

Proposal Sheet

The following fee breakdown is based on the project approach described in the **Scope of Services** for the *Feasibility Study for a Trail Hub in Colby Park*. The PROS Team has based this fee on our current understanding of the City’s goal for the project. We would appreciate the opportunity to discuss the project approach and fees to ensure they are consistent with the expectations of the City of Windsor Heights. This fee is a not-to-exceed amount and includes all costs, both direct and indirect, including any reimbursable expenses.

	Total
Task 1 - Kick-off, Data Collection and Project Management	
Kick-off Meeting	\$ 1,080
Data Collection and Review	\$ 270
Expenses	\$ 400
Subtotal Dollars	\$ 1,750
Task 2 - Community and Stakeholder Public Input	
Key Leadership and Focus Group Interviews	\$ 1,350
Expenses	\$ 400
Subtotal Dollars	\$ 1,750
Task 3 - Market Analysis	
Service Provider Analysis	\$ 1,800
Market Definition	\$ 2,400
Visioning and Core Program	\$ 1,430
Expenses	\$ 400
Subtotal Dollars	\$ 350
Task 4 - Financial Analysis	
Operational Standards	\$ 2,510
Program Strategy	\$ 5,050
Pricing Strategy and Pro Forma	\$ 3,250
Expenses	\$ -
Subtotal Dollars	\$ 10,810
Task 5 - Feasibility Study Report	
Report Development & Briefings	\$ 4,440
Expenses	\$ 500
Subtotal Dollars	\$ 4,940
TOTAL EXPENSES	\$ 1,700
TOTAL FEES	\$ 18,300
TOTAL DOLLARS	\$ 20,000

Schedule

The following schedule depicts the time to complete the tasks outlined in the Scope of Work, as well as specific times to meet with the City of Windsor Heights. PROS can begin the project immediately and has the capability and availability to meet the project deadline. Specific dates will be set during the kick-off meeting process and the PROS Team will consider any special requirements by the City regards to scheduling.

