

13 April 2015

Mr. Jim Rees, Executive Director  
Colorado Springs Urban Renewal Authority  
P.O. Box 1575, MC 640  
Colorado Springs, Co 8090-1575

RE: Letter of Agreement  
Facilitation Services  
CSURA Work Session

Dear Jim:

Thank you for the opportunity of working with you and the CSURA Board as part of a planning work session to look at the possibilities for growth and collaboration for the Board.

This letter serves as a Letter of Agreement between my firm, Design Collaborative, Inc., and the Colorado Springs Urban Renewal Authority to plan and facilitate a work session with the CSURA Board and yourself.

I will be the key contact person for Design Collaborative working on the project, and you, as the executive director of the CSURA, will serve as the key contact person for CSURA. No other consultants are anticipated at this time. Based upon our initial meeting and the outline you provided to me, we will focus our efforts on one four-hour work session with the Board members scheduled for Thursday, May 7.

At this time, there are two key discussion items for the work session: to establish priorities for the next calendar year on which the Board would like to focus, and to develop goals/criteria in order to best achieve the mission for the CSURA.

Following is the anticipated scope of work along with anticipated fees:

|  |                   |
|--|-------------------|
| - <i>Planning Meetings Prior to Work Session (2 anticipated meetings):</i> | \$440.00          |
| - <i>Work Session Planning and Preparation:</i>                            | \$830.00          |
| - <i>Work Session with CSURA Board (4 hours):</i>                          | \$440.00          |
| - <i>Work Session Summary Notes/Debriefing:</i>                            | \$260.00          |
| <b>TOTAL FEES, MAXIMUM NOT TO EXCEED</b>                                   | <b>\$1,970.00</b> |

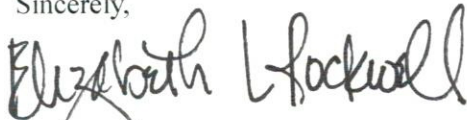
The above fees include anticipated materials and time, and they represent a maximum amount to be invoiced, with the proposed invoicing to be billed on an hourly basis based upon the following billing rates:

*Billing Rates:*

|                    |            |
|--------------------|------------|
| Principal          | \$105/hour |
| Technical/Clerical | \$65/hour  |

Should you have any questions about the above proposed scope of work or fees, please do not hesitate contacting me. Thank you, again, for the opportunity of working on this project, and I look forward to working with you and the Colorado Springs Urban Renewal Authority Board.

Sincerely,



Elizabeth D. Rockwell  
Principal, Design Collaborative, Inc.

Approved:

Colorado Springs Urban Renewal Authority

Date: