



## **City of Seguin**

### **Proposal for Professional Services**

Phase 5 - Developer Contracting

## **Nolte Redevelopment Site**

101 E. Nolte Street, Seguin, TX.

5-19-25

#### **Prepared for:**

Steve Parker

City Manager

City of Seguin

830.401.2302

[sparker@seguintexas.gov](mailto:sparker@seguintexas.gov)

## PROJECT OVERVIEW

TBA Douglas is pleased to present this proposal to the **City of Seguin** for **Phase 5 – Developer Contracting** of the Nolte downtown site located at **101 E. Nolte Street**, Seguin, TX.

## SCOPE OF SERVICES

TBA Douglas proposed the following scope of work:

### Phase 5 – Developer Contracting

Consultant team will assist City in negotiation of contract terms for the redevelopment of the Nolte site. Initial agreement will be a **Memo of Understanding** followed by a **Conveyance and Developers Agreement**. In addition, **special requirements** for consideration will be identified in incorporated as a suppliant

#### Memo of Understanding

- Meeting 1 – Kickoff (w/ City leadership & stakeholders)
- Establish forum for negotiation w/ developer (roles & responsibilities)
- Schedule w/ Milestones
- Draft MOU Term Sheet
- Meeting 2 – MOU Initial Terms (w/ City leadership & stakeholders)
- Present draft terms for review and discussion
- Issue draft terms sheet to developer
- Meeting 3 – MOU Terms
- Review of developers edits
- Respond to developer's comments/terms
- Negotiation of terms
- Establish final terms sheet
- City Council Approval

#### Conveyance and Development Agreement Phase

- Meeting 4 – Kickoff (w/ City leadership & stakeholders)
- Define C&D agreement Objectives
- Draft C&D agreement
- Meeting 5 – Initial Draft C&D agreement
- Present/review draft C&D agreement
- Review of developers edits
- Meeting 6 – Interim C&D agreement
- Respond to developer's comments/terms
- Negotiation of terms
- Establish final C&D agreement
- City Council Approval

## Special Requirements

- Initial Meeting
- Determine Roles & Responsibilities
- Schedule w/ Milestones
- Draft Term Sheet
- City Council Approval

## FEE PROPOSAL

### Phase 5 – Developer Contracting (5-6 months)

▪ Memo of Understanding (2m)	\$ 19,800
▪ Conveyance and Development Agreement (3m)	\$ 39,400
▪ <u>Special Requirements (2m)</u>	<u>\$ 16,800</u>
	\$ 76,000

## ADDITIONAL SERVICES

### Proposed Future Phases

Phase 6 – Design Review

Phase 7 – Transaction Coordination

Phase 8 – Construction Review

## Hourly Billing Rates

TBA Douglas hourly rates will be the basis for calculating the cost of any additional services requested by the Client. TBA Douglas will not undertake any additional services without your written authorization. TBA Douglas project team hourly rates for the duration of the project are per attached “Exhibit A”.

## Reimbursable Expenses

Reimbursable expenses shall not exceed 3% of the total project fee. Any additional cost incurred beyond this amount will need prior approval from the client.

The following items shall be paid as a reimbursable expense:

- All transportation expenses related to the project.

- Travel expenses.
- Reproduction and plotting.
- Overnight or special shipping charges.
- Messenger services.
- Purchase or rental of specialized equipment specifically requested by the client.
- Fees and reimbursable expenses paid to consultants authorized by the client.
- All regulator fees required by project.

Reimbursable expenses will be billed at 1.10 except for certain in-house activities that will be billed according to the following schedule:

Auto Mileage	IRS Standard Mileage Rate
Plan printing	\$ .51 / square foot (one set)
	\$ .19 / square foot (additional sets)
CADD Plots	\$ 15.00 each

Reproduction of additional sets of documents beyond those specifically identified as deliverables and only when specifically requested by the Client and supported with proper documentation in the form of itemized invoices, shall be paid as a reimbursable expense.

## Payment

The Client shall pay TBA Douglas monthly based on the progress of the work. Reimbursable expenses shall be invoiced monthly as the work progresses. Terms shall be net Thirty (30) days from the date of receipt of the invoice.

Your signature below will serve as acceptance of this proposal.

## TBA Douglas

Name Andrew Douglas, AIA

Title Principal

signature/date

## City of Seguin

Name Steve Parker

Title City Manager City of Seguin

signature/date

## EXHIBIT A

### BILLING RATE SCHEDULE

CLASSIFICATION	2025 BILLING RATES
Principal	\$275
Senior Project Manager	\$209
Project Manager	\$180
Project Staff / Draftsperson	\$110
Senior Interior Designer	\$120
Interior Design Staff	\$110
Construction Administrator	\$180
Specification Writer	\$134
Administrative	\$100

**Billing Rates Subject to Change 1/1/26**