

391081

Exhibit A

185128

AMENDMENT NO. 3

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 August 31, 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.
2. Additional compensation is necessary and shall not exceed \$30,050 for a total of \$103,050.

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: 1-20-12

Name: Sam Imperati

Title: Executive Director

Address: 11524 SW Vacuna Court, Portland, OR 97219

Telephone: 503-244-1174

185128

Contract No. _____ Amendment/Change Order No. _____

Contract Title: _____

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved: _____
By: _____ Date: _____
Office of City Auditor

Approved as to Form: **APPROVED AS TO FORM**
By: *Linda Meng* Date: 1/23/2012
Office of City Attorney **CITY ATTORNEY**

Exhibit A: Overview of Work Tasks

* Below is an estimate of the additional hours and funds being requested for the Third Amendment to the ICM contract, resulting in a total value of \$103,050.

** This is \$30,050 in additional funds to take the WHI project through July 2012.

*** The justifications for the increase in funds are: 1) the extension of the project timeline to July 2012, 2) the facilitator needing greater than anticipated meeting time for discussions with project partners and stakeholders, above and beyond the Advisory Committee meetings, and 3) Adding facilitation for technical worksessions to review project reports and mitigation subcommittee meetings.

Task/Activity	Work Products	Original Contract	Contract	Contract	Contract Amendment Estimated Hours/Tasks, including \$22,000 (Original Contract) + \$5,500 (1st Amendment) + \$45,500 (2nd Amendment) + \$30,050 (3rd Amendment) = \$103,050				
		Approximate Hours/Task	Amendment #2 Approximate Hours/Task	Amendment #3 Approximate Hours/Task	Total Lead Hours	Lead Rate	Total Asst. Hours	Assistant Rate	GRAND TOTAL
						\$200		\$75	614 Hours
I. Ground Rules Development	Draft of committee ground rules for consideration and adoption by stakeholders.	3 hours total	3 hours total	0	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	30	97.5	\$19,500.00	0	\$0.00	\$19,500.00
	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. (4 hour AC meetings, plus 1 hr prep and debrief x 18 mtgs). Technical Work Sessions (2 x 4hr/session), and Subcommittee Work (natural resources mitigation)- 4 meetings x 3.5 hrs.	2.5 hrs/mtg x 12 mtgs = 30 hours	4 hrs/mtg x 18 mtgs x 2 staff = 144 hrs	44	116	\$23,200.00	72	\$5,400.00	\$28,600.00
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	30	9	\$1,800.00	66	\$4,950.00	\$6,750.00
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	30	110	\$22,000.00	8	\$600.00	\$22,600.00
End of Project: Report Writing/editing/consultation with AC members, Port, City to finalize work products	Advisory Committee recommendations report	0 hours		42.5	30.5	\$6,100.00	12	\$900.00	\$7,000.00
		Approximately 165 hours	Approximately 437 hours for Facilitator and Assistant (total of original contract plus this amendment)	Approximately 176.5 hours for Facilitator and Assistant	456	\$91,200.00	158	\$11,850.00	\$103,050.00