

Colorado Code Consulting, L.L.C.
3321 S Dunkirk Way
Aurora, Colorado 80013
Ph.: 303-400-6564 Fax: 303-693-0630

September 24, 2004

City of Rapid City
300 Sixth Street
Rapid City, South Dakota 57701

Ladies and Gentlemen:

This will serve as a Letter of Agreement between Colorado Code Consulting, LLC (consultant) and the City of Rapid City, South Dakota (city) regarding the presentation of seminars on the International Building Code and International Residential Code.

1. The consultant will present a one-day seminar on the 2003 International Building Code on November 4, 2004 and a one-day seminar on the 2003 International Residential Code on November 5, 2004. The consultant will provide an original handout for each seminar to the city for duplication and distribution at the seminar. The consultant will provide a computer for the presentation of a PowerPoint program on the individual subject.
2. The city will provide all administrative and registration services for the seminars. The city will provide a satisfactory venue for presenting the seminars. The venue should be set up in classroom style seating. Food and refreshments for breaks and lunches will also be the responsibility of the city. The city will provide an appropriate projection screen to project the seminar program on. The city will duplicate and distribute the handouts for the seminar.
3. The city agrees to pay the consultant the fees outlined in the attached fee schedule. The fees are inclusive of all expenses incurred by the consultant. Payment will be due upon receipt of an invoice provided by the consultant.
4. In no event shall the cost of services provided to the City by the consultant exceed \$3,375.00.

It is mutually agreed and understood that, should the seminar be terminated for any valid reason by either party before completion, compensation will be invoiced according to the portion of the seminar completed and/or expenses incurred by the parties.

If the above scope of services and fees are acceptable, please sign the agreement below. Please retain one original for your files and return the other to me.

Sincerely,

Stephen L. Thomas, CBO
President

ACCEPTED AND AGREED

Dated this _____ day of _____, 2004.

Colorado Code Consulting, L.L.C.

Stephen L. Thomas, CBO
President

CITY OF RAPID CITY

Mayor

Finance Officer

APPROVED AS TO FORM
CITY ATTORNEY'S OFFICE



Attorney

9-24-04

Date

**CODE TRAINING SEMINARS
FEE SCHEDULE**

The following fees are charged for conducting code training seminars. The fees include all travel expenses and costs.

First day of instruction	\$1,350.00
Subsequent days of instruction	\$1,100.00
Handouts & Class Development	
Copies by Sponsor	\$9.00 per student
Copies by Colo. Code Cons.	\$15.00 per student

A/V REQUIREMENTS

Classes are conducted using Microsoft PowerPoint software. The sponsoring organization is responsible for providing an LCD projector and screen for the presentation. Colorado Code Consulting, LLC will provide a laptop computer and the software. If the sponsor is not able to provide an LCD projector, special arrangements with Colorado Code Consulting, LLC must be made to provide a projector. A lapel microphone should be provided by the sponsoring organization for large rooms.

TRAVEL ARRANGEMENTS

Colorado Code Consulting, LLC will make all travel arrangements. It is requested that the sponsoring organization provide the name and reservation information of the hotel where seminars will be held. If the seminar is not held in a hotel, the sponsoring organization is asked to provide a list of nearby hotels.