

## EXHIBIT A

# SCOPE OF WORK

MicroLife Institute – Suburban Redevelopment Project / Aging in Place Neighborhood Design Workshop (2026)

MicroLife Institute (“Consultant”) shall serve as the lead consultant and primary contractor responsible for overall project management, community engagement, logistics, coordination, technical guidance, and delivery of all project outputs associated with the Suburban Redevelopment Project (“Project”).

Consultant shall coordinate participation by Georgia Tech as a program partner for delivery of an elective architecture studio component. Georgia Tech’s involvement shall support the Project under Consultant direction and coordination. Consultant shall remain responsible for ensuring alignment with Project objectives, stakeholder engagement requirements, schedule milestones, and final deliverables.

The omission of specific duties does not exclude them from this Scope of Work to the extent such duties are necessary and proper for fulfillment of Consultant’s responsibilities under this Agreement.

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## 1. PROJECT ADMINISTRATION AND MANAGEMENT

Consultant shall provide full project administration, including:

1.1 Development and maintenance of the Project work plan, schedule, milestones, and reporting requirements.

1.2 Coordination of all Project communications with County staff, resident participants, Georgia Tech faculty/students, and other Project stakeholders.

1.3 Facilitation of stakeholder coordination meetings and preparation of agendas, meeting summaries, and action tracking as needed.

1.4 Oversight of Project delivery to ensure the achievement of Project objectives, including aging-in-place outcomes and neighborhood-scale redevelopment strategies.

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## **2. COMMUNITY ENGAGEMENT AND RESIDENT COORDINATION**

Consultant shall develop and implement the Project community engagement strategy, including:

2.1 Coordination of Aging in Placers participation, including recruitment and organization of resident volunteers and resident clients.

2.2 Development and administration of resident intake tools (e.g., questionnaires, surveys, and information-gathering processes) to inform student and stakeholder work products.

2.3 Facilitation of structured engagement between residents and student teams, including scheduling, communications support, and participation tracking.

2.4 Planning and facilitation of community-facing presentation events and feedback sessions to ensure transparency and stakeholder input.

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## **3. TECHNICAL GUIDANCE AND PROJECT SUPPORT**

Consultant shall provide technical guidance related to housing typologies and practical implementation, including:

3.1 Delivery of instructional and technical presentations regarding housing typologies, development feasibility, and implementation constraints.

3.2 Provision of ongoing mentorship and technical support to student teams and Project stakeholders throughout the Project period.

3.3 Participation in project review sessions and evaluation of student concepts for practical applicability, including zoning and community fit considerations.

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## **4. LOGISTICS, EVENT COORDINATION, AND FIELD ACTIVITIES**

Consultant shall provide logistical planning and execution support, including:

4.1 Coordination and management of field visits, neighborhood tours, resident meetings, and other Project activities requiring logistics and scheduling support.

4.2 Coordination of guest speaker participation and related administrative support, as applicable.

4.3 Preparation and distribution of Project materials (including presentation materials and engagement tools) as needed for successful execution.

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## 5. DELIVERABLE COMPILATION AND FINAL PROJECT OUTPUTS

Consultant shall oversee compilation and delivery of Project outputs, including:

5.1 Coordination of final presentation events including resident participation and stakeholder review.

5.2 Compilation of student work products, stakeholder input, and engagement findings into a final Project summary package suitable for County use.

5.3 Provision of materials and documentation necessary to support continuity and replication of the Project framework in future cycles.

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## 6. PROGRAM PARTNER ROLE – GEORGIA TECH

Georgia Tech shall participate as a program partner by delivering an elective architecture studio component aligned to Project objectives. Consultant shall coordinate with Georgia Tech faculty regarding schedule, participation, and integration of community engagement requirements. Consultant shall remain responsible for overall Project delivery and performance under this Agreement.

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## 7. PROJECT TIMELINE AND SCHEDULE

Consultant shall manage the Project in accordance with the schedule outlined below. Dates are subject to adjustment upon mutual agreement between the County and Consultant based on operational needs, academic scheduling constraints, and stakeholder availability.

### 7.1 Project Kickoff

The Project kickoff shall occur on or about **February 2, 2026**. Consultant shall coordinate all kickoff logistics, including stakeholder participation, resident integration, and coordination with Georgia Tech course activities.

### 7.2 Project Implementation Period

The primary Project implementation period shall occur from **February 2026 through mid-May 2026**. Consultant shall provide ongoing Project management, community engagement coordination, technical support, and logistical administration throughout this period.

### 7.3 Community Engagement and Review Milestones

During the implementation period, Consultant shall coordinate stakeholder engagement activities including resident interactions, field visits, interim reviews, and feedback sessions, as required to support development and refinement of student work products and Project outcomes.

#### **7.4 Final Deliverables and Community Presentations**

Final deliverables shall be completed by **mid-May 2026**, including a culminating set of final presentations. Consultant shall coordinate and facilitate final presentation event(s) to share Project outcomes with **neighborhood residents, Aging in Placers participants, County staff, and other identified stakeholders**, and shall collect and document feedback as part of final deliverable compilation.

## **COMPENSATION**

Total compensation for services under this Scope of Work shall be \$30,000, subject to the terms and conditions of the Agreement.

## **COMPENSATION AND PAYMENT SCHEDULE**

### **Total Contract Amount: \$30,000**

Compensation shall be paid to Consultant on a milestone basis upon completion of the deliverables described below, subject to County acceptance of work performed and submission of an invoice by Consultant.

#### **Payment Milestone 1 – Project Initiation and Engagement Setup**

Amount: \$15,000

Due: Upon completion of initiation activities and commencement of Project operations

Deliverables include:

- Development of the Project work plan, engagement strategy, and timeline
- Coordination of stakeholder roles and communication workflows
- Recruitment coordination and confirmation of Aging in Placers resident client participants
- Preparation and administration of resident intake tools (questionnaire/survey tools)
- Coordination with Georgia Tech regarding course schedule integration and project kickoff logistics
- Finalization of logistical planning for meetings, field activities, and key engagement events

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#### **Payment Milestone 2 – Project Kickoff and Initial Engagement Execution**

Amount: \$5,000

Due: Following completion of kickoff activities and initial resident/student engagement coordination

Deliverables include:

- Execution support for Project kickoff session(s), including presentations and coordination
  - Establishment of resident/student engagement schedules and ongoing communications procedures
  - Ongoing participation tracking and stakeholder coordination
  - Technical support and mentorship availability to student teams during early project development
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### Payment Milestone 3 – Field Activities and Mid-Project Engagement Support

Amount: \$5,000

Due: Following completion of field visit(s) and mid-project engagement activities

Deliverables include:

- Coordination and execution of neighborhood field visit(s), tours, and resident meetings
  - Continued facilitation of resident/student engagement and feedback collection
  - Ongoing mentoring, technical guidance, and project administration support
  - Preparation support for interim review(s) and stakeholder check-ins, as applicable
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### Payment Milestone 4 – Final Presentations and Deliverables Compilation

Amount: \$5,000

Due: Upon completion of final presentations and submission of final summary outputs

Deliverables include:

- Coordination of final presentation event(s) including resident and stakeholder participation
  - Facilitation of community-facing feedback sessions and documentation of input
  - Compilation of student work products, community engagement findings, and deliverables into a final Project summary package suitable for County use
  - Delivery of materials and documentation supporting continuity and replication of the Project framework
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### Payment Terms

- Consultant shall submit invoices tied to each milestone upon completion of the associated deliverables.
- Payments shall be processed in accordance with County standard payment procedures.

- Work products developed through Georgia Tech participation shall be coordinated by Consultant and integrated into the final deliverables as applicable; Consultant retains responsibility for overall Project delivery and performance under this Agreement.