



7825 Tumbling Creek Dr. Millington, TN 38053
Ph. 901.653.6313 / Ph. 901.606.8920
www.UrbanInsites.net

**PROFESSIONAL SERVICES AGREEMENT
(MUNICIPAL PLANNING CONSULTING)**

This Professional Services Agreement is made and fully executed this _____ day of _____, 2023 by and between UrbanInsites, LLC (Consultant), and _____, (Client).

1. **Engagement.** Client hereby retains and engages, from the date hereof until terminated, Consultant to perform for Client the following described Professional Urban Planning Services:

Project/Service Location: Town of Mason, Tennessee

Professional Urban Planning Services:

General Planning Consultation (Advisory/Counsel Services)

Review of Planning Related Regulatory Documents

Representation Before Town Board/Planning Commission (as requested)

*Review of Private Development Proposal/Applications

2. **Compensation.** Client agrees to compensate Consultant for rendered Professional Urban Planning Services described in **Paragraph 1** at the Consultant’s hourly rate of one hundred (\$100.00) dollars. *Services performed on behalf of the Client related to private, third-party entitlement requests/development applications will be billed at the hourly rate of one hundred thirty (\$130.00) dollars.

3. **Expenses.** Client agrees to reimburse Consultant for expenses incurred during the course of performing Professional Urban Planning Services including, but not limited to, mileage at the current federal standard mileage rate (2023); black/white and color copies, and plotting and copying of plan size documents @ cost + 10%.

4. **Monthly Payment Of Balance Due.** Consultant shall invoice the Client monthly. Client agrees to pay all balances due (for professional services and expenses) within 30 days of receipt of invoice.

5. **Conflict of Interest.** Consultant reserves the right to abstain from any services that may create a conflict of interest. In these instances, Consultant will communicate the potential conflict of interest with the Client’s Chief Executive Officer.

Client: Town of Mason, Tennessee

6. Terms of Agreement. This Professional Service Agreement is for no particular duration and may be terminated at will by either party upon 30-day notice. Upon the termination of this Professional Service Agreement, the Client agrees to pay Consultant for all services rendered and expenses incurred through the date of such termination in accordance with **Paragraphs 2 and 3** herein, and Consultant agrees to continue to perform services up to the date of termination.

CONSULTANT

Brett Morgan, AICP
Principal
EIN: 45-4942849

Date

CLIENT: _____
Client/Authorized Client Representative

Date

Client/Authorized Client Representative (Print)

Client Address: _____

Client Telephone(s): _____

Client Email: _____