



April 22, 2025

Mr. Steve Kudron
Town Manager
Town of Grand Lake
1026 Park Avenue
Grand Lake, CO 80447

Dear Mr. Kudron

RE: OWNER'S REPRESENTATIVE ADVISORY SERVICES FOR TOWN OF GRAND LAKE'S "SPACE TO CREATE" AFFORDABLE HOUSING PROJECT

Artaic Group is excited about the opportunity to support the Town of Grand Lake's "Space to Create" Affordable Housing Project with Owner's Representative Advisory Services to evaluate overall project budget, schedule, procurement strategy, funding opportunities, and grant options. Artaic Group is an experienced Owner's Representative firm with a great understanding of project delivery working with municipal clients across the state.

PROPOSED FEE & TIMELINE

We propose providing these initial advisory services to the Town for 60 to 90 days on an hourly basis to help evaluate potential options as outlined above. We will bill against an allowance of **\$10,000.00** according the rate table below.

HOURLY RATES

TITLE	RATE
Principal	\$175
Project Director	\$170
Senior Project Manager	\$150
Project Manager	\$135
Assistant Project Manager	\$105
Grant Support	\$130

REIMBURSABLES

Rates above do not include reasonable reimbursable expenses, which will be billed at cost with no mark-up. We anticipate reimbursables will be limited to mileage and other minimal travel related expenses. If requested, we can provide an estimate for reimbursable expenses.



STANDARD PROPOSAL PROVISIONS

1. The Client agrees to indemnify, defend, and hold Artaic Group, LLC, harmless against any and all actual or consequential damages in excess of the fees herein, as well as any actions, causes of action, fines, costs and claims arising out of or in any way relating to this project not the result of willful misconduct or gross negligence by Artaic Group, LLC.
2. Processes used and documents prepared or provided by Artaic Group, LLC while working for the Client are solely provided as instruments of service to the Client for use on this project. They are and shall remain the property of Artaic Group, LLC, who reserves all rights thereto.
3. A signed proposal or contract will be required prior to Artaic Group, LLC, beginning work.
4. The above fees do not include reimbursable expenses, which include items such as travel, lodging, shipping, printing costs, parking, and mileage.
5. Client shall pay Artaic Group, LLC within thirty (30) calendar days of the submission of each invoice. All unpaid balances outstanding at the end of thirty (30) calendar days shall be assessed as a 1% processing fee. A 1.5% late fee will be assessed in addition to the processing fee for each 30 days of delinquency (18% annually).
6. The Owner may terminate or suspend the agreement with or without cause by providing written notice to Artaic Group, LLC.
7. Artaic Group may terminate the agreement if timely payment is not received by Artaic Group, LLC for services rendered or abandonment of project by Owner.
8. In the event the Owner suspends the project, this agreement may also be suspended for a like period of time. A suspension greater than thirty (30) calendar days will allow for equitable adjustment to fees upon the resumption of the work.
9. In the event of suspension or termination of the project by Owner, Artaic Group shall be entitled to all costs of work completed to the date of the notice of suspension or termination.
10. It is important to note Artaic Group will provide construction industry knowledge and experience but will not be providing legal expertise. The Owner will need to have its counsel review contracts during negotiations and prior to execution.
11. Fees represented in this proposal are valid for thirty (30) calendar days.

Please don't hesitate to reach out with any questions or if refinements to the scope are needed. Thank you for considering Artaic Group as your trusted Project Manager.

Kindly,

John Bills, LEED® AP

Principal | **Artaic Group** | 720.201.6373

John.Bills@ArtaicGroup.com

On behalf of _____, I
_____ authorize the above proposal.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____