

Real Estate Solutions

December 20, 2013

Judge Samuel Biscoe  
 Travis County Commissioners  
 P.O. Box 1748  
 Austin, Texas 78767

Re: Travis County Bluff Springs Road Flood Buyout Program

Dear Judge and Commissioners,

Congratulations on your bold decision to reach out and help the Travis County citizens whose property was destroyed in the Halloween floods. Your support will give these distressed families hope that they will never again have to go through this horrible experience.

Spitzer & Associates, Inc. would greatly appreciate the opportunity to be a part of your efforts to buy-out these properties. We realize that this is a high priority project with a short timeline. Our experience, knowledge of the area and commitment to providing the highest standard of customer service will ensure the timely and successful completion of the program. Enclosed is our Corporate Overview which details our services, experience, company mission and certifications. Our experience and certifications are summarized below.

**Experience:**

- Onion Creek Flood Control Project: City of Austin, Watershed Department: buy-out Program
- U.S. Army Corps of Engineers (USACE), Louisiana; Hurricane Katrina Buy-out Program
- City of Austin: Public Works Department of Aviation, Austin-Bergstrom International Airport Relocation Project
- City of Austin Public Works Department of Aviation, Austin-Bergstrom International Airport Noise Mitigation Project
- Capital Metropolitan Transportation Authority; Acquisition Services
- Texas Department of Transportation: Numerous Full Service Projects

**Certifications:**

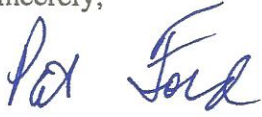
- South Central Texas Regional Certification Agency: Certified Small, Minority, Woman, African American, Veteran & Disabled Individual Business Enterprise.
- State of Texas: Historically Underutilized Business (HUB)
- City of Austin: Disadvantaged Business Enterprise

P.O. Box 303159  
 Austin, Texas 78703

Office (512) 478-8660  
 Fax (512) 478-8462

Please call either one of us at the numbers noted below with any questions or request for additional information. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Pat Ford". The signature is written in a cursive style with a large, prominent "P" and "F".

Pat Ford  
Spitzer & Associates, Inc.  
512.497.2264

A handwritten signature in blue ink that reads "Candy Spitzer". The signature is written in a cursive style with a large, prominent "C" and "S".

Candy Spitzer  
Spitzer & Associates, Inc.  
512.633.7349

Enclosures – As stated



## **SPITZER & ASSOCIATES CORPORATE OVERVIEW**

Spitzer & Associates is a Central Texas based company, solely dedicated to providing personalized and innovative real estate solutions. Founded in 1999 and incorporated as Spitzer & Associates, Inc., in 2001; we are certified as a HUB, a Woman-Owned DBE, and a DBE. Having implemented more than 50 state and federal real estate initiatives since our founding, we are a strong and leading edge company possessing comprehensive experience in all aspects of real estate management. Headquartered in Austin and founded by Candy Spitzer, we are a dedicated, nationally recognized team of real estate professionals. Our focus is in Texas although our reputation for excellence has offered us the opportunity to complete projects for the federal government and nationally.

Collectively our staff bring expertise in a broad range of real estate services, including voluntary flood mitigation projects, right of way acquisition, quality assurance, all aspects of relocation services, program management, legal and paralegal services, closing services, site selection, title services, property management, project management oversight and brokerage services

Spitzer & Associates has a thorough and comprehensive understanding of the scope of work for right of way projects. Acquisition projects can be complex and require trained skills, and a dedicated mindfulness to project time lines. We will customize all activity requirements to meet the needs of the Flood Buyout Program of Travis County, keeping in mind the sensitive nature of this devastating natural occurrence that caused such hardship for the citizens of Travis County.

Dedicated to providing excellence in every facet of the right of way acquisition process; our expertise includes, trained skills in communication; negotiations; planning and tracking; title curative and closing services; due diligence, and coordination services. Our real estate professionals have the capability and availability to meet all project requirements.

Our reputation for excellence is well known throughout Texas and the nation in the land acquisition industry. We provide exemplary service that meets or exceeds our clients' expectations. Before taking a project, we honestly appraise potential limitations that may impede our ability to meet a proposed deadline or budget. Spitzer & Associates, Inc. will carry out the Flood Buyout project on a "no surprises" basis, earning your trust through open lines of communication.

### **OVERALL MISSION**

Spitzer & Associates mission is to provide excellence in real estate solutions. Their clients repeatedly turn to them to because they have proven that as a progressive firm, comprised of knowledgeable and experienced professionals, Spitzer & Associates produces positive results for their clients. The diversity of their experience, national contacts, and organizational involvement creates the synergy to solve problems and efficiently they will listen, provide personalized service, solve their problems, and are accessible when requested.

Right of way acquisition is accomplished through the joint efforts of Acquisition Agents, Appraisers, and Review Appraisers, Surveyors, Title companies, and the Document Clerk / Title



Research Specialist. Ultimately the Acquisition Agent must obtain the cooperation of the land owner, requiring excellent good faith negotiation and communication skills. Recognizing the emotional nature of this project, our staff will bring compassion and guidance to the property owners that suffered losses in the flood, explaining the process and offering relief by bringing resolution and closure and delivering possession of the property to Travis County. We will work with all the acquisition related services to efficiently acquire property in compliance with federal regulations and guidelines.

It requires an accomplished and successful firm to ensure Federal compliance along with superior negotiation and mediation skills. Spitzer & Associates are known as experts in ensuring compliance with federal and state regulations and guidelines .

The following provides an overview of Spitzer & Associates comprehensive real estate solutions experience.

Activity	Description
Program & Project Management	Provide turnkey real estate services or management of an existing program or specific project.
Acquisition Services	Negotiate for real property rights for governmental/quasi-governmental entities, both under the Uniform Act and for non-federally funded projects.
Relocation Assistance Services	One of the few firms that specialize in this complicated and critical element of governmental real estate.
Project Oversight & Quality Assurance	Created and completed the first real estate element of a Project Management Oversight Contract for the Federal Transit Authority.
Real Estate Program Consultation	Provide outside objective and creative ideas for implementing or improving a governmental/quasi-governmental real estate program.
Public Involvement	Conduct public hearings; create websites, and proactively keep constituents informed.
Condemnation Support	Accurate and complete files, lis pendens identified legal staff to take lead or provide support.
Title Curative & Closing	Quick, efficient answers to conveying clear title.
Property Management	Understand management and disposal of assets acquired.
Property Databases & Inventories	Create manageable databases and inventories of properties owned.
Schedule Matrix and Record Keeping	Updated, complete, timely reporting available in client's preferred program.
Site Selection Services	Analysis of real estate sites for a variety of uses, including property research, floodplain analysis, and developmental capabilities.
Due Diligence Services	Comprehensive research to determine property ownership, easements, and other factors affecting real property.



The following provides an overview of our comprehensive real estate solutions experience with varied land acquisition projects, both locally and nationally

**Onion Creek Flood Control Project City of Austin, Watershed Department**

Spitzer & Associates provided acquisition and relocation services for 33 parcels under the City's Relocation Voluntary Buy-out Program for parcels located within a floodplain. We provided accounting, parcel tracking, personal property title transfer, property management and assistance for the public involvement program. Spitzer & Associates worked directly with relocatees, lenders, real estate agents, and title companies, and provided the City with weekly status and accounting reports.

**U.S. Army Corps of Engineers (USACE), Louisiana**

Spitzer and Associates worked under a 5-year contract to provide full service turn-key real estate services for the USACE in New Orleans, Louisiana and surrounding area. The work, associated with the New Orleans to Venice Hurricane Storm Damage Risk Reduction System projects, was to provide for acquisition of levees expanded and rebuilt in and around New Orleans. Acquisition was required to be performed in accordance with the Uniform Act. We were responsible for the coordination and management of this project, including public involvement, obtaining rights of entry when required, extensive title curative work, acquisition and negotiation services, document preparation, tract file maintenance, quality assurance and control, and database management. Right-of-way services included coordination and oversight of all functions necessary to complete acquisitions, except appraisal review and closings, for the USACE.

**City of Austin, Texas; Public Works/Department of Aviation  
Austin-Bergstrom International Airport**

Led by Candy Spitzer, real estate services were provided for the construction of Austin-Bergstrom International Airport, including the negotiation and relocation assistance associated with the acquisition of 984 acres. This required coordinating title work, environmental research, geotechnical testing, surveying, appraisal services, and public involvement. The City required the purchasing of 54 homes, relocating 54 families, 14 businesses and three agricultural operations. We provided planning analysis for the Planning Director, released easements, and worked closely with FAA regarding NAVAID placements. Assisted in the removal of Air Force housing by auction, coordinated vacation of county highways, and provided backup for Del Valle schools relocation.

**Austin-Bergstrom International Airport Noise Mitigation Project/Austin, Texas**

Spitzer & Associates was part of the team that worked on the voluntary noise mitigation buyout program for the ABIA. We provided relocation assistance services, property management or properties acquired as part of the project, and title curative/closing services.



### **Capital Metropolitan Transportation Authority**

Spitzer & Associates provided acquisition services and relocation assistance, as well as on-going property research and site selection services to Capital Metro. This included investigation of ownership, legal description, easements, flood plain, topography, access, zoning, and development restrictions for multiple sites in areas where Capital Metro was interested in purchasing land for Park and Rides, Transit Centers, and other uses. A comparative analysis of the sites was presented to the agency, including detailed analysis of specific sites, as appropriate. They also wrote a formal relocation assistance manual for the agency.

### **Texas Department of Transportation Full Service Projects**

- **Waco District:** We provided acquisition services to obtain right-of-way for the expansion of State Highway 31 and administer all acquisition activities, including, but not limited to obtaining appraisal and review appraisal services, negotiations to purchase, relocation assistance, title curative, and eminent domain assistance.
- **Waco District:** We provided acquisition services to obtain right-of-way for the expansion of Interstate Highway 35 and administered all acquisition activities, including, but not limited to obtaining appraisal and review appraisal services, negotiations to purchase, relocation assistance, title curative, and eminent domain assistance.
- **Dallas Division:** We provided acquisition services to obtain right-of-way for the expansion of FM 455 and Loop 12.
- **Dallas Division:** We provided full service acquisition services for the expansion of FM 3097 in Rockwall County.
- **Austin Division:** We are providing relocation services for the expansion of FM 973 by ABIA airport.
- **Austin Division:** We are providing full service right of way for the expansion of Hwy 123 in San Marcos.

# State of Texas

## Historically Underutilized Business Certification and Compliance Program



The Texas Comptroller of Public Accounts (CPA),  
hereby certifies that

### **SPITZER & ASSOCIATES, INC.**

has successfully met the established requirements of the  
State of Texas Historically Underutilized Business (HUB) Program  
to be recognized as a HUB.

This certificate, printed 26-JUN-2010, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

A handwritten signature in cursive script that reads "Paul A. Gibson".

Certificate/VID Number: 1743021972900  
File/Vendor Number: 00001  
Approval Date: 23-JUN-2010  
Expiration Date: 23-JUN-2014

Paul A. Gibson  
Statewide HUB Program Manager  
Texas Comptroller of Public Accounts  
Texas Procurement and Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmb1/hubonly.html>) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

*City of Austin*  
*Small and Minority Business Resources Department*  
*certifies that*

## **Spitzer & Associates, Inc.**

meets all the criteria established by the City of Austin Minority-Owned and Women-Owned Business Enterprise Procurement Program, and is certified as a

### **Women-Owned Business Enterprise**

with the City of Austin.



A handwritten signature in blue ink, appearing to read "Veronica Briseño Lara".

Veronica Briseño Lara, Director  
Small and Minority Business Resources Department

**EXPIRATION DATE:**  
**02/15/2014**

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year.  
Verification of certification status can be obtained by calling 512.974.7645.

**CITY'S VENDOR CODE: SPI7148015**





*City of Austin*

*Small and Minority Business Resources Department certifies that*

**Spitzer & Associates, Inc.**

is certified as a

**Disadvantaged Business Enterprise**

The City of Austin adheres to the U.S. Department of Transportation (DOT) DBE Standards set forth in 49 CFR Part 26 and Part 23. Your DBE certification shall be valid at any Texas entity that receives DOT funds and has a DBE Program.

Veronica Briseño Lara, Director  
Small and Minority Business Resources Department

**EXPIRATION DATE:**

**02/15/2014**

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year. Verification of certification status can be obtained by calling 512.974.7645.

**CITY'S VENDOR CODE: SPI7148015**



# South Central Texas Regional Certification Agency

*Your unified certification source*  
[www.sctrca.org](http://www.sctrca.org)

April 12, 2013

Candy Spitzer  
Spitzer & Associates, Inc.  
PO Box 303159  
Austin, TX 78703

Dear Candy Spitzer:

We are pleased to inform you that your application for certification in our Small, Minority, Woman, African American, Veteran, and Disabled Individual Business Enterprise (S/M/W/AA/V/DI) Program has been approved. Your firm met the requirements of SCTRCA Standards and is currently certified as a:

**\* SBE WBE**

Certification Number: **213042265**  
Certification Renewal: **April 15, 2015**  
Certification Expiration: **April 30, 2015**

Providing the following products or services:  
NAICS-531210: OFFICES OF REAL ESTATE AGENTS AND BROKERS  
NAICS-531390: OTHER ACTIVITIES RELATED TO REAL ESTATE

On the two year anniversary date of your certification, you are required to provide a renewal application affirming that no changes have occurred affecting your certification status. The SCTRCA will send you a Certification Renewal reminder **sixty (60) days** prior to your expiration date. The SCTRCA will no longer include a certificate upon certification renewals. **Your expiration date is April 30, 2015.**

Please notify this office within **thirty (30) days** of any changes affecting the size, ownership, control requirements, or any material change in the information provided in the submission of the certification application. Thank you in advance.

Sincerely,

A handwritten signature in black ink that reads "Blaine R. Mitchell".

Blaine R. Mitchell  
Executive Director