



# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

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## CONSULTING AGREEMENT FOR THE CITY OF GRAND RAPIDS, MINNESOTA

AMENDED ON JULY 21, 2021



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FUTURE MOBILITY | SMART COMMUNITIES

PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## JOINT OBJECTIVE

Economic and workforce development attracting future mobility technologies and creating transportation related career pathways in Grand Rapids and the Iron Range/Arrowhead region

## CONTRACT PERIOD

**\*\*16 months**  
(March 2021-  
February 2022)

\*\*Amended to June 20, 2022 expiration date for project management of IRRR Streetscapes grant

## PROJECT BACKGROUND

In November 2020, the PLUM Catalyst brought together a team for the scoping and writing of a MnDOT Connected and Automated Vehicle (CAV) RFP program on behalf of May Mobility, and the public/private team of stakeholders. Working with the IRRR, City of Grand Rapids, May Mobility, Via, and other local stakeholders, the final MnDOT CAV Challenge RFP submission (submitted on Feb 11, 2021) proposed a funding contribution of approximately 40% of the total project, an ask of about \$1.3M which included funding for: \$935k toward 18 mos of shuttle operations and \$413k of University of Minnesota AV-related research. The Grand Rapids team members expressed interest in also pursuing Economic & Workforce Development related project(s) associated with the proposed CAV shuttle project. MnDOT funding could not be allocated for workforce development related efforts so this effort was saved for future scoping. Additionally, since the writing of the MNDOT proposal, new Dept of Energy (DOE) grants relating to Vehicle Technologies and "living lab" funding have been posted. The group will continue to evaluate these new federal and other related grant opportunities to continue to expand the CAV initiative in geography and timeline.

In addition to program management with the tech clients like May Mobility, The PLUM Catalyst also serves on the Minnesota Governor's Advisory Council, CAV Innovation Alliance's Labor & Workforce sub-committee and helps other public and private clients understand and prepare for future labor and workforce needs. Expanding the state's current CAV-related efforts into greater MN is always a topic of conversation.

Given the current timing in the industry, including the supportive MN Governor's Advisory Council, Labor & Workforce Development sub-committee, and the available grant opportunities, The City of Grand Rapids and the Grand Iron Range CAV initiative economic and workforce development stakeholders would benefit from dedicated strategic planning and implementation time from The PLUM Catalyst to help champion the region with existing national/state efforts for these CAV-related industry needs.

## PROJECT APPROACH

The subproject 1 as proposed will be contracted between The PLUM Catalyst and the City of Grand Rapids and additional efforts will be broken out into additional *Subproject* areas to align to funding partner objectives, goals, and deliverables. Examples of subprojects include:

**Subproject 1:** CAV Initiative Strategic Planning and Oversight

\*\*Added Project Management for IRRR Streetscapes grant (July 1, 2021- June 30, 2022)

**Subproject 2:** IASC Career Pathways Development (Computer Science Technologies) (confirmed)



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## ADDITIONAL TERMS & CONDITIONS

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### Fees:

Subproject 1: \$30,000 total or \$2500/month ( March 2021-February 2022)

\*\*Amended 7/21: Added to Subproject 1 (Streetscapes grant): \$15,000 total or \$1250/month (July 2021-June 2022)

Additional time - If additional time above the selected outlined subproject options is warranted and agreed upon in writing by both of us, those hours will be billed at \$270 per hour at the end of the monthly cycle in which they were accrued.

Travel expenses - The City of Grand Rapids agrees to pay reasonable and customary travel expenses for any business travel agreed upon in advance. Travel expenses include coach airfare, hotel accommodations, ground transportation, meals and related expenses. Use of my personal vehicle for travel shall be reimbursed at the IRS 2021 rate of \$0.56 per mile. Expenses will be billed monthly as they are actually accrued and are due on receipt of the invoice.

Payment terms - Our agreement shall begin upon receipt of the first monthly payment (an advance payment) and additional payments shall be paid monthly by bank transfer within 14 days of the receipt of an invoice and the monthly report. Additional time and travel expenses shall be included in the monthly invoice.

Duration - The term of this agreement shall be 12 months from receipt of the first payment. The term may be extended by our mutual agreement at any time.

Cancellation - Either of us has the right to cancel this agreement for any reason by providing a 30 day written notice to the other.

Best effort -Due to the nature of assignments and work to be carried out, specific results cannot always be guaranteed. We agree that I and The City of Grand Rapids employees will carry out work toward our joint objectives using our own best efforts and that immediate feedback is warranted if either of us feels the other is not utilizing their best effort.



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## JOINT ACCOUNTABILITIES

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The Plum Catalyst accountability includes:

- Adhering to agreed upon deadlines
- Providing a written monthly report on the progress of active assignments
- Responding promptly to company correspondence
- Providing timely notification when projects are nearing completion or reduction of effort so that new assignments can be agreed upon

The City of Grand Rapids accountability include:

- Ensuring access to employees and key individuals at mutually convenient times
- Providing all information that is relevant to the assignments
- Developing new assignments as time becomes available for me to work on them

Our joint accountabilities include:

- Informing each other in a timely manner of information arising that has a bearing on the assignments or our joint objectives
- Using reasonable efforts in scheduling mutually agreeable times for travel and meetings

## ACCEPTANCE

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Authorizing work under subproject 1, additional work would require City Council approval unless contracting directly with other fiscal agents:

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Tammy Meehan Russell  
Founder & Chief Catalyst  
The Plum Catalyst LLC

March 3, 2021

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Name  
Title  
City of Grand Rapids

Date:



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## SUBPROJECT I: CAV Initiative Strategic Planning & Program Oversight

### Objectives

- Promote and educate the local stakeholders regarding the new transportation and automation technologies
- Identify and support outreach for program partnerships
- Create objectives, timelines, clear goals and subproject alignment for full project funding partners
- Work with existing local team members and other partners to convene kick-offs and check in meetings
- Keep the program & subprojects moving forward!

### Fee

**\$30,000**

Assumes approx. 10 hours per month  
(\$2500/month)

### Stakeholders

- IRRRB
- Blandin Foundation
- Itasca Comm College/Hibbing
- IASC (Next Pathways)
- Itasca County
- MnDOT
- DEED
- Others (TBD)

### Deliverables

1. Project team(s) contact list
2. Meeting scheduling and coordination
3. Funding partner meeting summaries
4. One-pager that outlines: the process, participants, findings, goals, and responsible parties
5. Proposals to current and additional stakeholders as needed



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## AMENDMENT TO SUBPROJECT I: Added IRRR Streetscapes Program Oversight

### Objectives

- AV Shuttle Vehicle Wraps advertising the project and the partners
- Route Signage communicating with potential users of how to interact with the shuttles
- Mobility Hubs research, planning and implementing for future trip chaining and comfortable on/off points
- Student Designed Shuttle Localization Fixtures allowing the students to feel connected to the project and learn how the shuttle navigates while improving the look and feel of portions of the route area
- A community derived project song, played during demonstration events and other promotional activities

### Fee

\$15,000 total  
(\$1250/month)

### Stakeholders

- IRRRB (funder)
- Itasca County
- MnDOT
- DEED
- Others (TBD)

### Deliverables

1. Project team(s) contact list
2. Meeting scheduling and coordination
3. Reviews and submissions of final deliverables