

**PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF
HAWTHORNE AND MNS ENGINEERS, INC.**

This PROFESSIONAL SERVICES AGREEMENT (“AGREEMENT”) is made and entered into this ____ day of _____, 2025, by and between the City of Hawthorne, a California municipal corporation and general law city (“CITY”) and MNS Engineers, Inc., a California Corporation (“CONSULTANT”) (Collectively, the “Parties”). This agreement is made with reference to the following:

RECITALS

A. CITY requested a proposal for professional services with respect to providing as-needed Contract Planning Services for the City’s Planning Department.

B. CONSULTANT submitted a scope of work and a schedule of fees for the performance of such services, a true and correct copy of which is attached hereto as Exhibit "A" and by this reference made a part hereof.

C. CITY desires for CONSULTANT to provide professional services as described in Exhibit “A”.

D. CONSULTANT represents in meeting its obligations under this AGREEMENT, CONSULTANT shall employ, generally accepted standards and practices utilized by persons engaged in providing services similar to or under similar circumstances to those required of CONSULTANT under this AGREEMENT.

NOW, THEREFORE, in consideration of the foregoing Recitals, the Agreement of the parties as set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS

The following definitions shall apply to the following terms, except where the context of this AGREEMENT otherwise requires:

(a) Services: CONSULTANT shall provide professional services as described in Exhibit "A", attached herein.

(b) Duration: Said AGREEMENT shall be effective from the date of execution of this AGREEMENT until December 31, 2025.

(c) Consultant: MNS Engineers, Inc., 3850 Vine Street, Riverside, CA 92507.

(d) City: 4455 w 126th St., Hawthorne, CA 90250

2. **SCOPE OF SERVICES**

(a) CONSULTANT shall forthwith undertake and complete the scope of work in accordance with Exhibit "A" hereto and all in accordance with any applicable law, ordinances, and guidelines, all to the reasonable satisfaction of CITY.

(b) CONSULTANT shall, at CONSULTANT'S sole cost and expense, secure and hire such other persons as may, in the opinion of CONSULTANT, be necessary to comply with the terms of this Agreement. In the event any such other persons are retained by CONSULTANT, CONSULTANT hereby warrants that such persons shall be fully qualified to perform services required hereunder. CONSULTANT further agrees that no subcontractor shall be retained by CONSULTANT, except upon the prior written approval of CITY.

3. **COMPENSATION, METHOD OF PAYMENT, AND ADDITIONAL SERVICES**

(a) CITY shall pay CONSULTANT no more than (\$129,500.00).

(b) Payments to CONSULTANT shall be made by CITY in accordance with the invoices submitted by CONSULTANT, and such invoices shall be paid within thirty (30) days after said invoices are received by CITY. Each invoice shall detail work performed and charges. All charges shall be in accordance with CONSULTANT's proposal with respect to project expenses as set forth in Exhibit "A".

(c) Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT.

4. **CITY ASSISTANCE AND AVAILABILITY OF CITY RECORDS**

(a) The CITY shall provide the following assistance to CONSULTANT as needed so CONSULTANT can perform the services described above:

(i.) Photographically reproducible copies of forms, documents, codes and other information, if available, which CONSULTANT considers necessary in order to complete the project.

(ii.) Such information as is generally available from CITY files applicable to the scope of work. Scope of Work.

(iii.) Assistance, if necessary, in obtaining information from other governmental agencies and/or private parties.

5. **CONSULTANT'S BOOK OF RECORDS**

(a) CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for five (5) years from the date of execution of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying at any time during regular business hours, upon written request by the CITY or CITY's designated representative. Copies of such documents or records shall be provided directly to the requesting party for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon. Such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY or CONSULTANT has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, the CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to all parties to this AGREEMENT, as well as to their successors-in-interest and authorized representatives.

6. TERMINATION OF AGREEMENT

This AGREEMENT may be terminated without cause by CITY upon the giving of a written "Notice of Termination" to CONSULTANT upon thirty (30) days prior written notice or the CONSULTANT may terminate this contract upon thirty (30) days prior written notice. In the event this Agreement is so terminated, CONSULTANT shall be compensated on a pro-rata basis with respect to the percentage of the project completed as of the date of termination. In no event, however, shall CONSULTANT receive more than the maximum specified in paragraph 3(a), above. CONSULTANT shall provide to CITY any and all documents, data, studies, surveys, drawings, maps, models, photographs, and reports, whether in draft or final form, prepared by CONSULTANT as of the date of termination. CONSULTANT may not terminate this Agreement except for cause.

7. NOTICES AND DESIGNATED REPRESENTATIVES

(a) Any and all notices, demands, invoices, and written communications between the parties hereto shall be addressed as set forth in this paragraph. The below named individuals, furthermore, shall be those persons primarily responsible for the performance by the parties under this AGREEMENT:

To CITY
4455 West 126th Street,
Hawthorne, CA 90250
Attn: Director of Planning

To CONSULTANT
3850 Vine Street, Suite 110
Riverside, CA 92507

(b) Any such notices, demands, invoices, and written communications, shall be delivered by United States mail, and shall be deemed to have been received by the addressee forty-eight (48) hours after deposit thereof, postage prepaid and properly addressed as set forth above.

8. CONTINUITY OF PERSONNEL

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall notify CITY of any changes in CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance. CITY shall not be responsible for time and costs associated with CONSULTANT's turnover or reassignment of staff.

9. STATUS OF CONSULTANT

(a) The parties hereto agree that CONSULTANT and its employers, officers and agents are independent contractors under this Agreement and shall not be construed for any purpose to be employees of CITY.

CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY, whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, employees or agents are in any manner officials, officers, employees or agents of CITY.

(c) The CONSULTANT or any of CONSULTANT's officers, employees or agents, shall not obtain any rights to retirement, health care or any other benefits that may otherwise accrue to CITY employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

10. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of applicable State and Federal laws and regulations, which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations pursuant to sound professional practices including, but not limited to, possessing and maintaining all necessary licensing. CITY, and its officers and employees, shall not be liable at law or in equity occasioned by negligent failure of the CONSULTANT to comply with this Section.

11. NON-DISCRIMINATION

CONSULTANT shall not discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), sexual orientation, marital status, and denial of family care leave. CONSULTANT shall ensure that the evaluation and treatment of their employees and applicants for employment are free from discrimination and harassment. CONSULTANT shall comply with the provisions of the California Fair Employment and Housing Act (Government Code Section 12900, et seq.), and the regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285, et seq.). If applicable, CONSULTANT shall give written notice of their obligation under this clause to labor organizations with which they have a collective bargaining AGREEMENT or other AGREEMENT.

12. INDEMNIFICATION

To the fullest extent provided by law, CONSULTANT shall indemnify, hold harmless, and defend CITY, its officers, employees, elected and appointed officials, and volunteers from and against any and all claims and losses, costs or expenses for any damage resulting in death or injury to any person and/or injury or damage to any property resulting from any negligent act or omission of CONSULTANT or any of its officers, employees, agents, or subcontractors in the performance of this AGREEMENT. Such cost and expense shall include reasonable attorney fees.

13. CONFLICT OF INTEREST

(a) No CITY employee whose position with CITY enables such employee to influence the award of this AGREEMENT or any competing AGREEMENT, and no spouse or economic dependent of such employee, shall be employed in any capacity by the CONSULTANT or have any other direct or indirect financial interest in this AGREEMENT. No officer or employee of this CONSULTANT who may financially benefit from the performance of work hereunder shall in any way participate in the CITY's approval, or ongoing evaluation of such work, or in any way attempt to unlawfully influence CITY's approval or ongoing evaluation of such work.

(b) The CONSULTANT shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this AGREEMENT. The CONSULTANT warrants that it is not now aware of any facts that create a conflict of interest. If

the CONSULTANT hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the CITY. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this section shall be a material breach of this contract.

14. CONFIDENTIAL INFORMATION

All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the CITY, except as may be required by law.

15. INSURANCE

(a) During the course of the term of this AGREEMENT, CONSULTANT shall maintain Professional Liability Insurance in a combined single limit of not less than \$2 million per claim or occurrence and \$4 million in the aggregate. CONSULTANT shall also maintain General Liability Insurance in a combined single limit of not less than \$2 million per claim or occurrence and \$4 million in the aggregate.

(b) CONSULTANT shall provide a certificate naming CITY as additional insured. CONSULTANT shall procure and maintain, for the duration of the AGREEMENT, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance or the work hereunder, and the results of that work by the CONSULTANT, his agents, representatives, employees or subcontractors.

16. AUTHORITY TO EXECUTE

The person or persons executing this AGREEMENT on behalf of CONSULTANT represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind CONSULTANT to the performance of its obligations hereunder.

17. MODIFICATION OF AGREEMENT

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the CONSULTANT and by the CITY. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

18. WAIVER

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

19. LAW TO GOVERN; VENUE

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Los Angeles.

20. ATTORNEY'S FEES, COSTS, AND EXPENSES

In the event litigation or other proceeding is required to enforce or interpret any provision of this AGREEMENT, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

21. ENTIRE AGREEMENT

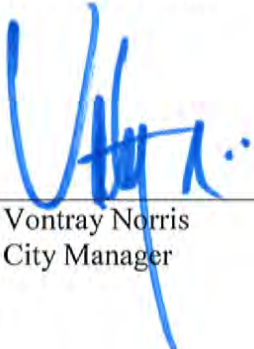
This AGREEMENT, including the attached Exhibit "A", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party that are not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

22. SEVERABILITY

If a term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

IN WITNESS WHEREOF, this Professional Services Agreement has been executed by their duly authorized representatives.

CITY OF HAWTHORNE

By: 


Vontray Norris
City Manager

MNS Engineers, Inc.

By: *Peter Minegar*


[Name] Peter Minegar
[Title] Vice President - Planning

APPROVED AS TO FORM:

By: 

Robert M. Kim
City Attorney

ATTEST:

By: 

Dayna Williams-Hunter
City Clerk

EXHIBIT A
As-Needed Planning Services – Scope of Work
and 2025 Standard Schedule of Fees

April 23, 2025

Gregg McClain

Director

Planning Department

4455 W 126th St.

Hawthorne, CA 90250

SUBJECT: As-Needed Planning Services – Agency Staffing

Dear Mr. McClain,

MNS Engineers, Inc. (MNS) is pleased to submit this letter proposal to provide as-needed Contract Planning services for the City of Hawthorne Planning Department. MNS is a multiservice infrastructure consulting firm, in business for more than 60 years, specializing in construction management, civil engineering, and land surveying services. In addition to these service lines, MNS has recently expanded to add Planning services, including overload agency staffing services, community planning, environmental compliance (CEQA/NEPA), regulatory permitting, entitlement, and housing. While these services may be new to MNS, our team is staffed with professionals who are very experienced and well known in the industry.

MNS understands the city wishes to maintain current levels of service by having additional support to assist current staff with day-to-day counter and project management, so we offer an exceptional Planner, Julain Reynaga. The scope of work provided herein reflects the services we believe the City is looking for. staff by providing the overload staff review

Should you have any questions about the proposed scope of work or want to discuss anything further, please do not hesitate to contact me via email at tnelson@mnsengineers.com or by phone at (951) 323-4343.

Sincerely,

MNS Engineers, Inc.



Tracy Nelson

Planning Practice Lead - Agency Staffing

MNS DETAILS

LEGAL NAME

MNS Engineers, Inc.

FIRM OWNERSHIP TYPE

C-Corporation

YEAR FIRM

ESTABLISHED

1962

CALIFORNIA

DEPARTMENT OF

INDUSTRIAL RELATIONS

DIR No. 1000003564

CORPORATE OFFICE

201 N. Calle Cesar Chavez,
Suite 300

Santa Barbara, CA 93103

mnsengineers.com

LOCAL OFFICE (Virtual)

3850 Vine Street, Suite 110

Riverside, CA 92507

PROJECT CONTACTS

Tracy Nelson

Planning Practice Lead-Agency
Staffing

951.323.4343

tnelson@mnsengineers.com

VICE PRESIDENT,

PLANNING

Peter Minegar, AICP

951.541.3011

pminegar@mnsengineers.com

Scope of Work

MNS has prepared the following scope of work based on our understanding of the services required by the City. All services provided under this scope of work will be charged on a Time and Materials basis according to the rates in the included rate schedule. Julian Reynaga will be our lead for this effort and will continue to do so under this pursuit. MNS will provide the services required by the City Planning Department, including at a minimum those types of services described below:

- Review proposed development plans for compliance with all local plans and ordinances including the City's General Plan, Zoning Ordinance and any applicable design guidelines.
- Front counter management services.
- Utilization of City electronic and paper files to research previous and/or related cases.
- Coordinate the City's interdepartmental review of proposed projects which would include routing of plans to various City departments; consolidation of comments; resolution of internal inconsistencies; and presentation of recommendations and revisions to the applicant.
- Meet and/or teleconference with staff and/or the applicant as necessary to identify and discuss critical items and develop workable solutions, as necessary.
- Preparation of comments, letters to applicants.
- Maintenance of communication with applicants, interested parties, property owners, homeowner associations, various governmental agencies, and other City departments. Response to inquiries about projects from residents and applicants.
- Preparation of notices for public meetings and hearings.
- Management of the project schedule in accordance with City's adopted timeframes.
- Maintaining and closing electronic and paper files in accordance with City procedures.
- Prepare staff reports and present them for consideration and action by the Planning Commission and City Council.
- Prepare Planning Commission and City Council resolutions and/or ordinances related to proposed development projects and CEQA document certification.
- Prepare other documents related to Planning Commission and City Council decisions relevant to development projects.
- Coordinate the preparation and filing of all required notices with the State Clearinghouse and/ County Clerk's office.
- Perform other related duties, as assigned by the Community Development Director.

Schedule of Fees

MNS agrees to the following rate schedule for this assignment. If the City requests additional staff, services will be provided in accordance with MNS' Standard rate schedule. MNS will obtain client authorization prior to reclassifying or substituting personnel.

Description	Rate
Assistant Planner	\$120.00

Assumptions and Exclusions:

- Services will be rendered in-person at City Hall.
- Rates provided in this proposal are valid for 1 calendar year from the date of contract execution.
- Escalation of rates will follow the provisions in the attached Standard Schedule of Fees.

2025 Standard Schedule of Fees

Principal in Charge	\$325.00 - \$350.00
Senior Project Manager	\$265.00 - \$285.00
Project Manager	\$230.00 - \$265.00
Principal Planner/Scientist	\$195.00 - \$230.00
Senior Planner/Scientist	\$165.00 - \$195.00
Associate Planner/Scientist	\$140.00 - \$165.00
Assistant Planner/Scientist	\$120.00 - \$140.00
Planning Technician	\$100.00 - \$120.00
Senior Technical Editor	\$125.00 - \$150.00
Technical Editor	\$110.00 - \$125.00
Senior GIS Technician/Graphic Artist	\$125.00 - \$160.00
GIS Technician/Graphic Artist	\$110.00 - \$125.00

DIRECT EXPENSES. Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus ten percent (10%). Mileage will be charged at the current federal mileage reimbursement rate.

ANNUAL ESCALATION. Standard fee rates provided for each classification are subject to 5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.



AGENDA ITEM NO. 21.

CITY OF HAWTHORNE

City Council

AGENDA BILL

For the meeting of 06/24/2025

Originating Department: Planning

City Manager:

Department Head:

SUBJECT:

Professional services agreement with MNS Engineer, Inc. to provide temporary staffing to the Planning Department.

RECOMMENDED MOTION:

Approve agreement.

DISCUSSION:

The Planning Department is currently understaffed by two positions--Planning Clerk and Planning Assistant. This contract is for one planner to interface with the public and to assist with plan checking and license review activities during the period of staff recruiting.

ECONOMIC DEVELOPMENT STRATEGIC PLAN:

Goal 3: Improve development processing and customer service operations.

FISCAL IMPACT:

Up to \$129,500, to be paid with the savings in Planning Department's FY2025-2026 personnel budget resulting from two vacancies.

NOTICING PROCEDURE:

Not required.