

ATTACHMENT B
TO

AGREEMENT BETWEEN GASTON COUNTY AND THE GREATER GASTON DEVELOPMENT CORPORATION

GASTON COUNTY CLT AIRPORT ECONOMIC POSITIONING STRATEGY
SCOPE OF WORK

- I. The Greater Gaston Development Corporation (GGDC) shall:
 - A. Develop a Concept Overview of the project
 - B. Organize and conduct a fund-raising campaign – total goal of \$230,000
 - a. Private sector fund-raising goal of \$115,000
 - b. Public sector fund-raising goal of \$115,000
 - C. Establish separate segregated GGDC checking and savings account for the project
 - D. Invoice all funding sources and secure payments
 - E. Working with private and public funding entities, identify and recruit members of project Executive Steering Committee
 - F. Negotiate and execute Scope of Work, Schedule and Contract between the GGDC and the project lead consultant for production by lead consultant of Gaston County CLT Airport Economic Positioning Strategy, subject to review by and concurrence of Executive Steering Committee
 - G. Working with private and public funding entities and project lead consultant, identify and recruit members of project Technical Committee
 - H. Provide project management services
 - a. Review of performance milestones and deliverables from lead project consultant
 - b. Fiscal management
 - i. Maintenance and reconciliation of project banking accounts
 - ii. Review and processing of invoices
 - c. Reporting on project progress and fiscal status to funding entities as requested
 - d. Oversight of project outreach to the media, the public and other interest groups working with the Executive Steering Committee, Technical Committee and funding entities
 - I. Conduct project close out activities
 - a. Final acceptance of all project deliverables
 - b. Organize and facilitate presentation of strategy plan and deliverables to funding entities and other interested parties per project scope of work
 - c. Certify completion of performance by project lead consultant
 - d. Conduct final project bank account reconciliations and close project bank accounts
- II. Schedule – The GGDC will complete the above-enumerated scope of work within 3 months of certification by the GGDC that the project lead consultant has completed performance under the contract between the GGDC and the project lead consultant for the project. It is anticipated that the period of performance for the project by the project lead consultant will encompass 9 to 12 months from the notice to proceed to the lead project consultant.