

3. COMPLETION TIMING AND FEES

Expected Completion Timing

We are prepared to initiate this assignment immediately after receiving authorization to proceed. We estimate it will take 16 to 18 weeks to meet the proposal objectives and complete all tasks. This assumes that the Town will provide us with the requested background materials in a timely manner, schedule meetings reasonably and make approval decisions within the timing of the engagement.

Project Phases and Milestones

As requested, the timing broken out by phase is as follows:

Project Phase	Weeks Completed
Discovery	Weeks 1-7
Gap Analysis and Conceptual Design	Weeks 6-9
Compensation Program Design	Weeks 8-16
Reporting and Implementation	Weeks 15-19

Fees and Billing

We will charge an all-inclusive flat fee of **\$45,700** to complete all objectives outlined in this proposal. This fee includes all labor, materials, travel-related expenses, and all related costs based on the defined project scope. We bill monthly as work tasks are completed.