

EXHIBIT A

AMENDMENT NUMBER Four (4)CONTRACT NUMBER 30006114

FOR

Safe Routes to Schools Education Program

Pursuant to Ordinance Number TBD 7/31/2019

This Contract was made and entered by and between The Street Trust, hereinafter called Consultant, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

1. This Contract is hereby extended through September 30, 2020.
2. Additional work is necessary as described in the Scope of Work as follows: Please reference Exhibit A Scope of Work which is hereby referenced & by said reference incorporated into the contract.
3. Additional compensation is necessary and shall not exceed \$165,170.44 for new not to exceed contract total amount of \$648,887.44. The new contract amount was calculated as follows:

\$256,760.00	(Original Contract Amount)
+ \$226,957.00	(Amendment 3)
+ \$165,170.44	(Amendment 4)
= \$648,887.44	(Total Not to Exceed Amount)

4. All other terms and conditions shall remain unchanged and in full force and effect.

CONSULTANT SIGNATURE

This Contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same Contract amendment.

The parties agree the City and Consultant may conduct this transaction by electronic means, including the use of electronic signatures.

Consultant Name: The Street Trust

Address: 618 NW Glisan, Suite 401

Portland OR 97209

Signature: _____ Date: _____

Name: _____

Title: _____

Contract Number: 30006114

Amendment Number: Four (4)

Contract Title: Safe Routes to Schools Education Program

CITY OF PORTLAND SIGNATURES

By: _____
Bureau Director Chris Warner

Date: _____

Approved as to Form:

By: _____
Office of City Attorney

Date: _____

Exhibit B

Safe Routes to School Education Scope of Work #30006114

June 24, 2019

The Street Trust agrees to:

- Conduct five Pedestrian Safety Education (PSE) Train-the Trainer workshops for elementary school teachers – one for each Parkrose, Reynolds, Centennial and David Douglas School Districts; two for Portland Public Schools
- Build up to 20 Pedestrian Safety Education kits for elementary-aged students.
- Co-lead with PBOT up to six Bike Safety Education (BSE) Train-the-Trainer workshops for middle school teachers.
- Collaborate with PBOT on middle school Bike Safety Education teacher training workshop and student classroom curricula.
- Support middle school teachers at five partner middle schools with Bike Safety Education, including class instruction and community rides.
- Coordinate Bike Safety Education at nine partner elementary schools.
- Provide 10 hours of Bike Safety Education at nine partner elementary schools.
- Manage and maintain PBOT's Safe Routes bicycle fleet (250+ bikes), including but not limited to the following:
 - Deliver and retrieve up to 40 bicycles and enough helmets to and from partner schools.
 - Ensure bikes used for BSE and summer programming are in safe working condition.
- Develop recruitment plan for volunteers for both MS/ES BSE and bike maintenance. Identify and employ strategies to increase diversity of volunteers.
- Engage volunteers to support the community rides that culminates BSE at both elementary and middle schools.
- Develop bike rodeo curriculum for elementary-aged students, including any kit.
- Coordinate and implement bike rodeo events at up to 16 elementary schools.
- Produce 20 bike skill videos specific to Portland SRTS MS BSE curriculum. Phase One – produce one video. Phase Two – contingent upon Portland SRTS staff approval of Phase One video and authorization for additional task, produce 19 videos.

- Collaborate with PBOT to promote program accomplishments and work with instructors to provide stories, photos and materials to PBOT. Any story or pictures that include the Portland SRTS program will contain "in partnership with PBOT Safe Routes to School program."
- Co-create agenda for monthly check-ins with PBOT.
- Meet twice a school year as a joint team – Street Trust education team and PBOT SRTS team.
- Participate in training and teambuilding as approved by PBOT.
- Provide monthly written invoice with report detailing number of students served, volunteer participation, bicycle fleet status and qualitative updates on school partnerships.
- Complete year-end report that summarizes The Street Trust delivery of PBOT's BSE and PSE by end of June 2020. Report includes but is not limited to: participating schools, number of students served, number of new riders, volunteer participation for both education and maintenance, number of bikes in each size, number of bikes removed from fleet, successes, hurdles, student/teacher stories and pictures.
- Ensure that staff performing service under this contract will be able to:
 - Pass criminal background checks required for school districts served.
 - Possess a valid State of Oregon driver's license if driving as part of this contract.
 - If driving, pass the City of Portland Defensive Driver's Training.

Train the Trainer			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Conduct PSE T3 training (5 total)	20	\$1,323.60
Education Program Director	Adjust PSE curricula	25	\$1,654.50
Bicycle Safety Educator	Build PSE kits (20 total)	60	\$3,176.40
	Subtotal	105	\$6,154.50
Personnel	Description	Hours/Qty	Billable
Education Program Director	Co-lead middle school BSE T3 training (6 total; 8 hours)	48	\$3,176.64
Education Program Director	Adjust middle school BSE T3 training curricula	10	\$661.80
Education Program Director	Adjust middle school BSE curricula	70	\$4,632.60
	Subtotal	128	\$8,471.04
Total		233	\$14,625.54

Teaching Elementary Bike Safety			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Coordinate BSE schedule (5 hrs/school avg; 9 schools)	45	2,978.10
Bicycle Safety Educator	Teaching Elem (Assumes 42 hrs/school avg; 9 schools)	378	\$20,011.32
Bike Maintenance Coordinator	Teaching Elem (Assumes 28 hrs/school avg; 9 schools)	252	\$12,007.80
	Subtotal	675	\$34,997.22

Supporting MS Bike Safety			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Teaching MS (Assumes Tubman 2 weeks/72 hrs + up to 153 hrs)	225	\$14,890.50
Education Program Director	Community Rides MS (Assumes 11 MS/8 hrs)	88	\$5,823.84
	Subtotal	313	\$20,714.34
Total		988	\$55,711.56

Maintenance & Transport			
Personnel	Description	Hours/Qty	Billable
Bike Maintenance Coordinator	ES Bike Moves (Assumes 8 hrs/school avg; 9 schools; 14 moves)	112	\$5,336.80
Bike Maintenance Coordinator	Fleet Maintenance (8 hrs, 9 months)	72	\$3,430.80
Truck Rental	Assumes max 14 rentals (\$120/rental)	14	\$1,680.00
Bike Parts	\$150 a month	9	\$1,350.00
	Subtotal	207	\$11,797.60
Total		207	\$11,797.60

Elementary Bike Rodeos			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Develop curriculum	128	\$8,471.04
Education Program Director	Coordinate bike rodeos (up to 16 total)/5 hrs ave)	80	\$5,294.40
Bicycle Safety Educator	Implement bike rodeos (up to 16 total)/6 hrs ave)	96	\$5,082.24
	Subtotal	304	\$18,847.68
Total		304	\$18,847.68

Video Production			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Phase One - 1 video produced	30	\$1,985.40
Education Program Director	Phase Two - contingent on City approval of Phase One video and authorization for additional task; 19 videos produced	610	\$40,369.80
	Subtotal	640	\$42,355.20
Total		640	\$42,355.20

Program Development & Management			
Personnel	Description	Hours/Qty	Billable
Education Program Director	Hiring Program Staff	20	\$1,323.60
Education Program Director	Monthly Reporting and Invoicing	36	\$2,382.48
Director of Finance & Operations	Monthly Reporting and Invoicing	24	\$1,906.80
Education Program Director	Co-create agenda and attend monthly SRTS check-in	24	\$1,588.32
Education Program Director	ST Education Staff Meetings	6	\$397.08
Education Program Director	Recruit volunteers for community rides	50	\$3,309.00
Bike Maintenance Coordinator	Recruit volunteers for bike maintenance	30	\$1,429.50
Bicycle Safety Educator	ST Education Staff Meetings	6	\$317.64
Bike Maintenance Coordinator	ST Education Staff Meetings	6	\$285.90

Bike Safety Educator	ST/SRTS team meetings (2/year)	6	\$317.64
Bike Maintenance Coordinator	ST/SRTS team meetings (2/year)	6	\$285.90
Communications Manager	Co-coordinate SRTS communications	40	\$2,244.00
Executive Director	Program Oversight	50	\$6,045.00
	Subtotal	304	\$21,832.86
Total		304	\$21,832.86

**Grand
Total \$165,170.44**

Job Classification	Hourly Rate
Executive Director	\$120.90
Director of Operations & Finance	\$79.45
Education Program Director	\$66.18
Bicycle Safety Educator	\$52.94
Bike Maintenance Coordinator	\$47.65
Communications Manager	\$56.10

Summary	
Total Train the Trainer	\$14,625.54
Total MS Support	\$20,714.34
Total Elem BSE	\$34,997.22
Total Maintenance & Transport	\$11,797.60
Video Production	\$42,355.20
Total Prog Dev & Management	\$21,832.86
Elementary Bike Rodeos	\$18,847.68
Grand Total	\$165,170.44