

## AMENDED CONTRACT FOR SERVICES

This amended Contract is entered into by and between the **Puget Sound Clean Air Agency**, (hereinafter referred to as the "Agency"), a municipal corporation of the laws of the State of Washington, and Columbia Willamette Clean Cities Coalition (hereinafter referred to as the "Consultant"), PO Box 721, Tualatin, OR 97062.

**WHEREAS**, the Board of Directors of the Puget Sound Clean Air Agency deems it desirable to amend the original Contract No. 2020-035 dated **April 2, 2020**, for the services of the Consultant to add a full migration of the Western Washington Clean Cities website for the Agency; and

**WHEREAS**, the Consultant represents and warrants that it is available, experienced, and qualified to perform said amended services; and

**NOW, THEREFORE**, the Agency and the Consultant mutually agree as follows:

A. Contract No. 2020-035 is amended as follows:

1. In Section 1, "Contractor Responsibilities," Subsection C, "Other Services," item iv, "Coalition Transition Planning," is replaced in full with the following:
  - iv. **Coalition Transition Planning.** The Contractor shall prepare for a transition to be the host of the Coalition in the next contract year of the DOE (February 1, 2021, through January 31, 2022) in the place of the Agency. Preparation shall include attending quarterly meetings of the Coalition's Steering Committee, providing input in advance to the Agency Project Manager regarding the agenda of those meetings, and developing a plan for the transition for review and comment by the Agency by June 1, 2020. Elements of the transition plan shall include, but are not limited to, how and when the Contractor will perform the following:
    - a. Communicate about the transition from the Agency to the Coalition with Coalition members and the Steering Committee;
    - b. Consult with Coalition members regarding the training, outreach, and events they would like to see in the next contract year;
    - c. Prepare a draft of the PMP for the next contract year (effective 2/1/21) for review by the Agency; and
    - d. Take over the Agency's Coalition communications (newsletters; emails regarding events, news, funding opportunities, etc.; and social media accounts).
2. In Section 1, "Contractor Responsibilities," Subsection C, "Other Services," two new items, v and vi, are added as follows:

- v. **Migrate and host the Western Washington Clean Cities website.** By October 31, 2020, the Contractor shall move the content and resources related to the Western Washington Clean Cities Coalition from the Agency's website to the Contractor's website or another independent site and host it there. Subtasks include, but are not limited to:
  - a. Set up hosting
  - b. Installing and configure framework
  - c. Set up and configure database
  - d. Build-out website theme
  - e. Design and build-out content layout
  - f. Build-out navigation
  - g. Migrate WWCC current content
  - h. Restructure post-migration content
  - i. Install and setup general utility
  - j. Set up e-commerce
  - k. Layout site contact and notification email(s)
  - l. Test/debug and adjustments
- vi. The maximum compensation under Section 1, Subsection C, "Other Services," is \$12,000. With respect to Subsection C.iv.d, the Agency will retain responsibility for these communications for the term of this contract, unless otherwise agreed upon in writing by the Contractor and the Agency.

3. In Section 4, "Compensation," the first paragraph is replaced in full with the following:

4. **Compensation.** The total amount paid by the Agency for satisfactory performance of the work under this contract shall not exceed \$97,000. The funding for this contract is provided by US DOE Contract No. DE-EE0007402 (\$85,000) and Agency funds derived from Coalition dues (\$12,000). No payments in advance or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

4. In Section 4, "Compensation," Table 2 is replaced in full with the following:

**Table 2. Compensation by Task**

<b>Deliverable</b>	<b>Maximum Compensation</b>
DOE Task 1.0, Coalition Management and Administration	\$15,000
DOE Task 2.0, Clean Cities and Alternative Fuel Tracking Activities	\$17,500
DOE Sub-task 3.4, Fuel/Technology Outreach and Demonstration Events	\$17,500
DOE Sub-task 3.5, Targeted Coaching and Technical Assistance	\$17,500
DOE Sub-task 3.6, Site Visits and Educational Tours of Fleet Operations & Infrastructure	\$17,500
DOE Sub-task 3.7, Training and Education	\$17,500
Coalition Transition Plan	\$12,000

B. All other terms and conditions of original Contract No. 2020-035 remain in full force and effect.

**IN WITNESS HEREOF**, the Agency and the Consultant have executed this amended Contract as to the date first above written.

## **PUGET SOUND CLEAN AIR AGENCY**

By: Paul Roberts  
Paul Roberts  
Board of Directors, Chair

Date: 10/12/20

## **COLUMBIA WILLAMETTE CLEAN CITIES COALITION**

Brian Trice  
Executive Director

Date:

Attest:

By: Craig T. Kenworthy  
Craig T. Kenworthy  
Executive Director

Date: 10/14/10

Approved as to Form:

By: 

Jennifer A. Dold  
General Counsel

Date: 10/7/20