

EXHIBIT A

TASK ORDER 1

This Task Order pertains to an Agreement by and between the City of Dripping Springs, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated May 21, 2019 ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 1

PROJECT NAME: East Interceptor and South Collector and 8 inch Force Main Extension

PART 1.0 PROJECT DESCRIPTION:

HDR will assist the City of Dripping Springs with the acquisitions of 28 parcels. Services include project management, right of entries, appraisals and appraisal reviews, negotiations, title services, closings, relocations, and condemnation support.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

Project Administration Services - \$66,500.00 (assumes 18 months)

1. Attend weekly status call meetings and one monthly face to face progress meeting with City Staff.
2. Maintain current status reports of all parcel and project activities and provide weekly status reports to City Staff.
3. Prepare initial property owner list with property owner contact information.
4. Attend and assist with Public Meetings and Council Meetings as requested by City.
5. Files will be kept in HDR's office. HDR will maintain electronic files for each parcel. Required original documents will be kept by HDR until ROW activities are complete for all files.
6. Prepare invoices utilizing City standard payment submissions forms.
7. Maintain records of all payments or property, closing costs and relocation.
8. Maintain copies of all correspondence and contacts with property owners.

Title and Closing Services – Fee is included in Negotiations- \$53,500.00

1. Secure preliminary title reports for each parcel from a City approved Title Company and secure title report updates when requested by City. Request title insurance from the Title Company if requested by City for parcels closing by Easement and Commissioner Awards.
2. Analyze preliminary title report to determine potential title problems, propose and inform City Staff of methods to cure title deficiencies.
3. The curative services necessary to provide clear title to City is the responsibility of HDR.
4. HDR will contact the Title Company to obtain an updated title commitment along with other forms required to close parcels with clear title.
5. HDR will provide closing services in conjunction with the Title Company and will be required to attend closings.
6. All fees associated with preliminary Title Reports, Closing Costs, and Title Policies shall be paid by the City.

Right of Entry Services – \$27,000.00

1. Prepare Right of Entries.
2. Request Right of Entries from property owners for property surveys, environmental surveys, Environmental Site Assessments (ESA), cultural resource surveys, and geotechnical investigations, as applicable.

Appraisal and Updated Appraisal Services- \$72,000.00 (assumes 28 initial appraisals and 8 updated appraisals)

1. Subcontract for appraisal services and manage the appraisers assigned to the project. Appraisers must be approved by City staff.
2. HDR will be responsible for hiring and managing the Appraisers during the Appraisal process.
3. Appraisers shall provide advance notice of the date and time of their appraisal inspections of the subject property to the HDR's Project Manager in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the property owner by the Negotiation Agent and if applicable the Displacee by the Relocation Agent.
4. Prepare and conduct personal pre-appraisal contact with interest owner(s) for each parcel.
5. Contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property. Maintain record of contact in file.
6. For the appraisal assignment, prepare appraisal report for each parcel to be acquired utilizing City approved form. These reports shall conform to the Uniform Standards of Professional Appraisal Practices as promulgated by the Appraisal Foundation as promulgated by the Appraisal Foundation.

7. For an updated appraisal, prepare appraisal update for the parcel to be acquired utilizing approved City form. These reports shall conform to the Uniform Standards of Professional Appraisal Practices.
8. All completed appraisals and updated appraisals will be approved by City staff.
9. City Staff coordinates with HDR's review appraiser (if applicable) regarding revisions, comments, or additional information that may be required. HDR's review appraiser will then coordinate with the appraiser.
10. As necessary, the appraiser will coordinate with the review appraiser regarding revisions, comments, or additional information that may be required.
11. The fees for initial and updated appraisal assignments are based on separate appraisal assignments with the fee for each assignment based on separate assignments performed.
12. Beyond delivery of Appraisal and updated appraisal assignments, the appraiser can be called to provide preparation and testimony for a Special Commissioners Hearing. For this appraisal assignment, the fee for the preparation time and testimony must be based on the hourly rate agreed to by City and HDR.
13. For all properties acquired with existing leases the City will follow the required procedure as described in each lease agreement.

Appraisal Review Services Appraisals and Updated Appraisals - \$28,000.00

1. Review Appraiser must be approved by City.
2. Review all appraisal reports acquired utilizing City approved form for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with the Uniform Standards of Professional Appraisal Practices as promulgated by the Appraisal Foundation.
3. Prepare and submit to City the appraisal review for each Appraisal to be approved by City.
4. The fees for the review of an Appraisal and updated appraisal are based on separate appraisal review assignments with the fee for each review assignment based on separate assignments performed.

Negotiation Services for Initial Offers – \$173,500.00

1. Analyze appraisal and appraisal review reports and confirm City's approved value prior to making the Initial Offer for each parcel.
2. Prepare and send the letter transmitting the Landowners' Bill of Rights by CMRRR to the Property Owner.
3. Prepare the initial offer letter, purchase contract, appraisal, and instruments of conveyance approved by City.
4. The written initial offer must be sent to each property owner or the property owner's designated representative through Certified Mail-Return Receipt Requested (CMRRR). Maintain follow-up contacts and secure the necessary instruments upon acceptance of the offer for the closing. Retain copies of signed and unsigned CMRRR

receipts.

5. Respond to property owner inquiries verbally and in writing within five (5) business days.
6. Prepare a negotiator contact report for each parcel, per contact, on City approved form.
7. All original documents generated or received by HDR must be delivered to City. Copies or working file documents may be kept by HDR. Maintain parcel files related to the purchase of the real property or property interests.
8. Advise property owner of the counter offer process. Transmit City Staff any written counter offer from property owners including supporting documentation, and HDR's recommendation with regard to the counter offer.

Negotiation Services for Final Offers - \$13,500.00

1. Prepare the Final Offer letter, purchase contract, appraisal and instruments of conveyance approved by City.
2. The written Final 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 signed and unsigned CMRRR receipts.
3. Respond to property owner inquiries verbally and in writing within five (5) business days.
4. Prepare a negotiator contact report for each parcel, per contact, on City approved form.
5. All original documents generated or received by HDR will be delivered to the City. Copies or working file documents may be kept by HDR. Maintain parcel files related to the purchase of the real property or property interests.
6. Advise property owner of the counter offer process. Transmit City Staff any written counter offer from property owners including supporting documentation, and HDR's recommendation with regard to the counter offer.

Relocation Assistance Services for Personal Property- \$8,000.00 (assumes 4 parcels)

1. The Relocation Assistance Specialist should provide advance notice of the date and time of their initial meeting with the Displacee with (if applicable and practical) the Appraiser's inspection of the subject property in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Assistance Specialist.
2. Notify all Displacees of eligibility for relocation assistance upon approval by City.
3. Provide on-going relocation assistance and advisory services to Displacees affected by acquisition of right of way and deliver a completed interview form.

4. Provide 90-day notice to vacate simultaneous with the delivery of relocation benefits package. The 90-day notice may not be delivered prior to a personal interview with the Displacee to determine the type, needs and eligibilities.
5. Provide 30-day notice once property has been acquired by the City. Note that the Displacee must be given a total of 90-days' notice.
6. Notify City Staff immediately if the Displacee does not move after 30-day notice expires.
7. Document all personal property to be removed from the proposed area. Written list and pictures.
8. Payments for moving personal property will be determined by the actual costs of a commercial mover or actual costs to mover the property submitted in writing by the property owner.
9. Coordinate and monitor moves for personal property.
10. Maintain relocation contact logs on form approved by the City journaling all attempted and completed contacts with all parties. This includes descriptions of the reasons and outcome for each contact.
11. Prepare relocation payment claim submissions for all Displacees in accordance with City guidelines and submit to City Staff.
12. Deliver warrants in accordance with City guidelines.
13. Verify that all personal property has been moved from the property before releasing the funds for the move.
14. Provide an executed Certification of Eligibility with all Displacee claims.

Condemnation Support Services (Pre-Hearing Support) - \$43,000.00 (assumes 8 parcels)

1. Use the information from the Title Commitment to join all interested parties on City approved form.
2. Upon completion of City's form, prepare a packet containing 2 copies each of the following documents: Commitment, Negotiator's Reports, Appraisal Acknowledgment, Pre-appraisal Contact Sheet, signed and sealed property description, plat, Final Offer Letter, any correspondence from the land owner or representatives, one copy of the appraisal report, and any real property records which are relevant to any unusual joiner or service issue. Submit packet to City.
3. Upon receipt of concurrence for the Appraisal Witness, request the update of appraisal if requested by City.
4. Upon receipt of packet prepared by the City Attorney which will include Petition for Condemnation, Lis Pendens, Order Appointing Commissioners, Order Setting Hearing, Oath of Special Commissioner, and Notice of Hearings, the original petition will be filed with the County Court at Law or other appropriate Court for a cause number to be assigned.

5. Record the Lis Pendens including the cause number with the County Clerk's Office.
6. Send a copy of the condemnation petition to the Title Company and request an updated title commitment. The Title Company needs to verify all appropriate parties were named in the petition and that no changes in title have occurred.
7. Upon assignment of a court, file the Order Appointing Commissioners with the judge, retaining a copy of the Order for the file.
8. Following appointment of Commissioners by the judge, secure the following documents: Oath of Commissioners, Order Setting Hearing, and Notice of Hearing signed by the Commissioners.
9. File all originals with the court and send a "copy" to City.
10. If there is an increase in value due to the updated appraisal, HDR will prepare the revised and final offer and send it to the appropriate parties by CMRRR.
11. Coordinate the hearing date with City Staff, City Attorney, Appraiser, three Commissioners, and a court reporter. Court Reporter will be paid by HDR and HDR will be reimbursed by City.
12. Coordinate a Pre-Hearing conference prior to the hearing (the day before or earlier) to discuss facts of the case with City Attorney, Appraiser, and City Staff.
13. After the Hearing is set, serve Notices of Hearing to the indicated parties at least twenty (20) days prior to the Special Commissioners Hearing. If it is necessary to join a federal agency, be advised that they have an additional sixty (60) days after service of the Hearing to prepare. The scheduling of the Hearing must allow for this additional time.
14. Once the notices have been served, file the notices with the court and send a "copy" to City Staff and City Attorney.
15. Send a reminder letter 2-3 weeks in advance to the City Attorney, Appraiser, three Commissioners, court reporter, and City Staff concerning Hearing date.
16. All fees associated with Pre Hearing Condemnation Support will be paid by the City. i.e. Notice of services, file marked copies, and recording fees.

Condemnation Support Services (Post Hearing Support) - \$21,500.00 (assumes 8 parcels)

1. For the hearing, prepare written summary of Special Commissioners Hearing and submit to City.
2. Obtain the signatures of commissioners on the Award of Commissioners and file one with the court for the judge's signature within 48 hours of the Hearing.
3. Give timesheets to Judge. The Judge determines the amount paid to the Commissioners. The Commissioners will be paid by HDR and invoiced to City.
4. Obtain and distribute three signed and file-marked copies of the Award as follows:
5. One file-marked copy to the title company with a request for a Title Commitment
6. One file-marked copy to City Attorney.
7. One file-marked or certified copy to City Staff.
8. Send the Commitment and the file-marked Award to City Staff to obtain a check for

deposit into the courts:

9. Deposit City check in the registry of the court. File a Notice of Deposit with the court and send certified copies to each defendant notifying them of the date of the deposit. Note - The Date of Deposit is the Date of Take.
10. Send written notices of the date of deposit to the City Staff, City Attorney and all interested parties.
11. All fees associated with Post Hearing Support Condemnation will be paid by the City. i.e. Court reporter, payment to Commissioners, Title Policy, award payments, file-marked copies, and recording fees.

Direct Expenses - \$8,720.00

PART 3.0 OWNER'S RESPONSIBILITIES:

- Provide Legal Descriptions of the Easements.
- Provide instruments of conveyance, and any other documents required or requested by the City.
- Provide approval of just compensation.

PART 4.0 EXCLUSIONS:

- N/A

PART 5.0 HDR'S FEE:

HDR will perform the above scope of work for Task Order 1 for an hourly rate not to exceed a fee total of \$515,220.00

This Task Order is executed this 14th day of June, 2019.

City of Dripping Springs

HDR ENGINEERING, INC.

“OWNER”

“ENGINEER”

BY:



BY:



NAME:

Todd Purcell

NAME:

Mark Borenstein, PE

TITLE:

Mayor

TITLE:

Vice President

ADDRESS:

511 Mercer Street

ADDRESS:

4401 West Gate Blvd., Suite
400

Dripping Springs, TX
78620

Austin, TX 78745

EXHIBIT B

Rates – City of Dripping Springs

Category	Loaded Hourly Rate
Real Estate Project Manager	\$175.00
Real Estate Principal	\$295.00
Appraiser (review)	\$160.00
Negotiation Agent I	\$128.00
Negotiation Agent II	\$135.00
Negotiation Agent III	\$165.00
Relocation Agent I	\$100.00
Relocation Agent II	\$144.00
Relocation Agent III	\$186.00
ED Coordinator	\$202.00
Technical Assistant I	\$71.00
Technical Assistant II	\$85.00
Technical Assistant III	\$103.00
Senior Admin	\$80.00

Subconsultant Fees		
Price	Quantity	Task Total
Initial Appraisal \$2,000.00 each	28	\$56,000.00
Update Appraisal \$2,000.00 each	8	\$16,000.00
Direct Expenses		
Unit Cost	Quantity	Total
Mileage at 0.58 ¢/mile	4,000	\$2,320.00
Print & Copy at 0.25¢ each	8,000	\$2,000.00
Postage / Cert Mail at \$10 each	400	\$4,000.00
UPS Overnight at \$20 each	20	\$400.00

Prime Provider Name: HDR Engineering, Inc.

Task Order	Task Description	Project Manager	Appraisal Review	Negotiation Agent II	Negotiation Agent III	Relocation Agent I	ED Coordinator	ROW Technician II	Principal	Total Labor Hours	Total Labor Cost
1	Real Estate Project Management	180	2	120		30	4	90	23	449	\$66,500.00
	Real Estate Appraisal Review Service	27	136							163	\$28,000.00
	Negotiation Services	136		680				680		1,496	\$214,000.00
	Title & Closing Services				544					544	\$53,500.00
	Relocation Assistance Services for Personal Property	8				60				68	\$8,000.00
	PRELIMINARY CONDEMNATION SUPPORT SERVICES						192	144		336	\$43,000.00
	CONDEMNATION SUPPORT SERVICES (Post Hearing)						77	115		192	\$21,500.00
	HOURS SUB-TOTAL	351	138	800	544	90	273	1,029	23	3,248	
	DIRECT LABOR	\$175	\$160	\$135	\$165	\$100	\$202	\$85	\$295.00		
	SUB-TOTAL										\$434,500.00

SUBCONSULTANT	Contract Rate	Unit	Quantity	Amount	
Appraisal	\$2,000.00	Per Report	28	\$56,000.00	
Appraisal Updates	\$2,000.00	Per Report	8	\$16,000.00	
SUB-TOTAL					<u>\$72,000.00</u>

Direct Costs	Contract Rate	Unit	Quantity	Amount	
Mileage	\$0.58	Per Mile	4,000	\$2,320.00	
Print & Copy	\$0.25	Sheet	8,000	\$2,000.00	
Postage / Cert Mail	\$10.00	Per Pkg	400	\$4,000.00	
UPS Overnight	\$20.00	Per Pkg	20	\$400.00	
SUB-TOTAL					<u>\$8,720.00</u>

TOTAL NTE \$515,220.00