

July 13, 2018

Sam Karr
Town of Lake Lure
2948 Memorial Highway
Lake Lure, NC 28746

Lake Lure Dam Improvement USDA Application

Dear Mr. Karr,

I am pleased to provide a proposal for services to prepare a USDA Community Facilities pre-application and final application for the Town of Lake Lure Dam Improvement Project, as well as LGC support and procurement support if needed. We propose with your assistance to provide the following:

USDA Application Preparation

- Confirm USDA Program requirements including all required federal forms, assurances and certifications for the pre-application and final application.
- Represent the Town while working with program officials to qualify the project for consideration.
- Assist the Town with registration on sam.gov, the System for Award Management for federal funds, if needed.
- Assist with providing information to the local USDA representative that supports the pre-application and final application forms, and work with Town of Weaverville officials to gather all statistics and information required.
- Provide the Town with documents that require Council's action and approval.
- Prepare the pre-application and final application for submission.
- Provide a final copy of the application to the Town Manager.
- Communicate with the Town and federal officials throughout the application, preparation and review process.

NC Local Government Commission (LGC) Interim Financing Support (Optional)

- Review the project scope, funding, and schedule with the Town Manager/Town Finance Officer and other project team members.
- Prepare a project calendar addressing the major application process milestones and proposed LGC meeting date.
- Assist the Town Manager with a pre-application conference with NC Local Government Commission representatives. We have assumed that the conference will be achieved as a telephone conference and that a trip to Raleigh for the conference will not be necessary.
- Assist the Town with the preparation of the requisite Town Council resolutions for the actions required of the Town throughout the application process.
- Prepare and deliver to potential lending institutions a Request for Proposals, in accordance LGC protocols.
- Assist the Town with addressing questions and inquiries from potential lending institutions.
- Prepare a summary analysis of lending institutions proposals for inclusion in the LGC application, in an effort to determine which offers the lowest cost and best terms to the Town.

A handwritten signature in black ink, appearing to be 'CSB', is located in the bottom right corner of the page.

- Collect the requisite information and compile the LGC application for review by the Town Manager.
- Prepare and submit a letter to the Joint Legislative Committee.
- Prepare and submit a formal application to the LGC in accordance with LGC requirements.
- Assist the Town with addressing LGC questions and requests relating to the application and monitor the progress of the LGC review.

Emily Edmonds will serve as the primary point of contact and project manager and will be supported by the following team of individuals at WR-Martin as necessary:

- W.T. Sorrell, who has 30 years of experience with USDA and will assist with the pre-application and final application process, ensuring the best potential for funding.
- Alice Briggs and Amanda Whitaker, funding application specialist.
- Steven Miller, LGC financing specialist.

Our team will work seamlessly with the Town to ensure the USDA application is submitted successfully and guide the Town through the LGC process.

PROPOSED PROJECT FEE

WR-Martin proposes to provide the services outlined above for a fee that would be billed on a time and materials basis and has been determined based on the various scopes of work for which the Town desires support:

- USDA Application Preparation: Not to Exceed \$8,500
- LGC Interim Financing Support Services: Not to Exceed \$6,500 (Optional)

Our scope of services does not include engineering/architectural services, Phase I Environmental or other related technical services that will be required for the pre-application and application materials. This fee does not include attending the LGC approval meeting or any required follow-ups for addressing any outstanding, audit-related LGC unit letters.

Our fee would be assessed monthly based on progress, in accordance with WR-Martin's current schedule of fees and expenses. Standard payment terms will be Net 30 days from the date the invoice is received in Accounts Payable. Our fee assumes that our primary points of contact for this effort will be the Town Manager and Finance Director.

Please let me know if you have any questions about this proposal. We hope to have the opportunity to work with you and your staff on this important project.


Sincerely,



Jessica Martin-Lane
WR-Martin, Inc.



Execution of this document in the space provided below acknowledges approval of the terms and provisions provided for herein.



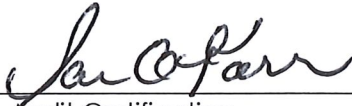
Shannon Baldwin, Interim Town Manager
Town of Lake Lure

8/1/18

Date

NOT TO EXCEED \$8,500.00

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.



Pre-Audit Certification
Finance Officer

8/1/18

Date