



**FEE FOR SERVICE AGREEMENT – PRESERVATION SERVICES**

**CONTRACT PERIOD:** \_\_\_\_\_ - \_\_\_\_\_

**SCOPE OF SERVICES:** The owners of \_\_\_\_\_, \_\_\_\_\_, are interested in securing the consulting services of Colorado Preservation, Inc. (CPI) to write and submit a History Colorado State Historical Fund grant application for the \_\_\_\_\_ granting round.

The specific tasks to be accomplished by the Owners include, though are not limited to:

- Gather and submit to CPI ample and appropriate research materials on the significance and history of \_\_\_\_\_ for the grant application

The specific tasks to be accomplished by CPI include, though are not limited to:

- Review of research materials on the significance and history of \_\_\_\_\_ for the grant application; additional research/time may be required by CPI dependent on the amount of information readily available (additional costs may apply)
- Obtaining quotes for work to be contracted for the following: (ie)
  - A licensed architect to prepare the Historic Structures Assessment of \_\_\_\_\_
  - A qualified historic preservation consultant to prepare a National Register Nomination on the property
- Coordination of necessary signatures for grant reporting
- Communication with State Historical Fund staff
- Accurate and timely delivery of the final grant and supplemental forms and exhibits to the State Historical Fund on or before \_\_\_\_\_ deadline
- Act as point person for grant related inquiries and correspondence through award announcement

**CONTRACT BUDGET:** \$\_\_\_\_\_ (plus estimated indirect expenses and contingency)

- Approximately X hours @ \$75/hour = \$\_\_\_\_\_
- Indirect Expenses (ie.)
  - Contingency of 10% = \$\_\_\_\_\_
  - Travel expenses: \_\_\_\_\_
  - Copying costs: \_\_\_\_\_

**TERMS OF PAYMENT:**

- Payment of \$\_\_\_\_\_ for grant writing by \_\_\_\_\_
- Indirect Costs and any additional hours to be billed after submittal (see estimates above)

Agreed to by:

\_\_\_\_\_  
XXXXX Date  
Legal Owner of \_\_\_\_\_

\_\_\_\_\_  
Roxanne Eflin, Executive Director Date  
Colorado Preservation, Inc.