



Meeting Date: June 27, 2024 **Agenda Type:** Consent Items for Action

From: Bruce Haby **Reviewed by:** Rachel Leier
Manager Real Estate Director of Legal Services
Services

Submitted by: Connie Lock **Approved by:** Ryan Kelso
General Counsel and Chief Chief Executive Officer
Ethics Officer

RECOMMENDED ACTION: Authorize CEO or His Designee to Negotiate and Execute Professional Services Agreements with (i) Allen, Williford, and Seale, Inc.; (ii) Lowery Property Advisors, LLC; (iii) Titan Commercial Valuation, LLC; and (iv) Dugger Grafe Swanson, Inc., DBA Valbridge Property Advisors/San Antonio, Inc. for Real Property and Easement Appraisal Services for New Braunfels Utilities Capital Improvement Projects

BACKGROUND

On March 6, 2024, New Braunfels Utilities (“NBU”) solicited Statements of Qualification (“SOQs”) from qualified respondents to provide real property and easement appraisal services for NBU capital improvement projects (“Projects”).

On April 4, 2024, NBU received six (6) SOQs for appraisal services. The evaluation team reviewed the statements and recommends selecting the following four (4) qualified respondents: (i) Allen, Williford, and Seale, Inc. (“AWS”), (ii) Lowery Property Advisors, LLC (“LPA”), (iii) Titan Commercial Valuation, LLC (“Titan”), and (iv) Dugger Grafe Swanson, Inc., dba Valbridge Property Advisors/San Antonio, Inc. (“Valbridge”).

The Professional Services Agreements with AWS, LPA, Titan, and Valbridge each have a term of (1) year, with four (4) successive one-year renewal periods (the “Agreements”). Each Agreement has a not-to-exceed amount of \$100,000.00 per year with a total not to exceed amount of \$500,000.00 for the duration of each Agreement.

NBU staff requests that the Board of Trustees approve the Agreements with AWS, LPA, Titan, and Valbridge to provide real property and easement appraisal services for the Projects.

This item is being presented to the Board because the Agreements with AWS, LPA, Titan, and Valbridge will each exceed \$250,000.

FINANCIAL IMPACT

The financial impact of each Agreement is \$100,000 annually and \$500,000 for the duration of each Agreement. The contracts will be funded from the Board-approved budgets for the Projects within fiscal year 2025 through fiscal year 2029.

LINK TO STRATEGIC PLAN

Customers and Community

Infrastructure and Technology

Stewardship

EXHIBITS

1. Professional Services Agreement with AWS
2. Professional Services Agreement with LPA
3. Professional Services Agreement with Titan
4. Professional Services Agreement with Valbridge