

## **NHSG Support Scope of Work**

### **Overview**

The Brendle Group will help to plan and implement the City of Fort Collins / E-Star Colorado New Home Stakeholder Group (NHSG) process.

- Time: Anticipated average 8 hours per week, likely varying 4-16 hrs/week
- Duration: through end of NHSG process, approximately six months
- Project manager: Doug Swartz, Energy Services Engineer, City of Fort Collins Utilities.
- Compensation: Hourly @ \$65/hour plus reimbursable hard costs (long-distance phone, mileage, etc). Not to Exceed Hourly Fee - \$13,520. Not to Exceed Reimbursable Fee - \$250. Total Not To Exceed Fee (including reimbursables) - \$13,770. Reimbursable costs shall be billed at cost with no mark up.

### **Scope Description**

The job is to augment City of Fort Collins staff in planning and implementing the NHSG process that is currently underway. This will include:

- Developing the remaining details of the NHSG process
- Planning NHSG meetings: dates, agendas, speakers, handouts
- Logistical support for NHSG meetings
- Preparing minutes for NHSG meetings
- Structuring, drafting, and updating action plans

### **Qualifications**

- Systems thinking
- Organizational skills
- Ability to maintain the big picture while following through on the details
- Ability to synthesize and distill complex information
- Strong communication skills, both oral and written
- Group process skills
- Available with somewhat flexible schedule
- Computer skills: at minimum, Word, Excel, e-mail
- Bonus: familiarity with housing market + contacts, stronger computer skills

### **Remedies**

In the event a party has been declared in default, such defaulting party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the agreement as continuing and require specific performance; or (c) avail himself of any other remedy at law or equity. If the non-defaulting party commences legal or equitable actions against the defaulting part, the defaulting party shall be liable to the non-defaulting party for the non-defaulting party's reasonable attorney fees and costs incurred because of the default.

## **Billing**

Invoices shall be submitted to the City Project Manager on a monthly basis.

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