

MEMORANDUM

To: Madison Redevelopment Commission
From: Mike Flint
Date: February 26, 2013
Re: Engagement Letter

Below you will find a proposed scope of services and fee schedule for providing assistance to the Madison Redevelopment Commission:

Scope of Services

Assist with project definition and development
Participate in meetings as requested
Provide assistance with potential funding sources
Coordinate with funding sources as needed
Provide oversight and administration of requirements/guidelines of funding sources
Provide assistance with and oversight of procurement – following state/federal guidelines
Provide assistance with updating of TIF plan and TIF document organization
Provide assistance with procurement, the procurement process and ensure procurement activities meet state and/or federal requirements

Fee Schedule

If the updated TIF plan is approved, the fees for the above mentioned services will be deducted and paid out of the \$200,000 allocation pledged from the Madison Redevelopment Commission. If the updated plan is not approved, fees associated with updating the TIF plan and TIF document organization would be paid from the Madison Redevelopment Commission.

Rate: \$150 per hour and will be on an as needed/as requested basis

Invoices with activity memos will be submitted the month following any services provided. Any related expense (copying, mailing services, paper, binders, etc.) reimbursement request will include receipts. Mileage will be billed at the federal mileage rate.

Your signature below denotes your agreement of these terms and there by engages Flint Group, Inc. to provide services as outlined above at the above rate to Madison Redevelopment Commission.

Signed: _____

By (printed name): _____

Title: _____