

**D.Vill Consulting, LLC**  
*Right-of-Way - Real Property Acquisitions*

March 17, 2014

John Martini, P.E.  
Assistant Community Services Director  
City of Sparks  
E. 1675 Prater Way  
Sparks NV 89434

**RE: Proposal to Provide Right of Way/Real Property Services**

Dear Mr. Martini,

D. Vill Consulting, LLC (CONSULTANT) is pleased to submit our Proposal to the City of Sparks (CITY) for Right of Way/ /Real Property Consultant Services for the time period February 1, 2014 through June 30, 2014.

We will provide right-of- way real property services to the Community Services Department, and other CITY Departments as requested, based on the following Scope of Services.

**Scope of Work:**

For the purpose of this Proposal, CONSULTANT shall provide to the CITY the following services:

- CONSULTANT shall review, confirm, and maintain CITY property records, including recommendations to approve for payment fees, acquisitions costs, relocation costs, appraisal fees and other consultant costs.
- CONSULTANT shall prepare legal documents including, but limited to, Permits, Licenses, Easements, Deeds, Notifications, Leases, Franchise documents, Official Publications, prepare, but not present, Council Agenda Staff Reports, prepare, but not present, Abandonment's, in coordination with Community Services Department Project Manager and the City's Legal Department, to include , but not limited to the following Projects:
  1. North Truckee Drain Realignment Project
  2. North Truckee Drain – Phase One (1) Project Book
  3. North Truckee Drain – Phase Two (2) Project Book
  4. West End Prater Way Enhancement Project –Phase Four (4)
  5. 4<sup>th</sup> Street Sewer Rehabilitation Sewer Project
  6. Southeast Connector Road/ TMWRF
  7. Sparks Heritage Museum – Lease Update – Nevada 150 Year Celebration
  8. Lillard Railroad Park – Improvements and Leasing
  9. Outdoor Dining & Encroachment Permits – Annual Permit Extensions

10. Replacement Parks for Don Mello Park- State Parks Department
11. Current and future Termination of Easements
12. BLM Applications for Wedekind Park and Golden Eagle Regional Park
13. Current and future Termination of City Easements
14. Redevelopment Projects
15. Current and future Abandonment of City Right-Of-Way
16. Right Of Entry Permits – City to Others
17. Citizen Information Requests

- CONSULTANT shall contact and arrange personal meetings with property affected property Owners, discuss any procedures or restrictions that will accompany the legal documents, obtain and notarize the Owner's signatures on the legal document, and record documents, as necessary.
- CONSULTANT shall coordinate CITY activities with other City, County, State, Quasi Municipal, Federal Agencies, Reno Tahoe Airport Authority, Utility Companies, Railroads, and Museums, as such activities relate to the CITY's right-of-way and real property activities.
- CONSULTANT shall maintain timely communication with CITY staff, including notification of questions or concerns the owners may have with right-of-way and real properties activities.
- CONSULTANT shall perform right of way/ real property services as requested or required to complete the activities, within the outlined Scope of Work.
- CONSULTANT shall maintain individual files for the effected properties to include correspondence, notes, emails, and original documents.
- CONSULTANT shall provide an Invoice of services, a mileage sheet of actual miles driven, together with receipts for all actual expenses incurred in performing the agreed upon services.

For this specific PROPOSAL, CITY shall provide the following services:

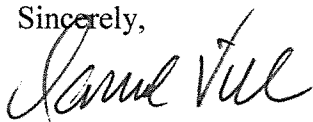
- CITY shall provide all necessary and useful construction drawings and maps as requested by the CONSULTANT.
- CITY shall provide a point of contact or Project Manager to coordinate with and provide direction to the CONSULTANT.
- CITY shall review and process CONSULTANT invoice in a timely fashion.
- CITY shall reimburse CONSULTANT for actual mileage at the rate of \$0.56 per mile for miles driven, using 431 Prater Way, Sparks, Nevada, as the point of beginning.

It is anticipated that the services as outlined above requires four hundred sixty (460) hours at a rate of \$85.00 per hour, plus mileage, and approved expenses for a total not to exceed \$40,000.00. This rate is valid for this Proposal. Any additional activities or contacts requested of CONSULTANT outside the Scope of Work will be subject to modification of the original Scope of Work, or by written agreement between the parties.

Thank you for the opportunity to provide a Proposal for Right-of-Way/ Real Property Consultant Services to the City of sparks. I look forward to the opportunity of working with City of Sparks should this Proposal be accepted.

Please contact me with any questions regarding this Proposal. I can be reached at (775) 825-1097 or via email at [drvdap@gmail.com](mailto:drvdap@gmail.com)

Sincerely,

A handwritten signature in cursive script that reads "David Vill".

David Vill, President  
D. Vill Consulting, LLC