

AMENDMENT NO. 1 TO CONTRACT

THIS AMENDMENT is made and entered into effective as of May 13, 2019 (“Effective Date”), by and between the CITY OF TACOMA, a municipal corporation of the State of Washington (hereinafter called the “CITY”) and EARTHCORPS exactly (hereinafter called the “CONTRACTOR”).

WHEREAS, effective August 1, 2017, CITY and the CONTRACTOR entered into a Contract (“Contract”) for services and/or deliverables related to passive open space volunteer management, and

WHEREAS, the CITY and CONTRACTOR desire to amend the Contract to add additional tasks to the scope of work as shown in Exhibit A-1, increase the maximum compensation by \$247,240.97 shown in exhibit B-1 for a new not to exceed amount of \$440,524.97, and extend the contract termination date from July 31, 2019 through December 31, 2021, and

NOW, THEREFORE, in consideration of the mutual promises and obligations hereinafter set forth, the parties agree as follows:

1. The do not exceed total compensation sum authorized for services under the Contract is hereby increased by \$247,240.97 which raises the prior do not exceed total from \$193,284.00 to \$440,524.97. Compensation will be paid as described in Exhibit B-1 which is attached and incorporated herein.
2. The Scope of Work, authorized under Exhibit A of the Contract, is hereby amended to include the additional tasks described in Exhibit A-1 which is attached and incorporated herein.
3. The Contract termination date is extended from July 31, 2019 to December 31, 2021.
4. All other terms of the Contract, together with all exhibits, are hereby ratified and shall remain in full force and effect, unaltered by this amendment.

Should this Amendment be executed after the Effective Date noted above all terms and conditions herein shall operate retroactively to Effective Date.

IN WITNESS WHEREOF, the Parties hereto have accepted and executed this Amendment, as of the Effective Date stated above, which shall be Effective Date for bonding purposes as applicable. The undersigned Contractor representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Amendment for and on behalf of Contractor.

CITY OF TACOMA:

CONTRACTOR:

By:

By:

(City of Tacoma use only - blank lines are intentional)

Director of Finance: _____

City Attorney (approved as to form): _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

Approved By: _____

SCOPE OF WORK

EarthCorps 8/1/2019-12/31/2021

A. Passive Open Space Volunteer Management

The work performed under the provisions of this specification shall assist the City of Tacoma's Passive Open Space Program with:

- Volunteer management, consisting of oversight of the site stewards and other volunteers
- Training for all volunteers
- Assisting site stewards in the development of a five-year volunteer restoration plan and an annual volunteer restoration plan
- Providing volunteers with tools, participation in weekend work events and reporting work logs
- Developing and executing an active volunteer recruitment strategy
- Organizing Green Tacoma Day

Management of stewards and volunteers will be conducted on sites with less than a 40% slope. Slopes greater than 40% are considered critical areas that are susceptible to erosion and landslides, and are thus off-limits to volunteers. Site Stewards and volunteers are to follow the guidelines outlined in the Green Tacoma Habitat Steward Field Guide, with regards to use of tools and herbicides, and plant removal (http://forterra.org/wp-content/uploads/2015/05/GTP_Steward_Field_GuideFINAL_Mar2013-reduced.pdf). Any deviations from this must be agreed upon by the Contractor, the City and site steward(s).

- I. Volunteer Management - Site Specific Tasks
 - a. Schedule at least 4 volunteer events (work parties) per year at all new sites, and ~ 60 work parties annually, to increase by up to 12 work parties per new site annually as the program grows. Work parties are to last 3 hours each outside of special events.
 - b. The goal is to average 10 or more volunteers per work party at each site.
 - c. Supervise a minimum of the first 4 work parties at all new sites and/or with all new stewards (Year 1), supervise 4 work parties for all sites and/or stewards in Year 2, and supervise 2 work parties for all other sites and/or stewards in Year 3 and beyond. Stewards are not allowed to lead work parties unsupervised until they have completed the mandatory training and are able to complete an on-site checklist satisfactorily.
 - d. Develop a 5-Year Volunteer Restoration Plan with the site steward(s); the City will assist in this process as needed.
 - e. Hold an annual planning meeting for site with steward(s) and the City of Tacoma (City) Open Space Program staff. Provide a comprehensive plant and materials order for the following planting season by March 15th of each year.
 - f. Develop a Health and Safety Plan specific to each site prior to any work parties taking place on a new site. Review and revise Health and Safety plan annually as needed. Safety plans must be on-site at every work party.
 - g. Plan and execute a kick-off event during Year 1 for each new site. Kick-off events are meant to increase public exposure of the program, recruit new volunteers, and promote community. Kick-off events should include food and beverages beyond the typical snacks provided at work parties. Kick-off events may be piggy-backed with work parties.
 - h. Be available for day-to-day communication with site stewards.

- i. Provide the City with work party reports for the previous month, no later than the 7th of the month. Reports shall include the total number of adult volunteers, the total number of volunteers under age 18, total volunteer hours, and the following information if relevant: number of trees planted and the species or common name, number of plants planted and the species or common name, area of invasive species removed, amount of garbage cleaned up, area of BMP's installed, previous planting success, problems on site, a map encircling the area where work was performed, before and after pictures of the work, and any other important information.
 - j. Coordinate work party registration online and on-site.
 - k. Provide an online, publicly accessible, "release of liability waiver" for volunteers and track forms for the City.
 - l. Provide the City with scanned volunteer sign-in sheets and signed liability waivers upon request.
- II. Training/Volunteer Appreciation
- a. Provide one (1) "orientation" training for new stewards each year to include a classroom day and a field day. EarthCorps shall provide the City with a training outline two weeks prior to the event.
 - b. Provide 3 continuing education opportunities for stewards every year.
 - c. Provide one (1) volunteer appreciation event per year (can be combined for all sites) to include a giveaway of at least one (1) re-usable item per volunteer, such as water bottles, hats, t-shirts, pruning tools, raingear, etc. Assist the Green Tacoma Partnership with arranging food, beverages, and venue for the appreciation event (see Sections 4E & 4F below).
- III. Communication
- a. Recruit stewards for at least one – two new sites each in 2020 and 2021.
 - b. Continually recruit volunteers (as part of developed recruitment strategy).
 - c. Provide the City with an outline of a general outreach and communication plan for recruiting new stewards and volunteers.
 - d. Provide the City with an outline of a site specific outreach and communication plan when onboarding a new site. Examples could include: news releases; door to door solicitation; electronic media; mailings; direct outreach at neighborhood events, schools, churches and businesses; etc.
 - e. Maintain a volunteer database.
 - f. Provide an online, publicly accessible, calendar of activities for Open Space sites, to include work party and kick-off events.
- IV. Green Tacoma Day Tasks (to be held the 2nd Saturday each October)
- a. Serve as the organizer and primary contact for Green Tacoma Day for up to 15 sites, working with Green Tacoma Partnership organizations.
 - b. Create or maintain a "hub" website for Green Tacoma Day (GTD), including event registration, site information and information on the Partnership. Track registration at each site and collect information on how registrants

found out about GTD.

- c. Outreach and promotion for GTD, which could consist of printed material distribution, public communication, postings on social media, etc. Develop and distribute a press release before and after GTD.
- d. Solicit at least 4 sponsors (financial or donated time) that contribute directly to GTD. Coordinate at least 2 activities leading up to and promoting GTD. Contributors sponsoring lead up events are not included in the 4 required sponsors, however a sponsor providing proceeds from lead-up events used specifically for GTD are considered part of the 4 required sponsors.
- e. Assist Green Tacoma Partnership (GTP) to solicit gifts for. Provide prizes for all volunteers such as water bottles, hats, t-shirts, pruning tools, etc.) and additional prizes for site stewards and/or specific sites at volunteer appreciation event (e.g. gift certificates, raingear, plants, crew time).
- f. Work with GTP to organize the volunteer appreciation event, with a target date range of the last week in September. Prepare one or more educational activity for a prize(s). Assist GTP with providing food, drink and venue for the event, allowing the majority of this responsibility to fall upon the Partnership.
- g. Provide tools, snacks, water and supervision at 3-6 COT sites on GTD.

V. Additional Materials

- a. Provide tools for all work parties, training events, and Green Tacoma Day, with a commitment to mark, track, and maintain all tools.
- b. Provide water, snacks, hand-washing, hand sanitizer, gloves, bandages, etc.

B. Personnel

The City of Tacoma agrees to provide office space for the Passive Open Space volunteer manager at the Center for Urban Waters two (2) days per week, for the duration of the contract. This person will have a key card enabling him or her access to the building and printing rights. EarthCorps shall keep a vehicle in the Center for Urban Water parking lot and maintain the appropriate minimum insurance requirements. Also, he or she will have City of Tacoma vehicles available for work purposes only, provided this person passes the appropriate background checks. City vehicles will only be used by the volunteer manager when EarthCorps vehicles are unavailable. Earthcorps will provide a computer and cellular telephone for the employee.

8/1/2019-12/31-2019

Exhibit B-1

Task 1: Volunteer Management	# of Events	Hours	Rate	Cost per Event	Total:	Notes:
Work Parties	25					
Project Management Level 1 (Event lead)	5	10	\$75.00	\$750.00	\$3,750.00	
Project Management Level 2 (Event supervision/evaluation)	9	5	\$75.00	\$375.00	\$3,375.00	
Project Management Level 3 (Site/steward check-ins)	11	2	\$75.00	\$150.00	\$1,650.00	
Site Prep (for work Parties)	11	2	\$75.00	\$150.00	\$1,650.00	Additional site prep time provided by the Project manager for fall planting events/GTD events prep day management
Reports	25	1	\$75.00	\$75.00	\$1,875.00	One hour per event x 25 events
Communciation with Site Stewards	25	1	\$75.00	\$75.00	\$1,875.00	
Planning Meetings						One hour of communication with stewards per event
	7	2	\$75.00	\$150.00	\$1,050.00	One per site late fall. Will include updates to volunteer management plan and H&S plans in consultation with site stewards
General Program Management*						
						*Captures all the day-to-day program management and planning that is not event-specific including: long-term program planning; workflow at sites; scheduling; administration; program review and assessment.
Meetings/Communications/Coordination with City Staff	1	10	\$75.00	\$750.00	\$750.00	
Long-term planning and Entering Yearly Event Calendar/Database	1	25	\$75.00	\$1,875.00	\$1,875.00	
Inventory, Purchasing, Restocking, Maintenance	1	10	\$75.00	\$750.00	\$750.00	
Site planning, planting plans, plant orders	1	10	\$75.00	\$750.00	\$750.00	
Program Review and Assessment	1	5	\$75.00	\$375.00	\$375.00	
Logistical planning, policies and procedures	1	10	\$75.00	\$750.00	\$750.00	
Contract Administration	1	5	\$75.00	\$375.00	\$375.00	
Kick-off Events	0					All held during the previous contract year.
Health and Safety Reports	0					All completed for current sites during previous contract year.
Task 2: Volunteer Training and Apprecaition	# of Events	Hours	Rate	Cost per Event	Total:	Notes:
Steward Workshops	0					None scheduled until early 2020
Steward Recruitment	1	8	\$50.00	\$400.00	\$400.00	Nov steward recruitment event
Continuing Education	2	8	\$75.00	\$600.00	\$1,200.00	Two continuing education events: one in early fall and one late fall

Volunteer Appreciation	1	16	\$75.00	\$1,200.00	\$1,200.00	Green Tacoma Day steward appreciation dinner
Task 3: Outreach, Communication Design, and Implementation	# of Events	Hours	Rate	Cost per Event	Total:	Notes:
Event Recruitment	1	12	\$50.00	\$600.00	\$600.00	
Communication Plan	1	10	\$50.00	\$500.00	\$500.00	Annual update to communication plan to include EarthCorps communications manager
General Outreach	1	30	\$50.00	\$1,500.00	\$1,500.00	
Task 4: Green Tacoma Day	# of Events	Hours	Rate	Cost per Event	Total:	Notes:
Project Management and Coordination						
Event planning	1	5	\$75.00	\$375.00	\$375.00	Create master event planning calendar
GTD meeting coordination/GTP meeting attendance	8	5	\$75.00	\$375.00	\$3,000.00	One per month this year April-Dec.
Site Selection, descriptions and managment	1	10	\$75.00	\$750.00	\$750.00	Soliciting sites, collecting site information, adding that to back-end registration system and providing any followup to partner sites
Event agenda and BMP's for stewards	1	5	\$75.00	\$375.00	\$375.00	Updating the event agenda, adding any necessary information for current year and distributing to project managers
Event Health and Safety/Risk-Management	1	5	\$75.00	\$375.00	\$375.00	Reviewing event health and safety proceeedures, updating and communicating
Post-event Data Collection, Followup and Final Report	1	12	\$75.00	\$900.00	\$900.00	Setting up post-event reporting and data logging, formattitng and producing final report.
Outreach, Media and Communications Management						
Create and Implement Social Media Plan	1	10	\$75.00	\$750.00	\$750.00	Creating or managing content creation, scheduling content release, social media followup
Advertising: Poster, Brochure, Signage, Bus Shelter Ads and T-Shirts	1	30	\$75.00	\$2,250.00	\$2,250.00	Managing production of all these items
Managing EarthCorps outreach projects/supporting partner outreach	1	8	\$75.00	\$600.00	\$600.00	Manage EarthCorps staff or EarthCorps Specialists taking on focused outreach tasks
Ad-hoc Event Communication	1	5	\$75.00	\$375.00	\$375.00	Working with the public on unsolicited or opportunistic outreach opportunities
In-Kind Donations Management						

Communications, Pick-up, Processing, Distribution	1	5	\$75.00	\$375.00	\$375.00	Managing the pickup , processing and distribution of in-kind donations
Lead-Up Event Coordination						
Lead up Event #1 Coordination	1	40	\$75.00	\$3,000.00	\$3,000.00	Last year the Hops for Tree Tops event was billed from Project Management and Coordination Additional coordination of 1 lead-up event as requested by City of Tacoma.
Lead up Event #2 Coordination	1	40	\$75.00	\$3,000.00	\$3,000.00	
Webpage creation/mgmt						
Outreach and Promotion	1	10	\$50.00	\$500.00	\$500.00	EarthCorps staff or EarthCorps Specialist
Sponsor Solicitation	1	10	\$50.00	\$500.00	\$500.00	EarthCorps staff
Swag				\$4,000.00	\$4,000.00	T-shirts
Promotional Materials				\$1,000.00	\$1,000.00	Printing and distribution of poster and brochure
Misc funding				\$1,000.00	\$1,000.00	Additional printing, advertising (social media boosts), expenses for lead-up events
Task 5: Materials					Total:	Notes:
Storage					\$1,000.00	Currently \$180.00/mo. At Tacoma Self Storage
Tools, tool maintenance expenses	0					
Other misc materials	0					
Task 5: Facilities and Administration					Total:	Notes:
	5	175.38			\$876.90	
TOTAL REQUESTED:					\$51,851.90	

1/1/2020-12/31/2021

Task 1: Volunteer Management	# of Events	Hours	Rate	Cost per Event	Total:	Subtotal Task	Notes:
Work Parties	140						65 events in 2020; 75 events in 2021 (Addition of up to 2 sites each year (5 events per year)
Project Management Level 1 (Event lead)	20	10	\$75.00	\$750.00	\$15,000.00		Leading events at new sites + substituting for stewards
Project Management Level 2 (Event supervision/evaluation)	28	5	\$75.00	\$375.00	\$10,500.00		1 Evaluation each year for each site + 3 for new sites/stewards
Project Management Level 3 (Site/steward check-ins)	20	2	\$75.00	\$150.00	\$3,000.00		1 additional check-in each year for each site
Site Prep (for work Parties)	44	2	\$75.00	\$150.00	\$6,600.00		Additional site prep time provided by the Project manager for fall planting events/GTD events prep day management
Reports	140	1	\$75.00	\$75.00	\$10,500.00		1 hour per event
Communication with Site Stewards	140	1	\$75.00	\$75.00	\$10,500.00		1 hour of communication with stewards per event
Planning Meetings	20	2	\$75.00	\$150.00	\$3,000.00		One per site late fall. Will include updates to volunteer management plan and H&S plans in consultation with site stewards
General Program Management							Captures all the day-to-day program management and planning that is not event-specific including: long-term program planning; workflow at sites; scheduling; administration; program review and assessment
Meetings/Communications/Coordination with City Staff	1	50	\$75.00	\$3,750.00	\$3,750.00		
Long-term planning and Entering Yearly Event Calendar/Database	1	30	\$75.00	\$2,250.00	\$2,250.00		
Inventory, Purchasing, Restocking, Maintenance	1	45	\$75.00	\$3,375.00	\$3,375.00		
Site planning, planting plans, plant orders	1	25	\$75.00	\$1,875.00	\$1,875.00		
Program Review and Assessment	1	15	\$75.00	\$1,125.00	\$1,125.00		
Logistical planning, policies and procedures	1	25	\$75.00	\$1,875.00	\$1,875.00		
Contract Administration	1	15	\$75.00	\$1,125.00	\$1,125.00		
Kick-off Events	4	16	\$75.00	\$1,200.00	\$4,800.00		
Health and Safety Reports	4	8	\$75.00	\$600.00	\$2,400.00		
EarthCorps Crew Professional Services	10			\$1,675.00	\$16,750.00		Assist with work party related events, site preparation, and post planting watering.
						\$98,425.00	
Task 2: Volunteer Training and Appreciation	# of Events	Hours	Rate	Cost per Event	Total:	Subtotal Task	Notes:
Steward Workshops	4	16	\$75.00	\$1,200.00	\$4,800.00		
Steward Recruitment	4	8	\$50.00	\$400.00	\$1,600.00		
Continuing Education	4	16	\$75.00	\$1,200.00	\$4,800.00		
Volunteer Appreciation	2	32	\$75.00	\$2,400.00	\$4,800.00		
						\$16,000.00	
Task 3: Outreach, Communication Design, and Implementation	# of Events	Hours	Rate	Cost per Event	Total:	Subtotal Task	Notes:
Event Recruitment	1	24	\$50.00	\$1,200.00	\$1,200.00		
Communication Plan	1	20	\$50.00	\$1,000.00	\$1,000.00		
General Outreach	1	60	\$50.00	\$3,000.00	\$3,000.00		
						\$5,200.00	
Task 4: Green Tacoma Day	# of Events	Hours	Rate	Cost per Event	Total:	Subtotal Task	Notes:
Project Management and Coordination							
Event planning	2	5	\$75.00	\$375.00	\$750.00		Create master event planning calendar
GTD meeting coordination/GTP meeting attendance	16	10	\$75.00	\$750.00	\$12,000.00		8x/year
Site Selection, descriptions and management	2	10	\$75.00	\$750.00	\$1,500.00		Soliciting sites, collecting site information, adding that to back-end registration system and providing any followup to partner sites
Event agenda and BMP's for stewards	2	5	\$75.00	\$375.00	\$750.00		Updating the event agenda, adding any necessary information for current year and distributing to project managers
Event Health and Safety/Risk-Management	2	10	\$75.00	\$750.00	\$1,500.00		Reviewing event health and safety procedures, updating and communicating
Post-event Data Collection, Followup and Final Report	2	12	\$75.00	\$900.00	\$1,800.00		Setting up post-event reporting and data logging, formatting and producing final report.
Outreach, Media and Communications Management							
Create and Implement Social Media Plan	2	10	\$75.00	\$750.00	\$1,500.00		Creating or managing content creation, scheduling content release, social media followup
Advertising: Poster, Brochure, Signage, Bus Shelter Ads and T-Shirts	2	30	\$75.00	\$2,250.00	\$4,500.00		Managing production of all these items
Managing EarthCorps outreach projects/supporting partner outreach	2	8	\$75.00	\$600.00	\$1,200.00		Manage EarthCorps staff or EarthCorps Specialists taking on focused outreach tasks

