

LETTER FORM PROPOSAL

May 16, 2016

Transmitted – (via email)

Jason Gilman, Director of Planning and Development
City of La Crosse
400 La Crosse Street, 3rd Floor
La Crosse, WI 54601

RE: Riverside North Grant Matrix

Dear Mr. Gilman:

On behalf of SmithGroupJJR, Inc., (“SmithGroupJJR”) we are pleased to submit this proposal to the City of La Crosse to evaluate funding opportunities in support of the Riverside North redevelopment project. We understand the importance of this project to the community and look forward to helping advance this transformational project.

SCOPE OF SERVICES

The following describes the basic services included in our scope of work.

Task 1 Review Existing Information

Review existing information including past reports and studies, redevelopment plans, and other elements under consideration for Riverside North including a new marina and docking facility for a potential cruise vessel. As part of this task, it is assumed that the City will collect, compile and transmit all pertinent information for review by the project team.

Task 2 Funding Summit

Coordinate and facilitate a summit with funding organizations, and local, state and federal political representatives. The purpose of the Funding Summit is to garner political support for the project, and to provide funding organizations an opportunity to describe the best way to develop and package successful funding requests.

Task 3 Grant Matrix

Prepare a grant matrix linking planned redevelopment activities and investments with known grant opportunities. The matrix will summarize the funding organization, grant schedule, required match, and activities eligible under the grant.

Task 4 City Meeting.

Meet with City staff to present and summarize the grant matrix and to discuss next steps.

Task 5 Priority Application Preparation

Prepare and submit funding applications to two priority grant programs. The selection of the two priority programs will be made through consultation with city leadership. As part of this task, it is assumed that city staff will be available to review draft application materials and compile any required documentation internal to the city (i.e. source of matching funds).

OWNER RESPONSIBILITIES

1. Compile and transmit pertinent background information.
2. Identify and reserve an appropriate location the funding summit and city meeting. Any costs associated with the meeting space shall be covered by the city.
3. Support grant application preparation efforts by reviewing draft applications and pulling together required information internal to the city and that the project team may not be able to readily access.

SCHEDULE

Completion of the preceding Scope of Services is anticipated to require approximately 45-60 days from receipt of an executed agreement. The availability of city staff and leadership, as well as key funding agency staff, may extend the date beyond this term.

CONSULTANTS

SmithGroupJJR and Foth Infrastructure & Environment are partnering on this project. Costs associated with Foth's participation are included in the Compensation section below.

COMPENSATION

The City of La Crosse shall compensate SmithGroupJJR for the scope of services outlined above for a fixed fee lump sum of \$12,500, inclusive of labor and expenses.

ADDITIONAL SERVICES

Requests for additional services or staff will be documented by SmithGroupJJR (if given verbally), and the work will commence upon City of La Crosse approval of an estimated fee for that effort.

PAYMENTS

Invoices will be prepared monthly on the percentage of completion.

All payments due to SmithGroupJJR shall be made monthly upon presentation of the statement of services rendered. All payments due SmithGroupJJR under this agreement shall bear interest at one-and one-half (1½%) percent per month commencing thirty (30) days after the date of billing.

SMITHGROUP JJR

This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files.

Sincerely,



Jason Stangland
Principal | Landscape Architect



Bill Patek
Vice President | Landscape Architect



SmithGroupJJR (Signature)

Owner (Signature)

Bill Patek, Vice President
(Printed name and title)

(Printed name and title)

May 16, 2016
Date

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