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Rev. Stacy R. Evans
Quindaro Townsite Board Chair
Quindaro Ruins Project Foundation
3421 North 29th Street
Kansas City, KS 66104

Dear Rev. Evans –

Re: Quindaro Townsite Concept Plan – Scope and Estimated Costs

Thanks for inquiring about a Vireo scope and fee for concept development of the Quindaro Townsite. Following is a description of our project understanding, scope of services, and cost estimate. Please contact Triveece Penelton, AICP, NOMA, at triveece@bevireo.com, 816-419-0131 (mobile), or 816-777-3038 (office) to discuss and refine as needed.

Project Understanding

Vireo understands the Quindaro Ruins Project Foundation desires to develop a high-level concept plan for the Quindaro Townsite in Kansas City, Kansas. We also understand the Quindaro Townsite is on the State and Federal Historic Registers. In addition, it has Federal National Commemorative Site designation because of the Underground Railroad. Over 20 archeological features, including building foundations, wells, and other structures have been discovered on the site. [Urban Hikes](#), in coordination with the Foundation, currently provides [Townsite tours](#).

The Quindaro Townsite's concept plan should leverage findings from previous planning efforts and existing activities; reflect the historic feel of the site; and provide other elements that will be uncovered through community engagement, coordination with the Foundation, and review of site constraints. Final deliverables should be provided by December 2023. Key tasks should involve:

- Developing up to two improvement concepts and one preferred concept.
- Engaging targeted stakeholders and the public in the process of concept development.
- Incorporating participants' feedback into the development of improvements concepts and implementation considerations.
- Developing an Opinion of Probable Costs (OPC) for construction with phasing.

Based on our understanding of the project, Vireo is providing the methodology, approach, scope, assumptions, and OPC for concept development as described below.

Methodology and Approach

Our approach is to carefully listen to the many voices in and around the project site before we begin to identify issues and solutions that could be incorporated into the project. We engage and listen first, then bring together the many voices into a consensus-based vision and improvement concepts. Focused on bringing out creativity during problem solving, we will take a strategic, human-centered design approach to the project.

Our approach will not only involve coordinating with the Quindaro Ruins Project Foundation, but also stakeholders in the broader community. The Scope of Services section of this proposal (below) gives a menu of possibilities from which we can work together to tailor the process to meet your needs.

Scope of Services

Based on our understanding of the project, Vireo proposes the following tasks:

Concept Development

- **Kick-off:** Vireo will attend a virtual kick-off meeting for the project during which the final scope and schedule will be reviewed and discussed.
- **Inspiration:** Vireo will coordinate with the Quindaro Ruins Project Foundation and its partners to hold one Community Meeting themed “Inspiration”. It will frame the project context; describe how it relates to the Foundation’s mission; and outline its relationship to the neighborhood, city, region, and beyond. Vireo will assist with the preparation of presentation materials for the event and provide facilitation services during it. Key discussion questions will relate to vision, goals, successes, and other topics. Coordinating with the Foundation, Vireo will leverage the meeting outcomes to frame initial improvement concepts and prepare for Community Meeting 2.
- **Ideation:** Vireo will coordinate with the Quindaro Ruins Project Foundation and its partners to hold a second Community Meeting. Its theme will be “Ideation” and it will focus on potential improvement ideas for the project area. Meeting participants will use Vireo’s design game and a visual preference activity to develop initial improvement concepts for the project site and then share the stories associated with them. Stories should address desired improvements, nearby residents, visitors, and more. Vireo will provide facilitation services during the meeting and reference the results as improvement concepts for the site are developed.
- **Implementation:** Continuing to coordinate with the Quindaro Ruins Project Foundation, Vireo will develop an illustrative improvement concept that reflects technical analyses and community feedback. Vireo will present the concept at a third Community Meeting themed “Implementation” and gather feedback about the pros and cons of the concept. Vireo will provide presentation materials and facilitation services during the event. Following the meeting, Vireo will develop an illustrative preferred concept and include an OPC with phasing.

Assumptions

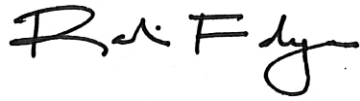
- Vireo’s involvement with the project will be strategic.
- Vireo will not be responsible for meeting notices, logistics, or summaries.
- Revisions to Vireo-provided materials will be limited to one round.
- The Quindaro Project Foundation will provide consolidated comments for presentation materials and concepts.
- Additional services may involve:
 - More illustrations, e.g. plan view drawings and perspectives/renderings
 - Detailed recommendations
 - Construction drawings and administration

- Other (to be determined)

Cost Estimate

- See attached (approximately 22% fee for service; 78% pro bono).

Sincerely,



Robin Fordyce

Owner

FEE SCHEDULE - QUINDARO RUINS CONCEPT DEVELOPMENT (KANSAS CITY, KS)

6/12/2023



Vireo											
									Sub-Total	Direct Expense	Task Totals
	Labor Category	Principal/ Owner	Associate V	Associate IV	Associate III	Associate II	Associate I	Tech I			
	Pay Rate	\$ 155.00	\$ 130.00	\$ 120.00	\$ 105.00	\$ 95.00	\$ 80.00	\$ 60.00		3%	
<div>SteveTriveece/ChadBeccaKastasyaIntern</div>											
1	Concept Development (fee for service)										
1.01	Kick-off	1	1	0	0	1	1	1	\$520.00	\$15.60	\$535.60
1.02	Inspiration	1	4	0	0	4	8	8	\$2,175.00	\$65.25	\$2,240.25
	Subtotal Hours	2	5	0	0	5	9	9	30		
	Subtotal Cost	\$310.00	\$650.00	\$0.00	\$0.00	\$475.00	\$720.00	\$540.00	\$2,695.00	\$80.85	\$2,775.85
2	Concept Development (pro bono)										
2.01	Ideation	2	8	0	0	8	0	8	\$2,590.00	\$77.70	\$2,667.70
2.02	Implementation	8	8	0	0	8	32	24	\$7,040.00	\$211.20	\$7,251.20
	Subtotal Hours	10	16	0	0	16	32	32	106		
	Subtotal Cost	\$1,550.00	\$2,080.00	\$0.00	\$0.00	\$1,520.00	\$2,560.00	\$1,920.00	\$9,630.00	\$288.90	\$9,918.90
TOTAL HOURS		12	21	0	0	21	41	41	136		
SUBTOTAL COSTS		\$1,860	\$2,730	\$0	\$0	\$1,995	\$3,280	\$2,460	\$12,325	\$370	\$12,695
TOTAL PROJECT COST		\$12,695									