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**PROPOSAL: ON CALL REAL ESTATE ADVISORY SUPPORT – EXTENSION**

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To: **Scott Somers, City Manager, City of College Park, MD**

From: HR&A Advisors, Inc.

Date: **October 2, 2018**

Re: Task Order 3 - On Call Real Estate Advisory Support – Extension

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This memo outlines a proposal to extend HR&A's current agreement with City of College Park to provide City staff on-call real estate advisory support for various questions and requests outside the scope of any dedicated Task Order with the City.

Scope of Work

HR&A will provide on-call support to City staff for ad-hoc questions related to various ongoing projects in the City. Support from HR&A may include, but is not limited to: real estate and development advisory; market, economic, and financial analysis; review of reports, documents, and analysis from City staff.

Project Schedule

HR&A will be available immediately to provide City staff support on an on-call basis. Support is to be billed at an hourly rate in-line with the fee schedule outlined below and included in the City of College Park's contract with HR&A.

Project Team

Stan Wall will serve as partner in charge of the project, bringing over 20 years of experience in real estate development and advisory services in the Washington region to College Park. Tanner Dudley, Director, will oversee day-to-day project activities and analysis. Additional analytical support will be provided by HR&A's team of DC-based analysts. As always, the broader resources of the entire HR&A firm are available to support College Park in all tasks.

**Project Fee**

HR&A will provide on call advisory services to City staff, billed on an hourly basis not to exceed \$10,000. HR&A's on call services will be billed based on HR&A's hourly rates below, guaranteed through the third anniversary of College Park's contract with HR&A, initiated on August 29, 2016.

Personnel	Hourly Rate <i>(September 2018 – August 2019)</i>
Senior Advisor	\$ 430
Partner	\$ 430
Principal	\$ 382
Senior Project Director	\$ 329
Director	\$ 329
Senior Analyst	\$ 239
Analyst	\$ 185
Research Analyst	\$ 148
Admin	\$ 106

*These rates are guaranteed through the third calendar year anniversary of College Park's contract with HR&A, which was initiated on August 29, 2016; thereafter rates will increase 3% annually.  
Depositions, mediations, arbitration hearing or trial testimony hours are billed at time and one-half.*

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Thank you for the opportunity to submit this proposal, and I look forward to discussing it with you in greater depth, as necessary. You may indicate your acceptance and our authorization to proceed by counter-signing below. If you have any questions, please contact me at [swall@hraadvisors.com](mailto:swall@hraadvisors.com) or by phone at (202) 903-0749.

Regards,



Stan Wall  
Partner  
HR&A Advisors, Inc.

FOR CITY OF COLLEGE PARK:

Scott Somers / City Manager  
Name / Title

10/23/18  
Date