



**To:** City Council

**Agenda Item #:** IV. L.

**From:** Karen M. Kurt

**Action**

**Discussion**

**Date:** June 17, 2014

**Information**

**Subject:** Professional Services Agreement with Future iQ Partners for City Vision Project

**Action Requested:**

Approve Professional Services Agreement with Future iQ Partners.

**Information / Background:**

In March, City staff issued a Request for Information (RFI) for consulting services to assist with the City vision project. This project is one of six key City Council goals for the 2014-15 period. Staff received ten responses to the RFI. Proposed costs for the project ranged from \$42,440 to \$95,000 with a median proposed cost of \$75,031. The following staff interviewed eight of the responding firms:

- Cary Teague, Community Development Director
- Bill Neuendorf, Economic Development Manager
- Jennifer Bennerotte, Communications and Technology Services Manager
- Mark Nolan, Transportation Planner
- Annie Coyle, City Management Fellow
- Karen Kurt, Assistant City Manager

Staff unanimously recommends Future iQ Partners to serve as the consulting partner. Future iQ Partners has a track record of designing and implementing large scale community visioning projects with a global clientele spanning three continents. David Beurle, CEO of Future iQ Partners, will serve as the project coordinator and facilitator. The cost of the consulting services contract will be \$75,000.

**Attachment**

- Professional Services Agreement with Future iQ Partners

# PROFESSIONAL SERVICES AGREEMENT

**AGREEMENT** made this 17 day of June, 2014, by and between the **CITY OF EDINA**, a Minnesota municipal corporation ("City") and Future iQ Partners, a corporation under the laws of the State of Wisconsin ("Consultant").

## **IN CONSIDERATION OF THEIR MUTUAL COVENANTS, THE PARTIES AGREE AS FOLLOWS:**

1. **SCOPE OF SERVICES.** The City retains Consultant to facilitate a City visioning process and produce a City vision document.

2. **CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

- A. This Professional Services Agreement
- B. Project Summary

In the event of conflict among the provisions of the Contract Documents, the order in which they are listed above shall control in resolving any such conflicts with Contract Document "A" having the first priority and Contract Document "B" having the last priority.

3. **COMPENSATION.** The City shall pay the Consultant and the Consultant shall accept as payment Seventy-Five Thousand Dollars (\$75,000), inclusive of reimbursables, taxes and all other charges (the "fee"). This fee shall not be adjusted if the estimated hour to perform a task, the number of required meetings, or any other estimate or assumption is exceeded. The City shall make payments on the basis of work performed upon receipt of an invoice from the Consultant.

4. **OWNERSHIP.** All reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use the information for its purposes. The City shall be the copyright owner.

5. **CHANGE ORDERS.** All change orders, regardless of amount, must be approved in advance and in writing by the City. No payment will be due or made for work done in advance of such approval.

6. **COMPLIANCE WITH LAWS AND REGULATIONS.** In providing services hereunder, Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

7. **STANDARD OF CARE.** Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a professional consultant under similar circumstances. No other warranty, expressed or implied, is included in this Agreement. City shall not be responsible for discovering deficiencies in the accuracy of Consultant's services.

8. **INDEMNIFICATION.** Consultant shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

9. **INSURANCE.** Consultant shall secure and maintain such insurance as will protect Consultant from claims under the Worker's Compensation Acts, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Professional Liability	\$1,000,000 each claim

The City shall be named as an additional insured on the general liability policy. Before commencing work the Consultant shall provide the City a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

10. **INDEPENDENT CONTRACTOR.** The City hereby retains Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner agents or employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

11. **SUBCONTRACTORS.** Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Consultant shall comply with Minnesota Statute § 471.425. Consultant must pay subcontractor for all undisputed services provided by subcontractor within ten days of Consultant's receipt of payment from City. Consultant must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

**12. CONTROLLING LAW/VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Hennepin County

**13. MINNESOTA GOVERNMENT DATA PRACTICES ACT.** Consultant must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement. Consultant is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Consultant receives a request to release data, Consultant must immediately notify City. City will give Consultant instructions concerning the release of the data to the requesting party before the data is released. Consultant agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Consultant's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

**14. COPYRIGHT.** Consultant shall defend actions or claims charging infringement of any copyright or software license by reason of the use or adoption of any software, designs, drawings or specifications supplied by it, and it shall hold harmless the City from loss or damage resulting therefrom.

**15. PATENTED DEVICES, MATERIALS AND PROCESSES.** If the Contract requires, or the Consultant desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, the Consultant shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Consultant shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.

**16. ASSIGNMENT.** Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.

**17. WAIVER.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

**18. ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the

provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

**19. TERMINATION.** This Agreement may be terminated by the City for any reason or for convenience upon written notice to the Consultant. In the event of termination, the City shall pay the Consultant for completed work

Dated: \_\_\_\_\_, 20\_\_.

**CITY OF EDINA**

BY: \_\_\_\_\_  
James Hovland, Mayor

BY: \_\_\_\_\_  
Scott Neal, City Manager

Dated: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

BY: \_\_\_\_\_  
Its \_\_\_\_\_



Future iQ Partners, Inc.  
4228 Southtowne Drive  
Eau Claire, WI 54701  
[www.future-iq.com](http://www.future-iq.com)  
USA Federal Tax Identification Number  
EIN 27-1389416

Karen Kurt  
Assistant City Manager, City of Edina  
4801 W, 50<sup>th</sup> St  
Edina MN 55424

Dear Ms. Kurt,

### **CITY OF EDINA, MINNESOTA - COMMUNITY VISION**

It is our pleasure to present this project outline for the City of Edina - Community Vision. This lays out the proposed approach and background. .

We appreciate the opportunity to work with the City of Edina on this initiative.

Yours sincerely,

A handwritten signature in black ink that reads "David Beurle".

David Beurle  
CEO, Future iQ Partners, Inc.  
[david@future-iq.com](mailto:david@future-iq.com)  
Tel: 715 559 5046  
11 June 2014

# City of Edina – Community Visioning Project

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## 1.0 Description of anticipated community visioning process

Future iQ Partners will be using a customized visioning process, based on our successful FutureShift approach. This approach has been applied in numerous large scale visioning projects in USA, Canada, Europe and Australia.

### Future Shift – Methodological Approach



This process is built on proven methodologies and an innovative set of tools, which Future iQ Partners has developed over many years of practical application and research. The process works through a number of key steps, including:

- **Looking** – this phase helps people to look to the future. Using the *Future Game*, people understand the importance of future thinking. This is coupled with background research to assess capacity and appetite for change.
- **Shaping** – using our scenario planning process, *Decision Path*, we explore plausible futures and implications. This provides an insight into the likely future pathways, and the identification of implications, and actions required to move towards a preferred future.
- **Engaging** – extensive stakeholder engagement is achieved through workshops, focus group sessions and online survey mechanisms. In excess of 1200 people will be engaged in this phase, using specialized survey instruments, workshops and neighborhood discussions.
- **Shifting** – data from surveys and workshops are analyzed and provides a robust basis to the vision formulation. Through techniques such as text and data analysis, we are able to create an evidence-based and scientifically robust approach to vision formulation.
- **Living** – key priority areas and future action steps are identified, which can then be incorporated in the Comprehensive Planning process. This phase begins to turn the vision into reality, and assists the on-ground execution of action plans.

The key aspects and features of our approach includes:

- It is highly customizable, and would be built around a unique ‘Edina Futures Project’, or some similar branding that captures the essence of the project.
- It is scientifically and evidence based, ensuring a robust outcome, and a vision statement that deals with reality, rather than a ‘wish-list.’
- Engagement is front and center in the design, and citizens have the option to have input via multiple methods. It is also easily scalable, and can draw input from all sections of the community; from classrooms to boardrooms.
- Outputs include high quality reports, data analysis and presentations (including innovative visualization of the future), where citizen input is valued and reflected in the final outcomes.

## **2.0 Innovative community engagement techniques used successfully in the past.**

### **Our approach to vision development:**

- Future iQ Partners provides an innovative, scenario based approach for developing community visions. This begins with the Futures Game, which opens up an understanding to the future implications of decisions made today, and stimulates recognition of the importance of long-term vision.
- Working with a core representative and invited local 'expert' group (50-100 people), the scenario planning process develops a series of plausible futures for the Edina City area. The scenarios include detailed examination of the triple bottom line of economy, environment and society. This process allows an understanding of the key 'drivers' shaping the future, both from an 'inward' and 'outward' perspective.
- These scenarios are then used as the basis for engagement, where citizens are invited to consider and respond to the scenarios. This helps focus the engagement and input process.

Future iQ Partners experience shows that the scenario based approach to visioning has significant advantages including:

- Allows citizens choice, and the chance to engage with a series of well thought out and researched plausible futures. This accelerates the process of visioning, and allows people to consider longer-term choices and implications, rather than short-term self-interest agendas.
- It naturally leads to high quality visualizations approaches, where the future can have a tactile and interpretable representation.

### **Our approach to engagement:**

- Face-to face workshops are the backbone of meaningful engagement. The sessions are focused and participant input is collected for inclusion in the overall survey database.
- Future iQ Partners complements direct face-to-face workshops with an on-line portal and surveys platform. This allows convenient 24/7 inputs, thereby increasing participation in the process. All community input is entered into the survey platform, allowing for detailed analysis of themes and issues. It is searchable by demographic information to tease out differing views and perspectives of the future between population cohorts.
- The development of unique branding for the visioning process maximizes the exposure and 'stickiness', which has proven to stimulate new community involvement and create a desire to 'get on board' and be part of implementation.

Future iQ Partners has used this overall process, and the various elements, numerous times in major community vision projects. The tools and approaches are 'tried and tested' and produce high quality data and outcomes.

### **3.0 How FiQ would envision reaching the participation target of 1200 residents.**

Future iQ Partners is familiar with large engagement processes for community visioning. Extensive stakeholder engagement is achieved through multiple workshops, focus group sessions and online survey mechanisms. As important as the absolute number, Future iQ Partners will ensure the sample is largely representative of the City population base, and reflects the stratification of age, ethnic and socio-economic profiles.

To achieve the target 1200 residents (and therefore data-points), the following face-to-face engagement approaches will be used:

- 'Edina Futures' workshop (scenario planning).
- Larger town hall meetings.
- Specialized sessions to reach groups traditionally harder to engage.
- Industry and business community workshops.
- It is proposed to train a team of volunteer facilitators to lead neighborhood discussions.
- Engagement with schools and youth.

Future iQ Partners will use online surveys to allow for broad based participation into the process. Expertly designed survey instruments capture resident perspectives and visions. Survey participation promoted through social media exponentially increases the community input into the process. In addition, it is suggested that the City of Edina communication channels be used to promote the visioning process, and drive traffic to the project website.

### **4.0 Summary of additional information needed prior to engagement**

- Community Profile – Demographics, prominent assets, competitive advantages and citizen profile, benchmarked against other cities in the Twin City region.
- Current Comprehensive Plan and access to City communication channels to reach citizens in the Edina City area.

### **5.0 Summary of what differentiates FiQ from other peers in the field.**

- Future iQ Partners has extensive practical first-hand experience in working on community visioning efforts, across the Midwest and North America.
- We link global best practice with customised and practical actions on the ground.
- Strong facilitation and presentation skills, and a track record of working across all levels of society.
- Future iQ Partners is a recognised market leader in applying unique and innovative tools and approaches to assist communities shape their futures.
- Our tools and projects have won numerous awards.

## **6.0 Examples of past similar projects, including links to final work products.**

In addition to the listed recent projects (below), Future iQ Partners is currently working on large scale community visioning, engagement and planning projects in Alberta (Canada), Spain, Italy and Australia.

### **6.1 Kewaunee Region – Wisconsin (2013)**

Following the announced closure of a regional nuclear power station, Future iQ Partners was contracted to design and lead a three-county long-term regional planning effort as part of the economic response strategy. This work included stakeholder engagement, future planning and focus group sessions involving over 400 people. A comprehensive vision-based regional action plan has been developed to align the region and key organisations around economic innovation and collaboration.

<http://future-iq.com/projects/kewaunee-nuclear-power-station-closure/>

### **6.2 The Community Progress Initiative – Wisconsin (2003-09)**

The Future iQ Partners team were the key designers and facilitators of this initiative, which was created to address the substantial local economic impact of the downturn in the paper manufacturing industry. This region is home to several very large paper making businesses, and is a renowned Cranberry producing region. The Community Progress Initiative played a role to define a new vision, and act as a catalyst in shifting culture from dependent to self-reliant, building new and engaged civic processes.

<http://future-iq.com/projects/community-progress-initiative-wisconsin-usa/>

### **6.3 Future West Cork – Ireland (2009-12)**

This regional visioning project drew together stakeholders from across the West Cork Region (pop >100,000). It explored the long-term future and designed, facilitated and implemented an intensive engagement process; with some 800 people have comprehensive input. The economy of the region has been undergoing major financial turmoil. The future planning work was coupled with extensive local community engagement sessions. <http://future-iq.com/projects/future-west-cork/>

### **6.4 Palliser Future Project – Palliser Region, Alberta Canada (2009-12)**

Beginning in late 2009, Future iQ Partners designed and led a scenario-planning session in the Palliser Region, Alberta, Alberta. The included the Futures Game and core Scenario-Planning, which scoped out a range of plausible futures for the region over a 20-year period. It then embarked on an 18-month engagement, training, network mapping, and action-building process to bring the region together around a common vision. The outcomes were sustainable action plans, and engaged over 700 people.

<http://future-iq.com/projects/palliser-futures-project/>

### **6.5 Mid-Iowa Growth Partnership – Iowa, USA (2009-11)**

The Mid Iowa Growth Partnership (MIGP) was designated a regional collaborative by the State of Iowa. MIGP consists of nine counties located in north-central Iowa that came together as a nine-county regional marketing collaborative. The region has a population of 175,000 and a potential labor force of over 300,000. Future iQ Partners was part of a team engaged by the MIGP region to undertake a regional innovation planning process. Future iQ Partners work focused on the process of building a shared vision for the future of the Mid Iowa Growth Partnership (MIGP) region, and community engagement.

<http://future-iq.com/projects/mid-iowa-growth-partnership-usa/>

**NOTE: These projects can be viewed in more detail on the company website Projects page, with additional reports and material available in the Resource Section. [www.future-iq.com](http://www.future-iq.com)**

## 7.0 Project Team – Future iQ Partners

### 7.1 David Beurle, CEO Future iQ Partners

#### Role on this project

- Overall Project Management and contract management.
- Project design and reporting, including workshop sessions and reports.
- Design and content of community engagement sessions.
- Lead facilitation at all major workshops.



#### Qualifications

- Ten years as CEO Future iQ Partners— developed many of the approaches and global presence of the company
- Eight years as Principal Project Officer to Minister for Primary Industry
- Past Board Director, Western Australian Community Foundation.
- Bachelor of Science in Agriculture

David specializes in creating future planning approaches for use in regional, community and organizational settings. He pioneered the application of scenario planning to regions and rural industries around the world, and developed the Future Game as a widely used planning and workshop tool. David is a dynamic public speaker who inspires audiences, and has worked in the field of organizational and regional economic and community planning for over 20 years. His work in the community economic development field has earned international, national and state awards.

### 7.2 Dr. Jeffrey A. Sachse – Senior Economist

#### Role on this project

- Research and survey design support.

#### Qualifications

- Doctorate in Political Science (UW Milwaukee)
- Masters of Public Affairs (UW Madison)
- Over ten year experience as a practicing and academic Economist
- Extensive experience in economic data analysis



Jeffery specializes in detailed economic analysis and data interpretation. He has worked extensively in the region including work on industry clusters, regional partnerships, workforce development and economic trends and indicators. He has led research and development projects in transportation, and conducted program monitoring. He has detailed local knowledge of the economic landscape in eastern Wisconsin, having worked professionally in this area for over a decade.

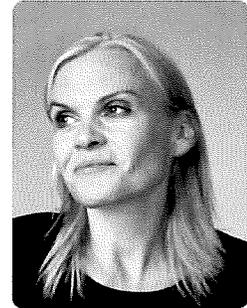
### 7.3 Celine Beurle, COO Future iQ Partners

#### Role on this project

- Support for the Scenario Planning workshop.
- Management of survey process and communications strategy.
- Project management support.

#### Qualifications

- BA Honors Degree in Sociology and Philosophy – UCC
- Masters Degree in Sociology – University College Cork
- Managing Director of Future iQ Partners.
- Six years running Specialized Employment and Recruitment Service
- Policy planning and implementation for government party for 5 years.



With a background in project management, Celine brings many years of experience in leading a company. Celine was previously the Executive Director of a company that provided specialized employment services in southern Ireland. Celine has a background in Sociology and Philosophy, with a Masters degree. She has led many major projects and initiatives within her career, and is passionate about helping to create powerful and effective future strategies for communities and organizations.

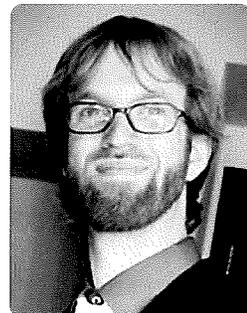
### 7.4 Marc Rassel, Creative Director, Future iQ Partners

#### Role on this project

- Scenario and data visualisation.
- Support of communications strategy.

#### Qualifications

- Bachelor of Fine Art (UW – Stout)
- Creative Director Future iQ Partners
- CEO Align Multimedia
- 13 years experience in web design and data visualization



Marc is a pioneer in developing networks of creative professionals to bring, even the smallest clients, teams of top-notch expertise. He has actively studied the relationships between design and human psychology to develop a keen sense of how design can influence and often create a desired reaction. With over 13 years of experience in the advertising and printing industries, Marc has worked in nearly all areas from concept and planning through production and delivery. Through these experiences he has gained a vast and intimate knowledge of strategies of any scope to be developed, executed and results delivered. He is an accomplished designer and Creative Director who traces his roots back to the University of Wisconsin – Stout where he obtained a Bachelor of Fine Arts degree.

## 7.5 Lehna Malmkvist, Expert Team Member, Future iQ Partners



### Role on this project

- Background research on the future of urban communities.
- Background research on indicators of community success.

### Qualifications

- MSc and BSc in Biology, Geography and Environmental Studies – University of Victoria
- Expert in Environment and Systems with Future iQ Partners – Canada / Germany
- Founder of Swell Consulting Ltd – Victoria, Canada
- Principal Vegetation and Aquatic Ecologist at Swell Consulting Ltd –Victoria, Canada

Lehna has worked for over 10 years within multi-disciplinary teams across a wide range of projects. She has used her skills to ensure that innovative, whole-system approaches are integrated into projects to take account of triple bottom line principles, addressing social, ecological and economic aspects. She brings a deep understanding of connections and the experience to balance government planning and policies and practical on-the-ground actions, including developing the business case, for true sustainability. She uses her expertise to guide community building and planning processes using facilitation techniques to develop a common understanding of fundamental issues and create solutions as a unified team.

## 7.6 Dr Freija van Duijne



### Role on this project

- Background research on the future of urban communities.
- Background research on indicators of community success.

### Qualifications

- Founding member / President of the Dutch Future Society
- M.A. in Cognitive psychology from Leiden University
- Ph.D. in Applied ergonomics and design from Delft University, specializing in risk perception.
- Co-promoter of a Ph.D. project exploring the implications for cross learning between trend-watching and futurist communities.

Freija has been project leader for foresight studies for the Dutch Food and Consumer Product Safety Authority, the Netherlands Ministry of Agriculture and the Ministry of Economic Affairs. Her focus has been on innovation, consumer products and lifestyle, food systems, regional economics, and new business developments. She has led a range of large projects that involved scenario planning, technology assessment, expert reflections and future strategy.

## 8.0 Budget and Timeline of the project

### 8.1 Budget

The following is an indicative budget breakdown. This assumes the City of Edina covers the costs of facilities and materials for workshops and meetings.

<b>Future iQ Components</b>	<b>Calculation</b>	<b>Total</b>
<i>Preparation and planning with City of Edina</i>	<ul style="list-style-type: none"> <li>• <i>Liaison with local host organization – planning and preparation and background research</i></li> </ul>	\$2,500
<i>Content support for the project website, social media and engagement portal</i>	<ul style="list-style-type: none"> <li>• <i>Using the City of Edina’s communication platforms, FiQ will support the development of a communications strategy, and contribute teaser future orientated information and surveys questions.</i></li> </ul>	\$5,000
<i>Background research elements to contribute to the contextual knowledge for the project.</i>	<ul style="list-style-type: none"> <li>• <i>FiQ will undertake unique research to explore future urban trends and current thinking on ‘urban cities of the future’. In addition, a review will be conducted of existing metrics used to examine urban success and benchmark values.</i></li> </ul>	\$5,000
<i>Edina Futures workshop – based on scenario thinking</i>	<ul style="list-style-type: none"> <li>• <i>Develop and facilitate major future planning session, including pre-surveys, workshop, and report. This will include extensive data visualization and representation of alternate futures.</i></li> </ul>	\$25,000
<i>Community Engagement</i>	<ul style="list-style-type: none"> <li>• <i>Extensive community engagement including multiple ‘town-hall’ sessions, industry and business groups, and training cadre of local volunteer neighborhood facilitators.</i></li> <li>• <i>Extensive online surveys conducted</i></li> </ul>	\$25,000
<i>Final vision report preparation</i>	<ul style="list-style-type: none"> <li>• <i>Final data analysis, vision report development and future visualization.</i></li> </ul>	\$7,500
<i>Presentation</i>	<ul style="list-style-type: none"> <li>• <i>Present final report and vision launch</i></li> </ul>	\$5,000
	<b>TOTAL USD\$</b>	<b>\$75,000</b>

Payment schedule - Future iQ Partners proposes 3 milestone payments of \$25,000 each.

Proposed dates for the payments are:

- Payment 1 - upon signing of contract.
- Payment 2 – end September; upon delivery of scenario planning report
- Payment 3 – end January 2015; upon delivery of final report

## 8.2 Proposed timeline of project

The following chart outlines key phases and periods of activities.

PHASE / Months (2014)	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Project Planning and liaison with City of Edina; including presentations to Council, Senior Leadership Team and key stakeholders. Development of project timeline and communication strategy.								
Background research, including contextual studies; review of existing urban metrics and data; review of existing trends and implications.								
Contribute to future orientated teaser articles and informative elements within the City of Edina communication platforms.								
Futures workshop - preparation and delivery, including pre-survey of participants.								
'Edina Futures Report' prepared; train local facilitators in neighborhood conversations.								
Extensive Community engagement; including multiple neighborhood and sector workshops, and online broad community engagement (including where possible schools and other interest groups)								
Data analysis; final vision formulation; future visualization elements.								
Presentation - Launch of vision								

Note: Major community engagement work is timed to avoid summer vacation periods.