



Town of Apex
Organization & Workforce Study
COST PROPOSAL
September 8, 2021

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Value for fees

Delivering value

We have prepared a not-to-exceed fee estimate for the Town based on the needs and objectives you have shared and our experience conducting similar engagements with both energy and utilities and public sector clients. Our estimate allows for thorough and insightful advice and services from experienced professionals without unnecessary add-ons or start-up charges. The Town will receive service from dedicated, experienced staff who work with you toward your goals, providing a high value for fees. Our fees estimates include travel costs.

Please refer to the table below for a breakdown of project phases and associated costs.

Project phase	Fees
Assessment of organization structure, functions, and workforce	\$76,630
Strategic direction and philosophies	\$17,330
Classification and compensation	\$120,000
Employee performance management	\$69,425
Total	\$283,385

Assumptions

We based our estimate on the assumptions detailed below. Should any of these change during the engagement, we will bring the matter to the Town's attention immediately and prepare a change order detailing the new requirements and corresponding budget impact. We will not undertake additional work without the Town's written approval.

We made the following assumptions relative to the estimate of our fees:

- Adequate support, preparedness and cooperation from the Town's board
- The Town will provide resources to assist with coordination activities such as scheduling, gathering contact information and securing project team space
- Appropriate staff will be available per the agreed-to schedules
- Baker Tilly will have access to, and be provided with, electronic or other readily available data, without the need to conduct data extraction
- Information will be provided within the specified timeframes and format
- No significant changes in scope