

EXHIBIT A

TASK ORDER NO. 8981-01

This Task Order pertains to an Agreement by and between **Union County, North Carolina (OWNER)** and **Professional Property Services. Inc. (CONSULTANT)**, dated June 18, 2024. CONSULTANT shall perform the services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below:

TASK ORDER NUMBER: 8981-01

PROJECT NAME: UCPW ("UCW") SOP EASEMENT – EVALUATION, EDUCATION and ENFORCEMENT

PART 1.0 –The OWNER may contract with the CONSULTANT from time to time to provide various real estate acquisition services on an as-needed basis. For this specific Task Order, the CONSULTANT shall conduct the necessary public records research to identify the specific Permanent Sanitary Sewer Easement which encumbers a parcel of land at the request of OWNER. That research will result in a summary report of the Permanent Easement including a copy of the recorded document with plat, the width of the easement, any pertinent terms and conditions of the easement, and a recent satellite picture of the subject parcel.

PART 2.0 – SCOPE OF BASIC SERVICES TO BE PERFORMED BY CONSULTANT ON PROJECT:

The services to be provided are included in Section 2 (BASIC SERVICES) of the Multiple Project Agreement between Union County, North Carolina and Professional Property Services Inc. for Real Estate Acquisition Services, dated June 18, 2024.

In addition, CONSULTANT shall be responsible, when requested by OWNER, when such steps below indicate they may be provided by CONSULTANT, for the following indicated steps of the current **UCW Standard Operating Procedures entitled Easement – Evaluation, Education and Enforcement as follows:**

Priority Easement Access

When OWNER deems it necessary to access infrastructure within an easement without undue delay to perform maintenance and repairs, or the obstruction (encroachment) is considered an imminent hazard to utility infrastructure, an obstruction (encroachment) will be treated under this priority easement access process. The obstruction (encroachment) must be removed to accommodate maintenance and repair activities without undue delay. OWNER staff will follow the below steps to resolve the issue.

Step 1: Verification

If an obstruction (encroachment) is found on an easement, OWNER's staff will:

- Start a Lucity Work Order
- Verify the obstruction
- Take a ground level picture of the obstruction
- Document the physical address
- OWNER's Water Right of Way Field Services Supervisor will refer the issue to the appropriate _____ staff and CONSULTANT to research and identify easement limits and existence as necessary, i.e.

plat maps, agreements from the public records.

- Staff or CONSULTANT may conduct a survey to verify the obstruction is within the easement with approval by the OWNER's Right of Way Field Services Supervisor.

Step 2: Conversation with Landowner

An OWNER representative will call or meet with the landowner to discuss the obstruction, and will inform the landowner that:

- The landowner will have 30-days to take appropriate action to remove the obstruction at the landowner's expense.
- Conversation will be documented in the Work Order Record.

Step 3: Obstruction Removal Verification

After 30 days from the conversation with the landowner, utility field staff shall re-visit the site to verify that the obstruction has been removed. If the obstruction has been removed, complete work order in Field, if not, proceed with step 4.

- OWNER representative will update current Work Order.

Step 4: Priority Easement Access Letter

If the landowner has taken no action after the initial 30-day deadline, the OWNER's Water Right of Way Field Services Supervisor will refer matter to the appropriate staff or consultant.

- Staff or the CONSULTANT shall prepare and send a Priority Easement Access Letter, by certified and first-class mail, to inform the landowner of the landowner's requirement to remove the obstruction (encroachment) within an additional 30 days from the date of the mailing of the Priority Easement Access letter. Verification will be made by OWNER staff confirming the removal of the obstruction after the expiration of this deadline. If the obstruction has been removed, complete work order in Field, if not, proceed with step 5.

Step 5: Legal Department Involvement

If no action is taken or adequate response received from landowner after the expiration of the additional time provided by the Priority Easement Access Letter, a notification will be sent from the staff or CONSULTANT which sent the Priority Easement Access Letter to OWNER's Right of Way Field Services Supervisor by email.

- The matter shall be considered by OWNER's staff for referral to the Union County Legal Department at 500 N. Main Street, Suite 925, Monroe, NC 28110 for any further action.
- If OWNER's staff determines it is warranted, OWNER's staff may refer the OWNER's Water representative will update current Work Order.

Notice of Obstruction

OWNER's staff must access this infrastructure to perform routine maintenance and repairs at some point in time; however, the obstruction (encroachment) in the easement is not considered an imminent hazard to utility infrastructure or necessary to access without undue delay at this time. However, should it become necessary in the future to remove the obstruction (encroachment) to access public infrastructure, it will not be repaired or replaced.

Step 1: Verification

If an obstruction (encroachment) is found on an easement, staff will:

- Start a Lucity Work Order
- Verify the obstruction
- Take a ground level picture of the obstruction
- Document the physical address
- OWNER's Right of Way Field Services Supervisor will refer the issue to the appropriate staff or CONSULTANT to research and identify easement limits and existence as necessary, i.e. plat maps, agreements from the public records.
- Staff or the CONSULTANT may conduct a survey to verify the obstruction is within the easement with approval by the OWNER's Water Right of Way Field Services Supervisor.

Step 2: Conversation with Landowner

An OWNER representative will call or meet with the landowner to discuss the obstruction and inform the landowner that:

- The landowner should take appropriate action to remove obstruction (encroachment) without delay at the landowner's expense.
- Conversation will be documented in the Work Order Record.
- OWNER representative will update current Work Order.

Step 3: Obstruction Removal Verification

After 30-days from the conversation with the landowner, utility field staff shall re-visit the site to verify that the obstruction has been removed. If the obstruction has been removed, complete work order in Field, if not, proceed with step 4.

- OWNER's representative will update current Work Order.

Step 4: Letter Issued to Landowner for Notice of Obstruction

If the landowner has taken no action after the initial 30-day time period, OWNER's staff or CONSULTANT will issue a Notice of Obstruction Letter, which will include an accompanying Encroachment Agreement by certified and first-class mail.

- The letter will detail the requirements of the landowner to remove the obstruction.
- The letter will alert the landowner that when an emergency arises and access to the easement is needed, the obstruction will be removed and NOT repaired to its original condition.
- A copy of the letter will be sent to OWNER's Right of Way Field Services Supervisor.
- The letter will require return of a signed and notarized Encroachment Agreement to the appropriate staff or consultant, as designated in the letter. This Agreement must be returned within 30 days.
- The Encroachment Agreement will be recorded in the Union County Register of Deeds' Office by the designated staff or consultant.
- CONSULTANT may be designated to prepare a Closing Report with a copy of the recorded Encroachment Agreement, all correspondence, diary and exhibits to the OWNER's Right of Way Field Services Supervisor via mail to 4600 Goldmine Road, Monroe, NC 28110.
- OWNER's Right of Way Field Services Supervisor will close the Work Order once a Closing Report is received.

- An Excel Spreadsheet Report shall be maintained and updated by CONSULTANT to establish a permanent database record of activity.
- If the encroachment agreement is not executed within the timeframe allotted by the letter, a notification will be sent to the OWNER's Right of Way Field Services Supervisor by email.
- If the encroachment agreement is not executed within the timeframe allotted, the matter shall be considered by OWNER for referral to the Union County Legal Department. If OWNER's staff determines it is warranted, OWNER's staff may refer the matter to the Union County Legal Department via e-mail or US Mail.

PART 3.0 – ADDITIONAL SERVICES, NOT PART OF BASIC SERVICES:

Any additional work, if needed and as necessary, related to these activities or other activities not specifically noted in Part 2.0, as requested by the OWNER, including facilitating procurement of independent legal services (attorney) to provide certified written Title Opinions and title updates, if necessary, reflecting legal property owners of record and the nature of their interests, as well as Survey Staking of the existing Easement and Location surveys of possible encroachments as well. A Surveyor's Report shall be the deliverable along with a graphic map depiction of the easement location and the possible encroachment.

PART 4.0 – OWNER'S RESPONSIBILITIES:

OWNER will be responsible for:

1. Identification of a Project Manager to be a point of contact for the OWNER.
2. Providing current Union County GIS Information.
3. Notification to the CONSULTANT of the potential encroachment issue.
4. Timely review and comment on all CONSULTANT submittals and documents.

PART 5.0 – CONSULTANT RESPONSIBILITIES:

1. At least one CONSULTANT Representative shall attend planned staff meetings.
2. CONSULTANT shall prepare mailings to the public if survey access is needed.
3. CONSULTANT shall prepare project files and documents (including legal records research, periodic reports, spreadsheet development and maintenance, copying, printing, etc.)
4. Provide diary information to OWNER in the event legal action is necessary.

PART 6.0 – PERIODS OF SERVICES:

The schedule for completion of each Task included in this Task Order will be agreed upon by the OWNER and CONSULTANT at the time that each specific task assignment related to this Task Order is prepared.

PART 7.0 – PAYMENTS TO CONSULTANT

Payment for Basic Services:

Compensation for the services outlined in Part 2.0 shall be CONSULTANT'S Billable Hourly Rate Schedule plus reimbursable expenses at cost. Scope as aforementioned, with a not-to-exceed fee of \$400,000.00 under this Task Order are provided to OWNER for the Task for approval and authorization to proceed.

CONSULTANT shall also provide additional services per the hourly rate schedule at the direction of the OWNER for individual tasks pursuant to a mutually executed amendment to this Task Order, including, but not limited to:

- Land Surveying Services – by CONSULTANT’s staff
- Project Management & Administrative Services – by CONSULTANT’s staff
- Appraisal services – by Independent Appraiser
- Paralegal services – by outside Counsel
- Title abstract services– by outside Counsel

PART 8.0 – BILLING RATES

The following 2024 hourly billing rates are applicable to proposed CONSULTANT’s staff and will be applied to any service authorized by the OWNER, included in this Task Order:

<u>Description</u>	<u>Hourly Billing Rate (\$)</u>
Principal/PM/PLS	\$125.00/hour
AutoCAD Tech	\$85.00/hour
2-Person Survey Crew	\$165.00/hour
1-Person Crew	\$110.00/Hour
Acquisition Agent	\$105.00/hour
Administrative Support	\$72.00/hour
Mileage*	\$0.67/mile
<i>*Subject to change per the federal standard yearly evaluation</i>	

This Task Order is executed this _____.

UNION COUNTY, NORTH CAROLINA

OWNER

By: _____

Name: Brian Matthews

Title: County Manager

Address: _____

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

_____, Deputy Finance Officer

Task Order 8981-01

PROFFESIONAL PROPERTY SERVICES INC.

CONSULTANT

By: _____

Name: Nicole L. Boger

Title: SVP

Address: 18335 OLD STATESVILLE RD.

UNIT A

CORNELIUS, NC 28031

Approved as to Legal Form: BTI

Union County, North Carolina