



Meeting Date: August 28, 2025 **Agenda Type:** Consent Items for Action

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

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

RECOMMENDED ACTION: Authorize the CEO or His Designee to Negotiate and Execute a Professional Services Agreement with Contract Land Staff, LLC, for Right of Way and Easement Acquisition Services

BACKGROUND

On March 21, 2025, New Braunfels Utilities (“NBU”) issued a request for proposal (“RFP”) for right-of-way and easement acquisition services for NBU’s capital improvement projects (the “Projects”). The RFP included, among other things, (i) property owner negotiations, (ii) escrow and title coordination, (iii) property management and administration, and (iv) condemnation proceedings support.

On April 11, 2025, NBU received fourteen (14) proposals for right-of-way and easement acquisition services. The evaluation team reviewed the proposals and recommends the selection of Contract Land Staff, LLC, as the responsible offeror whose proposal is the most advantageous to NBU, considering the relative importance of price and the evaluation criteria in the RFP.

The Professional Service Agreement with Contract Land Staff, LLC (the “Agreement”) has a term of one (1) year with four (4) successive one-year renewal periods.

NBU staff requests that the Board of Trustees approve the Agreement with Contract Land Staff, LLC, to provide right-of-way and easement acquisition services on an as-needed basis for the Projects.

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 for the Agreement with Contract Land Staff, LLC is \$100,000.00 annually and \$500,000.00 for the five-year duration of the Agreement. The Agreement will be funded from the Fiscal Year 2026 through Fiscal Year 2031 NBU Board approved Capital Improvements Projects Budget.

LINK TO STRATEGIC PLAN

Customers and Community

Infrastructure and Technology

Stewardship

EXHIBITS

1. Professional Services Agreement with Contract Land Staff, LLC