

**Scope of Services  
Village of Volente  
Community Input Survey  
July 8, 2014**

**Project Understanding**

The Village of Volente conducted a citizen survey to inform its 2004 Comprehensive Plan. The Village is currently seeking to conduct another survey in order to collect updated data from the community.

**Project Scope**

FNI will prepare an online survey (via SurveyMonkey) along with a Microsoft Word version of the survey that the Village can distribute to citizens. The survey will include the original 29 questions, plus up to five new questions. The Village will be responsible for distributing and collecting the hardcopy surveys. FNI will be responsible for tabulating the results of the survey and providing a brief summary of the data (approximately 1-2 pages of summary text accompanied by question-by-question results).

**Meetings**

One (1) conference call will be held with the Village to discuss the needs for the new questions. No in-person meetings will be held within this scope of services.

**Timeline**

Once the five new questions have been agreed upon, FNI will post the SurveyMonkey survey within two (2) weeks. The survey will remain live for one (1) month. Once the survey has closed and FNI has received the hardcopy surveys from the Village, FNI will summarize the results within two (2) weeks.

**Project Fee**

FNI agrees to complete the above scope of services for a lump sum fee of nine thousand five hundred dollars (\$9,500).