



RH & Associates, Inc.

"Partnering, Public Information & Value Specialists"

**LETTER OF AGREEMENT
FOR
PARTNERING/SCOPING WORKSHOP SERVICES**

This letter of agreement is between **RH & ASSOCIATES, INC.**, hereinafter referred to as **CONSULTANT** and **Mountain House Community Services District**, hereinafter referred to as **CLIENT**.

The **CONSULTANT** will provide Partnering/Scoping Workshop Development and Facilitation services to the **CLIENT** for the **Town Center Project on February 11, 2010**.

The following services will be provided by the **CONSULTANT**:

- o Develop the Workshop Agenda
- o Facilitate the Workshop
- o Produce Materials for the Workshop
- o Final Report Preparation
- o E-mail a copy of report to all attendees

The following will be provided by the **CLIENT**:

- o Notify all stakeholders for workshop attendance
- o Copy and distribute the final report to all workshop attendees, as needed
- o Procure Facilities

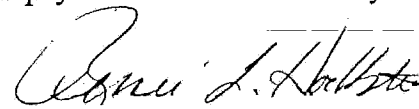
The above services will be provided by the **CONSULTANT** and billed as per the attached "Schedule A". Payment will be made by the **CLIENT** net 30 days. All payments made after 30 days will accrue at a monthly interest rate of 1.5%.


PAUL M. SENSIBAUGH

Mountain House Community Services Dist.

Date

2/10/10



RENEE L. HOEKSTRA
RH & Associates, Inc.

Date

January 26, 2010

RH#: 1016904.44

"SCHEDULE A"

The following elements are included in the pricing.

CONSULTING TIME

Project briefing and preparation - Time spent with personnel prior to the workshop and time spent preparing program and workbooks for participants.

Facilitation - Actual time spent facilitating the workshop.

WORKSHOP MATERIALS

Handouts/workbooks for 30 participants - All materials presented during the workshop including copies of all overheads.

Additional Materials - \$5.00/per person

WORKSHOP DELIVERABLES

Report preparation - Complete final report within two weeks of the workshop. Also, a copy of the report will be sent via e-mail to all the workshop attendees.

PROJECT COSTS

Workshop

1- Day Workshop

\$4,000.00

Travel: All travel charges billed on an actual cost for one facilitator, to include airfare, rental car, mileage, hotel and meals.

Optional Items:

Follow-up 1/2-day Workshops

\$3,000.00 each

Web-Based Monthly Maintenance

Each team member will have an RH project number to log onto the web site. Forms will be filled out on-line, including providing comments. The web site produces a monthly report and also provides an overall summary showing the previous months in comparison to the current month. The Partnering champions for the project will have access to these charts and also to the comments.

Set-up Fee \$ 500.00

Hosting Fee (annual) \$1000.00



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