

**LAFAYETTE ECONOMIC DEVELOPMENT DISTRICTS  
ADMINISTRATIVE MANAGEMENT SERVICES PROPOSALS TERM AND FEE SUMMARY**

**Lafayette Public Trust Financing Authority Proposal**

| LPTFA DISCRPTION OF SCOPE OF SERVICES                      |   |  |  |  |  |
|--|---|--|--|--|--|
| ECONOMIC DEVELOPMENT DISTRICT                              | TERM  | GENERAL BOARD ANNUAL ADMINISTRATION FEE  | INDIVIDUAL PROJECT EVALUATION FEE  | DEAL PROCESSING FEE  | INDIVIDUAL PROJECT FACILITATION AND OVERSIGHT FEE  |
|  |   | This annual fee is the "baseline" charge for provision of day-to-day Administrative Management of the District's activities. | This fee would cover LPTFA costs associated with project evaluation. The LPTFA would only propose this fee in the event the LPTFA believes that proper evaluation of a particular proposed project would result in significant enough time and/or expense on the part of the LPTFA to warrant the fee. | This fee would cover LPTFA costs associated with activities required to finalize a Board-approved deal. The LPTFA would only propose this fee in the event the LPTFA believes that processing an approved deal would result in significant enough time and/or expense on the part of the LPTFA to warrant the fee. | This fee would cover LPTFA costs associated with facilitation and oversight as approved projects are implemented. The LPTFA would only propose this fee in the event the LPTFA believes that the facilitation or oversight of a particular project would result in significant enough time and/or expense on the part of the LPTFA to warrant the fee. |
| <b>Downtown Lafayette Economic Development District</b>    | Bi-annual review, adjustable upon LPTFA written request, at the sole discretion of the District Board | \$ 17,500.00   | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  |
| <b>Holy Rosary Institute Economic Development District</b> | Bi-annual review, adjustable upon LPTFA written request, at the sole discretion of the District Board | \$ 500.00  | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  |
| <b>Northway Economic Development District</b>              | Bi-annual review, adjustable upon LPTFA written request, at the sole discretion of the District Board | \$ 12,500.00   | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  | Negotiated on as-needed basis with District Board  |

**LAFAYETTE ECONOMIC DEVELOPMENT DISTRICTS  
ADMINISTRATIVE MANAGEMENT SERVICES PROPOSALS TERM AND FEE SUMMARY**

**Acadiana Planning Commission Proposal**

**ACADIANA PLANNING COMMISSION SCOPE OF SERVICES**

| ECONOMIC DEVELOPMENT DISTRICT                           | TERM  | GENERAL BOARD ANNUAL ADMINISTRATION FEE   | INDIVIDUAL PROJECT EVALUATION FEE  | DEAL PROCESSING FEE | INDIVIDUAL PROJECT FACILITATION AND OVERSIGHT FEE |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
|---|---|---|--|---------------------|---|----------------------|---------------------------|-------------------------|-----|------------------------------------|-----|-------------|----|------------|----|-----------|----|-------------|----|------------|----|----------------|----|---------------|----|----------------|----|----------------------|----|--------------------------|----|
|   | Billable rates apply to APC fiscal calendar year of July 1 to June 30th and shall be renegotiated annually as the administrator will facilitate the "day-to-day" operations | <p>APC also proposes to utilize its existing accounting staff and standardized practices for the Trappey EDD Board administration. While the RFP Scope of Services allows for a CPA to be employed by the District, APC proposes to conduct all financial matters in-house as it relates to the EDD Board Administration. Compensation for EDD Board Administrative services shall be at the billable rates structure listed in Appendix B of this response. If activity is not occurring in the district, charges for administration will not be incurred.</p> <p>APC proposes to work closely with the Trappey EDD Board and EDD Sponsor to determine future activities. Billable rates apply to APC fiscal calendar year of July 1 to June 30th and shall be renegotiated annually as the administrator will facilitate the "day-to-day" operations of the District which include board meeting preparations; prepare agendas, notices, and minutes in compliance with open meetings law; facilitate board meetings, maintain record-keeping duties; and assist the board and retained Counsel in responding to public records requests.</p> | <p>APC has the capacity and ability to perform the requirements of the Scope of Services under sections (f) Plan for Development Projects, (g) Evaluation of Proposed Individual Projects, and (h) Facilitation of Approved Individual Projects. Planning services should be negotiated separately through a work task order and would be subject to the billable rates listed in Appendix B. Professional planning services typically involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. APC believes that these same practices should be applied to the Trappey EDD. Our community planning process ensures buy-in and consensus among the groups that are most impacted by the future investment and considers the long-term sustainability of the community, environment, and economy.</p> <p><b>Table 8: APC Billable Rates</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">POSITION DESCRIPTION</th> <th style="text-align: center;">HOURLY RATE NOT TO EXCEED</th> </tr> </thead> <tbody> <tr><td>Chief Executive Officer</td><td>175</td></tr> <tr><td>Director/Accounting Office Manager</td><td>120</td></tr> <tr><td>Planner III</td><td>90</td></tr> <tr><td>Planner II</td><td>75</td></tr> <tr><td>Planner I</td><td>60</td></tr> <tr><td>Engineer II</td><td>95</td></tr> <tr><td>Engineer I</td><td>70</td></tr> <tr><td>GIS Analyst II</td><td>85</td></tr> <tr><td>GIS Analyst I</td><td>75</td></tr> <tr><td>GIS Technician</td><td>65</td></tr> <tr><td>Accounting Assistant</td><td>65</td></tr> <tr><td>Administrative Assistant</td><td>40</td></tr> </tbody> </table> |                     |   | POSITION DESCRIPTION | HOURLY RATE NOT TO EXCEED | Chief Executive Officer | 175 | Director/Accounting Office Manager | 120 | Planner III | 90 | Planner II | 75 | Planner I | 60 | Engineer II | 95 | Engineer I | 70 | GIS Analyst II | 85 | GIS Analyst I | 75 | GIS Technician | 65 | Accounting Assistant | 65 | Administrative Assistant | 40 |
| POSITION DESCRIPTION                                    | HOURLY RATE NOT TO EXCEED   |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Chief Executive Officer                                 | 175   |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Director/Accounting Office Manager                      | 120   |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Planner III   | 90  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Planner II  | 75  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Planner I   | 60  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Engineer II   | 95  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Engineer I  | 70  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| GIS Analyst II  | 85  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| GIS Analyst I   | 75  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| GIS Technician  | 65  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Accounting Assistant                                    | 65  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| Administrative Assistant                                | 40  |   |  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| <b>Trappey Economic Development District</b>            |   | <p>APC proposes to utilize the billable rate structure for any Board Administrative Services.</p> <p>Any additional planning services rendered on behalf of the Trappey EDD Board, should be negotiated through a separate work task order also considering the billable rate structure listed in Appendix B.</p> <p>No budget is provided as is the case with University Gateway EDD</p>   | <p>APC has the capacity and ability to perform the requirements of the Scope of Services under sections (f) Plan for Development Projects, (g) Evaluation of Proposed Individual Projects, and (h) Facilitation of Approved Individual Projects. Planning services should be negotiated separately through a work task order and would be subject to the billable rates listed in Appendix B. Professional planning services typically involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. APC believes that these same practices should be applied to the Trappey EDD. Our community planning process ensures buy-in and consensus among the groups that are most impacted by the future investment and considers the long-term sustainability of the community, environment, and economy</p>   |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |
| <b>University Gateway Economic Development District</b> |   | <p>For University, the financial proposal for the board admin services is the chart below. Acadiana Planning will apply the billable rate to planning services for University.</p>  | <p>APC has the capacity and ability to perform the requirements of the Scope of Services under sections (f) Plan for Development Projects, (g) Evaluation of Proposed Individual Projects, and (h) Facilitation of Approved Individual Projects. Planning services should be negotiated separately through a work task order and would be subject to the billable rates listed in Appendix B. Professional planning services typically involve a broad-based citizenry, including public and private sector leaders, community interest groups and multi-disciplinary professionals. APC believes that these same practices should be applied to the University EDD. Our community planning process ensures buy-in and consensus among the groups that are most impacted by the future investment and considers the long-term sustainability of the community, environment, and economy</p>  |                     |   |                      |                           |                         |     |                                    |     |             |    |            |    |           |    |             |    |            |    |                |    |               |    |                |    |                      |    |                          |    |

**PROPOSED BUDGET FOR UNIVERSITY GATEWAY EDD**

Below in **Table 7** illustrates the funding proposal for EDD Board Administrative Services. The budget depicts cost categories associated with operating the agency. Additional services rendered on behalf of the University Gateway EDD Board, should be negotiated through a separate work task order considering the billable rate structure listed in **Appendix B**.

**Table 7: Budget for Administrative Services**

| COST CATEGORY                | DESCRIPTION OF COST  | TOTAL COST      |
|------------------------------|--|-----------------|
| Personnel                    | Personnel expenses include the percentage of annual work performed by the Proposed Team Members.   | \$40,500        |
| Fringe                       | Fringe benefits are calculated at a rate of 64% of the annual salary for Team Members.   | \$25,970        |
| Supplies                     | Supplies include incidental materials to support the EDD Board Administration.   | \$2,000         |
| Travel                       | APC offers mileage reimbursement for costs associated with personal vehicle use to and from meetings. Mileage is calculated at the DOT State Rate.       | \$200           |
| Other                        | Other expenses are costs associated with operating the organization to include rent, utilities, phone and internet, and other annual operating expenses. | \$8,930         |
| <b>Total Proposed Budget</b> |  | <b>\$77,600</b> |