal is made on a not to exceed basis of *\$75,000.00 which is anticipated to last through the end of the 2017/18 fiscal year.*

Municipal Resource Group (MRG) will invoice the City of Hercules on a monthly basis for work completed and costs incurred including reasonable and approved out-of-pocket expenses within the scope of services.

Victor Carniglia- Planning Services

Victor Carniglia brings to the Municipal Resources Group a wide range of planning skills and experience, having worked as a planner at the municipal level in a variety of positions and locales. During his 30 plus-year career, Victor has had the opportunity to work on virtually every facet of the planning profession, from leading a number of comprehensive General Plan updates, to serving in the planning "trenches" during the various development "booms" that have swept over California in the past decades.



In addition to his wide range of technical skills, which includes relevant education and experience in fields key to successful planning, including civil engineering, landscape architecture, land use law, and environmental regulations, Victor's focus on identifying and creatively exploring all feasible options and possibilities to ensure a successful project outcome is what sets him apart from other planners with a similar background and career tenure.

Victor began his planning career upon graduating with a Bachelor's degree in Environmental Planning and Management from the University of California, Davis in 1973, at which time he was hired as a planner by the Bechtel Corporation to assist in designing a new town proposed in the Middle East. After working for Bechtel, Victor was presented in 1975 with an opportunity to join the Peace Corps and travel to central Venezuela to fill a challenging position in a mid-sized city by the name of Acarigua. In Venezuela, Victor worked for two years preparing plans and drafting sewer and water infrastructure systems. Upon returning to the United States, Victor was hired by the City of Santa Rosa as an Assistant Planner. His work in Santa Rosa was followed in 1980 by a position with the City of Irvine, where Victor worked as both an Associate and Senior Planner.

Wishing to return to Northern California, Victor was offered a position by the City of Antioch as a Senior Planner in 1985. He accepted that position and was subsequently promoted to Deputy Director of Community Development for that City. In Antioch, Victor found a long-term professional "home," where he served a long and satisfying career lasting just short of 25 years, retiring from the City of Antioch in 2009. After retirement, Victor worked part time for Antioch on a number of special projects from 2009 to 2012. In 2012 Victor joined forces with the Municipal Resources Group.



MUNICIPAL RESOURCE GROUP, LLC

Municipal Resource Group is a full-service consulting firm dedicated to assisting its public sector clients in attaining their policy, management and service delivery goals.

Municipal Resource Group was founded by skilled and broadly experienced municipal professionals. Our principal consultants have over three-hundred years of combined hands-on experience working as municipal managers and consultants, providing essential services, insights and support to local governments and private sector clients. Our consultants' experience includes management positions serving as City Manager, County Executive Officer, Finance Director, Fire Chief, Police Chief, Human Resource Director, Parks and Recreation Director, Community Development Director, Economic Development Director, Library Director and Public Works Director.

Municipal Resource Group develops and implements creative and time-tested solutions to a full-range of local government operations and services. We seek to achieve quick and cost-effective results, with the client's long-term interest as the primary focus of the engagement.

OUR COMMITMENT TO CLIENTS

Results

Quality

Integrity

Independence

Perseverance

CLIENT SERVICES

Municipal Resource Group, LLC provides a broad array of services, which are always tailored to clients' specific needs and requirements.

Resource Development & Utilization

Public Agency Organization Studies; New Cities Establishment; Facilities Development; Public-Private Partnerships.

Financial Analysis and Management Services

Financial Planning and Practices; Fiscal Impact Reviews; Fee Studies; Development Project Feasibility; Development Project Negotiations; Financial Analysis;

Leadership and Organizational Effectiveness

Management and Organizational Evaluations and Assessments; Council and Board/Manager Relations; Strategic Policy Development; Executive Coaching.

Fire Services and Homeland Security

Fire Service Design, Implementation and Operations; Communication System Design, Funding and Implementation; Consolidation Studies; Homeland Security.

Law Enforcement

Police Department Organizational Effectiveness Studies; Consolidation/Coordination of Service Studies.

Public Works

Department Organizational Reviews and Effectiveness Studies.

Human Resource Management & Organizational Development

Personnel System Design/Implementation; Organizational Development/Intervention; Investigations; Analysis of Labor Relations Practices; Negotiation Advisory Services.

Recreation, Parks and Community Services

Parks Master Planning; Recreation Service Design, Development and Operation; Recreation Facility Management, Marketing and Revenue Planning.

Civil Engineering Services

Planning, Civil Engineering and Surveying related to real estate development; Government Facilities Design; Engineering Staff Services provided through CBG Inc.

Library Management Services

Library Service Design, Organization and Implementation; Trends and Service Models; Needs Assessments; Strategic Planning; Governance; Financing; Facility Planning.

Traffic and Transportation Demand Services

Alternate commute solutions, shuttle service design and operation, electric vehicle/bicycle Incentive programs, public and private commute analysis and solution design.

CORE VALUES

Our miSSion is to assist our clients in achieving their goals in a challenging local government environment by providing sound advice, practical solutions and cost-effective services.

Our passion is to preserve our client's values, integrity, and standards and promote their success through our professional services.

Our commitment is to fully satisfy our clients through a continuous process of quality control throughout the client engagement.

Our core values are grounded in our desire to serve our clients.

We seek the facts and provide insight - our many years and breadth of experience provide a clear understanding of local government issues, and enables us to support our clients in a professional manner.

We provide value to our clients - our goal is to provide project deliverables that improve our clients' public services in a cost effective manner.

We respect our clients and their commitment to service - we have served in many public and private sector situations and understand it is essential for us to support our clients' commitment to provide high quality public services.

We are open in our communication - we share information, insight and advice frequently and constructively, to assist our clients in managing tough situations with confidence.

We act with integrity - we seek to uphold the highest professional standards by providing candid advice and sound recommendations.

We continuously seek feedback from our clients - only by constant communication with our clients can we accurately define their needs, monitor our progress in addressing those needs and ensure that our clients are satisfied.

We lead by example - each member of our team is committed to working with our clients in a forthright, professional and efficient manner.

We are committed to our communities - we are responsible corporate citizens and seek to give back to our communities through use of our skills, experience and financial resources.



MUNICIPAL RESOURCE GROUP

CLIENT LIST (Includes clients of MRG consultants in their former consultant capacities)

PUBLIC AGENCIES

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| Alameda County Fair | City of Lathrop |
| Antioch Unified School District | City of Lincoln |
| Arroyo Seco Library Network | City of Los Altos Hills |
| Austin Public Library Foundation | City of Los Angeles Redevelopment Agency |
| Black Gold Library Authority | City of Loyalton |
| Brentwood Chamber of Commerce | City of Manhattan Beach |
| Brentwood Union School District | City of Manteca |
| California Park & Recreation Society | City of Marina |
| California State Library | City of Merced |
| California Construction Authority | City of Millbrae |
| Capital Area Development Authority | City of Modesto |
| Central Contra Costa Sanitary District | City of Morgan Hill |
| Chester Fire Protection District | City of Mountain View |
| City and County of San Francisco | City of Napa |
| City and County of San Francisco Public Utilities Commission | City of Oakland |
| City of Antioch | City of Oakley |
| City of Alameda | City of Orinda |
| City of Albany | City of Oroville |
| City of Alhambra | City of Pasadena |
| City of American Canyon | City of Petaluma |
| City of Atwater | City of Pittsburg |
| City of Big Bear | City of Placerville |
| City of Brentwood | City of Pleasant Hill |
| City of Citrus Heights | City of Pleasanton |
| City of Clayton | City of Rancho Cordova |
| City of Clearlake | City of Richmond |
| City of Cloverdale | City of Rio Vista |
| City of Concord | City of Rocklin |
| City of Davis | City of Rohnert Park |
| City of Dixon | City of Roseville |
| City of Dublin | City of Sacramento |
| City of East Palo Alto | City of Salinas |
| City of Elk Grove | City of San Bruno |
| City of Eureka | City of San Leandro |
| City of Fairfield | City of San Luis Obispo |
| City of Fillmore | City of San Mateo |
| City of Folsom | City of San Rafael |
| City of Fort Bragg | City of San Ramon |
| City of Galt | City of Santa Cruz |
| City of Goleta | City of Santa Monica |
| City of Half Moon Bay | City of Santa Rosa |
| City of Hercules | City of South Pasadena |
| City of Hollister | City of South Lake Tahoe |
| City of Lafayette | City of South San Francisco |
| | City of Stockton |

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| City of Thousand Oaks | Gwinnett County Public Library |
| City of Ukiah | Imperial County Library |
| City of Vacaville | International Association of Fire Chiefs |
| City of Vallejo | Knightsen School District |
| City of Walnut Creek | Lammersville School District |
| City of West Sacramento | Liberty Union High School District |
| City of Wheatland | Livermore Pleasanton Fire District |
| City of Yuba City | Madera District Fair |
| Contra Costa Community College District | Marin Municipal Water Agency |
| Cordova Recreation and Park District | Mountain House Community Services District |
| County of Alpine | Mountain Valley Library System |
| County of Amador | Oakley Union School District |
| County of Calaveras | Pacific Library Partnership |
| County of Contra Costa | Peninsula Library System |
| County of Colusa | Rio Linda Elverta Recreation & Park District |
| County of El Dorado | Risk Management Authority |
| County of Marin | Sacramento County Retirement Agency |
| County of Placer | Sacramento Housing and Redevelopment Agency |
| County of Sacramento | Sacramento Public Library Authority |
| County of San Joaquin | San Mateo County Library |
| County of Solano | San Ramon Valley Unified School District |
| County of Sutter | Service Employees International Union |
| County of Yolo | Solano County Transit Authority |
| County of Yuba | Stockton East Water District |
| Cooperative Personnel Services | Stanislaus County Council of Governments |
| Council of California County Law Librarians | State of California, Department of Food and Agriculture, Fairs and Expositions |
| Crockett Community Services District | Town of Colma |
| Diablo Water District | Town of Discovery Bay |
| Diablo San Ramon Sanitary District | Town of Loomis |
| Delta Counties Coalition | Travis Unified School District |
| Delta 2000, Regional Resource Agency | Truckee Donner Public Utility Department |
| East Bay Regional Park District | University of California - Santa Cruz |
| East Bay Regional Communications System Authority | Yorba Linda Public Library |
| East Contra Costa Irrigation District | Yuba County Water Agency |
| East Quincy Community Services District | Water Emergency Transit Authority |
| El Dorado Irrigation District | Zone 7 Water Agency |
| El Dorado Hills CSD | |
| Fresno Unified School District | |

PRIVATE AND NON-PROFIT CLIENTS

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| Arcadia Homes | Lewis, Bisbois, Bisgaard and Smith Law Firm |
| Best Best and Krieger Law Firm | Liebert Cassidy Whitmore Law Firm |
| Callahan Property Company | MAS/Nearon |
| Community Medical Centers | Meyers Nave Law Firm |
| Economic and Planning Systems | Pacific Development Group |
| Foundation for the Retarded of the Desert | Raney Planning & Management, Inc. |
| Fraser & Associates | RCHGroup |
| Friends of the Truckee Library | TPC |
| Habitat for Humanity Diablo Valley Chapter | The Kivelstadt Group |
| Kikkoman | Volunteers of America |
