

Agreement for Feasibility Study Services

CLIENT

City of Fitchburg
5520 Lacy Road
Fitchburg, Wisconsin 53711

FIRM

EQT By Design
2 Abilene Court
Madison, Wisconsin 53719

PROJECT: Verona Road West Neighborhood Teen Services and Resources –
Feasibility Study (Phase 2)

1. Scope of Services

1.1 Planning Services

This Agreement involves the provision of feasibility study services by the FIRM, on behalf of the CLIENT, for a potential future Verona Road West Neighborhood Teen Services and Resources Facility (hereafter “Teen Center”).

Included in these services are those related to community engagement, needs assessment, programming, development concepts, and high-level capital budget/pro forma related to development of a potential Teen Center, likely to be located in the City of Fitchburg’s Verona Road West neighborhood.

Included in these services are those elements identified in Exhibit A herein (hereafter “PROJECT”).

The FIRM will provide necessary services incidental to the PROJECT. The FIRM’S field and office equipment and office facilities shall be provided as necessary to complete the services required under the Agreement. The FIRM has adequate staff and facilities for the services required under this Agreement.

The FIRM shall work with various relevant community partners, organizations, and/or sub-consultants to ensure completion of project scope as identified herein.

1.2 Public Information Services

The FIRM shall provide services in accord with the attached Exhibit A herein. The time frame represented by the revised schedule identified therein shall be complied with to the extent practical. Community engagement shall use a variety of methods to garner public input through one (1) citywide residential survey, up to thirty (30) 1:1 meetings with individuals, and one (1) large public workshop.

FIRM shall provide to CLIENT copies, in both PDF and MSWord, of any publicly ready content applicable, including relevant notices, agendas, minutes, and other documents that summarize engagement efforts related to public information/engagement. FIRM shall provide any other relevant information produced, as the PROJECT advances, in an electronic format acceptable to City for posting on the City web site.

R-236-23

1.3 not used.

1.4 Extension of Services

This Agreement may be extended for additional services upon authorization by the CLIENT. Extension of services shall be provided based on a negotiated fee. Nothing herein contained shall prohibit the CLIENT from contracting with other entities to perform work related to this PROJECT.

1.5 Completion of Services

No services under this Agreement shall commence unless authorized by the CLIENT in writing. PLAN completion is anticipated within approximately 9 months of the date of this agreement. Extensions may be agreed to between the FIRM and CLIENT staff for due cause. This Agreement shall terminate upon satisfactory completion of the project scope, as identified in Exhibit A herein, unless otherwise amended.

2. Compensation, Billing and Payment

2.1 Compensation

Compensation for the services set forth in Section 1.1 and 1.2 will be on hourly basis, with a cost not to exceed as set forth below. The FIRM will bill the CLIENT monthly for fees and direct expenses of the FIRM for the service provided. The bill will provide a breakdown of services rendered according to element of work, broken down using the FIRM's labor classifications shown in Exhibit A. The total compensation for these services, including fees and direct expenses, **shall be a sum not-to-exceed fee of \$50,000.00.**

2.2 Billing and Payment

2.2.1 Timing/Format/Acceptance

FIRM will bill the CLIENT monthly, with net payment due in 45 days. Unless CLIENT provides FIRM with a written statement of any objections to the invoice within 30 days of receipt, CLIENT shall be deemed to accept the invoice as submitted, provided, however, acceptance of the invoice shall not constitute CLIENT's acceptance of improper, faulty, or defective work, shall not release FIRM of any of its obligations under this

Agreement, and shall not constitute a waiver of any rights or provisions hereof by CLIENT.

If any cost overruns are anticipated, FIRM shall notify CLIENT of the cost overruns immediately, and provide the reason(s) for the cost overrun and the estimate of the cost overrun.

2.2.2 Late Payments

Past due balances shall be subject to a service charge at the rate of 1 % (one percent) per month. Any amount that the CLIENT has objected to shall not be considered due or past due until the objection has been resolved.

2.2.3 Delay/Adjustment

If services continue beyond estimates established herein, other compensation elements may be adjusted to reflect conditions existing at the time of provision of such extended services.

2.2.4 Billing Records

FIRM maintains accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice. CLIENT requests for copies of original source documents will be billed as additional services at the rates in effect at the time of the request.

2.2.5 Sales/Use Taxes

Any sale or use taxes imposed upon provision of professional services under this Agreement and in effect on the date of the invoice shall be in addition to the total compensation, and will be added to the invoice amount and billed to the CLIENT.

2.2.6 Expenses

Expenses incurred on the PROJECT such as travel, computer, printing and telephone shall be considered incidental to the contract, and billed along with fees so that the total of fees and expenses does not exceed the sum of **\$50,000** for base services as indicated in paragraph 2.1.

3. Standard Terms and Conditions

3.1 Standard Of Care

Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the profession at the time and within the locality where the services are performed. FIRM agrees to indemnify and hold CLIENT harmless from all damages, claims, and liability, including attorney's fees arising directly from FIRM's failure to perform in accordance with such standard of care.

3.2 Change of Scope

The Scope of Services set forth in this Agreement's Exhibit A is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by CLIENT.

3.3 Safety

FIRM has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically set forth in this Agreement. FIRM specifically disclaims any authority or responsibility for general job site safety and safety of persons other than FIRM employees, except any injuries arising from FIRM negligence.

3.4 and 3.5 not used.

3.6 Termination for Cause

3.6.1 The CLIENT may terminate this Agreement effective seven days after sending written notice to the FIRM upon the happening of the following events:

3.6.1.1 The FIRM fails to deliver any data or information in final form reasonably acceptable to the CLIENT by the schedule set forth in Exhibit A herein, unless an extension is granted by the CLIENT due to process delays or other such effects.

3.6.1.2 The FIRM fails to perform any services required by this Agreement in a timely and professional manner or fails reasonably to cooperate with the CLIENT.

3.6.1.3 The CLIENT and FIRM may mutually agree to have FIRM cease work during a 30-day termination resolution period.

3.6.2 The FIRM may terminate this Agreement effective seven days after sending written notice to the CLIENT if the CLIENT materially interferes with the performance of this Agreement by the FIRM.

3.7 Termination for Convenience

- a. CLIENT may terminate this Agreement in whole or in part, at any time by written notice to FIRM, whether or not the FIRM is in default. Such termination for convenience shall be effective at the time and in the manner specified in CLIENT's written notice to FIRM.
- b. Upon receipt of written notice from the CLIENT of such termination for the CLIENT's convenience, the FIRM shall:
 1. Cease work as directed by the CLIENT in the notice;

2. Take actions necessary, or that the CLIENT may direct, to preserve work performed to date; and
 3. Terminate all existing consultancy agreements or purchase orders.
- c. Upon such termination for convenience, the FIRM shall be entitled to receive payment for work executed, and reasonable costs, as mutually agreed between CLIENT and FIRM, incurred by FIRM due to such termination, but in no event including loss of anticipated profits for work not performed.

3.8 Suspension

In the event either party defaults in its obligations under this Agreement (including CLIENT'S obligation to make the payments required hereunder), the non-defaulting party may, after seven days written notice to the other party, suspend performance under this Agreement. Such written notice must state the party's intention to suspend performance under the Agreement if cure of such default is not commenced within such time limit contained in the written notice.

3.9 Insurance

FIRM shall maintain the following minimum insurance coverage/limits:

Comprehensive General Liability: \$1,000,000 occurrence/ \$2,000,000 aggregate

Automobile Liability \$1,000,000 occurrence/ aggregate

Worker's Compensation Statutory
/Employers Liability

Professional Liability \$1,000,000 occurrence/ aggregate

3.10 Hold Harmless And Indemnification

The FIRM acknowledges and agrees that liability for both bodily injury, disability and/or death of FIRM's employees or any other person, or for damages to property caused in any way by the operations of the FIRM under this agreement shall be assumed by the FIRM, and the FIRM shall indemnify and hold CLIENT harmless against all claims, actions, proceedings, direct damages and liabilities, including reasonable attorney's fees, arising from or connected with the FIRM's activities in connection with the services provided to the CLIENT, including but not limited to, any acts, errors or omissions of the FIRM, its employees, agents, representatives and any other person doing business with the FIRM in connection with this agreement. However, in no event and under no circumstances shall the FIRM be liable to the CLIENT for consequential, incidental, indirect, special, or punitive damages as incurred by CLIENT due to CLIENT'S direct acts and omissions. This section is not to be in conflict with Section 893.80 (4), Wis. Stats.

3.11 not used.

3.12 Access

Access to private property owned shall be secured by FIRM prior to entry.

3.13 not used.

3.14 Amendment

This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

3.15 Assignment

Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party.

3.16 Entire Agreement

This Agreement constitutes the entire agreement between the parties with respect to the matters covered herein and supersedes all prior discussions, understandings or agreements between the parties with respect to such matters.

3.17 No Waiver

No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this

Agreement or operate as a waiver of any future default, whether like or different in character.

3.18 not used.

3.19 Severability

The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

3.20 Authority

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

3.21 Notices

Any notice required hereunder shall be sent to the business address designated on the signature page of this Agreement and shall be deemed served if sent by

registered or certified mail or hand-delivered to an officer or authorized representative of the party to whom the notice is directed.

3.22 and 3.23 not used.

3.24 Laws to be Observed

The FIRM shall at all times observe and comply with all Federal and State Laws and administrative rules, local laws, ordinances, and regulations which in any manner affect the conduct of the PROJECT, and all orders or decrees, as exist at the present time or which may be enacted within the time frame of this agreement of bodies or tribunals having jurisdiction or authority over the PROJECT.

3.25 Affirmative Action

The FIRM agrees that qualified small and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of DOT aid-assisted contracts and subcontracts.

In connection with the performance of services under this agreement, the FIRM agrees not to discriminate against any employee or applicant for employment because of age, race, creed, color, religion, handicap, sex, physical condition, marital status, national origin, ancestry, sexual orientation, developmental disability as defined in section 111.01(5), Wis. Stats., arrest record, conviction record, or membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or the State. This provision shall include, but not be limited to, the following: employment,

upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, selection for training, including apprenticeship. The FIRM agrees to post in a conspicuous place available for employees and applicants for employment notices to be provided by the FIRM setting forth the provisions of this non-discrimination clause.

3.26 Professional Services

The FIRM intends to serve as the CLIENT'S professional representative for those services as defined in this Agreement and to provide advice and consultation to the CLIENT as a professional. Any opinions of probable PROJECT costs, monetary values, approvals, and other decisions made by the FIRM for the CLIENT are rendered on the basis of experience and qualifications and present the FIRM's professional judgment.

The FIRM acknowledges and agrees that it is an independent contractor of the City, that its business is independently owned and operated, that nothing in this contract shall be interpreted to cause or result in, directly or indirectly, any principal/agent or employer/employee relationship between the FIRM and the City, and that nothing in this agreement shall in any way whatsoever be construed as

an agreement of partnership, general or limited, joint venture, or as an agency relationship, between the City and the FIRM. The FIRM agrees not to represent or advertise in any way that its relationship with the City is other than as provided in this paragraph.

3.27 not used.

3.28 Contacts

Primary contacts for the project shall be:

CLIENT: Deanna Schmidt
City of Fitchburg
City Planner/Zoning Administrator
Deanna.schmidt@fitchburgwi.gov
(608) 270-4255

FIRM: Annette Miller
Principal/Project Manager
EQT by Design
annette@eqtbydesign.com
(608) 371-9527

IN WITNESS WHEREOF the parties hereby have made and executed this Agreement.

FIRM:

BY:



12/05/2023

Annette Miller, Principal

Date

CLIENT:

BY:

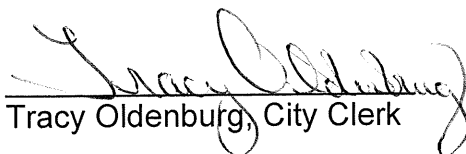


Julia Arata-Fratta Mayor

12/12/23

Date

ATTEST:



Tracy Oldenburg, City Clerk

12/12/23

Date

APPROVED AS TO FORM:

NA
Valerie Zisman, City Attorney

Date

Provision has been made to pay the liability that will accrue with this agreement.

Misty Dodge
Misty Dodge, City's Financial Officer

12-14-23
Date

Workplan and Engagement Process Overview

EQT By Design will lead the Teen Center Feasibility study and workplan with subject matter expertise, insight and co-development support from Hope Community Capital and JLA Architects (Feasibility Partner Group).

The overall engagement strategy and feasibility study will ensure to embed and include a focus on:

- Indoor space to house learning, recreation, culture, resource, and sociable neighborhood gathering;
- Majority of space devoted to “teen and parents/guardians” demographics (teens =13–20);
- Facility should be adjacent to nearby public park space or outdoor recreational amenities.

This study will be a multi-faceted process that is deeply rooted in equitable public engagement that centers the voice and community that has been traditionally and historically underserved and listened to. Moreover, the design of the engagement will be inclusive of all voices, views and perspectives.

Further, we envision a significant collaboration between City of Fitchburg, the City staff, and the consultant team as the Phase 2 design leverages a multi-disciplinary partner group linking together Phase 1 partners (UW Extension, Friends of the Teen Center, Teen Interns, Parents/Guardians) and success while building on the scope and process to be innovative and collaborative as it brings additional skills necessary to assess feasibility of scale, scope, cost and potential site design planning and estimated costs.

This work will be implemented through a mix of tools and approaches designed to collect input from a diverse cross-section of stakeholders by race, age, ability and gender. Our goal will be to encourage and amplify voices to ensure that the Teen Center Feasibility design and process reflects the full diversity of interests and needs of the City of Fitchburg.

The process will involve high-level as well as in-depth dialogue throughout the engagement process by offering targeted internal and external stakeholder meetings (up to 30 interviews), a large public workshop, and a city-wide residential survey as well as detailed research and analysis to inform the needs assessment, development, and operational pro-forma requirements. This work is designed to produce an effective analysis and reflection of insight to benefit a broad spectrum of stakeholders, reflect the needs of what is necessary to build the Teen Center vision from phase 1 and 2, and meaningfully include the stakeholders who can inform and share a vision for a Teen Center in the Verona West area.

The engagement strategies that will be employed are summarized below and detailed further in the below workplan. As such, the following tools will be used to do the work and an appropriate data capture protocol will be used in each case to ensure quality efficacy in the work developed and analyzed. For this project, we will implement:

1. **One (1) Citywide Residential Survey** to identify ideas, interests and insights from a broad range of individuals who would support, purchase, and live around this development. Further, this aids in gaining voices from those who have an interest but may not be the subject matter experts but do offer community member insight and understanding of support or opportunities for education and informing as the development unfolds. The survey will be administered online, in hard copy as appropriate and depending on timing.
2. **Hold 1:1 Meetings (up to 30)** with individuals within the City of Fitchburg and with stakeholder service providers and operators of youth oriented services who are subject matter experts in the work we seek to understand. The purpose of the discussions is to gain insight into their expertise on the topic and learn what can help inform the needs of this feasibility study.

3. **One (1) Large Public Workshops** that will involve a mix of interactive discussions, hands-on/ workshop-style idea generation activities. These sessions will center what was learned from the residential community survey and the 1:1 meetings held. The purpose here is to gain insight on what was learned and ensure understanding and to co-create a shared vision for the feasibility of a future teen center in Fitchburg.

Feasibility Study Project Coordination (PC) Meetings

EQT will schedule, facilitate, and prepare materials and notes for design meetings to meet deliverables of the workplan. Members typically are key people who have accountability or key stake for the outcomes of this feasibility study within the city of Fitchburg.

PC meetings establish and set a refined and clearer understanding of roles and responsibilities of the work to ensure all who are involved know what is expected with this project. EQT will attend project meetings to provide updates and respond to inquiries as asked or needed on the progress and status of what is learned, what are best practices, and ensuring an equity lens for the process and outcomes, as appropriate. We see the following roles/responsibilities for project meeting attendees as known to be involved with this project:

- City of Fitchburg Staff** - inform, guide, and assist to ensure execution of deliverables. They own the process and the outcomes of the effort. Where there is expertise and capacity aid and assist on deliverables, and inform the outline of the feasibility study report
- EQT By Design** - project manager, engagement process, design and collection of community and stakeholder insight, and feasibility study report informed by Hope Community Capital, and JLA Architects.
- Hope Community Capital** - collaborate on Project Management w/EQT, lead and produce a high-level analysis on site needs and site selection, financial operating structure options, and financial feasibility considerations, and inform segments of feasibility study report
- JLA Architects** - Lead the development concept, building design and inform cost estimates for up to **three (3)** concepts for a teen center design based on the site description and programming as informed by the planning and design team, offer insight on site needs, analysis, and planning; and inform segments of feasibility study report.

Support for Engagement Work by EQT

EQT By Design can send invites, emails and track commitments throughout the engagement process. However, appropriate support from the City of Fitchburg and the planning/design team is welcomed and desired to ensure reach and also good relationship development and curation. EQT will work with the design team to ensure we have the right support and effort in place to gain successful outcomes.

Members of the planning/design team (**aka work team**) can be city of Fitchburg staff or committee members, and key stakeholders outside of the city of Fitchburg to assist and support the work of engagement. For example, in Phase One, Dane County Extension, Healthy Kids Collaborative, and Alder Joe Maldonado were members of the planning design team. And, there was a teen planning workgroup made up of the teen interns supported by the planning design team.

Ultimately, people part of the planning/design team are considered “key stakeholders” who have lived experience, a key stake, or technical or professional insight that can inform and assist the engagement of the feasibility study.

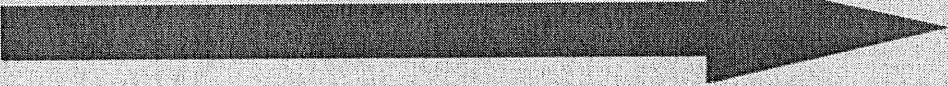
Engagement Design and Materials

EQT will work closely with the City of Fitchburg and the planning/design team to (1) develop lists and groupings to ensure reach and distribution, (2) specific focus groupings of people and community members, (3) review drafts of questions and survey materials to ensure no material gaps in what needs to be captured for data and insight for this project. And, lastly, (4) review of draft document materials at key stages to ensure the right outline, content, and design is in place for the final document that reports out the work of this engagement.

Tracking Demographics

Throughout the engagement process, demographics of participants to understand who has been involved in the engagement process by engagement tools used in this process. However, **specific individualized and/or raw information will be held confidentially**. EQT's protocol is that we collect data confidentially and we keep all original data and share forward what is learned and vital for the all to know. Summarized, thematic, and quoted analytics about reach and engagement will be part of reports, slides, and other analysis and recommendations shared to the clients on what was learned.

Timeline and Work Deliverables

October 2023 - February 2024		March 2024	April 2024	May - June 2024
Pre-Work + Hire Teen Interns + Kick-off planning	Kick-off + Open Survey + Stakeholder Interviews + Needs Assess & Market Analysis	Analysis + Public Workshop Planning	Public Workshop a) Outcomes + Priorities b) Program Concepts	- Development Cap and Ops ProForma - Development Concepts - Feasibility Study
Project + Teen Intern Meetings 				

Project Coordination Bi-Monthly meetings

City staff and other representatives to ensure that the public activities are on schedule to keep the project moving to successful implementation.

Work Team/Planning Design team + Team Bi-weekly meetings

Members who work with EQT to develop engagement activities including teen interns, UW Extension, and other community partners as appropriate.

Pre-work

Purpose	<p>Ensure clarity around goals, objectives, and outcomes which establishes a baseline for the work ahead.</p> <p>Refine engagement strategy and process (survey focus areas, focus groups, etc.)</p> <p>Identification of stakeholders and work team liaisons to engage (e.g., UW Extension, Healthy Dane, Healthy Neighborhood initiative).</p>
Timeline	<p>October- November 2023</p>
Who is Involved	<p>EQT By Design, Hope Community Capital, JLA Architects, City of Fitchburg</p>
Deliverables	<ol style="list-style-type: none"> 1. Identify platform for team to track milestone progress 2. Identifying meeting teams and for what purpose - Teens / Engagement workgroup / Client meetings [referred in proposal as project coordination, planning design team, teen planning group]

Kickoff and Needs Assessment

Purpose	<p>Engage diverse community members and external stakeholders to ensure perspectives are intentionally incorporated to inform process</p>
Timeline	<p>December 2023 - February 2024</p> <p>*Please note the EQT office is closed partially during holidays of December and January. During this time, the Fitchburg Survey will be pushed and promoted for completion.</p>
Survey and Stakeholder Objectives	<ol style="list-style-type: none"> a. Align vision of a teen center with the Healthy Neighborhoods Initiative goals which defines the need for a teen center as part of a Neighborhood Hub. b. Provide high-level market analysis and needs summary for a teen center in the Fitchburg area. Aggregate census, municipal, and Healthy Neighborhoods Initiative data and qualitative feedback from Phase 1. c. Determine if additional services such as library and senior programming are compatible with a teen center without minimizing focus of teens. d. Clarify priorities expressed by teens in 2022 community engagement by continuing the teen engagement in this next phase, e. Preferred programming ideas and options

	f. Expand participation with the support of the City of Fitchburg to ensure engagement of Fitchburg residents along with community, nonprofit, governmental, recreational, and educational stakeholders
Who is Involved	EQT By Design, Hope Community Capital, City of Fitchburg, and Teen Interns along with engagement of community and external stakeholders identified
Deliverables	<ol style="list-style-type: none"> 1. One (1) city-wide, general Fitchburg resident survey 2. Targeted stakeholder sessions (up to 30 people) Fitchburg staff + Service, Cmty and Stakeholder Operator interviews 3. Monthly Workteam + Teen meetings (consultants, key stakeholder partners + interns) 4. Bi-Monthly (every other month) 45-minute PC meetings (includes City of Fitchburg)

Public Workshop + Analysis on Site and Programming Needs

Purpose	Share with and gather feedback from community, stakeholders and partners on preliminary (draft) preferred programming, priorities, models, and strategies to affirm what was learned through engagement and needs + market analysis.
Timeline	April - May 2024
Who is Involved	EQT By Design, Hope Community Capital, JLA Architects, City of Fitchburg, and Teen Interns plus community and stakeholder at large engagement
Deliverables	<ol style="list-style-type: none"> 1. One city-wide (1) large public workshop 2. Insight, feedback and on preferred programming, priorities, models and strategies for teen delivery model designed to reach BIPOC, LGBTQ+ and those living with low incomes from community at large workshops 3. Monthly Workteam + Teen meetings (consultants, key stakeholder partners + interns) 4. Bi-Monthly (every other month) 45-minute PC meetings (includes City of Fitchburg)

Operations and Development Concepts

Purpose	Evaluate and identify site needs and options for operation of a teen center. Develop and prepare sample operating pro forma, including high-level cash flow , for the preferred site needs and programming.
Timeline	May and June 2024 *Please note the EQT office is closed in mid-Dec 2023 through mid-Jan 2024. During this time, Hope Community Capital and JLA are leading efforts for this segment of work.

Who is Involved	Hope Community Capital, JLA Architects
Deliverables	<ol style="list-style-type: none"> 1. The following will be prepared for preferred site need consideration of a teen center: <ol style="list-style-type: none"> a. (Up to 3) Development concepts for preferred option b. (1) Operating Pro Forma, includes a high-level cash flow 2. Identify any real estate issues that could impact the ability to close a transaction, including entitlements, public approvals, ownership, debt and equity sources of financing, and timing. 3. Monthly Workteam + Teen meetings (consultants, key stakeholder partners + interns) 4. Bi-Monthly (every other month) 45-minute PC meetings (includes City of Fitchburg)

5 - Feasibility Analysis

Purpose	Based on feedback and insight from community stakeholders, submit and share the final site needs and desired options that address the City of Fitchburg feasibility study for a teen center.
Timeline	June 2024
Who is Involved	EQT By Design, Community Development Division Core Team, Community Development Division Strategy Team
Deliverables	<ol style="list-style-type: none"> 1. Teen Intern and EQT - informed recommendations and insight that center community, stakeholder, and government and city staff voicing and feedback 2. HCC final preferred site needs designed to reach BIPOC, LGBTQ+ and those living with low incomes in the Verona Area West neighborhood 3. JLA development concepts based on preferred site needs to reflect the design and build needs 4. Monthly Workteam + Teen meetings (consultants, key stakeholder partners + interns) 5. Bi-Monthly (every other month) 45-minute PC meetings (includes City of Fitchburg)

Budget

Phases of Work		EQT By Design		Hope CC \$175	JLA	Total Cost
		AM \$250	EQT \$150			
1	Pre Work					
	Engagement Strategy Planning and Design	5	8	5	\$1,000	\$4,325
	Coordination Meetings with Core (9) and Fitchburg (4-5) and Teens (9)	11	15	15	0	\$7,625
2	Kickoff and Needs Assessment					
	High level needs and market analysis	5	7	15	\$750	\$5,675
	Public Workshops Sessions #1 - In person or virtual	5	10	2	0	\$3,100
3	Public Workshop + Analysis on Site and Programming Needs					
	Workshop #2	5	10	2	0	\$3,850
	Summary analysis and engagement report	8	30	20	0	\$10,000
4	Operations and Development Concepts					
	3 Design concepts	2	0	21	\$750	\$4,925
5	Feasibility Analysis					
	Final site needs and desired options (3 Design concepts)	5	0	10	\$7,500	\$10,500
TOTAL by Consultant		\$23,500		\$16,450	\$10,000	\$50,000
Interns and Reimbursable Expenses						
	<i>Interns (5 x 750) - fundraise</i>					\$3,750
	<i>Food and Beverage (reimbursable)</i>					\$1,000
	<i>Engagement Expenses (translation, gift cards) (reimbursable)</i>					\$1,500
	<i>I/R Expenses</i>					\$6,250
Total Project Cost						\$56,250
Total Project Cost w/o Reimbursable						\$50,000