

**AGREEMENT BETWEEN CLIENT AND
KIMLEY-HORN AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made this 4th day of February 2021, by and between City of San Luis ("the Client") and KIMLEY-HORN AND ASSOCIATES, INC. ("the Consultant").

NAME OF PROJECT: City of San Luis, 2021 BUILD Discretionary Grant Support ("the Project").

The Client and the Consultant agree as follows:

(1) Scope of Services and Additional Services. The Consultant will perform only the services specifically described in Exhibit A, which is made a part of this Agreement ("the Services"). If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for the performance of any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

(2) Client's Responsibilities. In addition to other responsibilities herein or imposed by law, the Client shall:

(a) Designate in writing a person to act as the Client's representative. Such person shall have complete authority to transmit instructions, receive information, make and interpret the Client's and decisions.

(b) Provide all criteria and information as to the Client's requirements, objectives and expectations for the Project, and all standards of development, design, or construction.

(c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as survey, engineering data, environmental information, etc., all off which the Consultant may rely upon.

(d) Arrange for access to the project site and other property as required for the Consultant to perform services .

(e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.

(f) Furnish approvals and permits for all government authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary.

(g) Obtain any independent accounting, legal, cost estimating and feasibility services as the Client my require.

(h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services, or any defect or nonconformance in any aspect of the Project.

(3) Period of Services. This Agreement assumes conditions permitting orderly and continuous progress of the Project through completion of the Services. The Consultant shall begin work after receipt of a fully executed copy of this Agreement. The times for performance shall be extended as necessary for periods of delay or suspension resulting from circumstances the Consultant does not control. If such delay or suspension extends for more than six months for reasons beyond the Consultant's control, the rates of compensation provided for in this Agreement shall be renegotiated.

(4) Compensation for Services.

(a) The Consultant's compensation shall be as stated herein, unless otherwise provided in Exhibit A. The Client shall pay the Consultant an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

(b) If the Consultant's compensation is on an hourly basis, the parties may have estimated in Exhibit A costs and expenses for the various portions of the scope of Services. Services undertaken or expenses incurred by the Consultant exceeding any estimates shall be the liability of the Client.

(5) Method of Payment.

(a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Consultant under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid in full.

(b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.

(c) If the Client objects to any charge on an invoice submitted by the Consultant, the Client shall so advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or all such objections shall be waived, and the amount stated in the invoice shall be conclusively deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.

(d) If the Consultant initiates legal proceedings to collect payments for services, it may recover, in addition to all amounts due and payable, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings, including the cost, determined at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.

(e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts.

(6) Use of Documents. All documents, data, and programs prepared by the Consultant are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(7) Opinions of Cost. Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, all opinions rendered as to costs, including but not limited to the costs of construction and materials, are solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of cost prepared by it. If at any time the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(8) Termination. The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof or upon thirty days' written notice for the convenience of the terminating party. The Consultant will be paid for all services performed to the effective date of

termination, all expenses subject to reimbursement, and other reasonable expenses incurred by the Consultant as a result of such termination.

(9) Standard of Care. The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(10) LIMITATION OF LIABILITY. In recognition of the relative risks and benefits of the Project to both the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section 10 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 10 shall require the Client to indemnify the Consultant.

(11) Mutual Waiver of Consequential Damages. In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(12) Construction Costs. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully-approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained

(13) Certifications. All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party

reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(14) Dispute Resolution. All claims by the Client arising out of this Agreement shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(15) Construction Phase Services.

(a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) Hazardous Substances. Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant shall notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(17) Assignment and Subcontracting. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the

Client and the Consultant and not for the benefit of any other party. The Client shall not assign, sublet or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(18) Confidentiality. The Client consents to the Consultant's use and dissemination of photographs of the Project and to its use of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(19) Miscellaneous Provisions. This Agreement is to be governed by the law of the state where the project is located. This Agreement contains the entire and fully integrated agreement between the parties, and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such unenforceability without invalidating the remaining provisions or affecting the enforceability of the provision in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision or affect the enforceability of that provision or the remainder of this Agreement.

(20) CITY OF SAN LUIS CONTRACT PROVISIONS

The Consultant, its employees, agents and subcontractors shall be independent contractors concerning the providing of services under this Agreement and that Consultant, Consultant's employees, agents and subcontractors shall not be considered to be employees or agents of the Client for any purpose and will not be entitled to any of the benefits the Client provides for its employees. Rights of the Consultant as an independent contractor include but are not limited to control of the work, manner and methods of the work, and the right to contract with other employers. Rights of the Client include but are not limited to inspection and approval of the work and the right to contract with others to perform the work.

This Agreement is subject to the Arizona Public Records laws, including, but not limited to, this Agreement's provisions regarding confidentiality.

This Agreement is subject to the cancelation provisions of A.R.S. §38-511 for conflict of interest.

Under A.R.S. § 41-4401 (e-verify):

- 1 The Consultant warrants its compliance with all federal immigration laws and regulations related to its employees and its compliance with A.R.S. § 23-214, subsection A.
2. That a breach of a warranty under paragraph 1 shall be deemed a material breach of the Agreement that is subject to penalties up to and including termination of the contract.
3. That the Client retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Agreement to ensure that the contractor or subcontractor is complying with the warranty under paragraph 1.

CITY OF SAN LUS, ARIZONA

KIMLEY-HORN AND ASSOCIATES, INC.

SIGNED: _____

SIGNED:  _____

PRINTED NAME: _____

PRINTED NAME: Brent. C. Crowther

TITLE: _____

TITLE: Sr. Associate/Vice President

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client	
Mailing Address for Invoices	
Federal ID Number	
Contact for Billing Inquiries	
Contact's Phone and e-mail	

Attach additional sheets if there are more than 4 parcels or more than 4 owners

February 4, 2021

Jenny Torres
Economic Development Manager
City of San Luis
1090 E. Union Street
P.O. Box 1170
San Luis, Arizona 85349

Tel: (928) 341-8584

Email: jtorres@sanluisaz.gov

RE: *Kimley-Horn Scope of Work and Fee Proposal for 2021 Build Discretionary Grant Assistance*

Dear Ms. Torres,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this scope and fee proposal (“Agreement”) to City of San Luis (“Client”) for providing 2021 Build Discretionary Grant Assistance.

Project Understanding

The City of San Luis desires to submit a BUILD Grant application to USDOT to construct improvements to Cesar Chavez Boulevard. We appreciate the opportunity to submit this scope and fee proposal to provide technical assistance for research, preparation of the documentation, and completion of the grant application to the USDOT.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

TASK 1. PROJECT KICK-OFF MEETING AND PROJECT MANAGEMENT

Kick-Off Meeting: Consultant will hold a project kick-off meeting to define project extents/elements. We will establish a mutually agreeable schedule to complete and submit the BUILD Grant application in advance of the federal deadline. We will coordinate the in-person “Story Board” meeting which will include a field review. We will identify other staff who should be involved in the study.

Bi-Weekly Progress Meetings: During the process of preparing the grant application, Consultant will participate in bi-weekly check-ins with the City via conference call to review progress, discuss action items, and exchange information. The purpose of these calls is to review progress and focus attention on key issues that need resolution to meet the deadline.

Deliverables:

- Project kick-off meeting (prepare, attend, document action items)
- Project schedule
- Maintain the project schedule to meet grant application schedule requirements

- Bi-weekly status calls (attend, document action items)

City of San Luis Responsibilities

- Project kick-off meeting (coordinate, invite attendees, attend)
- Bi-weekly status calls (coordinate, invite attendees, attend)

Task Assumptions

- All project meetings will be held via teleconference (Zoom, MS Teams). No in-person meetings are anticipated during the development of the grant application.
- Consultant will participate in up to 6 bi-weekly status calls.

TASK 2. DEVELOP APPLICATION STORYBOARD

Storyboard Meeting: Consultant will hold a an in-person meeting with City of San Luis staff to define project extents/elements and collaborate on a list of the most compelling reasons for funding improvements to Cesar Chavez Boulevard as they align with the 2021 BUILD Grant selection criteria and application guidance.

Prepare Storyboard: Our next step is to prepare for and conduct a “storyboard” exercise with City staff to develop a comprehensive understanding of the application approach and the “story” that will be communicated in the grant narrative. In preparation for the storyboard exercise, our team will develop an initial framework on the most compelling reasons to fund the project and how they align with the selection criteria and application guidance to tell the best story.

Storyboarding is the key to aligning the development of the narrative to the grant requirements by keeping the narrative focused, compelling, and aligned with the Notice of Funding Opportunity (NOFO).

Consultant will organize and prepare an agenda to discuss the storyboard during one of our early bi-weekly check-ins with the City. Consultant will distribute a list of action items via email following the meeting. Based on the storyboard discussion, Consultant will prepare an application storyboard (an outline of the project narrative) and an application document framework will be distributed to the City for review.

Kimley-Horn Deliverables

- Project storyboard meeting (attend, document action items)
- Application storyboard – A detailed outline of the ~30-page project narrative per the NOFO
- Application document template

City of San Luis Responsibilities

- Participation in project storyboard meeting (coordinate invitees, attend)
- Input on project description and storyboard
- Review application storyboard and document template and provide one set of consolidated, reconciled comments within 5 business days.

TASK 3. PREPARE BENEFIT-COST ANALYSIS

Consultant will prepare information to quantify project benefits and costs in compliance with the specific grant requirements and based on the Task 2 effort.

Consultant will identify and collect necessary data to support the BCA using the current BCA Guidance for Discretionary Grant Programs issued by USDOT. The BCA results will be presented in a technical memorandum included as an appendix to the 2021 BUILD Grant application.

Consultant will present results to the City at a bi-weekly call prior to finalization. The results of the BCA will also be incorporated into the project narrative.

A BCA Excel file will be prepared for inclusion in the application, and any identified sensitivity analyses will be built into the BCA Excel file. Difficult-to-quantify considerations will be addressed in the technical memorandum and the project narrative.

Consultant will work with the City to identify available information. The City will provide key information such as project cost estimates.

Kimley-Horn Deliverables

- Draft and final BCA technical memorandum
- BCA Excel File

City of San Luis Responsibilities

- Provide available information data to support the BCA Review draft BCA and provide one set of consolidated, reconciled comments on the memorandum within 5 business days.
- Provide key information to inform the cost and benefit analysis, including project construction costs, anticipated maintenance costs, and benefits information.

TASK 4. PREPARE BUILD APPLICATION

Consultant will prepare the draft application for the 2021 BUILD Grant following the NOFO and the application storyboard developed in Task 2. The draft application will be completed as a Word document and will contain placeholders for technical data and graphics.

Consultant will review the draft application with the City during one of the bi-weekly meetings and provide the draft for review. Based on one round of consolidated, reconciled comments from the City, Consultant will revise and publish the draft final application as a PDF.

Based on one round of consolidated City comments, Consultant will finalize the 2021 BUILD Grant application and provide it to the City for submittal to USDOT.

The BCA, project narrative, and forms such as the 424 and 424C are often required to be uploaded to grants.gov as part of the application process. Although these forms require some internal contacts and assurances that must be completed by the City, Consultant will assist the City Project Manager with prepopulating these forms. Consultant will fill out information in the forms, such as project cost information on the 424C, and upload documents such as the final narrative for the City to review and finalize before submitting.

Consultant will draft letters of support to provide to the signatories for the grant application. Consultant will compile the letters of support received by the City for inclusion in the final PDF application document.

Kimley-Horn Deliverables

- Application review meeting (attend, document action items)
- Develop up to two (2) draft letters of support templates for signatories

- Draft 2021 BUILD Grant application (MS Word template) that includes the elements of the project narrative described in Task 2, per USDOT 2021 BUILD Grant NOFO
- Draft final and final 2021 BUILD Grant application (PDF)
- Documentation pertaining to the completed Grant application. The City may use or reproduce such material
- Support City in submitting the Grant application via the grants.gov website

City of San Luis Responsibilities

- Provide available information such as financing considerations (funding plan), technical datasets from prior work, and data to support the BCA
- Application review meeting (coordinate invitees, attend)
- Prepare a project schedule that aligns with the 2021 BUILD Grant project description
- Provide available information such as financing considerations (funding plan) and technical datasets from prior Cesar Chavez Boulevard planning and design work. The information provided must include project cost and schedule to be used in 2021 BUILD Grant application
- Coordinate with signatories on letters of support
- Review draft 2021 BUILD Grant application and provide one set of consolidated, reconciled comments via Word document track changes within 5 business days
- Review draft final 2021 BUILD Grant application and provide one set of consolidated, reconciled comments (limited to design and graphics comments)
- Submit the Grant application via the grants.gov website with support and coordination with Consultant

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Preparation of cost estimate for the Cesar Chavez Boulevard improvement project. It is assumed that the City of San Luis will provide this information to Consultant.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- *Public and Community Engagement:* Public outreach is not required as part of a BUILD Grant application. As this project is documented in local and regional transportation plans, it is generally understood that there is a sufficient level of community support for the project. If public outreach is required by the City, both in preparation of the grant or subsequent administration, Kimley-Horn can provide a scope and fee to conduct those services including creating materials for and participating in public meetings and City Council meetings and engaging with the public.
- *Grant Administration:* Upon award, Consultant can prepare a scope and fee to provide grant administration services to the City. This will include maintaining accurate financial records of grant activities and operations in accordance with accepted accounting principles as required by USDOT.

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Cesar Chavez Boulevard financing considerations (funding plan) and technical datasets from prior Cesar Chavez Boulevard planning and design work.
- Cesar Chavez Boulevard construction schedule that aligns with the 2021 BUILD Grant project description.

Schedule

We will provide our services as expeditiously as practicable with the goal of preparing the 2021 Build Application consistent with requirements by USDOT.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1 - 4 for the total lump sum fee below. Individual task amounts are informational only. Fee by subtask is included in **Attachment 1**.

Task 1	Project Management / Bi-Weekly Meetings	\$ 6,150
Task 2	Develop Application Storyboard	\$ 7,170
Task 3	Prepare Benefit-Cost Analysis	\$18,030
Task 4	Prepare Build Application	\$ 23,175
	Direct Expenses	\$ 750

Total Lump Sum Fee **\$55,275**

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you want us to proceed with the services, please have an authorized person execute this Agreement and return to us.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

ATTACHMENT 1

Task	Subtask Fee	Task Fee	Notes
<i>Task 1: Bi-Weekly Calls/Project Management</i>		<i>\$6,150</i>	
Kick-Off Call	\$570		3 KH staff
Bi-Weekly Team Calls	\$5,580		Up to 6 meetings, 2 hours (1-hour prep, 1-hour meeting), all virtual meetings.
<i>Task 2: Develop Application Storyboard</i>		<i>\$7,170</i>	
Story Board Meeting and Draft Application Storyboard	\$7,170		2 KH staff to attend in-person in San Luis, others to join remotely.
<i>Task 3: Prepare Benefit-Cost Analysis</i>		<i>\$18,030</i>	
Prepare BCA	\$10,040		
BCA Results Review	\$850		
Draft BCA Technical Memo	\$4,650		
Final BCA Technical Memo	\$2,490		
<i>Task 4: Prepare Build Application</i>		<i>\$23,175</i>	
Revised Application Storyboard	\$2140		
Prepare Narrative	\$12,550		
Draft Letters of Support	\$770		KH to draft; City to contact signatories.
Prepare Draft BUILD 2021 Application	\$1,450		
Prepare Final BUILD 2021 Application	\$5,255		
Complete Supplemental Forms	\$1,010		KH to draft forms: City to submit through BUILD Grant website
<i>Labor Subtotal Cost</i>		\$ 54,525.00	
Direct Expenses		\$750.00	
TOTAL		\$ 55,275.00	