

# Technical Assistance Panel

## Scope of Services

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The Urban Land Institute is a 501(c)(3) nonprofit research and education organization supported by more than 44,000 members worldwide representing the entire spectrum of land use and real estate development disciplines. As the preeminent, multidisciplinary real estate forum, ULI facilitates the open exchange of ideas, information and experience among local, national and international industry leaders and policy makers dedicated to creating better places.

The Salem Technical Assistance Panel (TAP) includes: 1) Panel members who volunteer their time to serve on the panel and are not compensated for their time, only their expenses; 2) Assurance that no member of the panel has a conflict of interest, real or perceived, by serving on the panel; and 3) Panel recommendations that are unbiased and cannot be modified substantively once given to the client.

The TAP will bring panel members with real estate, planning, and development expertise together to provide unbiased, pragmatic advice to address complex land use, and development issues.

The scope of services to be provided by the Urban Land Institute (ULI) Northwest in this agreement includes undertaking research and providing recommendations to the Urban Renewal Agency.

### **ULI will provide the following services**

- A series of virtual sessions (exact number to be determined) in which panelists will provide recommendations to the Urban Renewal Agency regarding predevelopment planning
- ULI Northwest staff time to manage, organize, and convene panelist selection and preparation
- Member volunteer time for meetings and virtual tours (if applicable)
- A coordinated dinner for panelists, two city staff and ULI staff after site visit
- PowerPoint file of TAP recommendations
- Planning, coordination, and execution of the TAP
- Final report summarizing recommendations, or incorporation of recommendations into the Urban Renewal Agency's project deliverables
- Direct costs related to production of final report (writer fee and printing costs, if applicable)
- Electronic file of report and 10 (ten) printed copies to the client, as requested

### **The Urban Renewal Agency will provide the following to support the TAP:**

- A series of questions or sub-topics related to the Urban Renewal Agency development for the panelists to explore and provide recommendations around
- Briefing documents with pertinent background material for each panelist and ULI staff due one week in advance of the first session; this may include a text overview of the project site, maps, infographics, statistics, important links, planning and zoning information, etc.
- Coordination of in-person site tour (if applicable)

- Briefing presentation for TAP panelists of the overview and situation of site
- Marketing and outreach about the TAP to stakeholders including but not limited to the TAP Steering Committee, Urban Renewal Agency staff, elected officials, and other stakeholders before and upon conclusion of the TAP (if applicable)

The total cost of the TAP is \$24,000. ULI Northwest will invoice the Urban Renewal Agency the following:

\$2,000 upon execution of the contract (for services rendered)

\$12,000 on or before the presentation day

\$10,000 following production of the final TAP report