

## AMENDMENT NO. 2

CONTRACT NO. 30001769

FOR

## FACILITATION SERVICES FOR WEST HAYDEN ISLAND ADVISORY COMMITTEE

This Contract was made and entered by and between Institute for Conflict Management, Inc., hereinafter called Contractor, 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 June 30, 2012.
2. Additional work is necessary as described in the Scope of Work, Work Tasks attached as Exhibit A. Work tasks include additional hours under each task through the end of the contract. Payments shall be made based on hourly rates.
3. Additional compensation is necessary and shall not exceed \$ 45,500, for a total of \$73,000.

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

## CONTRACTOR 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 Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Institute for Conflict Management, Inc.

By: Sam Imperati Date: 5-11-11

Name: Sam Imperati

Title: Executive Director

Address: 11524 SW Vacuna Court, Portland, OR 97219

Telephone: 503-244-1174

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Contract No. C30001769 Amendment/Change Order No. 2

Contract Title: Facilitation Services for West Hayden Island Advisory Committee

**CITY OF PORTLAND SIGNATURES:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor of Portland

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Auditor

Approved as to Form: **APPROVED AS TO FORM**

By: *Linda Meng* Date: 5/11/2011  
Office of City Attorney **CITY ATTORNEY**

# Exhibit A: Work Tasks

Task/Activity	Work Products	Original Contract	Proposed Contract Amendment	Contract Amendment Estimated Hours/Tasks, including \$22,000 (Original Contract) + \$5,500 (1st Amendment) + \$45,500 (Proposed 2nd Amendment) = \$73,000				
		Approximate Hours/Task	Approximate Hours/Task	Hours / Task	Lead Facilitator	Hours / Task	Assistant Facilitator	TOTAL
					\$200		\$75	
I. Ground Rules Development	Draft of committee ground rules for consideration and adoption by stakeholders.	3 hours total	3 hours total	3	\$600.00	0	\$0.00	\$600.00
II. Meeting Preparation	Agendas for pre-meeting and meeting. Estimate 18 WHI AC meetings prior to June 2012.	4 hrs/mtg x 12 mtgs = 48 hours	4 hrs/mtg x 18 mtgs = 72 hrs	72	\$14,400.00	0	\$0.00	\$14,400.00
	Facilitator attends a weekly BPS staff meeting. (1.5 hrs x meeting x 45 meetings)		1.5 hrs/mtg x 45 mtgs = 67.5 hours	67.5	\$13,500.00	0	\$0.00	\$13,500.00
	Facilitator reviews and assists with design of materials used for Advisory Committee meetings		18 hours	18	\$3,600.00	0	\$0.00	\$3,600.00
III. Meeting Facilitation	Fruitful, productive and civil discussions and exploration of issues. (3 hour AC meetings, plus 1 hr prep and debrief x 18 mtgs)	2.5 hrs/mtg x 12 mtgs = 30 hours	4 hrs/mtg x 18 mtgs x 2 staff = 144 hrs	72	\$14,400.00	72	\$5,400.00	\$19,800.00
IV. Meeting Feedback	Meeting minutes and strategic advice.	2 hrs/mtg x 12 mtgs = 24 hours	2.5 hrs/mtg x 18 mtgs x 2 staff = 45 hrs	9	\$1,800.00	36	\$2,700.00	\$4,500.00
V. Coordination & Facilitation of Related Meetings and Tasks	Other facilitation and mediation services, as needed, including but not limited to managing conflicts that arise among interested parties and/or agency representatives.	60 hours total	88 hours total	80	\$16,000.00	8	\$600.00	\$16,600.00
		Approximately 165 hours	Approximately 437 hours for Facilitator and Assistant	321.5	\$64,300.00	116	\$8,700.00	\$73,000.00

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