

**MASTER SERVICES AGREEMENT FOR  
CITY OF PFLUGERVILLE APPRAISAL SERVICES**

**WORK AUTHORIZATION NO. 2023-13**

This WORK AUTHORIZATION is made pursuant to the terms and conditions of the Master Services Agreement executed the 27<sup>th</sup> day of May, 2022 by and between the City of Pflugerville and Consultant, hereinafter referred to as the Agreement.

The Consultant will perform the professional services as shown in Attachment A, Scope of Services, which will include the tasks to be performed, the deliverables to be provided by the Consultant, and the milestone schedule for completing the tasks and the deliverables.

Compensation to the Consultant for the services provided pursuant to this work authorization shall be in accordance with Article 4 of the Master Services Agreement, as further detailed in Attachment B to this Work Authorization. Attachment B shall include the method and basis for determining the compensation for this work authorization. The maximum amount payable under this Work Authorization is \$80,700, unless amended by a Supplemental Work Authorization.

This Work Authorization does not waive any of the parties' responsibilities and obligations provided under the Master Services Agreement.

This Work Authorization is hereby accepted, acknowledged, and is effective when fully executed below.

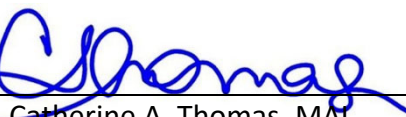
CITY OF PFLUGERVILLE

CONSULTANT

BY: \_\_\_\_\_

Public Works Services Director

BY: \_\_\_\_\_

  
Catherine A. Thomas, MAI

as agent for CBRE, Inc.

DATE: \_\_\_\_\_

DATE: 6/13/25

TITLE: Executive Vice President - VAS

BY: \_\_\_\_\_

City Manager

DATE: \_\_\_\_\_

# Proposal and Contract for Services

Attachment A

CBRE, Inc.  
500 W. 2nd Street, Suite 1700  
Austin, Texas 78701  
[www.cbre.us/valuation](http://www.cbre.us/valuation)

June 13, 2025

**Catherine A. Thomas, MAI, SRA, AI-GRS, R/W-AC**  
Executive Vice President -VAS

Norma Martinez, MBA  
Real Estate Manager, Engineering Department  
**CITY OF PFLUGERVILLE**  
15500 Sun Light Near Way, #B, Bldg 6  
PO Box 589 Pflugerville, Texas 78691  
Phone: 512.990.6400  
Email: [normam@pflugervilletx.gov](mailto:normam@pflugervilletx.gov)

RE: Assignment Agreement  
Please Refer to the Property List on Page 4  
Kelly Lane Phase 3  
Pflugerville, Texas

Dear Ms. Martinez:

We are pleased to submit this proposal and our Terms and Conditions for this assignment.

## PROPOSAL SPECIFICATIONS

<b>Purpose:</b>	To estimate the Market Value of the referenced real estate
<b>Premise:</b>	As Is
<b>Rights Appraised:</b>	Fee Simple
<b>Intended Use:</b>	To assist the client in estimating compensation for the proposed acquisition
<b>Intended User:</b>	The intended user is CITY OF PFLUGERVILLE ("Client"), and such other parties and entities (if any) expressly recognized by CBRE as "Intended Users" (as further defined herein).
<b>Reliance:</b>	Reliance on any reports produced by CBRE under this Agreement is extended solely to parties and entities expressly acknowledged in a signed writing by CBRE as Intended Users of the respective reports, provided that any conditions to such acknowledgement required by CBRE or hereunder have been satisfied. Parties or entities other than Intended Users who obtain a copy of the report or any portion thereof (including Client if it is not named as an Intended User), whether as a result of its direct dissemination or by any other means, may not rely upon any opinions or conclusions contained in the report or such portions thereof, and CBRE will not be responsible for any unpermitted use of the report, its conclusions or contents or have any liability in connection therewith.

<b>Inspection:</b>	CBRE will conduct a physical inspection of the subject property and its surrounding environs on the effective date of appraisal.
<b>Valuation Approaches:</b>	All applicable approaches to value will be considered.
<b>Report Type:</b>	Appraisal Report
<b>Appraisal Standards:</b>	USPAP
<b>Appraisal Fee:</b>	Please see table on Page 4
<b>Expenses:</b>	Fee includes all associated expenses
<b>Retainer:</b>	A retainer is not required for this assignment
<b>Payment Terms:</b>	<p>Final payment is due upon delivery of the final report or within thirty (30) days of your receipt of the draft report, whichever is sooner. The fee is considered earned upon delivery of the draft report.</p> <p>We will invoice you for the assignment in its entirety at the completion of the assignment.</p>
<b>Delivery Instructions:</b>	<p>CBRE encourages our clients to join in our environmental sustainability efforts by accepting an electronic copy of the report.</p> <p>An Adobe PDF file via email will be delivered to normam@pflugervilletx.gov. The client has requested One (1) bound final copy (ies). One per property.</p>
<b>Delivery Schedule:</b>	
<b>Preliminary Value:</b>	Not Required
<b>Draft Report:</b>	Upon Client's request
<b>Final Report:</b>	Thirty (30) to sixty (60) days from receipt of executed engagement and receipt of all information to produce credible results.
<b>Start Date:</b>	The appraisal process will start upon receipt of your signed agreement and the property specific data.
<b>Acceptance Date:</b>	These specifications are subject to modification if this proposal is not accepted within 3 business days from the date of this letter.

When executed and delivered by all parties, this letter, together with the Terms and Conditions and the Specific Property Data Request attached hereto and incorporated herein, will serve as the Agreement for appraisal services by and between CBRE and Client. Each person signing below represents that it is authorized to enter into this Agreement and to bind the respective parties hereto.

We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,

**CBRE, Inc.**

**Valuation & Advisory Services**



Catherine A. Thomas, MAI, SRA, AI-GRS, R/W-AC

Executive Vice President -VAS

As Agent for CBRE, Inc.

T 512.499.4911

cathy.thomas@cbre.com

## ATTACHMENT B

Property List		
Parcel	TCAD	Fee
P2	481802	\$3,800
P4	481805	\$3,800
P6	278055	\$3,800
P7	278092	\$3,800
P7A	708120	\$4,500
P8	278087	\$4,200
P10	278086	\$3,800
P11	278078	\$3,800
P12	939584	\$3,800
P13	783832	\$3,800
P14	888886	\$3,800
P15	904466	\$3,800
P16	888887	\$3,800
P21	767311	\$4,200
P23	736353	\$4,200
P25	780111	\$3,800
P28	733702	\$4,500
P29	733702	\$4,500
P30	968027	\$4,500
P31	278115	\$4,500
<b>20 parcels</b>	<b>TOTAL</b>	<b>\$80,700</b>

## AGREED AND ACCEPTED

### FOR CITY OF PFLUGERVILLE ("CLIENT"):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Norma Martinez, MBA

\_\_\_\_\_  
Name

\_\_\_\_\_  
512.990.6400

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Real Estate Manager, Engineering Department

\_\_\_\_\_  
Title

\_\_\_\_\_  
normam@pflugervilletx.gov

\_\_\_\_\_  
E-Mail Address