

PROPOSAL FOR ARTSPACE CONSULTING SERVICES IN FRASER, COLORADO Town of Fraser

Artspace Projects, Inc. (“Artspace”) proposes the following scope of work to aid the Town of Fraser in Fraser, CO with its vision for creating a new Creative Arts Center. Artspace, based in Minneapolis, is the nation’s leading nonprofit developer for cultural organizations and the arts with 50 operating projects in twenty-two states. Artspace proposes the following:

Project Concept Refinement Workshop

One day (6 hours) of in-person consultation, leading Town of Fraser through discussions and exercises to define their project concept and determine what are their current and future space needs in square footage. An outcome of this day will be one or two defined scenario(s) for further study. A workshop can include:

- a. **Facilitated meetings with Town of Fraser, Public Art Committee, other partners and stakeholders such as the County, to discuss topics, such as:**
 - o Potential ways to approach the operations and management of a new Creative Arts Center, including discussion of tenant and **governance structures and ownership considerations**
 - o **Leadership roles and responsibilities related to operating and managing a new facility**
- b. **Prioritization Exercise to identify key space uses and criteria for decision-making with a subset of the Public Arts Committee, the Town, and other potential stakeholders and collaborators (Core Group). Artspace will lead the Core Group in a discussion of:**
 - o Necessary and desired space uses
 - o Mission driven and revenue earning spaces
 - o Strategies for scaling the project concept up or down
 - o The Core Group’s homework will be to estimate square footage needed for each potential space use and define one to two top project concept scenario(s) for further study
- c. **Deliverable :** Summary of Meetings and Prioritization Exercise, including information about Governance Structures

Sustainable Facilities Analysis

This work will be performed remotely from Minneapolis, using information collected during the Concept Refinement Workshop, in addition to follow up emails and phone calls. Budgets will be created for the top project concept scenario(s) in the potential site options.

- a. **Draft Capital Budget**
 - o Utilize figures from a third-party architect/contractor hired by client for hard construction costs

- b. Draft Operating Budget for the Creative Arts Center
 - o Include a 3-year forecast
 - o Research to identify 1-2 comparable projects to learn more about their operations and capital campaign
- c. **Deliverables** : Draft Capital and Operating Budgets for the project concept scenario(s). (maximum two (2) revisions). Summary of information from comparable facilities.

Presentation of Findings Meeting

One in-person meeting (2 hours) with the staff and board to discuss findings and consider next steps, on the same day as the Phase III Workshop. Topics include:

- a. Outcomes of the Project Concept Refinement Workshop
- b. Draft budgets from the Sustainable Facilities Analysis
- c. Reflections from the Fundraising Planning Workshop
- d. Challenges and opportunities of the two proposed site options
- e. Next steps on the project path

To complete this work, two Artspace staff will travel to [CITY, STATE] for two one-night, one-day trips (six hours of consulting time each). The first visit will be for the Project Concept Refinement Workshop. The second trip is for Fundraising Planning Workshop and Presentation of Findings. Timeline to be determined.

Budget

	<u>Hours</u>	<u>Fee*</u>
Project Concept Refinement Workshop	30	\$7,500
<ul style="list-style-type: none"> • Preparation of materials • In-person consulting time • Deliverables 		
Sustainable Facilities Analysis**	60	\$15,000
<ul style="list-style-type: none"> • Draft Capital and Operating Budgets 		
Presentation of Findings Meeting	10	\$2,500
<ul style="list-style-type: none"> • Preparation of materials • In-person presentation 		
Expenses for 2 staff		\$2,000
<ul style="list-style-type: none"> • Inclusive of airfare, hotel, meals • Ground transportation, and travel time 		
Expenses for 2 staff (Presentation)		\$2,000
<ul style="list-style-type: none"> • Inclusive of airfare, hotel, meals • Ground transportation, and travel time 		
TOTAL FEE		\$29,000

* Artspace charges a rate of \$250 per hour for consulting work.

** Does not include fees for a third-party architect

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Additional notes on roles and responsibilities

Town of Fraser in Fraser, CO agrees to:

- Assign a main point of contact/proxy for communication with Artspace;
- Provide any relevant documents for Artspace to review;
- Create an agenda for the visit, based upon the sample provided, and share with Artspace no less than two (2) weeks before the visit;
- Coordinate logistics for the execution of the agenda. Including:
 - a. Identifying and inviting the appropriate individuals or groups.
 - b. Securing space and setting up all meetings.
 - c. Providing technology for presentations, including a projector, screen/blank wall, power source, and extension cord (if needed). Artspace will bring a MacBook laptop and adaptor to plug into provided projector.
 - d. Responding to requests for feedback with timely edits in agreed upon format.
 - e. Pay additionally to Artspace any reasonable and/or necessary costs incurred by Artspace to rearrange or cancel travel itineraries as requested by the client or necessitated by changes initiated by the same.