



"...meeting community needs...enhancing quality of life."

MEMORANDUM

TO: CEDC and Finance

FROM: Karen Harkness, Director of Community & Economic Development

DATE: January 20, 2016

RE: Hinshaw & Culbertson Contract

The Hinshaw & Culbertson (H&C) Contract for services and fees in Phase III was decided into two distinct parts. One being a flat fee of \$160,000 to be completed within the Phase III scope of work, and the other, hourly, budgeted at \$80,000. The division of work and fee into these two parts was to allow the City to better budget and manage the work needed as we progressed through Phase III.

However, real estate closing services were not included as part of the flat fee or the hourly fee.

City staff has worked closely with H & C to monitor the budget and the tasks that were required to successfully complete Phase III which allowed the City of Appleton to move forward with the Exhibition Center Project and the purchase of the proposed site on November 25, 2015.

Reimbursable expenses incurred after the November 25, 2015 purchase of the proposed site need to be aggregated to one business unit. Because of this, the approval of this invoice now needs to go to CEDC and then a budget adjustment will go to the Finance Committee.

Subsequent work dealing with purchase and closing continued into December 2015. As of December 31, 2015, the hourly services rendered are \$14,635.00 for a total of \$118,131.30. This puts the contract \$38,131.30 total over the \$80,000 budgeted for hourly work.

Phase III contract is finished as of Dec. 31, 2015.

Please contact me at 920-832-6468 or email Karen.Harkness@ Appleton.org with any questions.