



Meeting Date: February 26, 2026 **Agenda Type:** Consent Items for Action

From: Jill Barney **Reviewed by:** Julia Haynes
Project Manager Director of External Relations

Submitted by: Ragan Dickens **Approved by:** Ryan Kelso
Chief Communications Officer Chief Executive Officer

RECOMMENDED ACTION: Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Square One Consultants, Inc. for Owner’s Representative and Project Management Services for the Headwaters at the Comal Phase 3 Project Consisting of Two Additional Buildings and Associated Landscaping and Other Improvements

BACKGROUND

On September 23, 2025, New Braunfels Utilities (“NBU”) issued a request for proposals (“RFP”) to provide all labor, material, and equipment to the owner’s representative and project management services for Phase 3 of the Headwaters at the Comal Project (the “Services”).

NBU received seven (7) responses to the RFP and after evaluation, selected Square One Consultants, Inc. (“Square One”) based on its prior experience with the Headwaters Project. The Professional Services Agreement with Square One for the Services (the “Agreement”) is for 330 days past the date of the contract execution, with the option to amend the contract to extend the services based on the Headwaters construction schedule.

NBU staff requests that the Board of Trustees approve the Agreement with Square One for the Services.

This item is being presented to the Board because the total amount of the Agreement exceeds \$250,000.00.

FINANCIAL IMPACT

The total financial impact of the Agreement with Square One for the Services of \$337,304.00. These funds are currently budgeted within NBU’s Fiscal Year 2026-2027 Capital Improvement Projects Budget.

LINK TO STRATEGIC PLAN

Customers and Community

Stewardship

EXHIBITS

1. Professional Services Agreement with Square One