



SCOPE & FEE PROPOSAL: BASTROP ECONOMIC DEVELOPMENT CORPORATION
SPORTS COMPLEX PROJECT

TO: Sylvia Carrillo, City Manager
City of Bastrop
Liaison to Bastrop Economic Development Corporation

FROM: Katherine Caffrey, Principal & Founder
NAVIS Consulting

DATE: July 8, 2024

NAVIS Consulting (Consultant) appreciates the opportunity to submit this Proposal to provide professional project management and advisory services to the Bastrop Economic Development Corporation (Client) for their proposed Sports Complex project (Project).

Project Understanding:

The Bastrop Economic Development Corporation (EDC) aims to utilize EDC-owned land for the construction of a sports complex with a regional appeal. The goal is to generate consistent revenue for the City and EDC and attract visitors to the community, thereby increasing Bastrop's regional visibility and stimulating additional economic development activities. Additionally, the project should provide community benefit beyond increased revenue generation. Moreover, the EDC is considering taking advantage of recent State legislation to build a full-service hotel and convention center to further enhance the complex. The EDC's 2019 Strategic Plan, titled "Elevating Bastrop: An Economic Development Action Plan," outlines these objectives and the immediate next steps. The initial step needed for this project is a comprehensive feasibility study testing the viability of the project at the proposed location. The EDC desires for this project to be delivered via a public-private partnership.

Project Approach & Scope: **Project Management and Advisory Services for a Feasibility Study**

1. Identification & Selection of Qualified Firm to Conduct Feasibility Study
Consultant would provide the following services during this stage:

- Review all existing documents, maps and data relevant to this project.
- Kickoff meeting with EDC subcommittee to understand goals and objectives of Board, identify project assets and constraints (*completed*)
- Identify and vet firms (including reference checks) with expertise and experience in comprehensive feasibility studies for similar projects, with a particular focus on sports economic activity
- Present EDC subcommittee with short list of qualified firms and facilitate virtual interviews with firms
- Develop scope of work with selected firm that meets project needs
- Coordinate and collaborate as needed with EDC's legal counsel and City staff for execution of Professional Services Agreement

2. Project Management of Feasibility Study:

- Oversee Feasibility Study to ensure study is progressing on scope and within set timeline. Oversight activities include:
 - regular coordination and check-in meetings with the Feasibility Study team
 - collect and coordinate necessary resources and documents about site, community demographics, etc. needed for Feasibility Study team
 - general correspondence related to oversight
 - review and finalize key deliverables from Feasibility Study
 - In collaboration with Feasibility Study team, present findings to EDC subcommittee
 - Make recommendations to EDC subcommittee regarding next steps for project

Fee & Timeline:

From the point a Professional Services Agreement is executed, Consultant can begin work immediately. Assuming an Agreement is executed by July 31, 2024, Consultant can provide recommendations of qualified and vetted firms no later than August 19, 2024, assuming Client availability and responsiveness. Consultant will work to expedite the Feasibility Study process with the goal of Study completion by the end of the calendar year, subject to availability and resources of selected Feasibility Study firm.

Fee: The fee for project management and advisory activities is not to exceed **\$9,950**. The consultant may request reimbursement for mileage to and from Bastrop at the IRS standard mileage rate for in-person meetings. Consultant will bill Client on a monthly basis at a percentage of the Project budget equivalent to the percentage of the scope accomplished to date.

About NAVIS and Katherine Caffrey:

NAVIS is a small consulting practice that manages high-stakes initiatives for municipalities, specifically focusing on transformational projects in the public-private partnership space. After almost twenty years in local government, most recently as Deputy City Manager for the City of Cedar Park, Texas, Katherine decided to focus her talents and utilize her unique experiences to guide communities on large-scale, project work. She has significant substantial experience with city councils, boards, and the private sector, and she understands how to realize ambitious projects that move communities and organizations toward their vision. During her time at the City of Cedar Park, Katherine spent a decade leading the City's first large-scale redevelopment effort and most complex public-private partnership in the city's history. She is highly experienced in working with Community Development (4B) Corporations in Texas. In her current capacity with NAVIS, Katherine is assisting the City of San Marcos, City of Pflugerville, Taylor Economic Development Corporation and others in their pursuit of successful P3 projects and strategic initiatives.

NAVIS is a certified Women Business Enterprise (WBE) through the City of Austin, and also a certified Historically Underutilized Business (HUB) in the state of Texas.

I appreciate the opportunity to present this proposal and look forward to collaborating with you on this important project, which will enhance the Bastrop community and provide a steady future revenue stream for the City. If you have any questions or suggestions about this proposal, please feel free to contact me at your earliest convenience.

Sincerely,

Katherine Caffrey

Katherine Caffrey
NAVIS Consulting