

# DEMAND STUDY DES MOINES MARINA & PASSENGER FERRY CONCEPT PHASE I. WORK

October 29, 2019

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# PART 1 STATEMENT OF WORK: MEETING WITH LEADERSHIP & PRESENTATION TO COUNCILS

# MEETINGS AND PREPARATION

- **Discovery meeting** – to discuss perceived challenges and opportunities associated with the Ferry concept
- **Tour the proposed docking and parking areas for the Ferry service**
- **DRPM to present the part 2 Demand Study Strategy** to the City of Des Moines senior leadership
- **DRPM to make any necessary modifications to the part 2 Demand study plan**
- **Present the Demand Study Plan** to Department of Economic Development, Department of Transportation and to the City Council

# PART 1 BUDGET

## Discovery:

- **Review of the historical documents**, including the feasibility studies, city plan, marina plan, tourism information, SeaTac and meetings between DRPM and the city of Des Moines: **\$1,175**
- **Creation of the Demand Study Proposal: \$1,200**
- **Presentations of the draft Demand Study Proposal to senior leadership. (includes projected editing time): \$1400**
- **Presentations to the Department of Transportation Council, the Economic Development Council and city of Des Moines Council: \$1400**
- **Total Part 1 Budget: \$5175 (includes travel time, 2.5 days)**

*Note: Fees do not include travel and lodging – this will be billed as pass-through costs*



# TERMS AND CONDITIONS



# APPROVALS & AUTHORITY

## **Approval and Authority**

Diedrich RPM will submit to you for approval of all timelines and budgets for the work **not** represented within this document including management and outside costs to implement any additional tactics. We will need to have a designated representative of the company as the identified person who is authorized to sign budgets and is responsible for authorizations and approvals.

## **Billing Procedures**

Billing is itemized in terms of account management and related if accrued outside expenses. 1/2 of the first month's fees will be due at project's onset.

## **Agency Compensation**

This letter of agreement has been based on our meeting in terms of scope of work. Diedrich RPM and the City of Des Moines agree upon invoicing on the terms of amortized monthly billings as outlined in this proposal. Cost-accounting procedures are maintained based on a time-keeping system. Monthly billings will be provided as the work progresses, budget reconciliations will be presented to these invoices.



# TERMS & CONDITIONS

## **Applicable Law**

The laws of the State of Minnesota shall govern the application and interpretation of this agreement.

## **Termination**

Agency services for the research functions will be provided on a monthly basis with a provision for 30 days notice of termination by either side. All work in progress will be paid for immediately in accordance with acceptable practices of the industry.

## **Arbitration**

Any claim or controversy arising under or relating to this agreement shall be settled by arbitration in accordance with the rules of the American Arbitration Association at a hearing in Dakota County, MN. Judgment may be entered on the arbitrator's award in any court having jurisdiction thereof.

## **Binding Agreement**

This agreement shall be binding on the parties here to and their successors and assigns.

# TERMS AND CONDITIONS

DRPM and client agree that they will duly observe all of their obligations under marketing industry guidelines and applicable data protection legislation arising out of or in connection with the processing of personally identifiable information under this agreement.

## Client Approvals

City of Des Moines Approval  
Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

DRPM Approval Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_



# CONTACTS

## **DRPM Contacts:**

Director of Research

[Kyle@diedrichrpm.com](mailto:Kyle@diedrichrpm.com), Phone: 952-314-9952

Statistician and Research Administration

[Brandon@diedrichrpm.com](mailto:Brandon@diedrichrpm.com), Phone: 952-373-0805

CEO

[Liz@Diedrichrpm.com](mailto:Liz@Diedrichrpm.com) Phone: 612-850-4455



THANK  
YOU