



# PROFESSIONAL SERVICES AGREEMENT

This Agreement is effective as of the 3<sup>rd</sup> day of July, 2018 by and between the **Community Development Authority of the City of Onalaska**, hereinafter referred to as the CLIENT, and **Hoisington Koegler Group Inc.**, hereinafter referred to as the CONSULTANT for the **REDEVELOPMENT PLANNING OF DOWNTOWN/STATE ROAD 16**, hereinafter collectively referred to as the PROJECT.

WHEREAS, CLIENT sought proposal for redevelopment and planning services for the redevelopment of key areas of the City of Onalaska, namely the Highway 35/Downtown area as outlined on Exhibit A, attached hereto, (hereinafter referred to as "DOWNTOWN") and the State Road 16/Commercial Corridor area as outlined on Exhibit B, attached hereto, (hereinafter referred to as "STH 16 Area"; DOWNTOWN and STH 16 Area are the "PROJECT).

WHEREAS, CONSULTANT responded to such request by submitting a proposal and presenting at an interview with CLIENT; and

WHEREAS, CONSULTANT desires to perform the services set forth in the Scope of Services, attached hereto as Exhibit C, and CLIENT desires CONSULTANT to perform the services set forth in Exhibit C; now

THEREFORE, in consideration of the mutual agreements contained herein, the parties agree as follows:

## **A. BASIC SERVICES**

The CONSULTANT'S basic services and deliverables for the PROJECT are as provided in the Scope of Services attached hereto as Exhibit C.

## **B. ADDITIONAL SERVICES**

The CONSULTANT and the CLIENT may agree in writing to amend this AGREEMENT for additional services related to the PROJECT and compensation for such services.

## **C. FEES FOR PROFESSIONAL SERVICES**

The CONSULTANT agrees to complete the services and deliver the deliverables in EXHIBIT C in consideration for professional fee compensation to be paid as follows:

1. For the CONSULTANT'S basic services, this project is divided into two components, the Downtown redevelopment and the State Road 16 area , a fee based on the CONSULTANT'S current hourly rate schedule (see Attachment C) for both portions of the PROJECT not-to-exceed One Hundred and Five Thousand and Five Hundred dollars (\$97,770.00) inclusive of expenses.
2. Compensation in excess of the total AGREEMENT amount of \$97,770 shall not be allowed unless approved by a written amendment to this AGREEMENT. Compensation for costs incurred as a result of improper performance by CONSULTANT will not be allowed. Any additional services not included in the

SCOPE OF SERVICES shall be billed on a time and expense basis plus reimbursable expense and shall be performed only upon written authorization by the CLIENT.

3. Invoices will be submitted electronically (PDF form) to the CLIENT via email to [kaspenson@cityofonalaska.com](mailto:kaspenson@cityofonalaska.com) on a monthly basis as work is completed and shall be payable within 45 days in accordance with this Agreement.
4. The CONSULTANT reserves the right to suspend services if the CLIENT is delinquent in making payments in accordance with this Agreement unless CLIENT has objected to a billing in writing on or before the date due.

#### **D. CLIENT'S RESPONSIBILITY**

The CLIENT shall be responsible for the following:

1. Assembly of background information including, but not limited to digital copies of all files, pertinent plans, aerial photographs, base maps, inventory data, available GIS mapping, limited to those that are reasonably available.
2. Venue, notification and record keeping for any public meetings and stakeholder meetings.
3. Presentation of draft materials to stakeholder groups as required.

#### **E. CONSULTANT'S RESPONSIBILITY**

The CONSULTANT shall be responsible for the following:

1. Complete tasks and provide all such deliverables in the manner and in accordance with the terms set forth in the Scope of Services.
2. Adherence to the timeline as outlined in the Scope of Services.
3. Maintain reasonable contact with members of the Community Development Authority of the City of Onalaska and City of Onalaska staff.

#### **F. INSURANCE**

CONSULTANT shall maintain insurance of the kind and in the amounts shown below for the life of the contract. Consultant shall provide Client with a Certificate of Insurance, said Certificates for Insurance should state that the Community Development Authority, City of Onalaska, its officers, members, employees, agents and volunteers are Additional Insureds. The CLIENT reserves the right to review CONSULTANT's insurance policies at any time to verify that contractual requirements have been met. CONSULTANT's insurance shall be in full force prior to commencing work and remain in force until the entire scope of services is complete or until such time as listed below, whichever is longer. For any claims related to this project, the CONSULTANT's general liability and umbrella insurance shall be primary insurance as respects to the Community Development Authority, City of Onalaska, its elected and appointed officials, officers, board members, employees or authorized representatives or volunteers shall not contribute to it.

1. Commercial General Liability Insurance
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate
  - \$1,000,000 personal and advertising injury limit
  - \$2,000,000 Products-completed operations aggregate
  - \$50,000 Fire damage limit
  - \$5,000 Medical Expense limit-any one person
  - Products-Completed operations coverage must be carried for two years after final acceptance of work.
2. Umbrella Liability- Must be primary and non-contributory to any insurance or self-insurance carried by
  - \$1,000,000 per occurrence
  - \$1,000,000 general aggregate
  - \$10,000 self-insured retention
3. Worker's Compensation and Employer's Liability
  - a. Worker's Compensation per Minnesota Statutes
  - b. Employer's Liability
    - \$100,000 per accident;
    - \$500,000 per employee;
    - \$100,000 per disease policy limit.
4. Professional Liability Insurance
  - \$1,000,000 per claim
  - \$1,000,000 annual aggregate
5. Automobile Liability Coverage: coverage at least as broad as ISO Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1— "Any Auto" basis.

#### **G. COMPLETION SCHEDULE**

The services of the CONSULTANT will begin upon CLIENT approval and will, absent of causes beyond the control of the CONSULTANT, be completed by December 31, 2018. The notice to proceed shall come from an authorized representative of the City. Any extensions to the completion schedule shall be agreed up in writing by CONSULTANT and CLIENT.

#### **H. SUB-CONSULTANTS**

To complete aspects of the PROJECT as described in the Exhibits A and B, the CONSULTANT will not be retaining the services of a Sub-Consultant. The CONSULTANT shall not add any Sub-Consultants without written consent from the CLIENT.

#### **I. NONDISCRIMINATION**

The CONSULTANT agrees not to discriminate by reason of age, race, religion, color, sex, national origin, or handicap unrelated to the duties of a position, of applicants for

employment or employees as to terms of employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training, or participation in recreational and educational activities.

**J. EQUAL OPPORTUNITY**

During the performance of this Contract, the CONSULTANT, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor regulations 41 CFR Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places available to employees and applicants for employment notices to be provided by the Government setting forth the provisions of this nondiscrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. The CONSULTANT shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

**K. INDEMNIFICATION**

1. To the fullest extent allowable by law, CONSULTANT hereby indemnifies and shall defend and hold harmless the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, actual reasonable attorneys' fees, costs, and expenses whether arising before, during, or after completion of the work hereunder caused by reason of any act, omission, fault, or negligence, of CONSULTANT or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement. CONSULTANT's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the fault, negligence, or willful misconduct of the City of Onalaska, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.
2. In any and all claims against the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of CONSULTANT, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor

under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

3. No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located.
4. CONSULTANT shall reimburse the City of Onalaska, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. CONSULTANT's obligation to indemnify shall not be restricted to insurance proceeds, if any received by the City of Onalaska, its elected and appointed officials CONSULTANT shall reimburse the City of Onalaska, its elected and appointed, officers, employees or authorized representatives or volunteers.

**L. TERM, TERMINATION, SUCCESSORS AND/OR ASSIGNS**

1. The Term of this Agreement shall be concurrent with the work authorized and shall be in accordance with the schedule to be established between the CLIENT and the CONSULTANT.
2. The CLIENT may terminate this Agreement by written notice to CONSULTANT at its address by certified mail at least ten (10) days prior to the date of termination.
3. Neither the CLIENT nor the CONSULTANT shall assign, sublet or transfer its interest in this Agreement without the written consent of the other.
4. The time schedule shall not apply and/or time extensions will be allowed for any circumstances beyond the control of the CONSULTANT.
5. Upon termination, Consultant shall be entitled to fees earned through the effective date of termination.

**M. NOTICE**

1. Notices. Any notices required to be made by either party to the other shall be given in any of the following manners: (a) by U.S. Postal Service mail and shall be deemed to be given two (2) business days after delivery to the U.S. Postal Service, postage prepaid, for certified or registered delivery; (b) by reputable overnight courier and shall be deemed to be given one (1) business day after delivery to the courier; or (c)

by personal delivery to a representative of the other, and shall be deemed to be given upon such personal delivery.

Any such notice shall be addressed as follows:

If to CDA:	Community Development Authority 415 Main Street Onalaska, Wisconsin 54650 Attn: Mike Gargaro
Copy to:	City of Onalaska-Planning Department 415 Main Street Onalaska, Wisconsin 54650 Attn: Katie Aspenson
If to Consultant:	Hosington Koegler Group, Inc. 123 N. 3 <sup>rd</sup> Street, Suite 100 Minneapolis, MN 5401 Attn:

Either party may change its address by providing the other party with written notice thereof, which new address will be effective ten (10) days after notice is given by one of the methods set forth above.

**N. DISPUTES**

The parties intend that any dispute or controversy arising out of or relating to the Agreement be resolved informally, if possible, through good faith negotiation. Therefore, in the event of a dispute or controversy, the parties shall promptly notify each other, in writing, of the specifics of such dispute or controversy and arrange to meet in an attempt to reach a resolution of the dispute or controversy. The Circuit Court of La Crosse County shall be the exclusive jurisdiction for all dispute arising under this Agreement.

**O. GOVERNING LAW**

Without regard to conflict of law provisions, this Agreement shall be governed by and under the laws of the State of Wisconsin.

**P. OPEN RECORDS**

CONSULTANT acknowledges that the services and deliverables it provides to the CLIENT may be subject to the Wisconsin Open Records Law and shall fully comply with requests from CLIENT regarding open records requests.

**Q. SEVERABILITY**

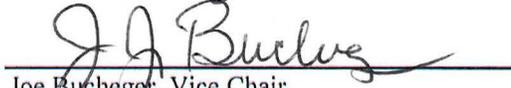
Any provision of this Agreement determined to be invalid as a matter of law is severable from other provisions of this Agreement.

**R. AUTHORIZATION**

IN WITNESS WHEREOF, The CLIENT and the CONSULTANT have made and executed this Agreement for Professional Services,

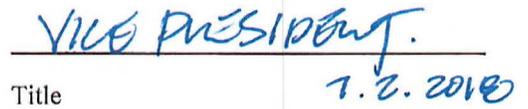
CLIENT  
Community Development Authority

  
\_\_\_\_\_  
Mike Gargaro, Chair

  
\_\_\_\_\_  
Joe Bucheger, Vice Chair

CONSULTANT  
Hoisington Koegler Group Inc.

  
\_\_\_\_\_  
Name:

  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title

**Redevelopment Area 1:  
Onalaska's Downtown**

**City of Onalaska, Wisconsin**

Planning/ Zoning  
Department



Map Designer: Katie Aspenson, AICP

Date: 3/20/2018



Parcel Lines

1 inch = 500 feet

*This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.*

**Redevelopment Area 2:  
Retail Core - State Road 16**

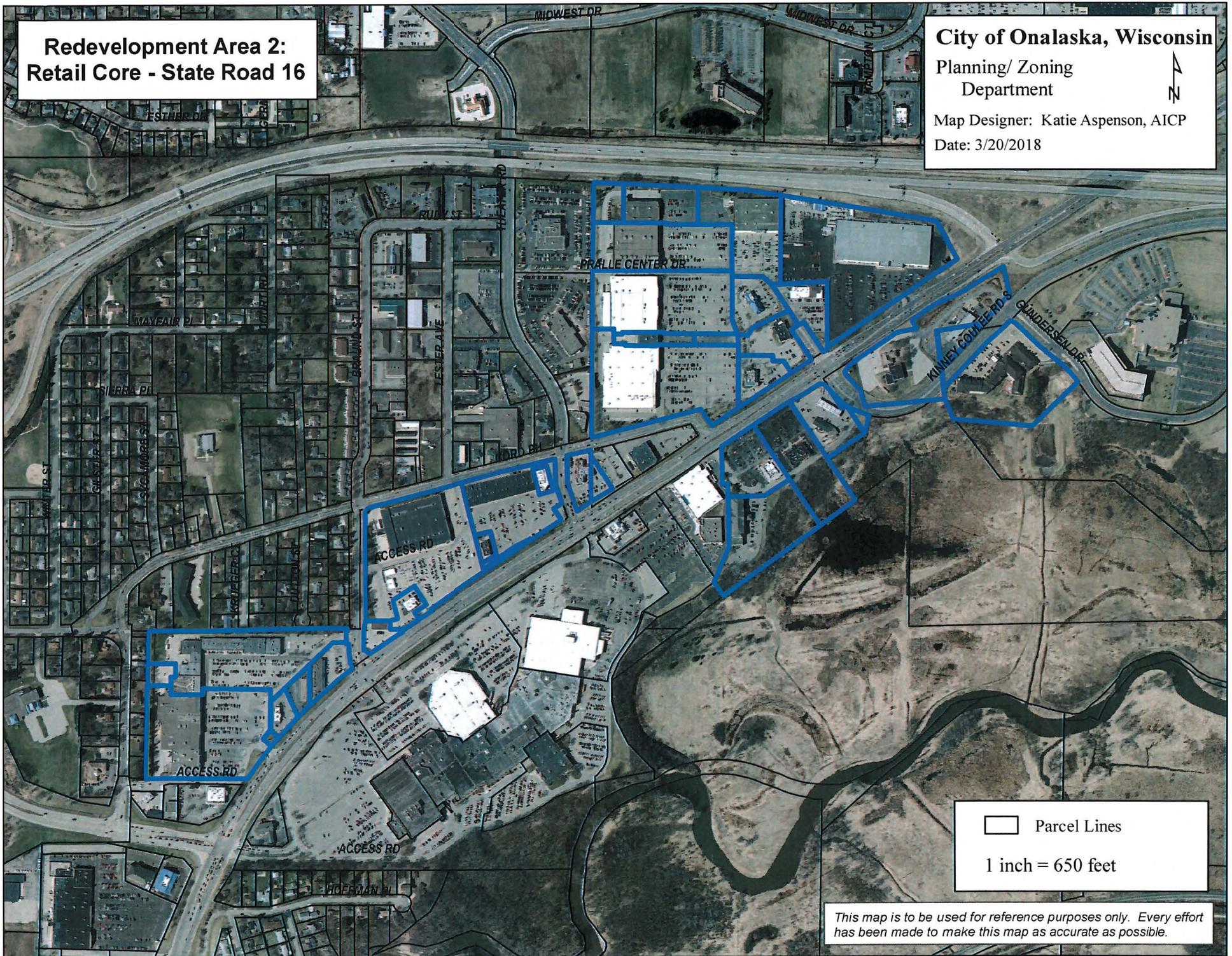
**City of Onalaska, Wisconsin**

Planning/ Zoning  
Department



Map Designer: Katie Aspenson, AICP

Date: 3/20/2018



Parcel Lines

1 inch = 650 feet

*This map is to be used for reference purposes only. Every effort has been made to make this map as accurate as possible.*

# Attachment A

## Onalaska State Road 16 and Downtown Redevelopment Planning Scope of Work

### Work Plan

Our work plan is organized in a linear manner to help articulate the integration of Community Development Authority (CDA), property owners, key stakeholder, and City leadership's thoughts and comments throughout the planning process. The three phases of our work plan will each take roughly two months to complete and are as follows:

### Phase 1 - Understand What Exists

#### 1.1 Conduct Project Kickoff Meeting with City Staff & CDA (Go-To-Meeting)

At the initial kickoff meeting we will review the goals and objectives and solidify the project schedule, including the approach to stakeholder engagement meetings. We will also discuss the desired vision for the State Road 16 Corridor and Downtown.

#### 1.2 Assemble updated background data & produce updated existing conditions mapping for the State Road 16 Corridor and Downtown including:

- Existing Land Use & surrounding context
- Existing Zoning & surrounding context
- Existing Development Totals (square feet of retail, commercial etc. & number of units, vacancies, etc.)
- Year Structure Built
- Property Tax Classification
- Property Ownership
- Lot Coverage
- Parking (required quantity of on-street & off-street spaces - noting ownership and maintenance responsibilities)
- Existing utilities & infrastructure
- Existing and proposed transportation improvements
- Existing and proposed parks, trails and open space improvements
- Most recent aerial photography

#### 1.3 Review past, relevant studies including, but not limited to:

- 2015 Comprehensive Plan Update
- 1999 Downtown Onalaska Redevelopment Plan
- Onalaska Central Greenway Plan
- Comprehensive Outdoor Recreation Plan (CORP)
- Public Works Department 2016 Annual Report
- 2016 Historical Survey Report
- 5-year Capital Improvement Plan (CIP)
- On-going coordination with the Unified Development Code / Zoning Ordinance Re-write including status of the Planned Commercial Industrial Overlay District and any barriers to redevelopment

#### 1.4 Understand Future Market Potential – High Level Market Analysis

The best land planning efforts draw from more informed market data and intelligence in order to create plans that reflect the realities of the local marketplace and result in the highest and best uses. This analysis will help the project team, the City, the CDA, and property owners/ stakeholder define the land uses most appropriate for the

various parcels, and will result in a more successful redevelopment guide over time. The following outlines the key subtasks in completing the market analysis work:

- Review of any previous market studies or reports prepared for the State Road 16 Corridor and Downtown Onalaska or any surrounding parcels in the area (if applicable).
- Review of demographic data and projections for Onalaska and the surrounding area.
- Review of market data concerning the performance of residential, retail, entertainment/hospitality, and office land uses in and near the State Road 16 Corridor and Downtown Onalaska (in terms of lease rates, vacancies, tenant mix, etc.), drawing from data provided by local brokers, the City of Onalaska, the City of La Crosse, La Crosse Area Realtors Association, La Crosse Area Development Corporation, and other publicly available data sources.
- Identification of general categories of “gaps” in the immediate retail, office, entertainment/hospitality and residential market, drawing from ESRI data.
- Discussions with local brokers in the State Road 16 Corridor and Downtown Onalaska and the surrounding area, to gain additional perspective and information concerning the viability and market for different types of retail, office, entertainment and residential land use formats on the various parcels included in the study area.
- Completion of a memorandum summarizing findings from the Market Analysis, to include the following:
  - Summary of local demographic information and projections that inform the overall market conditions in the State Road 16 Corridor and Downtown Onalaska.
  - Discussion of potential gaps in the residential, retail, entertainment/hospitality and office markets that could be served by new development in the State Road 16 Corridor and Downtown Onalaska.
  - Discussion of site factors (access, visibility, assemblage issues, etc.) that affect the feasibility of development of the various parcels included in the State Road 16 Corridor and Downtown Onalaska.
  - An outline of the potential development program for both the State Road 16 Corridor and Downtown Onalaska redevelopment parcels. This outline will articulate the general ranges of scale of potential development of office, retail, entertainment/hospitality and/or residential land uses (in terms of residential units, or square feet of retail or office space). The outline will provide additional information and recommendations concerning the likely types, formats, and orientations of the different potential land uses on the various subject parcels.
  - Market positioning, helping to distinguish Onalaska from La Crosse.

The high level market analysis does not, however, constitute a full “market study”. While the memorandum and this analysis will draw from information gathered from local real estate brokers and publicly available data, the analysis will not calculate precise projections of demand for the various land uses. Instead, this high level analysis will draw from site observations, discussions with brokers, and analysis to outline ballpark ranges of potentially viable land uses and intensities for various subject parcels over the next 10+/- year time horizon.

### **1.5 Understand Current Issues and Opportunities**

We will diagram and annotate issues and opportunities we see in and around the State Road 16 Corridor and Downtown Onalaska as a part of our analysis. These diagrams will aid in conversations at upcoming meetings with key stakeholders, community leaders and the CDA. We will identify likely redevelopment sites and potential sites for possibly assembly, opportunities for stronger connections, critical edge relationships and strengths and weaknesses of each area. We will also identify key community gateways, view corridors and areas for increased community identity.

### **1.6 Meet with the CDA & City Staff**

Prior to conducting the first round of stakeholder, community leader and public feedback we will meet with the CDA and City Staff to review a summary of updated background information and updated mapping. We will also review the future market potential findings and review and discuss the current issues and opportunities. Finally, we will confirm the approach and critical questions for stakeholder engagement meetings.

### **1.7 Meet with Key Property Owners / Stakeholders (Up to 8)**

We will conduct one-on-one meetings with key property owners in the State Road 16 Corridor and Downtown Onalaska to better understand future opportunities and stakeholder desired direction and timing of potential

changes. We will work with City staff and the CDA to identify the key stakeholders that would be logical candidates for one-on-one conversations about redevelopment. We anticipate these meetings (including task 1.7) occurring during within one trip or overlapping with another trip from the zoning code update project. We will focus efforts on the State Road 16 Corridor at the beginning of this process and anticipate the predominance of stakeholders will be from the State Road 16 Corridor.

### **1.8 Meet with the CDA & City Staff**

In a joint meeting with the City Council, Planning Commission and Economic Development Commission we will review the findings from the stakeholder meetings and discuss the future of the State Road 16 Corridor and Downtown Onalaska. Representatives from the City Council, Planning Commission, Onalaska Area Business Association and Centering Onalaska will be invited to discuss the vision for these areas in context of the physical analysis work, market findings, and stakeholder feedback. This meeting will help set the direction for concept exploration in Task 2.

## **Phase 2 - Explore the Possibilities**

### **2.1 Develop Redevelopment Concept Alternatives**

Following the initial phase of work, HKGi will create redevelopment concepts that respond to the physical analysis, market findings and discussions with key stakeholders, and the CDA and City staff. The concept alternatives for the State Road 16 Corridor and Downtown will explore:

- Desired uses including potential land use and zoning adjustments
- Location, placement and orientation of buildings and guidelines for redevelopment
- Location, placement and orientation of parking matching development capacity and parking ratios on site
- Development yield – including a net developable analysis from existing development on site
- Estimated infrastructure improvements such as new roadways or relocated utilities
- Desired site amenities such as plazas, parks, gathering areas, streetscape enhancements, landscaping buffers, etc. to create a unique atmosphere
- Locations and methods for stormwater treatment
- Connections to surrounding neighborhoods and destinations
- Precedent studies/images of similar projects will be utilized to help articulate desired architectural character, height, scale and massing of buildings and other site amenities
- District diagrams will be created to identify broader redevelopment sites, desired uses, key connections and circulation aspects to the redevelopment plans

### **2.2 Conduct a Design Workshop with CDA & City Staff**

Following the development of concept alternatives, HKGi will then conduct a Design Workshop with the CDA and City Staff to review and evaluate the alternatives prior to presentation and discussions with key stakeholders.

### **2.3 Refine the Concepts and Prepare for Second Round of Stakeholder Engagement**

Based on the outcomes of the CDA and City staff meeting, HKGi will refine the concept ideas generated with City Staff and develop a package of materials to present to the various stakeholder groups. This will include a presentation with narrative, diagrams, maps and support graphics for land use & urban design, transportation, parks and open space and the redevelopment alternatives.

### **2.4 Meet with Key Stakeholders (up to 8)**

Based on the outcomes of the CDA and City staff meeting, HKGi will refine the concept ideas generated with City Staff and develop a package.

### **2.5 Conduct Developer Roundtable**

Beyond the targeted stakeholder engagement, HKGi will conduct a developer roundtable or review of development concepts for the State Road 16 Corridor and Downtown Onalaska. This could be a collection of local developers as well as leveraging connections HKGi has in the Twin Cities marketplace for additional review and comment.

## **2.6 Meet with CDA and City Staff**

HKGI will meet with the CDA and City staff to review the feedback from the stakeholder sessions and the developer roundtable to help determine the best strategy for moving toward a preferred plan.

# **Task 3 - Refine to a Preferred Redevelopment Plan and Seek Approvals**

## **3.1 Prepare Preferred Redevelopment Plan**

HKGI will prepare a draft document for review with the CDA and City staff that summarizes the physical and market analysis, describes the concept alternatives and stakeholder engagement process and ultimately articulates the desired future redevelopment strategy for the State Road 16 Corridor and Downtown Onalaska. The report will include all maps, corresponding narrative, market summary, stakeholder summary and strategies for implementation. The redevelopment concepts will be highlighted and articulate desired uses, development yield and development character. HKGI will also identify the priority sites or areas for redevelopment and articulate a phasing strategy for redevelopment. We will highlight redevelopment financing tools the City of Onalaska can utilize to aid in redevelopment objectives. Beyond specific projects, we will highlight the broader vision and initiatives the City of Onalaska should continue to focus on over then 10+ for redevelopment in the State Road 16 Corridor and Downtown Onalaska.

## **3.2 Review Draft Redevelopment Plan Document with CDA and City Staff**

HKGI will present the draft document to the CDA and City staff. Based on the discussion, we will make necessary edits prior to final round of stakeholder and community leader engagement.

## **3.3 Share Draft Redevelopment Plan Document with Key Stakeholders**

HKGI will revise the draft document based on CDA and City staff feedback and then share the revised draft with key stakeholders for final comment.

## **3.4 Refine Draft Document based on Key stakeholder feedback**

Based on the feedback from key stakeholders on the draft report, HKGI will revise and prepare a final document and present to the CDA for approvals.

## **3.5 Present Final Redevelopment Plan to CDA for Approvals**

HKGI will prepare a final document and presentation and present to the CDA for approvals.

## **Additional Service**

### **Conduct Community Meeting(s)**

If desired during the planning process, HKGI will coordinate and lead a community meeting to review background and market information, present the concept alternatives and discuss community issues and opportunities for the State Road 16 Corridor and Downtown Onalaska. Likely in a true open house format, HKGI will provide the informational materials and develop community engagement strategies to gain feedback from those in attendance at the meeting. HKGI will also supply digital materials to City staff after the meeting if additional on-line engagement is desired.

## Fees

The following is a break out of proposed fees for each task in each phase. Miscellaneous fees for mileage, printing and other expenses are also shown.

PHASE	Task Description	Rounded Hours	Fees
<b>1</b>	<b>UNDERSTAND WHAT EXISTS</b>		
1.1	Conduct Kickoff Meeting with CDA and City Staff	8	\$1,260
1.2	Assemble Background Data & Mapping	60	\$4,940
1.3	Review Past Relevant Studies	20	\$2,040
1.4	Understand Future Market Potential	196	\$18,740
1.5	Understand Current Issues & Opportunities	52	\$4,600
1.6	Meet with CDA and City Staff	16	\$2,520
1.7	Meet with Property Owners/ Stakeholders	16	\$2,520
1.8	Meet with CDA and City Staff	16	\$2,520
	Subtotal	384	\$39,140
<b>2</b>	<b>EXPLORE THE POSSIBILITIES</b>		
2.1	Develop Redevelopment Concept Alternatives	136	\$13,920
2.2	Workshop with CDA and City Staff	28	\$3,300
2.3	Refine Concept Alternatives	84	\$9,920
2.4	Meet with Property Owners/ Stakeholders	16	\$2,520
2.5	Conduct Developer Roundtable	8	\$1,260
2.6	Meet with CDA and City Staff	8	\$1,260
	Subtotal	280	\$32,180
<b>3</b>	<b>REFINE TO A PREFERRED AND SEEK APPROVALS</b>		
3.1	Prepare the Preferred Redevelopment Plan	160	\$15,960
3.2	Review Draft Redevelopment Plan with CDA and City Staff	16	\$2,520
3.3	Share Draft Redevelopment Plan with Property Owners and Stakeholders	14	\$1,150
3.4	Refine Draft Document based on Feedback	28	\$2,660
3.5	Present Final Redevelopment Plan to CDA for Approval	8	\$1,260
	Subtotal	226	\$23,550
	Subtotal Work Plan	890	\$94,870
	Expenses		\$2,900
	<b>FEES TOTAL</b>		<b>\$97,770</b>