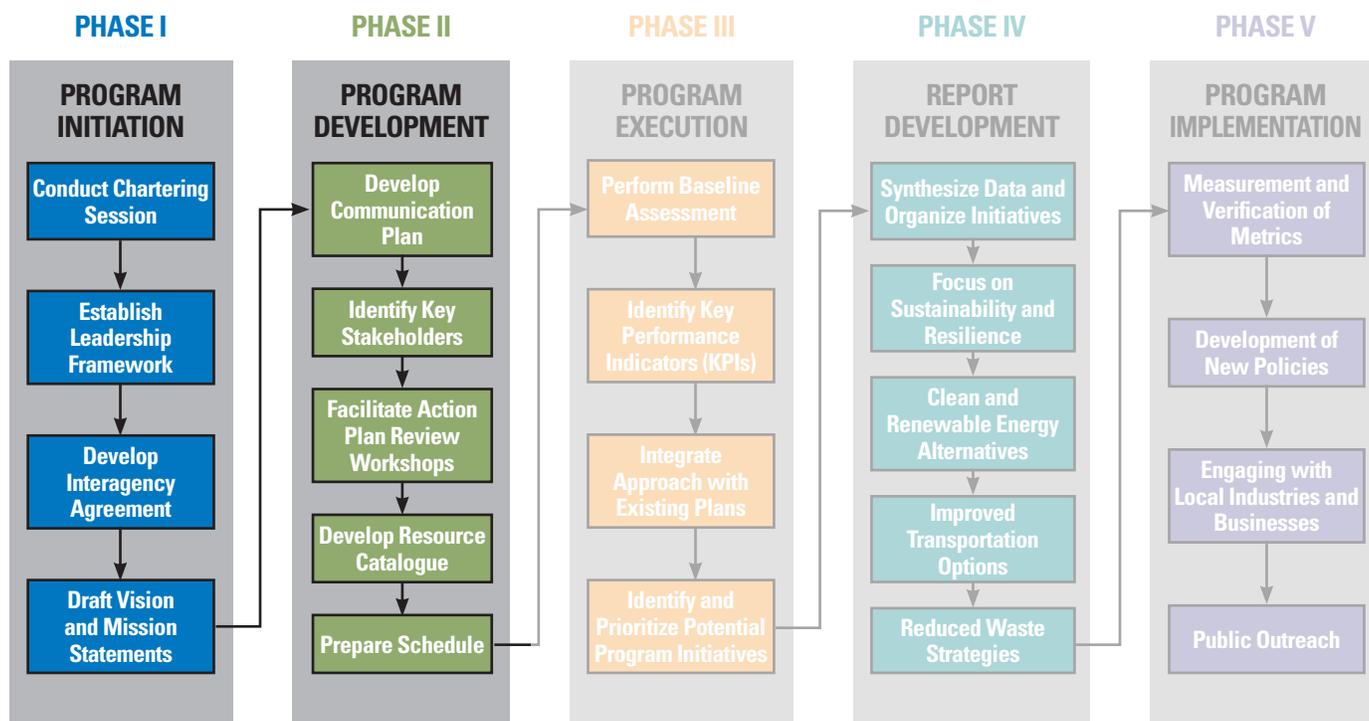


# GREELEY AND HANSEN SCOPE OF WORK

This scope of work is for Phases I and II of the Climate Action Plan Roadmap. The deliverables for this scope of work will be assembled into a Climate Action Management Plan to assist the Joint Leadership Committee to execute and implement the Climate Action Plan, Phases 3-5. It is anticipated that all deliverables will be in electronic format.



**Task 1**

## Facilitate development of Executive Summary, Memorandum of Understanding, Vision and Mission statements

**4**  
WEEKS

A Joint Leadership Committee has been established and is comprised of representatives of various governmental agencies from the City of Lafayette and City of West Lafayette in order to realize the shared goals of a Climate Action Plan. During this task, Greeley and Hansen will assist the Joint Leadership Committee to articulate its responsibility and goals for pursuing a Climate Action Plan and what it intends to accomplish. To do so, Greeley and Hansen will provide the committee sample documents that have been prepared by other communities for its review. Then, through a facilitated workshop, Greeley and Hansen will work with the Joint Leadership Committee to tailor these statements to meet its specific needs and prepare drafts for the committee’s review. Review comments will be incorporated into final documents and memorialized in the Climate Action Plan.

One teleconference is anticipated to plan workshop and one additional teleconference is anticipated to review deliverables developed during this task.

One workshop is planned during this task. At this time, it is anticipated that workshop will be virtual.

**Deliverables:**

- Sample documents for review (2-3 each)
- Workshop (2 hour)
  - Agenda
  - Slide deck

- Workshop memorandum
- Executive Summary – 1 draft, 1 final
- Leadership Commitment - Memorandum of Understanding – 1 draft, 1 final
- Vision Statement and Mission Statement – 1 draft, 1 final

**Task 2**

**Coordinate Establishment of Committees and Identify Key Stakeholders**

**4**  
**WEEKS**

During this task, Greeley and Hansen will assist the Joint Leadership Committee formalize the role and responsibility of other committees and stakeholder groups contributing to the development of the Climate Action Plan. For example, it is understood that there is currently a Steering Committee comprised of community leaders who meet regularly to discuss the proposed Climate Action Plan. Greeley and Hansen will assist the Joint Leadership Committee formalize its role. In addition, Greeley and Hansen will assist the Joint Leadership Committee identify key stakeholders who should be engaged in the Climate Action Plan development process but are not already.

One teleconference is anticipated to draft roles and responsibilities of committees and develop preliminary stakeholder list. One additional teleconference is anticipated to review deliverables developed under this task.

**Deliverables:**

- Committee Organizational Chart
- Committee Roles and Responsibilities
- Key Stakeholder List

**Task 3**

**Coordinate Development of Communication Plan**

**4**  
**WEEKS**

In order to provide stakeholders policy-driven information on the Climate Action Plan and develop feedback mechanisms to improve the efficacy of this program, it is anticipated that the Joint Leadership Committee will engage the services of a public relations consultant. Greeley and Hansen is able to provide recommendations on public relations consultants and share sample of their work based on past experience if desired. Greeley and Hansen will assist the Joint Leadership Committee in coordinating with consultant to develop a Communication Plan. The Communication Plan will establish strategies for engaging with committees, key stakeholders, and the general public. The Communication Plan developed by public relations consultant will be memorialized in the Climate Action Plan.

Two teleconferences are anticipated to assist the Joint Leadership Committee and public relations consultant develop Communication Plan.

**Deliverables:**

- Two teleconference agenda
- Two teleconference memoranda

**Task 4**

**Catalogue Resources**

**12**  
WEEKS

Throughout the development of the Climate Action Plan, existing programs, grant and funding opportunities, institutions, people, and services will be identified as valuable resources. Greeley and Hansen will assist the Joint Leadership Committee catalogue these resources in the Climate Action Plan.

Greeley and Hansen will also arrange and facilitate meetings between Joint Leadership Committee and leading representatives of other climate action plans developed in the country to address specific questions and encourage knowledge sharing.

One teleconferences is anticipated to review identified resources. Two additional teleconferences are anticipated to facilitate meetings between Joint Leadership Committee and representatives of other climate action plan.

**Deliverables:**

- List of knowledge resources, including contact information.
- List of available grants and other funding opportunities.
- Meeting agenda and memoranda

**Task 5**

**Develop Program Schedule**

**4**  
WEEKS

During this task, Greeley and Hansen will assist the Joint Leadership Committee develop a schedule for executing the Climate Action Plan. Milestones will be established, coordinated with existing planning schedules to drive the program development in a timely manner. Anticipated tasks to be scheduled include community workshops, committee meetings, data gathering activities, review deadlines, and interagency reviews. Program schedule will be memorialized in the Climate Action Plan.

One teleconference is anticipated to identify critical milestones. One additional teleconference is anticipated to review program schedule.

**Deliverables:**

- Program Schedule

**Task 6**

**Develop Climate Action Management Plan**

**12**  
WEEKS

In order to assist the Joint Leadership Committee to execute and implement the Climate Action Plan, the deliverables for these phases will be memorialized in a Climate Action Management Plan. The Climate Action Management Plan will assist the Joint Leadership Committee to track progress, coordinate committee activities, and focus on outcomes and stated vision.

One teleconference is anticipated to review table of contents. One teleconference is anticipated to review draft Climate Action Management Plan. One additional teleconference is anticipated to review final Climate Action Management Plan and discuss Phases III-V next steps.

**Deliverables:**

Climate Action Management Plan, to include:

- Executive Summary
- Leadership Commitment - Memorandum of Understanding
- Vision Statement and Mission Statement
- Committee Organization
  - Committee Roles
  - Organizational Chart
- Key Stakeholders List
  - Engagement Plan
  - Incorporating Feedback
- Program Schedule
- Communication Plan
- Tools and Resources

**Task 7**

**Program Management**

Program Management task will include monthly invoicing, preparing for and attending project status meetings, general communications and coordination with committees and consultants.

**Deliverables:**

- Monthly reports, agenda, meeting notes, follow-up communications on action items

**12**  
WEEKS

Estimated labor Costs

| Fixed Fee Breakdown   |          |          |                |               |                   |             |                 |
|---|----------|----------|----------------|---------------|-------------------|-------------|-----------------|
| Tasks   | PD       | PM       | Eng / Arch III | Eng / Arch II | Typist / Clerical | Total Hours | Fee             |
| <b>Task 1 – Facilitate ES, MoU, V&amp;M</b>   |          |          |                |               |                   |             |                 |
| Two meetings  |          | 2        | 4              |               |                   | 6           | \$1,100         |
| One workshop  |          | 4        | 8              |               |                   | 12          | \$2,200         |
| Samples (~8)  |          | 1        | 1              | 8             |                   | 10          | \$1,415         |
| Slide deck  |          | 2        | 4              |               |                   | 6           | \$1,100         |
| Exec summ (draft, final)  | 1        | 1        | 2              |               |                   | 4           | \$865           |
| MoU (draft, final)  |          | 1        | 1              |               |                   | 2           | \$375           |
| V&M state (draft, final)  |          | 1        | 2              |               |                   | 3           | \$550           |
| <b>Task 2 – Coordinate Establishment of Committees and Identify Key Stakeholders.</b>                                 |          |          |                |               |                   |             |                 |
| Two meetings  | 1        | 2        | 4              |               |                   | 7           | \$1,415         |
| Org chart   |          | 1        | 4              | 4             |                   | 9           | \$1,420         |
| Roles   |          | 1        | 2              | 2             |                   | 5           | \$810           |
| Stakeholder list  |          | 1        | 2              | 2             |                   | 5           | \$810           |
| <b>Task 3 – Communication Plan</b>  |          |          |                |               |                   |             |                 |
| Two meetings  |          | 2        | 4              | 2             |                   | 8           | \$1,360         |
| <b>Task 4 – Catalogue Resources</b>   |          |          |                |               |                   |             |                 |
| Three meetings  |          | 3        | 6              |               |                   | 9           | \$1,650         |
| Grant research  | 1        | 1        | 2              | 4             |                   | 8           | \$1,385         |
| Contact lists   |          | 1        | 1              | 4             |                   | 6           | \$895           |
| <b>Task 5 – Develop Program Schedule</b>  |          |          |                |               |                   |             |                 |
| Two meetings  |          | 2        | 4              |               |                   | 6           | \$1,100         |
| Schedule  | 1        | 2        | 4              | 16            |                   | 23          | \$3,495         |
| <b>Task 6 – Develop Climate Management Plan</b>   |          |          |                |               |                   |             |                 |
| Three meetings  |          | 3        | 6              |               |                   | 9           | \$1,650         |
| CAMP draft and final  | 2        | 8        | 40             | 8             | 8                 | 66          | \$10,870        |
| <b>Task 7 – Program Management</b>  |          |          |                |               |                   |             |                 |
| Various tasks   | 1        | 3        |                |               | 4                 | 8           | \$1,215         |
| Subtotal Labor Hours  | 7        | 42       | 101            | 50            | 12                | 212         |                 |
| Hourly Rate   | \$ 315   | \$ 200   | \$ 175         | \$ 130        | \$ 75             |             | \$35,680        |
| Fixed Fee Labor Cost  | \$ 2,205 | \$ 8,400 | \$ 17,675      | \$ 6,500      | \$ 900            |             |                 |
| <b>Fixed Fee Labor Cost For Each Contract Holder (City of Lafayette, City of West Lafayette, Tippecanoe County) =</b> |          |          |                |               |                   |             | <b>\$11,893</b> |

Total Project Fixed Fee = \$35,680 will be apportioned equally among City of Lafayette, City of West Lafayette and Tippecanoe County.

**EXHIBIT C** – ANTICIPATED PROJECT SCHEDULE

| Task | Activity  | Duration in Weeks |   |   |   |   |   |   |   |   |    |    |    |
|------|---|-------------------|---|---|---|---|---|---|---|---|----|----|----|
|      |   | 1                 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1    | Facilitate development of Executive Summary, Memorandum of Understanding, Vision and Mission statements | █                 | █ | █ | █ |   |   |   |   |   |    |    |    |
| 2    | Coordinate Establishment of Committees and Identify Key Stakeholders                                    |                   |   |   |   | █ | █ | █ | █ |   |    |    |    |
| 3    | Coordinate Development of Communication Plan  |                   |   |   |   |   |   |   |   | █ | █  | █  | █  |
| 4    | Catalogue Resources   | █                 | █ | █ | █ | █ | █ | █ | █ | █ | █  | █  | █  |
| 5    | Develop Program Schedule  |                   |   |   |   |   |   |   |   | █ | █  | █  | █  |
| 6    | Develop Climate Action Management Plan  | █                 | █ | █ | █ | █ | █ | █ | █ | █ | █  | █  | █  |
| 7    | Program Management  | █                 | █ | █ | █ | █ | █ | █ | █ | █ | █  | █  | █  |