

March 25, 2019

Ms. Amy Connolly
Director, Department of City Development
City of Racine
730 Washington Avenue
Racine, WI 53403

Dear Ms. Connolly,

Thank you for the opportunity to provide a proposal to provide acquisition and relocation consulting services, including relocation eligibility verification, and potentially including a relocation plan and relocation services. Acquisition service would include acquiring the FEE simple interests from four property owners.

We are proposing to provide these services on the basis of actual cost plus fixed fee and expenses. Our initial estimate for the services listed below is \$18,000. However, due to the limited information we have at this time, our fees may exceed this number. Needs of displacees vary widely, and relocation services must be tailored to fit each particular displacee's situation. Our fee would include the following services, and assumes an adequate level of cooperation from the subject participants:

- Relocation interviews and research for one owner/landlord (as two LLCs) and four potential tenant businesses. Research will include, but not be limited to, review of City files and Dept. of Administration files;
- Recommendation to the City of Racine regarding each unit eligibility;
- In the event one or more unit is determined to be eligible for relocation benefits:
 - Relocation plan to estimate and define eligibility for relocation benefits;
 - Relocation services, including claim submittal, assuming an average level of cooperation from the claimants. If extraordinary effort is needed to obtain information, it will be discussed with the City of Racine prior to pursuit of this information.
- One administrative meeting with the City and/or other stakeholders.
- Negotiation Services to include:
 - Presentation of appraisal and approved offers to each property owner.
 - Provide liaison services between the owner and the city to reach mutual agreement.
 - Provide closing services to each property owner.

The City of Racine will provide the following (as previously discussed):

- Title reports and updates as necessary.
- Appraisal reports along with approved offering prices.
- City representative to coordinate potential revisions to the offers and payment disbursement

If services from outside consultants or contractors become necessary, their invoices shall be billed directly to the City. This could include moving estimates, inspections, well or septic testing, etc.

Litigation preparation and/or testimony will be billed separately at \$150/hour, and additional meetings will be billed at actual cost plus fixed fee and expenses.

We appreciate this opportunity to present our qualifications to provide acquisition/relocation assistance to the City of Racine. Please do not hesitate to contact me with any questions.

Sincerely,



Scott Dellenbach
Principal