



AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the 6th of December, 2022, by and between CHM, LLC d/b/a Atlas Community Studios, a Nevada limited liability company (herein referred to as "Consultant"); and the City of West Monroe, Louisiana (hereinafter referred to as "Owner"). WHEREAS, the Owner desires for Consultant to provide certain services in accordance with the Scope of Work set forth herein, consistent with the proposal (the "Services Proposal"), per the fees or hourly rates as depicted in the Payment and Invoicing section below, and the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and Consultant further agree as follows:

I. PROJECT NAME.

The "Project" shall be described as:

RAISE Grant Community Engagement

II. PROJECT TERM.

The term of this Agreement shall be from December 6, 2022 through February 28, 2023. The Agreement may be terminated earlier by final completion of the services by the Consultant and acceptance of the services by the Owner or through the termination provisions provided herein.

III. PROJECT SCOPE OF WORK.

The following is a summary of the professional services to be provided by the Consultant (collectively, the "Scope of Work"). Consultant will provide these professional services consistent with the detailed description of the Project's goals and objectives outlined in the Services Proposal attached hereto as **Exhibit 1**. The Scope of Work is expressly limited to professional services relating to and for the benefit of the "Project Area," which is defined and described in detail in **Exhibit 2** to this Agreement.

Owner understands and agrees that completion of the Scope of Work is contingent upon Owner's prompt payment and compliance with the terms and conditions set forth herein. Owner further understands and agrees that this Scope of Work is based upon Consultant's subjective understanding of the requirements of the Project, and that a material term of this Agreement is Consultant's sole and complete discretion as to the scope and nature of the professional services provided. Owner understands and agrees that the scope and nature of the professional services

provided may change over time at the Consultant's sole and complete discretion, and that any such changes that do not result in material changes to the Scope of Work below are expressly agreed upon in advance by the Parties and do not require Owner's subsequent approval and/or execution of a Change Order prior to implementation of said changes. To the extent that any actual or perceived conflict arises or exists between the Scope of Work provided below and the goals and objectives identified in the Services Proposal, the Scope of Work identified herein controls. Owner understands and agrees that Consultant has not and cannot guarantee results beyond completion of the Scope of Work provided herein.

A. COMMUNITY ENGAGEMENT

1. Design one (1) online survey and promote for up to 45 days;
2. Create graphics for site visit and engagement activities;
3. Conduct one (1) site visit to West Monroe on January 17-19, 2023;
 - Facilitate three town hall / open house meetings with:
 - Residents, merchants, and property owners located downtown
 - Residents, business owners, and property owners located along or near Coleman Avenue
 - Residents and property owners located along or near Trenton Street and Highland Park
4. Facilitate one (1) focus group (virtual or in-person) with project partners;
5. Facilitate up to five (5) interviews (virtual) with project partners;
6. Review past plans/studies related to transportation priorities for the City of West Monroe and surrounding areas; and
7. Compile all information collected throughout the community engagement phase.

B. KEY FINDINGS REPORT

1. Analyze all community input results;
2. Summarize key findings and insights from the community input results and past plans/studies;
3. Draft Key Findings Report and review with the city;
4. Design Key Findings Report; and
5. Incorporate one round of revisions to the Key Findings Report.

IV. EXCLUDED SERVICES.

Given the complexity and discretionary nature of the professional services provided by Consultant, it is understandable and anticipated that Owner may have certain expectations as to the scope

and nature of the professional services provided that are inconsistent with the intent of this Agreement and/or that fall outside the Scope of Work as it is understood by the Consultant. Owner understands and agrees that Consultant has the sole and complete discretion to determine which professional services are necessary for the completion of the Scope of Work and are thus required under this Agreement. Notwithstanding the foregoing, Consultant desires to limit any confusion that may arise as to professional services that fall within the Scope of Work, and those that do not. **Accordingly, the following is a non-exhaustive list of professional services that are expressly excluded from the Scope of Work.** This non-exhaustive list is provided as a courtesy to inform the Owner about certain express limitations on the professional services provided by the Consultant under this Agreement. Nothing herein shall act as a waiver of the Consultant's complete discretion as to the scope and nature of professional services provided. In the event that the excluded professional services identified herein conflict with the Services Proposal, this Agreement controls and those professional services shall be deemed as excluded from the Scope of Work.

A. ACTION PLAN

1. Develop a full scale, in-depth action plan for implementation which identifies strategic partners, potential funding opportunities, a realistic timeline, and action steps.

B. PLAYBOOK

1. Develop a project- or topic-specific strategy for economic community development based on visioning and stakeholder engagement.

C. FEASIBILITY STUDY

1. Develop a feasibility study to analyze the market, create a management plan for operations, conduct a financial analysis, develop an implementation timeline, and identify funding opportunities.

D. BROWNFIELDS REVITALIZATION PLAN

1. Develop EPA-funded revitalization plan that establishes a strategy for site reuse based on market analyses and broad community engagement. Identify grants, loans, and incentives to leverage for site redevelopment.

E. MASTER PLAN

1. Develop a citywide or neighborhood-specific strategy(ies) for local development and growth based on extensive visioning, focus groups, and stakeholder engagement.

F. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs)

1. Partner with an Economic Development District to develop a new CEDs for their respective region, including an interactive online interface.

V. MODIFICATION OF THE SCOPE OF WORK.

The Scope of Work described herein may only be expanded, reduced, or otherwise modified by execution of a written "Change Order" prepared by Consultant. All Change Orders must be executed by both Owner and Consultant, at which point said Change Order shall constitute an amendment to this Agreement. In the event that a Change Order conflicts with the terms of this Agreement and/or any previous Change Order, the terms of the most recent fully executed Change Order control. Any actual or perceived conflicts or ambiguities in this Agreement, as amended, that arise from the execution of a Change Order shall be resolved in favor of effectuating the terms of the most recent Change Order. The Consultant will be entitled to additional compensation to coordinate such changes, and a fee of \$250.00 shall be assessed per Change Order, separate and apart from any other negotiated changes in compensation terms, to account for said coordination and preparation of the Change Order. In the event that a Change Order calls for services billed at an hourly rate, Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 3**. Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same.

VI. OWNER RESPONSIBILITIES.

Owner shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate in writing a person to act as Owner's "Designated Representative" with respect to the services to be rendered under this Agreement. Owner's Designated Representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and procedures, and make decisions binding upon the Owner with respect to Consultant's services for the Project;

2. Provide all criteria and full information as to Owner's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations;
3. Assist Consultant by placing at Consultant's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Project;
4. Arrange for access and make all provisions necessary for the Consultant to enter upon public and private property as required for the Consultant to perform services under this Agreement;
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Consultant, obtain advice of an attorney, insurance professionals, CPAs, and any other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time (subject to any notice periods established in this Agreement) so as not to delay the services of the Consultant;
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary completion of the Project;
7. Use Owner's best efforts and to direct third parties to utilize their best efforts to give priority to and otherwise satisfy any and all requests, requirements, or directions of Consultant relating to or in furtherance of the services provided to Owner;
8. Give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect or non-conformance in the work of any Contractor, subject to the Services Verification clause set forth below; and
9. Arrange for financing and pay for services as agreed to in this Agreement.

VII. PAYMENT AND INVOICING.

A. FLAT FEE:

Owner shall pay Consultant \$28,515.75 for the performance of the Scope of Work detailed in this Agreement. Owner agrees to pay Consultant in accordance with the Billing Schedule set forth below. Payment will not be made on a salary or hourly rate. All payments under this contract shall be to the trade or business name of the Consultant. No payments will be personally made to an individual under this contract.

Project Name: RAISE Grant Community Engagement
Project Manager: Alex Holland

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BILLING SCHEDULE			
% OF COMPLETION		FEE	DUE
50%	of total contract cost	\$14,257.88	at signing
50%	of total contract cost	\$14,257.88	upon completion (no later than February 28, 2023)

In addition to professional fees and the costs specifically included as part of the flat fee agreed upon herein, it may be necessary for Consultant to incur additional costs and expenses on Owner's behalf, for which we will expect to be reimbursed, if under \$500.00, along with payment of Consultant's invoices. Costs and expenses in excess of \$500.00 will be submitted to Owner directly for immediate payment. Owner understands and agrees that time is of the essence as it relates to payment of these invoices, and holds Consultant harmless for any and all delays, problems, non-performance of part or all of the Scope of Work, and/or additional expenses incurred as a result of delayed payment or non-payment of the same.

B. INVOICING:

The Consultant will submit invoices on a monthly basis. Invoices will be sent to Owner's Designated Representative in accordance with the Notice clause below. Upon request, Consultant shall provide documentation of its expenses. Payment of such invoices will be due within thirty (30) days of the receipt thereof. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded monthly.

C. SERVICES VERIFICATION:

From time to time, at the Consultant's complete discretion, Consultant will send Owner a Notice of Completion. Each Notice of Completion will serve as notice to Owner that the services identified therein been completed in accordance with the terms of this Agreement. Upon receipt of any Notice of Completion, Owner's Designated Representative shall review said Notice of Completion, the operative Scope of Work, as amended by any Change Orders, and examine the services provided by Consultant for any defect, non-conformance, or other objection or rejection of the services performed. In the event that Owner determines that any services provided by Consultant identified in the Notice of Completion are not satisfactory, in part or in full, Owner may serve written notice of all such complaints or objections to Consultant within fourteen (14) days of the date of the subject Notice of Completion identifying said services (the "Services Objection"). All Services Objections must be served in accordance with the Notice clause set forth below. Owner understands and agrees that Owner's failure to serve a Services Objection on Consultant within

the fourteen (14) day period described herein shall constitute Owner's complete, unconditional, and unwaivable approval of the services identified in the subject Notice of Completion.

Upon receipt of any Services Objection, Consultant will review the Services Objection and either (a) provide Owner with a written proposal to remedy Owner's Objections, either at Consultant's cost or through a Change Order, or (b) provide written notice of its rejection of the Services Objection. Until the Parties reach an agreement on resolution of the Services Objection or the Agreement is otherwise terminated, Consultant may, at any time, suspend all services to Owner as set forth in the Termination clause below.

VIII. ADDITIONAL TERMS AND CONDITIONS

A. ATTORNEY'S FEES:

In the event any dispute relating to or arising from this Agreement is submitted to mediation, arbitration, or litigation, or in the event an attorney is retained by any Party to this Agreement to enforce its terms, or to collect any damages due for breach hereof, the Party or Parties, prevailing in such mediation, arbitration and/or litigation shall be entitled, in addition to such other relief as maybe granted, to a reasonable sum as and for his attorney fees in such mediation, arbitration and/or litigation, which shall be determined by the court in such mediation, arbitration and/or litigation or in a separate action brought for that purpose, and shall each be considered a party for the purposes of this provision.

B. DISPUTE RESOLUTION:

Claims, disputes or other matters, involving a value less than \$200,000.00, in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. Mediation is an express condition precedent to arbitration, litigation, or any administrative action meant to resolve claims, disputes, or other matters relating to this Agreement. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Consultant, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

In the event that mediation is unsuccessful, Owner and Consultant expressly agree to resolve any claims, disputes, or other matters relating to or arising from this Agreement in binding arbitration. The Parties shall attempt to agree to a particular arbitrator and associated rules of arbitration, however, in the event that an agreement cannot be reached, the Parties shall submit this matter to binding arbitration with the American Arbitration Association ("AAA"), and will comply with AAA's rules and procedural requirements. In the event any party is required to file suit in order to obtain injunctive relief or other relief requiring a court order, the Parties agree to stay the matter for all other purposes and submit the matter to arbitration.

C. ENFORCEMENT:

The failure of either Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

D. EXCLUSIVITY:

Owner understands and agrees that Consultant is engaged in providing these types of services for persons or entities other than the Owner, and the Consultant is not required to provide services exclusively to the Owner during the term of this Agreement.

E. HAZARDOUS MATERIALS – INDEMNIFICATION:

The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmentally damaging substances are found on or under a property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.

F. INFORMATION PROVIDED BY OTHERS:

The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project.

Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies or omission of information or data supplied by Owner or others to Consultant.

G. INTEGRATION, MODIFICATION, AND COUNTERPARTS:

This Agreement represents the entire and integrated agreement between the Owner and Consultant. All prior representations, discussions, agreements, and negotiations, whether written or oral, have been and are merged and integrated into, and are superseded by, this Agreement. No covenants, agreements, representations, or warranties of any kind whatsoever have been made by any Party, except as specifically set forth in this Agreement. This Agreement may only be changed or modified by a written instrument executed by all the Parties, and any oral modification hereof shall be ineffective until reduced to such a writing. So long as both Parties execute this Agreement, a copy of this Agreement shall have the same force, effect, and validity as an original Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

H. LIMITATION OF LIABILITY:

The Consultant's liability shall be limited to \$1,000,000.00 or the maximum amount of insurance coverage as indicated on Consultant's certificate of insurance, whichever is less, unless specifically agreed to by separate written agreement negotiated and executed by Owner and Consultant.

I. NOTICE:

Any notice to be given hereunder by either Party to the other, shall be in writing and shall be deemed given when sent by certified mail.

Notices to the Owner shall be addressed to Owner's "Designated Representative" as follows:

Courtney Hornsby
City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

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Project Name: RAISE Grant Community Engagement
Project Manager: Alex Holland

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With Copy To:

Doug Caldwell
City Attorney
2001 North 7th Street
West Monroe, LA 71291

Notices to the Consultant shall be addressed to:

CHM, LLC d/b/a Atlas Community Studios
c/o Libby Crimmings
President
520 42nd Street Des Moines, IA 50312

With Copy To:

Kravtiz, Schnitzer & Johnson, Chtd.
c/o Michael R. Esposito, Esq.
8985 S. Eastern Avenue, Suite 200
Las Vegas, Nevada 89123

J. RELATIONSHIP OF THE PARTIES:

The parties understand and agree that Consultant is an independent contractor and that Consultant is not an employee, agent or servant of the Owner, nor is Consultant entitled to employment benefits by and through the Owner. CONSULTANT UNDERSTANDS AND AGREES THAT CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT CONSULTANT IS OBLIGATED TO PAY ALL INCOME TAX OBLIGATIONS ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT. As an independent contractor, Consultants agrees that:

- Consultant does not have the authority to act for the Owner, or to bind the Owner in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Owner;
- Consultant has and hereby retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed or contracted by Consultant for performing the services hereunder;
- Owner will not provide training or instruction to Consultant or any of its employees regarding the performance of services hereunder;

-
- Neither Consultant, nor its employees or consultants, will receive benefits of any kind from the Owner;
 - Consultant represents that it is engaged in providing similar services to other clients and not required to work exclusively for the Owner;
 - All services are to be performed solely at the risk of the Consultant and Consultant shall take all precautions necessary for the proper performance thereof; and
 - Consultant will not combine its business operations in any way with the Owner's business operations and each party shall maintain their operations as separate and distinct.

K. SEVERABILITY:

If any term, provision, covenant, or condition of this Agreement is held by any arbitrator and/or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

L. TERMINATION AND/OR SUSPENSION OF SERVICES:

Consultant may terminate this Agreement at any time with or without cause by giving the Owner written notice of not less than fourteen (14) days. Owner may terminate this Agreement at any time in the event that Consultant violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement by giving the Consultant written notice of not less than fourteen (14) days.

In the event of termination by Owner, Owner will pay consultant all amounts due and owing as of the date of the conclusion of said fourteen (14) day notice. Additionally, if payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of all amounts due or owing under the next scheduled progress payment, regardless of the extent of the services performed by Consultant.

In the event of termination of this Agreement by Consultant, payments will be made to Consultant for all work performed up to the date of termination. If payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of a prorated amount of the total amount due or owing under the next scheduled payment, and shall be calculated based upon the termination date identified in Consultant's notice of termination and the number of days in between the last progress payment and the next scheduled progress payment. Regardless of which Party terminates this Agreement, in all cases of termination Consultant will also receive payment for all fees and expenses incurred which are directly attributable to termination of this Agreement.

Project Name: RAISE Grant Community Engagement
Project Manager: Alex Holland

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Failure of the Owner to make complete and timely payments to the Consultant in accordance with the Agreement shall be considered substantial non-performance, a material breach of this Agreement, and cause for termination. Notwithstanding the foregoing, if the Owner fails to make timely payment, the Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice.

In the event of a suspension of services for any reason(s) allowed under this Agreement, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Suspension of services in no way acts as a modification or waiver of Consultant's right to terminate this Agreement at any point thereafter.

This Agreement is executed as of the Effective Date identified above.

CONSULTANT

CHM, LLC dba Atlas Community Studios, a
Nevada limited liability company



Name: Alex Holland
Its: Vice President

OWNER

City of West Monroe, Louisiana

Name:
Its:



EXHIBIT 1: PROJECT SERVICES PROPOSAL

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RAISE PROJECT
COMMUNITY
ENGAGEMENT



PREPARED FOR

West Monroe, Louisiana

BY ATLAS COMMUNITY STUDIOS



CONTACT

Alex Holland | Vice President

alex@atlastudios.com

(702) 217-0312

hi, we're Atlas!

We are connectors who find the right people, the right resources, and the right places, and bring them together to help transform communities of all sizes.

NICE TO
MEET you!

Our mission is to advance the economic prosperity of small and rural communities by becoming their partners to inspire action and improve the overall quality of life for current and future residents.

Our Services



Speaking +
Workshops



Visioning +
Public Engagement



Strategic
Planning




Technical
Assistance



hello@atlastcostudios.com | atlastcostudios.com

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meet the team



ZACK MANNHEIMER
CHIEF EXECUTIVE OFFICER

As CEO, Zachary currently manages the firm's resources in delivering placemaking concepts to communities all over the country. Zachary is also CEO at Alquist 3D, a construction company that uses concrete 3D printers to create houses and other structures aimed at dropping the cost of housing, and solving the housing crisis.

Select Experience

- + Kingston Landing Playbook | Cedar Rapids, IA (2021)
- + Placemaking Playbook | Newport, NH (2022)



LIBBY CRIMMINGS
PRESIDENT

Libby serves as President at Atlas Community Studios where she oversees operations and manages strategic planning processes. Libby has more than 13 years of experience in asset-based development, nonprofit management, advocacy and community organizing, and leadership development for rural communities and stakeholders.

Select Experience

- + Placemaking Action Plan | Atchison, Kansas (2022)
- + Comprehensive Plan | Stevens Point, Wisconsin (2021)



ALEX HOLLAND
PRESIDENT

Alex serves as Vice President at Atlas Community Studios where she manages the delivery of master plans, place-based economic development strategies, feasibility studies, and funding expertise for local government entities and nonprofit organizations. Alex has 10 years of experience supporting economic and community development projects and providing technical assistance to rural communities across the country.

Select Experience

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Placemaking Action Plan | Allen County, Kansas (2022)
- + Business Incubator Feasibility Study & Implementation Plan | Marion, Illinois (2021)
- + Downtown Master Plan | West Monroe, Louisiana (2020)



KATE GREENE
COMMUNITY ECONOMIC
DEVELOPER

Kate serves as Community Economic Developer at Atlas Community Studios where she supports the development of economic development strategies, feasibility studies, brownfield revitalization plans, and site reuse/redevelopment. Kate has more than 20 years of experience in historic preservation, brownfield redevelopment, equity crowdfunding, downtown revitalization, and community organizing.

Select Experience

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Placemaking Action Plan | Okemah, Oklahoma (2022)



LINDSEY DARLAND
CREATIVE DIRECTOR

Lindsey serves as Creative Director at Atlas Community Studios where she designs various digital and print materials including strategic plans, playbooks, PowerPoint presentations and social media graphics. Lindsey has over five years of experience developing marketing and communications strategies, designing websites, and creating print and digital materials for public and private entities.

Select Experience

- + CEDS & Resiliency Plan | North Central Pennsylvania (2022)
- + Business Incubator Feasibility Study | Marion, Illinois (2021)



MEGAN TEBBE
PROJECT COORDINATOR

Megan serves as Project Coordinator at Atlas Community Studios where she supports the development of strategic plans that advance the economic and social development of rural communities. Megan has five years of experience collaborating with rural communities to facilitate community engagement activities, conduct project-based research, and develop performance evaluation frameworks to assess the impact of place-based economic development projects.

Select Experience

- + Housing Needs Assessment | Ballard County, Kentucky (2022)
- + Placemaking Action Plan | Sparta, NC (2022)



KELLY VOSS
PROJECT COORDINATOR

Kelly serves as Project Coordinator at Atlas Community Studios where she supports the development of strategic plans that advance the economic and social development of rural communities. Kelly has 12 years of experience managing organizational operations and events for nonprofits in urban and rural areas. Kelly's experience also includes copy editing, grant writing, and research for various community projects and initiatives in rural Midwest communities.

Select Experience

- + Placemaking Action Plan | Fulton, Kentucky (2022)
- + Placemaking Playbook | Trinity County, California (2022)

scope of work



The City of West Monroe has identified several critical transportation corridors that are in need of repair or require significant improvements to establish multimodal connectivity for vehicular and pedestrian users. To ensure these improvements are informed by residents and complementary of ongoing transportation projects, the City of West Monroe would like to engage Atlas Community Studios to conduct community outreach and partner engagement activities in advance of applying for an FY 2023 U.S. Department of Transportation RAISE Grant.

Atlas Community Studios (Atlas) proposes the following key activities and tasks to engage local residents and strategic partners:

Phase I: Community Engagement

Engagement with the public and community stakeholders is central to this scope of work. Through a series of town hall/open house style meetings, focus groups, and online survey Atlas will solicit input from the public – especially, those residents who will potentially be impacted by the project – and strategic partners to inform the future vision for the key transportation corridors of interest. When and where appropriate, community engagement will be scaled to build off of previous planning and development efforts that have occurred in West Monroe over the past five years.

Major activities include the following:

- Design one (1) online survey and promote for up to 45 days;
- Create graphics for site visit and engagement activities;
- Conduct one (1) site visit to West Monroe on January 17-19, 2023;
 - › Facilitate three town hall / open house meetings with:
 - Residents, merchants, and property owners located **downtown**
 - Residents, business owners, and property owners located along or near **Coleman Avenue**
 - Residents and property owners located along or near **Trenton Street** and **Highland Park**

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- Facilitate one (1) focus group (virtual or in-person) with project partners;
- Facilitate up to five (5) interviews (virtual) with project partners;
- Review past plans/studies related to transportation priorities for the City of West Monroe and surrounding areas; and
- Compile all information collected throughout the community engagement phase.

Phase II: Key Findings Report

Once all community engagement activities are complete and additional research is conducted, Atlas will analyze this information and provide the City of West Monroe with a Key Findings Report. The purpose of the report is to inform future transportation-related projects in the study area.

Major activities include the following:

- Analyze all community input results;
- Summarize key findings and insights from the community input results and past plans/studies;
- Draft Key Findings Report and review with the city;
- Design Key Findings Report; and
- Incorporate one round of revisions to the Key Findings Report.

Final Deliverable: The Findings Report will be in the form of a PDF.

cost proposal & timeline

Anticipated Timeline

The anticipated timeline for this project is shown in the table below.

Phase	Duration
Phase I: Community Engagement	December 7, 2022 - January 25, 2023
Phase II: Key Findings Report	January 26, 2023 - February 10, 2023

This timeline is subject to change based on the FY 2023 RAISE Grant deadline.

Fee

Phase	Fee
Phase I: Community Engagement	\$17,815.50
Phase II: Key Findings Report	\$6,800.25
<i>Travel Expenses: Includes one trip maximum (4-days, 3-nights)</i>	\$3,900.00
TOTAL	\$28,515.75

Services beyond the proposed scope of work may result in additional fees.



EXHIBIT 2: PROJECT AREA

The Scope of Work referred to in the attached Agreement is expressly limited to professional services relating to and for the benefit of the "Project Area," The Project Area shall be defined as:

City of West Monroe, Louisiana



EXHIBIT 3: RATE SHEET FOR PROFESSIONAL SERVICES RENDERED

In the event that Consultant is billing the Owner for professional services rendered on an hourly basis for any reason, the following hourly rates apply:

Position	Hourly Rate
Principal	\$175.00
Project Manager	\$150.00
Creative Director	\$150.00
Project Associate	\$135.00

Time is billed descriptively in one hour increments, and all time is rounded up to the next hour. Consultant's rates are reviewed annually, at year end.