

Summary of Tasks and Fees

DRAFT / Oct. 8, 2003

Part 1A. MARKET DEMAND STUDY					
Step	Task #	Tasks	Fees - SPPRE	Fees - Other Firms	Running Total
1	1.1	SPPRE Prepares Draft Scope of Work for Market Demand Study	\$1,060		
2	1.2	Complete Work Session with Potential Key Public Partners	\$2,120		
3	1.3	Complete a Work Session with Committee on Market Demand Study (Same Day as Work Session with Potential Key Public Partners)	\$1,060		
4	1.4	Revise Market Study Scope of Work; Execute and Manage the Market Demand Study Contract (Consultant Conducts Market Demand Analysis)	\$4,240	\$35,000	
---		· Market Demand Analysis Consultant - Expenses		To be determined	
5	1.5	Conduct Public Forum on Market Study Results	\$2,120		
6	1.6	Conduct Review Session with Council Committee	\$2,120		
7	1.7	Present Market Demand Study Findings and Recommendations to Town Council. (Council Decides Whether to Proceed, Makes Recommendation on Land, Building and Infrastructure Program	\$2,120		
		Allocated Costs: SPPRE	\$1,410		
		Estimated Direct Costs (estimated)s: airfare, lodging, ground transportation, mileage, parking, purchase of materials, etc.: SPPRE	To be determined		
		Total Fees: MARKET STUDY	\$16,250	\$35,000	\$51,250

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Part 1B. DEVELOPMENT OF MASTER PLANS					
Step	Task #	Tasks	Fees - SPPRE	Fees - Other Firms	Running Total
8	1.8	Prepare a Land, Building and Infrastructure Program for Lots 2 and 5 Based on Council Direction	\$1,680		
9	1.9	Prepare a Scope of Work for an Urban Designer/Architect and Subcontract with Firm (Architect Prepares Plans)	\$1,060	\$32,000	
---		Architect - Expenses		To be determined	
10	1.10	Design Review Session with HKS, Council Committee	\$2,120	<i>Fees Included in \$32,000</i>	
11	1.9	<i>Architect Revises Master Plan Draft Incorporating Committee comments</i>		<i>Fees Included in \$32,000</i>	
12	1.11	Select and Manage a Local Construction Company to Provide a Cost Estimate of the Proposed Development of Lots 2 and 5 (Firm Provides Services)	\$4,240	\$5,000	
13	1.12	Conduct Public Forum, Second Design Review Session with HKS, Council Committee	\$2,120	<i>Fees Included in \$32,000</i>	
14	1.13	Present Master Plans to Council (Council decides whether to proceed)	\$2,120		
15	1.9	<i>Architect Revises Urban Design Plan Incorporating Council Changes, Produces Final Drawings</i>		<i>Fees Included in \$32,000</i>	
		Allocated Costs: SPPRE	\$1,267		
		Direct Costs: airfare, lodging, ground transportation, mileage, parking, purchase of materials, etc.: SPPRE	To be determined		
		Total: MASTER PLAN DEVELOPMENT	\$14,607	\$37,000	\$102,857

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Part 1C. COST ESTIMATION AND FINANCIAL ANALYSIS (FOR BOTH SITES)					
Step	Task #	Tasks	Fees - SPPRE	Fees - Other Firms	Running Total
17	1.14	Subcontract with DesignVision for Producing 3D Computer Renderings of Project for Both Sites Based on Final Urban Design Plan <u>Deliverable: Computer Modeling of Final Urban Design Plan for Two Sites</u>	\$1,325	\$8,000	
18	1.15	Prepare “Total Development Budgets” for the Development of Lots 2 and 5	\$3,800		
19	1.16	Complete a Finance Model for Two Developments (Lots 2 and 5)	\$15,920		
20	1.17	Complete a Financial Sensitivity Analysis Including Five Variables for Each Development of Lots 2 and 5	\$4,600		
21	1.18	Complete a Review Session with the Council Committee	\$4,240		
22	1.19	Develop Up to Five Alternative Public/Private Finance Plans	\$11,840		
23	1.2	Develop Up to Five Alternative Ownership, Investment, Development and Operational Scenarios	\$6,360		
24	1.21	Complete a Review Session with the Council Committee	\$2,120		
25	1.22	Complete Work Session/Forum with the Town Council	\$6,720		
26	1.23	Attend Council Meeting on Whether to Proceed with Part 2	\$2,120		
27	1.24	Revise Recommended Public/Private Finance Plan and Ownership Scenario to Incorporate Council’s Changes	\$3,180		
		Allocated Costs: SPPRE	\$5,786		
		Estimated Direct Costs: airfare, lodging, ground transportation, mileage, parking, purchase of materials, etc.: SPPRE	To be determined		
		Total: COST ESTIMATING STAGE	\$66,686	\$8,000	\$177,543

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Part 2. DEVELOPER SOLICITATION AND SELECTION					
Step	Task #	Tasks	Fees - SPPRE	Fees - Other Firms	Running Total
28	2.1	Complete an Initial Draft of the Developer Request for Qualifications	\$3,980		
29	2.2	Simultaneous to Completing the Draft Request for Qualifications, SPPRE will Draft Potential Evaluation Criteria for the Developer Request for Qualifications Submittals	\$1,680		
30	2.3	Review Draft Request for Qualifications and Evaluation Criteria with the Council Committee	\$2,120		
31	2.4	Revise Request for Qualifications to Incorporate the Council Committee's Changes	\$1,680		
32	2.5	SPPRE Develops List of Companies to Receive RFQ	\$3,360		
33	2.6	Prepare an Advertisement for the Request for Qualifications	\$840		
34	2.7	Present Draft Request for Qualifications to Town Council for Consideration	\$2,120		
35	---	Town Distributes RFQ	-----		
36	---	Developers Respond to RFQ	-----		
37	2.8	Prepare for and Execute a Pre-Proposal Conference	\$5,480		
38	2.9	Evaluate Up to 15 Developer Request for Qualifications Submittals; Recommend Developer "Short-List"	\$11,840		
39	2.10	Prepare a Draft of the Developer Request for Proposals	\$6,720		
40	2.11	Simultaneous to Completing the draft Request for Proposals, SPPRE will Draft Evaluation Criteria for the Developer Request for Proposals	\$2,300		
41	2.12	Review SPPRE's Recommended Short-List of Developers and Draft Evaluation Criteria and Request for Proposals with the Council Committee	\$2,120		
42	2.13	Revise Draft Request for Proposals, Evaluation Criteria to Incorporate Council Committee's Changes	\$1,680		
43	2.14	Present Recommended Request for Qualifications Short-List, Draft Request for Proposals and Evaluation Criteria to Town Council	\$2,120		
44	2.15	Revise Request for Proposals, Evaluation Criteria to Incorporate Council Changes	\$1,060		
45	---	Town Publishes, Distributes RFP	-----		
46	---	Developers Prepare Response to RFP	-----		
47	2.16	Complete a Comprehensive Evaluation of the Developer Request for Proposals	\$14,320		
48	2.17	In Anticipation of Completing an Interview of Each Developer, SPPRE will Develop Questions for Each Developer	\$1,590		
49	2.18	Complete a Presentation Summarizing SPPRE's Pre-Interview Ranking of the Developers	\$3,800		

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50	2.19	Complete an Interview of Each of the Five Developers (3 days)	\$7,420		
51	2.20	Prepare a Draft Memo Providing a Detailed Explanation of SPPRE's Suggested Ranking of the Five Developers	\$7,960		
52	2.21	Review Final Summary Report with the Council Committee and Include Changes	\$2,120		
53	2.22	Present Report to the Town Council	\$2,120		
54	2.23	Complete Final Summary Report; Produce Final Copies	\$2,300		
		Allocated Costs	\$8,619		
		Estimated Direct Costs: airfare, lodging, ground transportation, mileage, parking, purchase of materials, etc.: SPPRE	To be determined		
		Total: PART 2	<u>\$99,349</u>		<u>\$276,892</u>

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Part 3. DEVELOPMENT AGREEMENT NEGOTIATIONS					
Step	Task #	Tasks	Fees - SPPRE	Fees - Other Firms	Running Total
55	3.1, 3.2, 3.3	Negotiation of the Development Agreement: Cap on Fees	\$50,000		
		Allocated Costs (maximum)	\$4,750		
			TBD		
		Total: PART 3	<u>\$54,750</u>		<u>\$331,642</u>
Part 4. SERVE AS OWNER'S REP DURING CONSTRUCTION					
56		Serve as Owner's Rep (Fees Calculated Based on 1.25% of Total Development Budget; Estimated Fees Assume \$40,000,000 Development)	\$500,000		<u>\$831,642</u>
		TOTAL: ALL TASKS	\$751,642	\$80,000	\$831,642