

### "Expansion Project Assistance" Conditions

**Situation:** Due to the volunteer status of DMS member participation and the need to complete the Expansion Project (Project) before April 2019, assistance is needed in obtaining the necessary professional, contract work.

**Assistance:** This assistance will be obtained by using an outside DMS Consultant, non-paid, for the specific objectives listed below:

1. Review and organization of Project so that a General Contractor can be selected.
2. Selection of a General Contract, with DMS Project Manager (DMS PM) approval.  
Note: this is not restricted to any formal bid process, but must conform to industry standards and the DMS prepared contract.
3. Possible selection of an independent electrical contractor contingent upon coordination with #2 above.
4. Establishment of a fixed price contract and schedule as defined by the DMS PM.
5. Project Monitoring.

**Compensation:** The Consultant is authorized the following reimbursements.

- A. Any reasonable expense associated with achieving the above listed Assistance, to include, but not limited to:
  - (1) Mileage at the standard Federal rate; and, associated road tolls.
  - (2) Office supplies: printer paper, ink (printer, copier, scanner supplied by Consultant), binders, folders, etc.
  - (3) DMS office space with necessary equipment.
- B. Lifetime family membership in DMS, effective immediately.
- C. Release from liability, see attached.

#### **Parameters:**

- I. **Budget:** The Board approved Budget, given to the DMS PM to manage, will not be exceeded for contract work unless prior coordinated with the DMS Board President and approved by the DMS Board is accomplished.
- II. **Schedule:** the schedule for contract work will be approved by the DMS PM.
- III. **Coordination:** the DMS PM in coordination with the DMS Board President will be responsible for all Board coordination and resolution, if necessary. The Consultant may support this if requested by the DMS PM.

#### **Agreed upon:**

Chris Marlow 12/13/18

Chris Marlow

Date

DMS PM

Kris Anderson 1-1-19

Kris Anderson

Date

DMS President