



## Request for City Manager Signature

(\$50,000 and higher. Council approval not needed up to \$100,000)

Project Name/Contract Number:	On-Call Sunset Acres Subdivision Improvements	#224-205
Department Contact / Department Name:	Rohit Vij	Engineering/CIP
Date of City Council Approval: (Past or Recent)	Past: 2024-128R (08/20/2024) Recent: ACIS#1 (06/02/2026)	
Return Signed Document to:	Rohit Vij	Ext: 8133

**Background/Purpose:**

A change in service is requested to provide additional design services required to separate the Sunset Acres Subdivision design plans into two different phases, including additional storm drain analysis, tree protection, SMEU coordination, survey, easements, OPCC, and PS&E.

**Funding:**

Project Number	Fund	Phase	Loc/Yr Dept	GL Account	Amount
C644	Drainage	CO22A	13200	51092483-70200	\$146,753.28
C644	WWW	RB25A	13200	52092494-70200	\$300,000.00
C644	General	CO25A	13200	50092493-70200	\$347,244.72

**Reviewed / Approved:**

User Department Director:	<b>Shaun Condor</b> <small>Digitally signed by Shaun Condor DN: cn=Shaun Condor, c=US, o=City of San Marcos, ou=Engineering and Capital Improvements, email=scondor@sanmarcostx.gov Date: 2026.05.05 13:42:02 -05'00'</small>	Date:	
Purchasing / Contracting POC:		Date:	
Finance Director: (CDBG-DR)		Date:	
Purchasing Manager:		Date:	
Other Depts. as needed			

**EXHIBIT 4**  
**AUTHORIZATION OF CHANGE IN SERVICE**

<b>CONTRACT NUMBER / CONTRACT NAME:</b>	224-205	On-Call Sunset Acres Subdivision Improvements	
<b>CITY REPRESENTATIVE/ DEPARTMENT:</b>	Rohit Vij	Engineering/CIP	
<b>CONTRACTOR:</b>	Plummer Associates, Inc		
<b>CONTRACT EFFECTIVE DATE:</b>	08/20/2024 for Contract 06/02/2026 for ACIS 01	<b>COUNCIL RES. NO:</b>	2024-128R for Contract
<b>THIS AUTHORIZATION DATE:</b>		<b>AUTHORIZATION NO.:</b>	1

**DESCRIPTION OF WORK TO BE ADDED TO OR DELETED FROM THE SCOPE OF SERVICES:**

A change in service is requested to provide additional design services required to separate the Sunset Acres Subdivision design plans into two different phases, including additional storm drain analysis, tree protection, SMEU coordination, survey, easements, OPCC, and PS&E.

Original Contract Amount:	\$ 3,000,000.00
Previous <b>Increases/Decreases</b> in Contact Amount:	\$ 0.00
<b>CURRENT CONTRACT AMOUNT:</b>	\$ 3,000,000.00
<b>This Increase/Decrease</b> in Contract Amount:	\$ 793,998.00
<b>REVISED CONTRACT AMOUNT:</b>	\$ 3,793,998.00

**CONTRACTOR:**

  
\_\_\_\_\_  
Signature

5/5/2026  
\_\_\_\_\_  
Date

Mary Portillo – Principal  
\_\_\_\_\_  
Print Full Name / Title (if not in individual capacity)

**CITY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name / Title

**City Department Use Only Below This Line (PM, POC, etc.).**

Account Number(s):	Amount	Date
# C644 Drainage CO22A 13200 (51092483 70200)	\$ 146,753.28	06/02/2026
# C644 WWW RB25A 13200 (52092494 70200)	\$ 300,000.00	06/02/2026
# C644 General CO25A 13200 (50092493 70200)	\$ 347,244.72	06/02/2026

# Sunset Acres Revised Final Design:

## Change in Service #4

### Background and Scope

During the design phase of the Sunset Acres Improvements Project (“the Project,” as described in City of San Marcos Contract #224-205), the City of San Marcos (“City”) and Plummer Associates, Inc. (“Plummer”) determined that design work and corresponding Tasks should be modified as follows:

- Revision of Plummer’s design plans to separate the project into two (2) construction phases. The estimated construction cost for Phase 1 is \$18.2 million, and the estimated construction cost for Phase 2 is \$9.5 million.
- Incorporation of additional scope, schedule, and budget for Plummer resulting from ongoing SMEU coordination. These coordination challenges led to reduced clarity and direction, which in turn impacted the timely progression of design activities, delayed design submittals, and required additional unanticipated level of effort.
- Provide additional engineering services for tree and erosion impacts, including design of retaining walls for tree protection and development of specialized tree protection measures. Services also include support for a neighborhood meeting, including storyboard development and coordination with the City and arborist.
- Provide additional engineering and coordination services to support 5- and 25-year system modeling, waterline design along Del Sol, wastewater pipe bursting technical specifications, grading feasibility analysis, alley design, and design and coordination of bus pads and mill and overlay improvements.
- Provide additional engineering and coordination services to support the 5- and 25-year system modeling efforts, addition of waterline design on Del Sol and wastewater line pipe bursting design technical specifications, grading feasibility, analysis and design of alleys, design and coordination of bus pads, mill and overlays.
- Provide additional surveys:
  - Topographic surveying services for all alleys located south of Broadway and north of Del Sol, specifically within the segments bounded by Patricia to Candlelight, Candlelight to Lockwood, and Lockwood to Parkdale. Survey data will be used to evaluate existing grading conditions, identify potential drainage deficiencies, and support the development of drainage improvements.
  - Perform a focused drainage evaluation for the alley segment between Candlelight and Lockwood, north of Broadway, to assess existing conditions and inform potential grading or drainage modifications to improve stormwater conveyance.
  - Conduct survey of five (5) manholes to obtain invert elevations and verify their existence and condition for incorporation into the design and evaluation of the drainage system.

- Provide additional coordination for easements required to reflect the above-mentioned scope modifications.
- Provide additional engineering services to update the Opinion of Probably Construction Cost (OPCC) to reflect the above-mentioned scope modifications.

To facilitate these changes, the City has asked Plummer to prepare this Change in Service (CIS #4). The Scope identified in the above paragraphs is based on the current understanding and discussion of the project needs; it may need to be adjusted to accommodate future changes in site conditions and City needs.

## **Assumptions and Exclusions**

When preparing this scope, Plummer utilized the same assumptions as found in Contract #224-205, plus the following assumptions:

1. SMEU coordination will continue to be conducted by the City.
2. The division of the design into two phases will be limited to re-packaging and minor modifications of the existing design documents and required tie-ins; no significant redesign or changes to previously approved design criteria are included.
3. The additional effort associated with this amendment is limited to addressing impacts already incurred during the identified delay period and does not include future rework resulting from new or revised direction.
4. Ongoing coordination with SMEU that required additional efforts will not continue beyond the amendment execution date; additional delays may require further scope, schedule and fee adjustments.
5. Drainage evaluation is limited to identifying apparent deficiencies and recommending conceptual grading improvements; detailed hydraulic/hydrologic modeling is not included.

## **Services**

### **Task 1: Phase 1 As-Built GPS Survey**

No changes shall be made to scope.

### **Tasks 2 to 8 (Phase 2)**

No changes shall be made to scope.

### **Task 9: Phase 3 Project Management**

No changes shall be made to scope.

### **Task 10: Phase 3 USDOT Grant Coordination and Training**

No changes shall be made to scope.

### **Task 11: Phase 3 Subsurface Utility Engineering**

#### **11.1 SUE Fieldwork and Processing.**

No changes shall be made to scope.

#### **11.2 Subconsultant Coordination.**

No changes shall be made to scope.

### **Task 12: Phase 3 Hydrology and Hydraulic Modeling**

#### **12.1 Water quality analysis**

No changes shall be made to scope.

#### **12.2 Coordination**

No changes shall be made to scope.

### **Task 13: Phase 3 Environmental Support Services**

#### **13.1 Hazardous Materials Initial Site Assessment for TxDOT Approval**

No changes shall be made to scope.

#### **13.2 Cultural Resources Investigation**

No changes shall be made to scope.

### **Task 14: Phase 3 60% Design**

No changes shall be made to scope.

### **Task 15: Phase 3 90% Design**

**15.1 Plans: 90% Water/Wastewater Design (Parker)**

No changes shall be made to scope.

**15.2 Plans: 90% Stormwater Design (Water Quality)**

No changes shall be made to scope.

**15.3 Plans: Roadway, sidewalk, survey, other Utilities Design (Additional SUE/SMEU)**

No changes shall be made to scope.

**15.4 Plans: Boundary Survey of Affected Parcels**

No changes shall be made to scope.

**15.5 Plans: Boundary Survey of Affected Parcels Subconsultant Coordination**

No changes shall be made to scope.

**15.6 ADA Compliance Work**

No changes shall be made to scope.

**15.7 ADA Subconsultant Coordination**

No changes shall be made to scope.

**15.8 Evaluation of 2 Alternative Channel Designs**

No changes shall be made to scope.

**Task 16: Phase 3 Final Design**

**16.1 Plans: Final Water/Wastewater Design (Revision)**

No changes shall be made to scope.

**16.2 Plans: Final Stormwater Design (Revision)**

No changes shall be made to scope.

**16.3 Plans: Final Roadway, sidewalk, other utilities Design (Revision)**

No changes shall be made to scope.

**16.4 Plans: Revision of design plans to two (2) packages**

Revision of Plummer’s design plans to separate the project into two (2) construction phases, including updates to plan organization, quantities, and cost estimates.

**16.5 Additional efforts – SMEU, tree mitigation, surveys, easements**

Provide additional scope, schedule, and budget for Plummer associated with ongoing SMEU coordination, including impacts to design progression and submittals. This effort also includes engineering and coordination for tree mitigation and protection measures associated with sidewalk and

erosion impacts; support for stakeholder coordination and neighborhood meetings; additional engineering services for system modeling, utility design, grading and alley drainage evaluation, and related improvements; as well as additional survey services, including easements, topographic surveys, manhole verification, and drainage assessments. Update the Opinion of Probable Construction Cost (OPCC) to reflect these scope additions.

### **Task 17: Phase 3 Advertising/Bidding Phase Services**

No changes shall be made to scope.

### **Task 18: Phase 3 Construction Phase Services**

No changes shall be made to scope.

### **Task 19: Additional Services**

No changes shall be made to scope.

### **Schedule**

Refer to Attachment #1 for the updated tentative schedule.

## Fee

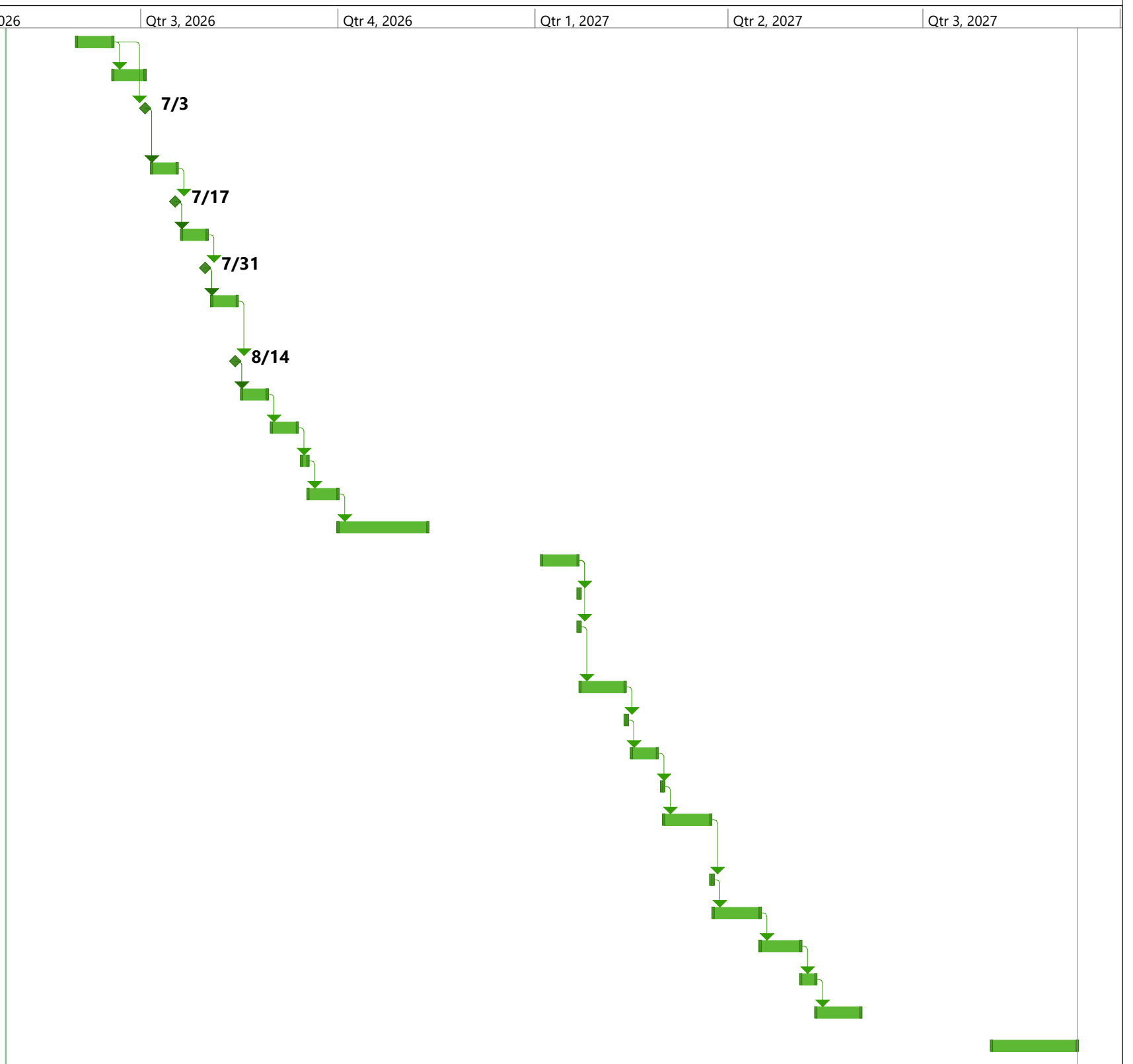
Based on the services identified in the Task above, the Time and Materials fee for each Task Order shall be updated as follows:

Task	Description	Original Fee	CIS #1 Fee	CIS #2 Fee	CIS #3 Fee	CIS #4 Fee	Sum Total Fees
1	Phase 1 As-Built GPS Survey	\$ 7,330.00	\$ -	\$ -			\$ 7,330.00
2	Phase 2 Project Management	\$ 90,960.00	\$ -	\$ (90,960.00)			\$ -
3	Phase 2 Hydrology and Hydraulic Modeling	\$ 40,700.00	\$ -	\$ (40,700.00)			\$ -
4	Phase 2 60% Design	\$ 131,170.00	\$ -	\$ (131,170.00)			\$ -
5	Phase 2 90% Design	\$ 73,185.00	\$ -	\$ (73,185.00)			\$ -
6	Phase 2 Final Design	\$ 47,795.00	\$ -	\$ (47,795.00)			\$ -
7	Phase 2 Advertisement/Bidding Phase Services	\$ 9,625.00	\$ -	\$ (9,625.00)			\$ -
8	Phase 2 Construction Phase Services	\$ 62,375.00	\$ -	\$ (62,375.00)			\$ -
9	Phase 3 Project Management	\$ 164,220.00	\$ -	\$ -			\$ 164,220.00
10	Phase 3 USDOT Grant Coordination and Training	\$ 70,875.00	\$ -	\$ -			\$ 70,875.00
11	Phase 3 Subsurface Utility Engineering	\$ 161,520.00	\$ 6,720.00	\$ 252,476.80			\$ 420,716.80
12	Phase 3 Hydrology and Hydraulic Modeling	\$ 182,200.00	\$ -	\$ 16,276.00			\$ 198,476.00
13	Phase 3 Environmental Support Services	\$ 110,170.00	\$ -	\$ 4,264.80	\$ 48,860.00		\$ 163,294.80
14	Phase 3 60% Design	\$ 619,190.00	\$ 112,860.00	\$ -			\$ 732,050.00
15	Phase 3 90% Design	\$ 433,060.00	\$ 57,860.00	\$ 165,777.60			\$ 656,697.60
16	Phase 3 Final Design	\$ 242,110.00	\$ 37,780.00	\$ 62,556.00		\$ 809,297.00	\$ 1,151,743.00
17	Phase 3 Advertisement/Bidding Phase Services	\$ 15,545.00	\$ -	\$ -			\$ 15,545.00
18	Phase 3 Construction Phase Services	\$ 213,050.00	\$ -	\$ -			\$ 213,050.00
19	Additional Services (Fee to be Determined at Time of Request)	\$ 324,920.00	\$ (215,220.00)	\$ (45,541.20)	\$ (48,860.00)	\$ (15,298.80)	\$ 0.00
<b>Total Fee</b>		<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 793,998</b>	<b>\$ 3,793,998</b>

A detailed fee breakdown can be found in Attachment #2, Engineering Budget Spreadsheet (CIS #4).

Attachment 1 - Tentative Project Schedule

ID	Task	Task Name	Duration	Start	Finish	Qtr 2, 2026	Qtr 3, 2026	Qtr 4, 2026	Qtr 1, 2027	Qtr 2, 2027	Qtr 3, 2027
1	Plummer Prepare Package 1	13 days	Mon 6/1/26	Wed 6/17/26							
2	100% Internal QC review	11 days	Thu 6/18/26	Thu 7/2/26							
3	Plummer deliver basefile dwgs to subs and SMEU	0 days	Fri 7/3/26	Fri 7/3/26							
4	Subs drawing preparation	10 days	Mon 7/6/26	Fri 7/17/26							
5	Subs deliverable to Plummer	0 days	Fri 7/17/26	Fri 7/17/26							
6	Plummer review subs deliverable	10 days	Mon 7/20/26	Fri 7/31/26							
7	Plummer comments to subs	0 days	Fri 7/31/26	Fri 7/31/26							
8	Plummer and subs incorporate comments	10 days	Mon 8/3/26	Fri 8/14/26							
9	Submit 100% to City	0 days	Fri 8/14/26	Fri 8/14/26							
10	City review	10 days	Mon 8/17/26	Fri 8/28/26							
11	Incorporate City comments	10 days	Mon 8/31/26	Fri 9/11/26							
12	Final touches, sign, and seal	3 days	Mon 9/14/26	Wed 9/16/26							
13	City prep for advertising (Package 1)	10 days	Thu 9/17/26	Wed 9/30/26							
14	Advertise Package 1	30 days	Thu 10/1/26	Wed 11/11/26							
15	Plummer Prepare Package 2	13 days	Mon 1/4/27	Wed 1/20/27							
16	100% Internal QC review	1 day	Thu 1/21/27	Thu 1/21/27							
17	Plummer deliver basefile dwgs to subs and SMEU	1 day?	Thu 1/21/27	Thu 1/21/27							
18	Subs drawing preparation	15 days	Fri 1/22/27	Thu 2/11/27							
19	Subs deliverable to Plummer	1 day	Fri 2/12/27	Fri 2/12/27							
20	Plummer review subs deliverable	10 days	Mon 2/15/27	Fri 2/26/27							
21	Plummer comments to subs	1 day	Mon 3/1/27	Mon 3/1/27							
22	Plummer and subs incorporate comments	16 days	Tue 3/2/27	Tue 3/23/27							
23	Submit 100% to City	1 day	Wed 3/24/27	Wed 3/24/27							
24	City review	16 days	Thu 3/25/27	Thu 4/15/27							
25	Incorporate City comments	13 days	Fri 4/16/27	Tue 5/4/27							
26	Final touches, sign, and seal	5 days	Wed 5/5/27	Tue 5/11/27							
27	City prep for advertising (Package 2)	15 days	Wed 5/12/27	Tue 6/1/27							
28	Advertise Package 2	30 days	Mon 8/2/27	Fri 9/10/27							



Project: CoSM Sunset Acres Date Printed: Wed 4/29/26	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

Attachment 2: Engineering Budget Spreadsheet (CIS#3)		Principal	QA/QC	Senior PM	Construction QA/QC	Project Manager	Project Engineer	EIT	Senior CAD	Project Controller	Administrative Assistant	Total Hours	Labor Cost	Expenses	Subconsultants	AG3	GGE	Schibe	Stateside ROW	Subs Total	TOTAL (Lab, Exp, Subs)	
Task	2026 Hourly Rate-->	\$ 360	\$ 360	\$ 325	\$ 360	\$ 270	\$ 220	\$ 190	\$ 210	\$ 190	\$ 145	#	\$	\$		\$				\$	\$	
<b>1</b>	<b>Phase 1 As-Built GPS Survey</b>																					
1.1	[No Scope Change]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 1</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>2</b>	<b>Phase 2 Project Management</b>																					
2.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 2</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>3</b>	<b>Phase 2 Hydrology and Hydraulic Modeling</b>																					
3.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 3</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>4</b>	<b>Phase 2 60% Design</b>																					
4.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 4</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>5</b>	<b>Phase 2 90% Design</b>																					
5.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 5</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>6</b>	<b>Phase 2 Final Design</b>																					
6.01	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 6</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>7</b>	<b>Phase 2 Advertisement/Bidding Phase Services</b>																					
7.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 7</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>8</b>	<b>Phase 2 Construction Phase Services</b>																					
8.1	[NOT USED]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 8</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>9</b>	<b>Phase 3 Project Management</b>																					
9.1	[No Scope Change]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 9</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>10</b>	<b>Phase 3 USDOT Grant Coordination and Training</b>																					
10.1	[No Scope Change]											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 10</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>11</b>	<b>Phase 3 Subsurface Utility Engineering</b>																					
11.1	SUE Fieldwork and Processing											-	\$ -								\$ -	\$ -
11.2	Subconsultant Coordination												\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 11</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -
<b>12</b>	<b>Phase 3 Hydrology and Hydraulic Modeling</b>																					
12.1	Water Quality Analysis											-	\$ -								\$ -	\$ -
12.2	Coordination											-	\$ -								\$ -	\$ -
<b>Total</b>	<b>Task Order 12</b>	0	0	0	0	0	0	0	0	0	0	0	\$ -	\$ -							\$ -	\$ -



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4	Phase 2 60% Design	\$ 131,170.00	\$ -	\$ (131,170.00)			\$ -
5	Phase 2 90% Design	\$ 73,185.00	\$ -	\$ (73,185.00)			\$ -
6	Phase 2 Final Design	\$ 47,795.00	\$ -	\$ (47,795.00)			\$ -
7	Phase 2 Advertisement/Bidding Phase Services	\$ 9,625.00	\$ -	\$ (9,625.00)			\$ -
8	Phase 2 Construction Phase Services	\$ 62,375.00	\$ -	\$ (62,375.00)			\$ -
9	Phase 3 Project Management	\$ 164,220.00	\$ -	\$ -			\$ 164,220.00
10	Phase 3 USDOT Grant Coordination and Training	\$ 70,875.00	\$ -	\$ -			\$ 70,875.00
11	Phase 3 Subsurface Utility Engineering	\$ 161,520.00	\$ 6,720.00	\$ 252,476.80			\$ 420,716.80
12	Phase 3 Hydrology and Hydraulic Modeling	\$ 182,200.00	\$ -	\$ 16,276.00			\$ 198,476.00
13	Phase 3 Environmental Support Services	\$ 110,170.00	\$ -	\$ 4,264.80	\$ 48,860.00		\$ 163,294.80
14	Phase 3 60% Design	\$ 619,190.00	\$ 112,860.00	\$ -			\$ 732,050.00
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16	Phase 3 Final Design	\$ 242,110.00	\$ 37,780.00	\$ 62,556.00		\$ 809,297.00	\$ 1,151,743.00
17	Phase 3 Advertisement/Bidding Phase Services	\$ 15,545.00	\$ -	\$ -			\$ 15,545.00
18	Phase 3 Construction Phase Services	\$ 213,050.00	\$ -	\$ -			\$ 213,050.00
19	Additional Services (Fee to be Determined at Time of Request)	\$ 324,920.00	\$ (215,220.00)	\$ (45,541.20)	\$ (48,860.00)	\$ (15,298.80)	\$ 0.00
<b>Total Fee</b>		<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 793,998</b>	<b>\$ 3,793,998</b>

4/13/2026

Plummer  
8911 N Capital of TX Hwy, Suite 1250  
Austin, Texas 78759

ATTN: Shawn Dankenbring, PE, D.WRE

RE: Sunset Acres, San Marcos, TX – Supplemental Surveying Proposal

Mr. Dankenbring,

Thank you for the opportunity of submitting this proposal for professional surveying services in connection with your request to create 19 easements and locate 10 existing easements in San Marcos, TX. The proposed easements are shown on the attached PDF. The scope of services and proposed survey fee is attached hereto. AG3's proposed method of payment is Time & Materials based on the attached rate schedule.

Please contact me if you have any questions or need additional information.

Sincerely,



---

Dan H. Clark  
Vice President—Survey  
Division  
AG3 Group, LLC

**Plummer—Sunset Acres  
Services to be performed by the Surveyor**

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This Scope of Services includes field and office surveying services to create easement sketches and metes & bounds descriptions of nineteen (19) parcels.

The properties to be surveyed for this project are shown on the attached Proposed Easements Overall PDF. (Note: PDF shows 24 easements. Plummer to identify the 19 easements needed.)

AG3 will deliver files that will include the project survey performed under this scope of services.

The Following Surveying Services Tasks are included in this Scope of Services:

**1. Field Survey**

- Locate additional boundary corners (if necessary) to determine the boundaries of the 19 easement tracts.
- Process field collected data for field survey.
- Perform quality control for survey requirements.

**2. Base Mapping**

- Update (if necessary) base maps illustrating data collected above from field survey.
- Include boundary information including points found and located in the field.
- Update base map with 10 additional existing easements (if locateable) as provided by Plummer.
- QA/QC all base maps before delivery.

**3. Survey Coordination and Deliverables**

- Attend kickoff meeting with engineering consultant (if requested).
- Perform internal Quality Control reviews to ensure quality and accuracy of survey.
- Signed and sealed (Texas RPLS) PDFs of all 19 easements.
- Electronic files for all survey information defined above to be provided electronically in AutoCAD or Microstation format as specified by client.

**Exceptions from scope:**

- Title research, aside from that information needed to determine the boundaries of the subject tracts.
- Topographic/design survey.

**FEE SCHEDULE/BUDGET**

Project: Sunset Acres

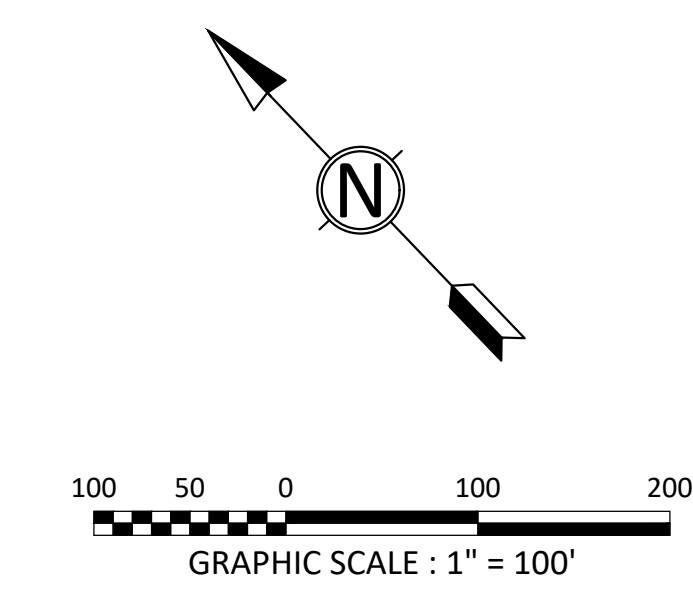
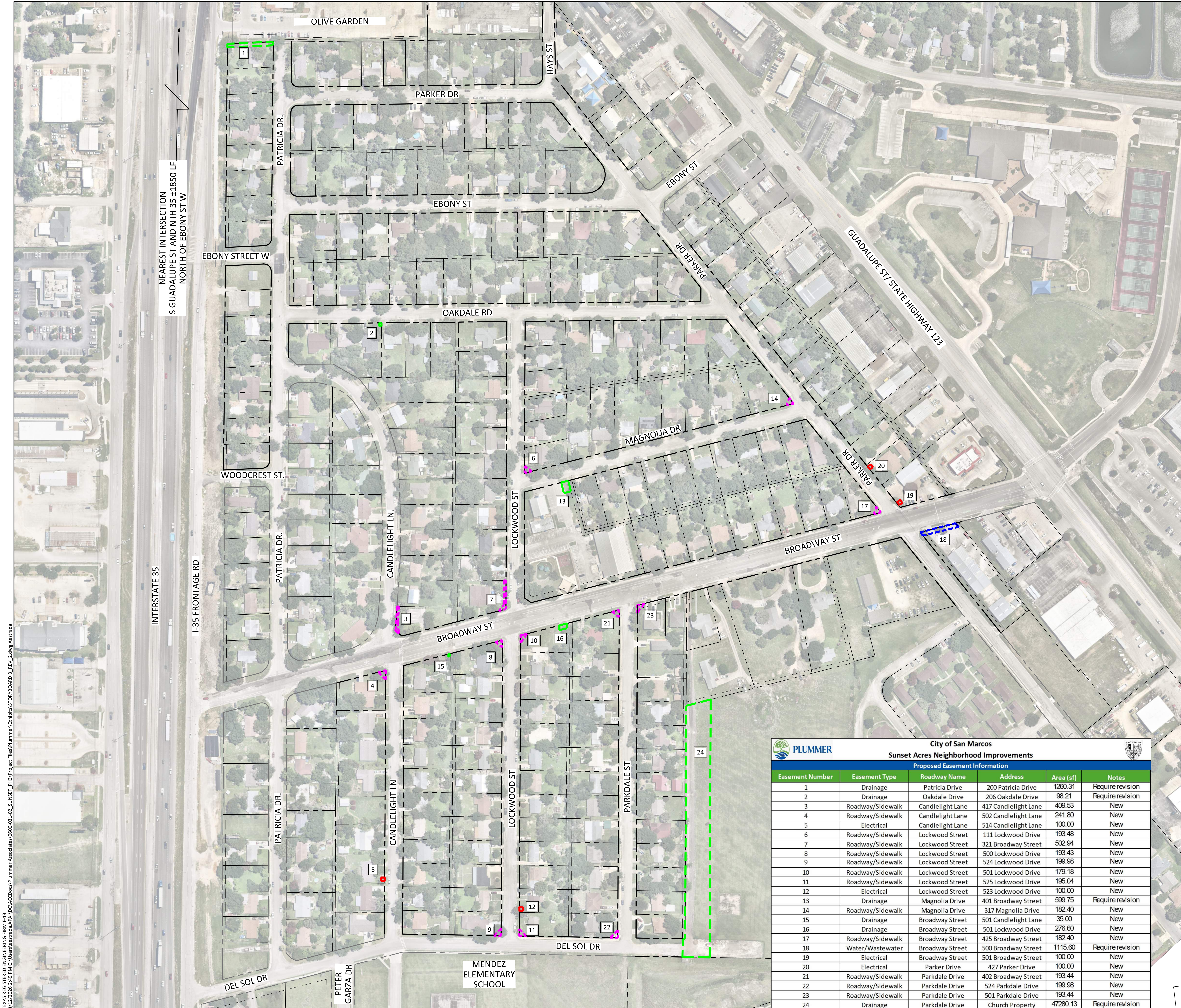
County: Hays

Client: Plummer

Topo Survey	Direct Labor						Unit Costs			Totals	
	Labor Classification:	Survey - (RPLS) Project Manager	Survey Technician (Surveyor-In-Training) - Senior	Survey Technician	LiDAR Processing Technician	Admin/Clerical	LiDAR UAS Mapping System	2 - Person Survey Crew (GPS & Robotic total station included)	3 - Person Survey Crew (GPS & Robotic total station included)	Sub-Task Subtotal	
	Contract Rate:	\$ 255.00	\$ 115.00	\$ 95.00	\$ 105.00	\$ 75.00	\$ 2,500.00	\$ 175.00	\$ 205.00		
a: Prepare 19 easements		76	152			4		10		\$38,910.00	
b: Review 10 existing easements & locate in drawing (if locateable)		20	20							\$7,400.00	
										\$0.00	
										\$0.00	
	<b>Hours Subtotal :</b>	96	172	0	0	4	0	10	0	Column Total = \$282.00	
	<b>Labor Classification Subtotal :</b>	\$ 24,480.00	\$ 19,780.00	\$ -	\$ -	\$ 300.00	\$ -	\$ 1,750.00	\$ -	Row Total = \$46,310.00	
										<b>Total Direct Labor</b>	\$ 44,560.00
										<b>Total Unit Costs</b>	\$ 1,750.00
										<b>Total Other Direct Expenses:</b>	\$ -
										<b>Task Total:</b>	\$ 46,310.00

OTHER DIRECT EXPENSES				
Type	Unit	Cost/Unit	Quantity	Cost
		Fixed		
				\$ -
			<b>Other Direct Expenses:</b>	\$ -



- LEGEND:**
- SURVEY RIGHT OF WAY
  - ASSUMED RIGHT OF WAY
  - EXISTING EASEMENTS
  - PROPOSED ROADWAY/SIDEWALK EASEMENTS
  - PROPOSED DRAINAGE EASEMENTS
  - PROPOSED ELECTRICAL EASEMENTS
  - PROPOSED WATER/WASTEWATER EASEMENTS

City of San Marcos Sunset Acres Neighborhood Improvements						
Proposed Easement Information						
Easement Number	Easement Type	Roadway Name	Address	Area (sf)	Notes	
1	Drainage	Patricia Drive	200 Patricia Drive	1260.31	Require revision	
2	Drainage	Oakdale Drive	206 Oakdale Drive	98.21	Require revision	
3	Roadway/Sidewalk	Candlelight Lane	417 Candlelight Lane	409.53	New	
4	Roadway/Sidewalk	Candlelight Lane	502 Candlelight Lane	241.80	New	
5	Electrical	Candlelight Lane	514 Candlelight Lane	100.00	New	
6	Roadway/Sidewalk	Lockwood Street	111 Lockwood Drive	193.48	New	
7	Roadway/Sidewalk	Lockwood Street	321 Broadway Street	502.94	New	
8	Roadway/Sidewalk	Lockwood Street	500 Lockwood Drive	193.43	New	
9	Roadway/Sidewalk	Lockwood Street	524 Lockwood Drive	199.98	New	
10	Roadway/Sidewalk	Lockwood Street	501 Lockwood Drive	179.18	New	
11	Roadway/Sidewalk	Lockwood Street	525 Lockwood Drive	195.04	New	
12	Electrical	Lockwood Street	523 Lockwood Drive	100.00	New	
13	Drainage	Magnolia Drive	401 Broadway Street	599.75	Require revision	
14	Roadway/Sidewalk	Magnolia Drive	317 Magnolia Drive	182.40	New	
15	Drainage	Broadway Street	501 Candlelight Lane	35.00	New	
16	Drainage	Broadway Street	501 Lockwood Drive	276.60	New	
17	Roadway/Sidewalk	Broadway Street	425 Broadway Street	182.40	New	
18	Water/Wastewater	Broadway Street	500 Broadway Street	1115.60	Require revision	
19	Electrical	Broadway Street	501 Broadway Street	100.00	New	
20	Electrical	Parker Drive	427 Parker Drive	100.00	New	
21	Roadway/Sidewalk	Parkdale Drive	402 Broadway Street	193.44	New	
22	Roadway/Sidewalk	Parkdale Drive	524 Parkdale Drive	199.98	New	
23	Roadway/Sidewalk	Parkdale Drive	501 Parkdale Drive	193.44	New	
24	Drainage	Parkdale Drive	Church Property	47260.13	Require revision	

**SUNSET ACRES  
NEIGHBORHOOD IMPROVEMENTS  
PROPOSED EASEMENTS  
OVERALL**



TEXAS REGISTERED PROFESSIONAL ENGINEERING FIRM # 13  
3/12/2018 2:48 PM C:\Users\shastara.APA\Documents\Plummer\Associates\0600-031-02\_SUNSET\_Ph3\Project Files\Plummer\Exhibits\STOR\BOARD 3\_REV 2.dwg Aestrada

# ESTIMATE

**GGE Design & Consulting**  
5906 Old Fredericksburg Rd  
Ste 203  
Austin, TX 78749-1205

contact@ggedc.com  
+1 (281) 630-2641



## 6001 Plummer:Shawn Dankenbring

### Bill to

Shawn Dankenbring  
Plummer  
6300 La Calma Dr. #400  
Austin, Texas 78752 USA

### Ship to

Shawn Dankenbring  
Plummer  
6300 La Calma Dr. #400  
Austin, Texas 78752 USA

### Estimate details

Estimate no.: 1155  
Estimate date: 03/31/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Design Services</b>	Revise and resubmit traffic control plan set to be split into two separate phases as shown in Phase 1 and Phase 2 split provided by APAI.	1	\$5,960.00	\$5,960.00
					<b>Total</b>	<b>\$5,960.00</b>

Accepted date

Accepted by

April 17, 2026

Plummer Associates Inc.  
ATTN: Anais Estrada, P.E., CFM  
Project Manager  
6911 N. Capital of TX Hwy, Ste. 1350  
Austin, TX 78759

Re: Proposal for Project Management, Title Services, Appraisals, Acquisition, Title Curative and Closings in San Marcos, Texas – Sunset Acres Improvements Project – 24 Easements

### **RIGHT OF WAY SCOPE OF SERVICES**

#### **Acquisition / Negotiation:**

Stateside will complete negotiations through Final Offer Letter and Closings for \$5,000 per parcel.

Set up Files: Stateside will set up and maintain paper files as well as electronic files on each property (maybe referred to as parcel). Files will include copies of correspondence, completed notices and forms, title commitment, appraisal report, copies of informational documents such as Hays County Appraisal District print out, Secretary of State print out, and title research backup. All information will remain confidential and must be requested through Plummer or the City of San Marcos.

- Notification Letter: Data base of information will be set up, project notification letters will be sent to all affected property owners. The Notification Letters will provide the property owner Stateside's contact information, the Appraiser's name and contact information, Landowner Bill of Rights (LOBR) and a small description of the project.
- Initial Offer Packet: Upon written approval by the City of San Marcos (City), the Stateside Right of Way Agent (Agent) will notify the property owners in writing of the City's interest in acquiring their property and the approved offer amount for that interest. This packet will be sent by certified mail, return receipt requested to the owner's current address as listed on the Hays County Appraisal District website. All individuals that may be affected by this project will be given an opportunity to meet and discuss the procedures to which they may be interested or by which they may be affected. Arrangements will be made, as required, to present information to persons who are unable to read or write English or otherwise need additional assistance.
- In negotiating with the owners of the subject land, it is assumed that the owner will in turn negotiate with any lessees or others who may own any interest in the land or improvements, and settle any lease or lease hold interests prior to closing.
- Counteroffer: During negotiations, if a property owner provides appraisal information or a counteroffer, either written or verbal, which the landowner believes is relevant to the acquisition, the Agent may forward the information to the appraisal firm for analysis. The Agent will discuss with Plummer PM or the City a recommendation for review. The Agent will provide an appropriate response to the property owner based upon the City's decision.

- Final Offer Letter: If negotiations reach an impasse, the Agent will prepare a Final Offer Letter restating the terms of the offer and submit to the City for approval. Upon written approval by the City, the Agent will send the Final Offer Letter to the property owner via certified mail, return receipt requested.

### **Appraisal Services:**

Stateside will contract with CBRE Appraisals for appraisal services following USPAP guidelines suitable for use in condemnation proceedings for up to 24 parcels. CBRE Appraisal's fees vary per project, depending on the type of acquisition and complexity of the assignment. A project estimate has been provided by CBRE Appraisal to complete the initial reports for a total of \$96,000 with a 45 day turn around time.

### **Title/Closing:**

Stateside will complete title curative efforts for \$1,000 per parcel. Closings will be facilitated through a Title Company as the designated closing agent.

- Stateside will order Commitments for Title Insurance with copies of all supporting documents for items listed on Schedules A, B and C of the Title Commitment for properties to be acquired.
- Copies of all Schedule A and B documents are to be provided to the survey team by the City or Stateside.
- Upon receipt of the Title Commitments and supporting documents, the Agent will:
  - Review Commitment and supporting documents
    - ❖ Vesting Deeds will be verified with ownership shown on the Commitment
    - ❖ Secretary of State information will be researched for Corporations, LLC or other entity information
    - ❖ Lien information and clouded or complicated title issues will be noted for:
      - Long lead time issues
      - Condemnation by Publication actions needed
  - Provide a copy of the Title Commitment and backup documents to the appraisal firm.
- Prior to acquiring any real property, the Agent will take all appropriate steps necessary to ensure that the area being acquired is purchased with acceptable title and clear title, if possible.
- Upon receipt of properly executed conveyance and title curative documents, all originals will be submitted to the Title Company to be held in escrow until closing.
- The Title Company will provide a check request or wire transfer with the Settlement Statement as per the U.S. Department of Housing and Urban Development (HUD-1) and their contact information for the purchase price and closing costs will be sent to the City.
- The Agent will prepare a Closing Packet for the City which will include an executed Memorandum of Agreement.
- The City will sign all closing documents and Stateside will attend closing.
- The Title Company will record all Easements and title curative release documents and provide file marked copies to the Agent.
- The Title Company will provide a Title Policy for the purchase price on all acquisitions.

**Condemnation Support Services:**

Stateside will provide condemnation support services for an hourly rate of \$80 per hour for Right of Way Technician tasks, and \$140 per hour for Right of Way Agent tasks.

- The Agent will provide a summary of activities related to the acquisition efforts for review and consideration by the City for Eminent Domain proceedings.
- The Agent will be available to assist the City Attorney as necessary.

**Turn Around Time/Schedule:**

During the initial 45 days, Stateside will immediately set up the data base to issue notification letters to the property owners, appraisers are inspecting properties and completing reports and Stateside is reviewing title for issues that need to be addressed during negotiations.

Depending on the City of San Marcos policy to approve offers, all offers should be made within 60 days of the notice to proceed. Depending on the City of San Marcos policy on Final Offer Letters and proceeding to condemnation to expedite negotiations and title curative requirements, Stateside should have all negotiations completed in 90 days. A total of 6 months.

**Pass-Through Costs:**

All invoices submitted to Stateside will be a pass through cost to Plummer or the City. These costs may include: closing costs, title policy fees, landowner incidental costs, appraisal costs, and interpreter fees.

**Reporting:**

Stateside will maintain office files containing copies of completed notices and forms, contacts and discussions and project status reports, as required. Plummer and the City will have access to files and will be cc'd on email correspondence.

**Invoice:**

Stateside accounting requires invoicing on a month end basis. Payment is expected within 30 days of the date of the invoice.

**Fees:**

**Appraisal Services:**

- Appraisals 24 parcels @ \$4,000 parcel \$96,000

**Acquisition Services:**

The fees will be submitted on a milestone basis:

- Negotiation Services – up to 24 acquisitions @ \$5,000 \$ 120,000
- Title Curative Services – up to 24 acquisitions (if needed) \$ 24,000

**The updated Stateside total amount is not to exceed: \$ 240,000**

**Milestone Payments:**

The fees will be submitted on a milestone basis:

- **Acquisition**
  - Set up 20% per parcel
  - Offer Packet 50%
  - Final Offer/Closing 20%
  - File Close Out/Submit for ED 10%
  
- **Title Curative**
  - Set up, per parcel – 50%
  - Closing/File Close Out, per parcel – 50%
  
- **Appraisals**
  - Completion 100%

Thank you for this opportunity and we look forward to working with you and your team.

Sincerely,  
**STATESIDE RIGHT OF WAY SERVICES, L.L.C.**



Diane Valek  
President

APPROVED AND AGREED:  
**PLUMMER ASSOCIATES, INC.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Title