

TAB 3

Diane Ponder

From: Mark Barnebey [mbarnebey@kirkpinkerton.com]
Sent: Thursday, January 28, 2010 2:46 PM
To: Jeff Burton
Cc: Diane Ponder
Subject: RE: Brewer contract

Jeff - I have reviewed the information, the nature of the contract and the type of payment. Because of these factors, I believe the contract proposed purchase order is acceptable with three changes.

1. I think that the client is the City of Palmetto, and not the CRA, based on the discussion on Monday. Please amend the Proposal.

2. After the Client name, please add a line that reads as follows:

Scope of Service

The Scope of Services are attached hereto and incorporated herein by reference. No services beyond those specifically set forth in the Scope of Services shall be preformed pursuant to this proposal.

3. Please move the note up above the signature line and amend it to read as follows:

Fees shall be due and payable in full within 45 days of notice to the City of the approval of the EECEBG grant application referenced in the attached Scope of Services by the State of Florida. No fees shall be owed by the City pursuant to this proposal. If no Energy Efficiency and Conservation Block Grant is issued to the City by the State of Florida pursuant to the application to be prepared pursuant to this proposal, no fees shall be paid pursuant to this Agreement.

Although not mandatory from my standpoint, it may be appropriate to add the following after Ms. Brewer's signature:

Accepted by the City of Palmetto, this _____ day of _____, 2010.

City of Palmetto

By: Shirley Groover Bryant, Mayor

Attest:

By: James R. Freeman, City Clerk

Because we are not going to be obligated to pay if the grant is not issued, a more complex agreement is not needed. If these changes can be made, it is fine. Mark

Angie Brewer & Associates, L.C.
9104 58th Drive East
Bradenton, Florida 34202

Proposal

Date:	1/22/2010
Project #	117-600-0101
Proposal	


Client **City of Palmetto**
Community Redevelopment Agency
Jeff Burton
516 8th Ave West
Palmetto, FL 34221

Energy Efficiency & Conservation Block Grant Application and Agreement Services

Application and Agreement Services

	Rate	Total
Project Evaluation and Schedule	\$ 580	\$ 580
Grant Application	\$ 2,080	\$ 2,080
Communication and Coordination	\$ 390	\$ 390
Approval Process	\$ 310	\$ 310
Grant Agreement	\$ 840	\$ 840

Total Proposal	\$ 4,200.00
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Angie R. Brewer

NOTE: Fees shall be due and payable upon receipt of the application and approval of the application by the agency.

**City of Palmetto
Community Redevelopment Agency
Energy Efficiency & Conservation Block Grant (EECBG)
Application & Agreement**

Scope of Services

Task – Project Evaluation and Schedule

- *Project(s) Evaluation* – The Consultant shall review the project(s) and other relevant data. An analysis will be developed providing recommendations for appropriate action on the project(s) in relation to the State Energy Efficiency and Conservation Block Grant (EECBG) program.
- *Application Schedule* – No later than two (2) business days following receipt of authorization for this project, the Consultant shall prepare a schedule for preparation and submission of the application and provide the schedule to the City. The schedule shall identify deadlines for the City to provide information required for the application. The application may not be completed if information is not provided according to the schedule.

Task - Grant Application

- *Application Preparation* – Subject to positive project(s) evaluation and implementable schedule, the Consultant shall prepare a State EECBG Application in accordance with the American Reinvestment and Recovery Act (ARRA), Department of Energy (DOE), and Florida Energy and Climate Commission (FECC) EECBG rules and regulations for the program. The City will provide the Consultant with information as required. The Consultant shall gather data to prepare the application. The Consultant shall provide responses to questions/comments as necessary. The Consultant shall coordinate/attend meetings as necessary to facilitate the completion of the application.
- *Application Submission and Response to FECC Comments* – Subsequent to appropriate City review and approvals, the Consultant shall submit the application as directed under the guidelines of the program. All required copies of the document shall be provided by the Consultant. The Consultant shall provide responses to all questions and/or comments from the agency with input from the City as necessary.

Task – Communication and Coordination

- *Communication and Coordination* – The Consultant shall coordinate communication with the City Staff, Consulting Engineers, Project Representatives and others as necessary to ensure that all requirements for the application are met. The City will provide the Consultant with any required information as requested.

Task – Approval Process

- *Approval* – The Consultant shall communicate with the agency to follow-up on the application submission. The Consultant shall communicate any status information obtained from the agency to the City.

Task – Grant Agreement

- *Grant Agreement* - The Consultant shall review and recommend the execution or modification of the grant allocation upon award. If necessary, the Consultant shall assist the City in the negotiation of the modification of the grant agreement.

Please see the following page for a list of required Deliverables.

Required Deliverables to complete the EECBG Application task:

Client

- Client Contact Person Information
- Signatory Information
- DUNS Number and Registration Verification
- CCR Number (Central Contractor Registry) and Registration Verification
- MyFloridaMarketPlace Registration Verification
- Project Location(s) – Description/Maps
- Project Description(s) – Include estimated number of jobs retained/created, amount of energy saved, amount of renewable energy created, estimated timeframes and milestones, etc.
- Description of qualifications/experience of those that will be working on the project
- Anticipated outcomes as a result of the project
- Project Budget
- Fully Executed Application Pages (as needed)

Angie Brewer & Associates, L.C.

Task Authorization Form

Task Authorization No. 1

Dated: 1/22/2010

Client: City of Palmetto - Community Redevelopment Agency

Project Number: 117-600-0101

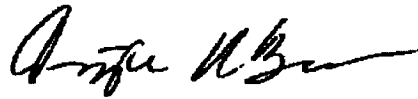
Project Name: Energy Efficiency & Conservation Block Grant

Type of Services: Application and Agreement Services

Amount Authorized: \$4,200.00

Special Conditions/Comments: _____

Offered By: _____



Angie R. Brewer, CEO/Chairman

Accepted By: _____

Date: _____

NOTE: Fees shall be due and payable upon receipt of the application and approval of the application by the agency.