



April 23, 2024

Mr. Tim Howe  
Director of Water/Wastewater  
City of Seguin  
P.O. Box 591  
Seguin, Texas 78156-0591

RE: Right of Way Acquisition Services for River Oaks Wastewater Easement Acquisition

Dear Mr. Howe:

On behalf of the HDR Team, we thank you for the opportunity to submit this proposal in response to the City of Seguin's request for Real Property Acquisition and Relocation Assistance Services. HDR has the experience, expertise, and resources to provide the full range of services in support of the City's Projects. Our company is second to none, with Real Estate Specialists who handle multiple demanding residential and commercial transactions with efficiency. Our goal is to work closely with the City to achieve project success through communication, dedication, and organized processes. Every HDR specialist is a full-time, permanent employee with a demonstrated track record of success.

**HDR has local offices in Austin and San Antonio TX.** HDR's real estate consulting and property acquisition and relocation services for government and public agencies, utility companies and railroads include negotiations, acquisitions, relocations, appraisals, appraisal reviews, title search, condemnation services, settlement recommendations, closing and title services, oversight and coordination of these various disciplines, as well as survey, environmental support, community outreach and public meetings. We offer expertise in the following service areas:

- Survey Coordination
- Right of Entry Services
- Title research
- Appraisal Coordination and Review
- Negotiations
- Administrative Settlement Services
- Closing Services
- Condemnation Support Services
- Public Outreach Services

In providing Real Estate Services, HDR performs all tasks in accordance with all applicable codes, regulations, standards and procedures, professional practices, and recognized methods including the Federal Highway Administration (FHWA), Uniform Relocation and Real Property Acquisition Act of 1970 as amended, the Uniform Standards of Professional Appraisal Practice (USPAP), as well as other applicable state and federal regulations per funding requirements. **HDR has 208 nationwide Real Estate Services staff in 28 states. HDR's Real Estate Services Team in Texas includes 40 qualified and experienced team members (see attached Qualification Matrix),** many of whom have held prior positions with municipalities and governmental agencies.

Our team has extensive experience representing agencies as their point of contact with property owners. We have full-time professional staff ready to provide a full suite of property acquisition and relocation services to achieve project milestones. Our focus is:

- Respect for the individuals we will be working with
- Quality
- Efficiency

**We will act as your advocate while also being sensitive to the concerns of property owners and occupants.**

HDR professionals have experience adapting to difficult situations and have first-hand experience dealing with diverse project issues involving property owners and regulatory agencies. We can recognize potential problems before they occur and take corrective measures to avert the problem from materializing.

HDR's Real Estate Team has experience with a wide range of projects, gaining the expertise necessary to provide a broad range of services, particularly for projects with significant community involvement and accelerated schedules. Our capabilities and experience include numerous forms of acquisition and relocation with landowners, homeowners, tenants, businesses, and personal property. We also bring history of working locally with public entities and stakeholders.

## **PROJECT SUMMARY**

The Project will consist of previously provided scope of work for Right of Way Acquisition Services. The general scope of work includes, but is not limited to the following activities:

Part A: Right of Way (ROW) Administration Services

Part B: Title Services and Closing Services

Part C: Negotiation Services

Part D: Relocation Assistance Services

## **SCOPE OF WORK**

### **Part A- Right of Way (ROW) Administration Services (Assumes 18 months)**

#### **1. Communication**

- a. Attend bi-weekly status meeting with appropriate CITY OF SEGUIN Staff virtually. Date and time are determined by CITY OF SEGUIN Staff.
- b. Maintain status reports of all parcel and project activities and provide bi-weekly status reports to CITY OF SEGUIN Staff. The reporting format will be determined by the CITY OF SEGUIN Staff.
- c. Provide schedule of all areas of work indicating anticipated start and end dates. The reporting format will be determined by CITY OF SEGUIN Staff.

#### **2. Project Planning and Coordination**

The HDR may be requested to provide the following services:

- a. Coordination with CITY OF SEGUIN staff and/or HDRs, CITY OF SEGUIN's General Counsel.
3. Prepare invoices utilizing CITY OF SEGUIN standard payment submissions forms with supporting documentation.
4. Quality Assurance and Quality Control (QA/QC) program for deliverables.

**Part B - Title and Closing Services (combined) (Assumes Title and Closings for 50 Parcels)**

1. Secure preliminary title commitment from a CITY OF SEGUIN Staff approved Title Company. Title Company will also provide title insurance for parcels.
  - a. The charges from the Title Company for the preliminary title commitments will be paid by the CITY OF SEGUIN and should not be included in the HDR's negotiated fee schedule.
2. Secure title insurance for all parcels acquired, insuring acceptable title to the CITY OF SEGUIN. Written approval by the CITY OF SEGUIN required for any exception. The charges from the Title Company for the title insurance will be paid by the CITY OF SEGUIN and should not be included in the HDR's negotiated fee schedule.
3. Analyze preliminary title report to determine potential title problems, propose and inform CITY OF SEGUIN Staff of methods to cure title deficiencies.
4. The curative services necessary to provide clear title to the CITY OF SEGUIN is the responsibility of the HDR and is to be included in the negotiated fee schedule for this service. Note: The HDR's curative services do not include CITY OF SEGUIN/expenses that qualify as payment of incidental expenses to transfer real property to the CITY OF SEGUIN.
5. The HDR has the responsibility of direct contact with the Title Company to obtain an updated title commitment along with other forms and certified copy of the instrument of conveyance or Purchase Contract necessary when requesting the Parcel Payment from CITY OF SEGUIN Staff. The charges from the Title Company for the update of the title commitment will be paid by the CITY OF SEGUIN and should not be included in the HDR's negotiated fee schedule.
6. The HDR provides closing services in conjunction with the Title Company.
7. Any fee related to obtaining certified court documents and fees for recording same which are not collected at the closing of the parcel shall be direct pass-through fees supported by the county courthouse receipts.
8. HDR shall cause the recordation all original instruments immediately after closing at the respective County Clerk's Office, except for donations which must be forwarded to the CITY OF SEGUIN for acceptance by the CITY OF SEGUIN prior to recording. Recording fees and filing fees are paid by the CITY OF SEGUIN and should not be included in the HDR's negotiated fee schedule.

**Part C - Negotiation Services (Assumes 50 Parcel Negotiations)**

1. Analyze appraisal reports and confirm the CITY OF SEGUIN's approved value prior to making offer for each parcel.
2. Prepare the initial offer letter, memorandum of agreement, instruments of conveyance, and any other documents required or requested by the CITY OF SEGUIN on applicable CITY OF SEGUIN forms.

3. The written offer, and appraisal report must be sent to each property owner or the property owner's designated representative through CMRRR. Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing. Retain copies of the unsigned CMRRR receipt and the appraisal as support for billing purposes.
4. Respond to property owner inquiries verbally and in writing within two (2) business days.
5. Prepare a separate negotiator contact report for each parcel, per contact, on CITY OF SEGUIN approved form.
6. All original documents generated or received by the HDR must be delivered to the CITY OF SEGUIN Staff within three (3) working days from the date they are generated or received by the HDR. Copies or working file documents may be kept by the HDR. Maintain parcel files of original documentation related to the purchase of the real property or property interests.
7. Advise property owner of the Administrative Settlement process. Transmit to CITY OF SEGUIN Staff any written counteroffer from property owners including supporting documentation, and HDR recommendation with regard to Administrative Settlements.
8. Prepare and mail the documents of conveyance by CMRRR.

#### **Part D - Relocation Assistance (Assumes 5 Personal Property Relocations)**

The HDR will perform Personal Property Relocation Assistance for eligible Displacees. The HDR will provide experienced and knowledgeable staff to successfully administer the personal property relocation requirements. Typical assignments include preparing relocation impact reports, move costs, providing relocation advisory services, and assisting the displacee with required documentation for the relocation of personal property displaced as a result of CITY OF SEGUIN's acquisition of real property for public projects.

The HDR will be tasked to perform Personal Property Relocation Services to include:

1. Inform Displacees available relocation assistance services and benefits and explain relocation process. Conduct personal, on-site interviews of prospective displacees to ascertain relocation needs and special requirements.
2. HDR shall provide 90-day notice.
  - a. Deliver the 90-day notice and benefits package to the Displacees as approved by the CITY OF SEGUIN.
  - b. The 90-day notice may not be delivered prior to a personal interview with the Displacee during which time the Relocation Agent determines the type, needs and eligibilities of the Displacee, or before the issuance of the initial offer.
3. Provide on-going relocation assistance and advisory services to Displacees affected by acquisition of right of way.
4. Acquisition Provider shall provide 30-day notice to vacate once the CITY OF SEGUIN has possession of the property. The Displacee must be given a minimum of 90 days notice prior to being required to vacate.
5. HDR shall immediately notify CITY OF SEGUIN if the Displacee does not vacate the premises after 30-day notice expires.

6. Provide an explanation to Displacees who are eligible for personal property relocation.
7. Create and maintain electronic and documented relocation files to include documentation of all applicable notices, claims, move scopes, move estimates and other correspondence relative to the relocation displacement.
8. Prepare personal property schedule move claims and provide the explanation of payment eligibility to Displacees.
9. Provide an explanation of the various Personal Property move options to Displacees.
10. Coordinate and monitor move with displaced homeowners, business owners, tenants, and with moving companies in compliance with the Uniform Act and CITY OF SEGUIN Right of Way procedures.
11. Maintain detailed relocation contact logs journaling all attempted and completed contacts with all parties. This includes descriptions of the reasons and outcome for each contact.
12. Scheduling meeting with Displacees to obtain signatures on claims forms and other documents.
13. Assist or prepare all relocation payment claims submissions, obtaining all supporting documentation, securing the required signatures and the submittal for claim package for payment to appropriate approving authority. This includes payment of estimates and all relative relocation claims.
14. Deliver and maintain documentation of the delivery of relocation warrants in accordance with CITY OF SEGUIN guidelines.
15. Prepare and analyze the appraisal report relative to the valuation of realty vs personal property to ensure that personal property to be relocated is not valued in the appraisal report. Prepare the inventory associated with the move as well as the relative move specification and scope of services.
16. Coordinate the walk-through for a minimum of two bids and move estimates with movers, if necessary. Provide on-going advisory assistance, including lists of qualified movers and vendors.
17. Monitor the actual move to replacement site, as necessary.
18. The agent will make recommendation or approval of monetary benefits associated with commercial moves of Personal Property for the CITY OF SEGUIN to approve,
19. Respond to all Displacee inquiries.

### **ASSUMPTIONS**

As a basis for the preparation of this proposal and the associated cost of services, the following assumptions were made:

- Title Insurance rates are regulated by the State. Attached is a copy of the Texas Department Insurance basic premium rates.
- Title Report and Escrow Fees are set rates by Title Company to perform services.
- 50 Parcels to Negotiate, complete Title Curative and Closing with Title Company.
- 5 Personal Property Relocations

- ROW Administrative Services assumes 18 months of project administration for acquisition of land rights.
- Attend bi-weekly status meetings with appropriate CITY OF SEGUIN Staff.
- The City of Seguin will provide all real estate forms/templates, policies and procedures for acquisition and relocation.

### **EXCLUSIONS**

The following items were specifically excluded from HDR's scope of work:

- Appraisal
- Appraisal Review Services
- Survey Services
- Survey Review Services
- Right of Entry Services
- Final Offer Package Services
- Eminent Domain Prep & Testimony Rates for Expert Witnesses
- Charges from the Title Company for the title insurance
- Property Management Services
- Condemnation Support Services
- Property Disposal Services

HDR values our partnership with CITY OF SEGUIN. We know you have a choice in the HDR you select and many of our competitors can perform the same tasks we have outlined in this proposal. The differentiators that we can offer are about more than just price, but the value we bring to the table in caring about the projects, clients, and communities we serve.

Based on the known project details, the approximate per parcel fees for the River Oaks Wastewater Project are shown in the table below. The assumptions used to develop these costs and an overview of the deliverables that HDR will provide are included below.

### **COMPENSATION FOR SERVICES**

The cost to provide the engineering services will be invoiced as hourly services and is priced below as follows:

**HDR Engineering, Inc.**  
**Right of Way Fee Estimate**  
**April 23, 2024**

<b>Services</b>	<b>Rate</b>			
ROW Administrative Services	\$ 3,830.00	Per Month	18 Months	\$ 68,940.00
Negotiations	\$ 4,500.00	Per Parcel	50 Parcels	\$ 225,000.00
Title and Closing Services	\$ 1,850.00	Per Parcel	50 Parcels	\$ 92,500.00
Personal Property Relocation Services	\$ 1,300.00	Per Parcel	5 Parcels	\$ 6,500.00
<del>Final Offer Package</del>	<del>\$ 1,000.00</del>	<del>Per Parcel</del>	<del>10 Parcels</del>	<del>\$ 10,000.00</del>
Estimated Direct Expenses				\$ 9,985.00
			<b>Total</b>	<b>\$ 402,925.00</b>

Page 7  
Mr. Tim Howe  
April 23, 2024

HDR appreciates the opportunity to provide a proposal for right of way services for the River Oaks Wastewater Project. Please contact Erin Newberry at [erin.newberry@hdrinc.com](mailto:erin.newberry@hdrinc.com) or (210) 844-2961 should we be able to provide additional information.

Sincerely,  
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Erin Newberry".

Erin Newberry, SR/WA  
Real Estate Services Project Manager

A handwritten signature in blue ink, appearing to read "Todd Warrix".

Todd Warrix, PE  
Vice President