

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

MUNICIPAL RESOURCE GROUP, LLC  
675 HARTZ AVENUE, SUITE 300  
DANVILLE, CA 94526  
(925) 314-3889

December 5, 2017





December 5, 2017

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**

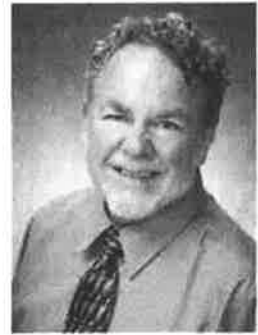
The fee for Mr. Carniglia's services is \$135.00 per hour which includes all costs except mileage reimbursement at the current IRS rate and miscellaneous associated costs incurred at the direction of the City.

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**

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 Loyaltown
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

---

---

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

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

---