

**PROFESSIONAL SERVICES CONTRACT**  
**LA CROSSE HISTORICAL & CULTURAL MUSEUM FEASIBILITY STUDY**

This is a contract agreement dated the 1<sup>st</sup> of September 2019 between The City of La Crosse, (herein after referred to as “the Sponsor”) and **UW-La Crosse Tourism Research Institute** (herein after referred to as “the Consultant”). The sponsor wishes to have a completed Feasibility Study to enable the La Crosse Historical & Cultural Museum Task Force and the La Crosse County Historical Society to assess support for a regional history and cultural museum.

The contract will go into effect starting the 1<sup>st</sup> day of September 2019 and ending the 1<sup>st</sup> day of August 2020, unless an extension agreement has been arranged by the sponsor and consultant prior to the 1<sup>st</sup> day of July 2020.

The consultant agrees to complete the following scope of work and project conditions:

1. The Museum Feasibility Study Goals and Objectives stated in UW-La Crosse Tourism Research Institute’s proposal that was approved by the La Crosse Historical and Cultural Museum Task Force at their July 11, 2019 meeting and attached as Attachment A.
2. The Consultant agrees that the end products will be the property of the Sponsor, with any printing and distribution to be done by the sponsor, unless a further arrangement is negotiated between the two parties.
3. The Consultant may submit a monthly invoice to the Sponsor for any completed work stated above or in the proposal attached as Attachment A. Monthly invoices shall be submitted to the sponsor by the 1<sup>st</sup> day of each month so it can be approved and processed in the Sponsor’s monthly billing cycle. The total of all fees may not exceed \$16,104.
4. The agreement is officially finalized when the Sponsor is satisfied that all of the work has been completed by the Consultant and the Consultant has received their payment in full.
5. The Consultant has filled out and signed Attachment B. Conflict of Interest Statement.
6. The Consultant agrees to the Attachment C. Standard Contract Terms and Conditions.
7. The Consultant has submitted a completed W9 Form to the Sponsor.

The Sponsor agrees to provide the following:

1. Schedule and provide a meeting rooms for, and prepare public notices for the public meetings.
2. Mailing labels with names and mailing addresses of all property owners in the nominated area.

The Consultant agrees to submit the following materials to the Sponsor:

1. One (1) copy of the completed feasibility study.
2. One (1) electronic copy.

The Sponsor agrees to pay the consultant the sum of **\$16,104** for the work stated in this agreement.

**SIGNATURES:**

Consultants

\_\_\_\_\_  
Daniel Plunkett  
UW-La Crosse Tourism Research Institute

\_\_\_\_\_  
Date

City of La Crosse

\_\_\_\_\_  
Mayor Tim Kabat  
City of La Crosse

\_\_\_\_\_  
Date