AGREEMENT AMENDMENT
City Manager’s Office
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6600

Agreement #: 1763 Amendment #: 

AGREEMENT FOR SERVICES BETWEEN
THE CITY OF MENLO PARK AND Peninsula Conflict Resolution Center

THIS 1st AMENDMENT ("Amendment") is made and entered into this 16 day of March, 2016, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY", and Peninsula Conflict Resolution Center, hereinafter referred to as "FIRST PARTY."

1. Pursuant to Section 1 of Contract titled “Services to be performed by Contractor” of Contract No. 1763 ("Agreement"), amended to add:
   “The services set forth in Exhibit A-1 attached hereto.”

2. Pursuant to Section 3 of Contract titled “Payments” of Contract No. 1763 ("Agreement"), amend the last sentence to read as follows:
   “In no event shall total payment for services under this agreement exceed $15,985.00.”

Except as modified by this Amendment, all other terms and conditions of Contract No. 1763 remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

FIRST PARTY:

[Signature]
Signature

[Name]
Name

[Tax ID #]
Tax ID #

APPROVED AS TO FORM:

[Signature]
William L. McClure, City Attorney

CITY OF MENLO PARK:

[Signature]
Arlinda Heineck

[Name]
Arlinda Heineck

ATTEST:

[Signature]
Pamela Aguilar, City Clerk, City of Menlo Park

Date: 3/18/16
Executive Director

Title

Date: 4/27/16

[Signature]
Community Development Director

[Name]

[Title]

Date: 5/6/16

CC Rev 20160113
Menlo Park General Plan Update Community Meetings  
March - June 2016

I. PCRC’S Mission
The vision of the Peninsula Conflict Resolution Center (PCRC) is a community that is strong, resilient and collaborative. Our mission is to foster collaborative engagement by bringing people together, facilitating conversations and building these skills in our community. PCRC supports people to communicate and solve problems together, facilitates group meetings, builds skills for public participation and, as a neutral third party, assists people in conflict to develop mutually acceptable agreements serving the entire county of San Mateo.

II. Benefits of PCRC Facilitation and Outreach Support
- Clearer definition of meeting objectives
- Increased effectiveness in reaching meeting objectives
- Increased meeting efficiency--keeping people and agenda on track
- A balanced process supporting stronger collaboration, higher public participation and lasting relationship building
- Bridging communication between city and hard to reach populations
- Culturally effective customized strategies

III. Context
In February, 2016, Menlo Park Senior Planner Deanna Chow contacted PCRC for continued facilitation services in support of two planned community meetings in March 2016 and another potential community meeting to be held in Spring 2016, regarding the general plan update.

PCRC has been working in the Belle Haven community of Menlo Park since the start of 2014 and has built considerable relationships and supported significant community building. This neighborhood is especially impacted by the General Plan update due to its proximity to M-2 zoned land that will be addressed during the ConnectMenlo process. Between October 2014 and January 2016, PCRC supported the City of Menlo Park in engaging city residents and the Belle Haven community in particular in the general plan update. Specific activities conducted included:
- Bilingual outreach
- Bilingual survey administration
- Design and facilitation for General Plan community meetings and workshops
- Spanish interpretation and childcare coordination for community meetings

IV. Intended Outcomes
- Increased awareness of and participation in ConnectMenlo from residents, with a focus on the Belle Haven community
- Increased understanding of the impact of land use planning on the lives of Menlo Park residents
- Increased understanding of proposed zoning and design regulations and their relationship to city policies
• Increased sense of inclusion and trust between residents and city staff

V. Confidentiality
Confidentiality and transparency are two of the key factors to PCRC's success. PCRC will only use the information from the sessions for the purpose of achieving the objectives described on this proposal. PCRC will also list your organization as a partner on its website, however no specifics of the type of work done in collaboration will be shared.

VI. PCRC Practitioners
Part of PCRC's philosophy is the belief in strengthening agencies and communities from within by supporting skills building. To reach this commitment, PCRC services are provided by both staff and committed, highly trained volunteer practitioners. Volunteers undergo rigorous formal training as well as on-going observation and mentorship from PCRC staff. At any part of this process volunteers may be present as observers or practitioners.

VII. Budget and Time
PCRC charges a fee-for-service hourly rate for facilitation services. As a non-profit, PCRC’s facilitation services fees go into funding agency initiatives and thus are vital to the on-going success of our work. PCRC’s fees are well below market rate and PCRC is committed to making its fees work for any agency regardless of financial limitations.

PCRC will bill monthly for services conducted under this proposal. Any unpaid fees will become overdue 30 days after payment is required and will be subject to a 1% late fee for each month of delayed payment. If services are rendered by PCRC toward the deliverables, but not completed due to reasons outside of PCRC’s control, payment is considered due based on the timeline stated above, unless otherwise renegotiated and the contract updated in writing.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Rate/hour</th>
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<tbody>
<tr>
<td>Intake</td>
<td>Initial intake for facilitation, proposal/ MOU creation</td>
<td>Free</td>
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<tr>
<td>Planning</td>
<td>Pre-facilitation consultation and planning with convener and key stakeholders</td>
<td>$125 Eng $165 Span.</td>
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<tr>
<td>Preparation</td>
<td>Agenda development, outreach materials development, materials pre/post meeting, travel</td>
<td>$125 Eng $165 Span.</td>
</tr>
<tr>
<td>Facilitation &lt;35ppl</td>
<td>Day of facilitation</td>
<td>$185 Eng $225 Span.</td>
</tr>
<tr>
<td>Facilitation 35+ ppl</td>
<td>Day of facilitation</td>
<td>$225 Eng $265 Span.</td>
</tr>
<tr>
<td>Follow-up</td>
<td>Post meeting discussions, notes, consultation</td>
<td>$125 Eng $165 Span.</td>
</tr>
<tr>
<td>Outreach</td>
<td>Flyer distribution, targeted phone calls, strategic in person outreach/promotion of issues and meetings</td>
<td>$125 Eng $165 Span.</td>
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| Process consultation                                      | Coaching and consultation on agenda development, process design, community engagement, materials development and cultural humility | $125 Eng  
$165 Span. |
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<tbody>
<tr>
<td>Interpretation</td>
<td>Up to 25 headsets</td>
<td>$100/hour</td>
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<tr>
<td>Document translation</td>
<td>Translate written documents from English to Spanish</td>
<td>TBD (contracted out)</td>
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<tr>
<td>Childcare</td>
<td>Up to 10 children/provider</td>
<td>$35/hr/provider</td>
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Our estimated cost breakdown for facilitation support for the two community meetings scheduled in March, 2016 and another potential community meeting in late Spring is as follows:

| Three Community Meetings: March 3, 2016, March 10, 2016 and TBD, 2 hours each |
|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------|
| Planning                                                                    | Pre-facilitation meetings, consultation and coaching (meetings with Place Works and City staff), process design  | 10-12 hrs  
$125/hr  
$1250-$1500 |
| Preparation                                                                 | Agenda development, facilitation preparation, materials, set-up, breakdown, travel | 9-12 hrs  
$125/hr  
$1125-$1500 |
| Facilitation                                                                | Meeting Facilitation: dates TBD                                                | 6 hrs  
$225/hr  
$950 |
| Interpretation                                                              | Simultaneous interpretation for parts of meeting conducted by non-Spanish speaking city staff | 6 hrs  
$100/hr  
$600 |
| Follow-up                                                                  | Typing notes (optional depending on meeting type), follow-up, post-meeting discussion, coaching | 4-6 hrs  
$125/hr  
$500-$750 |

**Estimated TOTAL**  
$4425 - $5300

Discounts  
A 10% discount is applied for all services provided to mediation and facilitation contract cities. Menlo Park is not currently a mediation or facilitation contract city and therefore does not qualify for a discount. If the city decides to enter into a mediation or facilitation contractual agreement before the end of this fiscal year we will offer a retroactive 10%. If you are interested in learning more about PCRC’s city contracts please contact AddieRae Mayer, Director of Core Services at amayer@pcrcweb.org or 650-513-0330 x318

_Arlinda Heineck_  
Arlinda Heineck, City of Menlo Park  
Community Development Director  
4/26/2016  
Date