

**Commercial Real Estate Services
Task Order 2018-001**

This Task Order, entered into this 23rd day of May, 2018, between the Moscow Urban Renewal Agency (hereinafter referred to as "AGENCY") AND Palouse Commercial Real Estate (hereinafter referred to as the "CONSULTANT"), is subject to the provisions of the RFP 2017-001, published on April 29, 2017 (hereinafter referred to as the "AGREEMENT").

WITNESSETH:

WHEREAS, AGENCY intends to engage the assistance of CONSULTANT in providing commercial real estate consulting services, hereinafter referred to as the PROJECT;

NOW, THEREFORE, AGENCY and CONSULTANT, in consideration of their mutual covenants herein, agree as set for below.

Client Information and Responsibilities:

The AGENCY will provide CONSULTANT the data and/or services as specified in the Agreement.

**Services to be furnished by
CONSULTANT(S):**

CONSULTANT shall provide professional real estate consulting services including:

1. Targeted marketing of the properties to national and super-regional development firms through in person presentations; and
2. Preparation of a detailed offering memorandum to be utilized in marketing efforts; and
3. Facilitation of communication between prospective developers and MURA including site visits, conference calls and introductions to key community members.

Deliverables:

Task order deliverable shall include a detailed property offering memorandum to be utilized in marketing efforts and a record of development companies/interests that were contact during the execution of the marketing services provided under this Task Order.



Schedule of Services to be Performed:

CONSULTANT shall prepare the detailed property offering memorandum by no later than June 15, 2018 and shall provide the directly marketing services for the duration of the RFP advertisement period commencing on June 11th, 2018 and close on or about August 10th, 2018

Basis of Fee and Billing Schedule:

The AGENCY will pay CONSULTANT for its services and reimbursable expenses on a time and material basis in accordance with the AGREEMENT, but not-to-exceed One Thousand Five Hundred Dollars (\$1,500.00) for the Project.

IN WITNESS WHEREOF, the Parties hereto have executed this Task Order Agreement as of the date and year first above written.

Approved by (Signature): 	Approved by (Signature): 
Print Name: Justin Rasmussen	Print Name: Bill Belknap
Title: C.E.O	Title: Exec. Director
Date: 6-13-18	Date: 6-13-18