

Pierson Henry

(320) 293-8388 | katrina@piersonhenry.com

www.piersonhenry.com

Hi Rob, to make things official, please review and sign the agreement below. If you have any questions along the way, please reach out. We are excited to begin our collaboration with you!

Thank you,

Katrina Pierson
320-293-8388

Agreement for Services

This Agreement is made and entered into as of **June 2, 2025**, by and between **Pierson Henry, LLC** ("Consultant") and the Grand Rapids Economic Development Authority, c/o Rob Mattei, Director of Community Development ("Client").

1. Scope of Work

Consultant agrees to perform the services outlined in the proposal titled "*Pierson Henry Proposal 6-2-25*", submitted to the Client on 6-2-25 and attached with this contract.

2. Terms

Phase 1 ("Getting Set") will begin in **July 2025** and conclude in **October 2025**

Phase 2 ("The Launch") will begin in **November 2025** and conclude in **July 2026**, unless extended by mutual written agreement

3. Compensation & Expenses

Client agrees to compensate Consultant as follows:

Phase 1 Total Fee: \$41,500

50% (\$20,750) due upon execution of this agreement

50% (\$20,750) due upon completion of all Phase 1 deliverables

Phase 2 Ongoing Fee: \$4,200/month

Invoiced monthly beginning **November 2025 through July 2026**

If additional phases or services are requested outside the original scope, Consultant will submit a separate proposal and fee estimate for Client approval.

Any necessary travel, lodging, and printing expenses are not included in the above fees. Any reimbursable expenses must be approved in advance.

Consultant will not retain or hold any funds on behalf of the Client for any reason at any time related to the membership and fundraising work.

4. Client Responsibilities

Client agrees to:

Provide timely access to staff and volunteer leaders

Support scheduling of meetings for the purpose of collaboration

Review and provide feedback on deliverables in a timely manner

Act as a collaborative partner in all aspects of the project

5. Confidentiality

Consultant agrees to maintain the confidentiality of all information shared by the Client.

6. Intellectual Property

All final deliverables developed under this Agreement shall be the property of the Grand Rapids Economic Development Authority. Consultant may request in writing to reference the engagement in general terms for portfolio purposes. Client may approve or deny this request at its discretion.

7. Termination

Either party may terminate this Agreement with 30 days' written notice. In such case, Consultant will be compensated for completed and documented work to date.

8. Independent Contractor

Consultant is an independent contractor and is not an employee of the Client. Nothing in this Agreement shall create a partnership, joint venture, or employment relationship.

9. Entire Agreement

This Agreement represents the full understanding between the parties. Any changes must be in writing and signed by both parties. G



Katrina

Signed: Jun 2, 2025

katrina@katrinalynn.com



Rob Mattei

Signed: Jul 1, 2025

rmattei@grandrapidsmn.gov